

UNIVERSITY OF WISCONSIN OSHKOSH
DEPARTMENT OF MUSIC

Music Student Advising Instructions for Spring 2009

(Program Planning Sheets and schedule grids are available online at
www.uwosh.edu/music/currentstudents/advisement.php.)

1. Check TitanWeb or your STAR report for your earliest registration time and your advisor's name. Sign up for an appointment with your advisor. Scheduled appointments must be kept!
2. Students, please remember that it is your responsibility to bring a copy of your STAR report obtained via "STAR On-line" (TitanWeb) and a schedule grid with you to your advising appointment.
3. Use the "Class Search" tab on TitanWeb to find available courses and create a proposed schedule, bring your proposed courses to your faculty advisor and, after checking your STAR, your advisor will complete the Music Major Scheduling Form and return it to the music office so your STOP can be removed. The faculty advisor must sign the form.
4. Program planning sheets (course patterns) and schedule grids may be printed from the Department of Music web site ("Current Students/Advising") or are available from the Music Office.
5. The music faculty advisor will complete admission to candidacy or upper level applied form, if appropriate.
6. You will be registered for primary applied study (individual lessons) at the time your STOP is removed by department personnel. (If you have a secondary applied, see "Time Conflict" below.)
7. Error Messages: If an error message occurs while attempting to register for classes, please make note of what the error message specifically tells you so that you can get proper assistance.

UNIVERSITY ADVISEMENT: *Music performance, music industry, composition, and BA/BS music majors* are expected to make an appointment with **Angela Victor** in Academic Advising (Dempsey 130) to ensure that university requirements are being met. Prior to PEP Admission I, *Music education majors* are expected to make an appointment to meet with Gary Simonsen (also Dempsey 130) or a COEHS Faculty Advisor. Call the UARC Appointment Desk at 424-1268.

DOUBLE MAJORS: STAR reports for students with multiple degree programs may be unable to show the music faculty advisor. In this case, students will need to request the name of their faculty advisor from the music office.

GRADUATION REQUIREMENTS: If your STAR shows course requirements that are not met (with a minus sign) and you believe they have been satisfied, please see the Coordinator of Advisement or Department Chair to complete curriculum modification forms as soon as possible.

TIME CONFLICTS: All students registering for applied lessons will automatically be put in the associated seminar which meets 12:40-1:40 pm on Wednesdays, *whether you are required to attend or not*. This constitutes a potential time conflict that cannot be handled in the department office. To correct this you must have each instructor involved sign an add card and take it to the Registration Office in Dempsey Hall to be processed.

PREREQUISITES: If a TitanWeb error message occurs that indicates you have not met a prerequisite and you know that you have, you need to go to the Registration Office in Dempsey Hall to clarify this. (In many cases this "requisites not met" message is the result of a TitanWeb computer error that must be corrected manually.)

NOTE: Departmental Registration STOPS (negative service indicators) will not be removed until you have completed the advising process.