

School of Music
Coordinator, Graduate Programs

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To: Graduate Students in Music
From: Linda Pohly
Re: Spring 2010 Registration Procedures

October 19, 2009
Rev. 11-11-09

Greetings! We trust your fall semester is going well. We hope the enclosed materials will assist you in registering for the Spring Semester, 2010.

Spring course-request period begins October 19. Course request ends November 10. For the purpose of enrollment projections, it is most helpful if you register *as soon as possible after October 19*. We remind you that some classes **do close with full enrollments or are cancelled early with too little enrollment**—other reasons to register early. Late registration and drop/add begins November 23. You will be able to make adjustments to and **confirm your schedule** at that time.

Registration and Payment of Fees

Dates for Spring Semester are January 11 to May 7, 2010. Commencement will be May 8.

If you register by December 3, bills will be available online on December 9. Due dates are posted on website www.bsu.edu/bursar. Late registration and change-of-course ends January 15.

You may register by mail...

Please fill out and return the enclosed registration form to my office. 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, and 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, 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 or 765-285-5502.

What Is a Normal Course Load?

Students may register for a maximum of 15 hours in a semester; those holding an assistantship may register for a maximum of 12 hours, but must register for a minimum of 6 hours. International students may have special requirements. Course selection for master's and doctoral students 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*). Artist diploma students should consult with their major teachers, but also note that the performance seminar is offered this spring (see below).

The Frequency of Course Offerings

Most of our graduate-level academic classes are offered either once a year or once every two years. Be sure to 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> This rotation is not guaranteed, but reflects our current plans and goals.

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) or lower in a class, and that class is a requirement for your program, then the class may have to be repeated.

Incompletes

An "I" may be issued as a temporary 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.

Core Classes and Special Offerings

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

MUSED 600 History and Philosophy of Music Education (required for MM in MUSED)

MUSED 743 Role of Music in Collegiate Education (required for DA, offered every spring)

MUHIS 535 Music in the Baroque Era (core history class, offered every 2½ years)

MUHIS 605 Vocal Literature (core history class)

MUHIS 600 Methodology and Bibliography in Musicology (one choice from the two research classes; one is required for all degrees—check your program for specific requirements)

MUHIS 611 History of American Music (DA core history class)

MUSTH 617 Theory of Twentieth-Century Music (master's core theory class)

MUSTH 621 Analytical Technique (required for DA; master's core theory course, offered every spring)

MUSTH 722 Seminar in the Principles of Music Theory (one choice for the required DA pedagogy class)

DROP - MUSPE 529 Vocal Pedagogy (required for voice majors if not taken as an undergraduate, offered every spring)

MUSPE 595 Special Topics: Career/Performance Seminar (offered every 2 years): This is a **requirement** for all students in the artist diploma program

LATE ADD - MUSPE 599 Advanced Vocal Diction

Planning to Graduate in May 2010?

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 process is February 8. Research papers, creative projects including recital CDs, theses, dissertations, etc., must be approved by the department and uploaded for the Graduate School by April 12. *As a reminder, master of music students who plan to graduate in May 2010 must complete their recital (and complete and have approval for their written papers) before April 12.* You must plan to give Dr. Pohly at least one week to review your written paper. A student who fails to apply for graduation or cannot meet the April 12 deadline for the submission of materials will have to wait until summer graduation to 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. Paper copies will no longer be accepted. The final copy is one for which a defense has been held (dissertation, thesis) or the Graduate Coordinator has given final approval (master's) supporting paper, and all corrections have been made. Thus, instead of duplicating two copies of the 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 2010, at the point you submit your application for graduation you will receive several emails from the Graduate School with full instructions on this process.

RES 697, THESIS 698, CRPRJ 698 *Prior to registering* for the research and creative project or the thesis, 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.

Two more reminders: 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. If you are a new student in Spring 2010, you must take the music history and theory placement tests before you enroll in history or theory courses. Contact Linda Elliott as soon as possible.

Best wishes for a productive semester!