

**School of Music**  
**Coordinator, Graduate Programs**

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To: Graduate Students in Music  
From: Kirby Koriath  
Re: Spring 2009 Registration Procedures

November 3, 2008

Greetings! We trust your fall semester is going well. We hope the enclosed materials will assist you in registering for the Spring Semester, 2009.

Spring course request period begins October 12. Course request ends November 11. For the purpose of enrollment projections, it is most helpful if you register *as soon as possible*. We remind you that some classes **do close with full enrollments**—another reason to register early. There is a drop/add process available at the very beginning of the semester (one week) when adjustments can be made to your schedule.

### **Registration and Payment of Fees**

Dates for Spring Semester are January 12 to May 8, 2009. Commencement will be May 9.

Spring registration is now in process. **Bills will be available online on December 9**. Due dates are posted on website [www.bsu.edu/bursar](http://www.bsu.edu/bursar). Late registration and change-of-course ends January 16.

### **You may register by mail...**

Please fill out and return the enclosed registration form to my office at your earliest convenience. If you have a question about any of the specific numeric codes for applied lessons, please include a note to us with your registration form. Tell us the instrument, whether you wish major or minor study, the name of the teacher, if possible--and we will fill in the proper reference numbers.

### **Or, you may register online:**

Please visit this website: <http://www.bsu.edu/web/student-services/course/>

The university provides extensive resources for managing your course schedule. On the **Course Add/Drop / Registration** page you may register for your courses. Please consult also the **Course Planner**; this tool is particularly useful for determining the number of seats remaining in a course. For certain courses, ensembles, lessons, etc., you may need "permission," or a special reference number. For help with this, please contact Linda Elliott, the graduate secretary, [lelliott@bsu.edu](mailto:lelliott@bsu.edu).

### **What Is a Normal Course Load?**

Graduate students may register for a maximum of 15 hours in a semester; those holding an assistantship may register for a maximum of 12 hours, and must register for a minimum of 6 hours. International students may have special requirements. Course selection usually shows a balance between academic and applied study for any given semester or term, and is driven by the curricular pattern for which you have been approved (see pp. 11-20 of the School of Music *Graduate Handbook*).

### **The Frequency of Course Offerings**

Most of our academic classes at the graduate level are offered either once a year or once every two years. During your study at Ball State it is important that you watch for those courses that are required by your curriculum. Please consult the *Graduate Course Rotation* to determine when courses will be offered in the future:

<http://www.bsu.edu/music/media/pdf/courserotation4-04-08.pdf>

## Core Classes and Special Offerings

Courses that *may* be requirements for you this spring include:

- MUSED 610 Music Teaching and Learning (core requirement for MM in mused and primary emphasis on DA, offered approximately every 2 years)
- MUSED 743 Role of Music in Collegiate Education (required for DA, offered every spring)
- MUHIS 537 Music in the Romantic Era (core history course, offered every 2½ yrs.)
- MUHIS 538 Opera History (core history course, offered every 2½ yrs.)
- MUHIS 600 Methodology and Bibliography in Musicology (one of two research classes required for all degrees)
- MUHIS 602 Seminar in Teaching Introduction to Music (one of two “teaching seminars” required for DA students, offered every 1.5-2 years)
- MUSTH 612 Compositional Practices of the 17<sup>th</sup> and 18<sup>th</sup> Centuries (master’s core theory course, offered every 1½ years)
- MUSTH 621 Analytical Technique (required for DA; master’s core theory course, offered every spring)
- MUSPE 529 Vocal Pedagogy (required for voice majors if not taken as an undergraduate, offered every spring)
- MUSPE 526 Intermediate Piano Pedagogy and Lit. (required for MM piano ped majors, offered every 2 yrs.)

## Incompletes

An "I" may be issued to a student as a final grade for a course when all requirements are not met by the end of the course period. Be careful, however, that you do not delay in clearing the deficiency. With approval of the teacher, a one-year extension of time may be obtained to complete the work. If the "I" is not cleared within one year, the grade turns to an "F." If the course is critical to your curriculum, re-enrollment in the course will be necessary.

## Planning to Graduate in May 2009?

After you have made your last registration for classes, it is necessary that *you* contact the Graduate School and **personally apply for graduation**. You may go to the Graduate School to complete this process, or you may apply online (preferred). Deadline for completion of the application process is February 9. Research papers, creative projects including recital CDs, theses, dissertations, etc., must be approved by the department and received by the Graduate School by April 13. *As a reminder, master of music students who plan to graduate in May 2009 must schedule their recital before April 13.* A student who fails to apply for graduation or cannot meet the April 13 deadline for the submission of materials will have to wait until the summer graduation be certified for the degree.

## Electronic Submission of Research and Creative Projects, Dissertations

Beginning with the fall semester, 2008, all final copies of research papers, creative projects, theses, and dissertations must be submitted electronically to the Graduate School. No longer will paper copies be accepted. The final copy is one in which a defense has been held and all corrections have been made. Thus, instead of duplicating two copies on 100% cotton bond paper you will upload your files on a special website created to accept papers. You will, however, need to submit two hard-copy documents to the Graduate School: 1) the Final Approval Form with original signatures; and, 2) the Electronic Thesis and Dissertation (ETD) Approval Form. If you are planning to graduate in Spring 2009, at the point you submit your application for graduation you will receive several emails from the Graduate School with full instructions on this process.

**Graduate Grading Policy** You must earn a grade of C (2.00) or better for a course to count toward your degree program. If you earn a C- (1.667) in a class, and that class is a requirement for your program, then the class may have to be repeated.

**RES 697, THESIS 698, CRPRJ 698** *Prior to registering* for the research and creative project registration or the thesis registration, master's students must submit an approved proposal. The proposal is a brief document wherein you describe your project, the sources you have reviewed, and the methodology you will use to complete the project.

**One more reminder:** Please send in the course registration materials or register online as soon as you can so that your name is “in the system” for the Spring Semester. You are not counted as a “student” until you register...for something. We can always “fine tune” your registration with the drop/add process in the days immediately preceding the start of the Spring Semester. Best wishes for a productive semester!