

School of Music
Coordinator, Graduate Programs

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To: Graduate Students in Music
From: Linda Pohly
Re: Fall 2011 Registration Procedures

Greetings! We welcome our new graduate students in music, and look forward to seeing again our returning students. We hope the enclosed materials will assist you in registering for the Fall Semester, 2011-2012.

For the purpose of enrollment projections, it is most helpful if you register *as soon as possible*. We remind you that some classes **close with full enrollments and others may be cancelled if there is not enough enrollment**. It is in everyone's best interest to register as soon as possible. There is a drop/add process available at the very beginning of the semester so that adjustments can be made to your schedule, if necessary.

Registration and Payment of Fees

Dates for Fall Semester are August 22 to December 16, 2011. Commencement will be December 17.

Fall registration is happening now! **Bills will be available online beginning August 8**. Due dates are posted on the website www.bsu.edu/bursar. Late registration and change-of-course period ends August 26.

First Registration?

Please give us a call for an in-person or a phone appointment if you would like us to help you with your first registration or if you have questions (765-285-5502). We recommend that you communicate with your primary teacher to inquire about classes, lessons, or ensembles they would expect you to take, and where appropriate, about GA duties that might have an impact on your enrollment. After you know these things, Dr. Pohly and Linda Elliott can help with the rest of the enrollment decisions and procedures.

You may register online

Please visit this website:

<http://cms.bsu.edu/About/AdministrativeOffices/Registrar/ForEnrolledStudents/MainCampusRegistration.aspx>

The university provides extensive resources for managing your course schedule. On the **Course Add/Drop/Registration** page you may register for your courses. Please also consult 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 or 765/285-5502.

Username and Password

All new students receive a computer account with a username and temporary password upon being admitted to the university. Your username and PW are critical for accessing all the online services the university provides.

Please visit this site for additional information on your BSU computer account:

<https://www.bsu.edu/password/> or see our graduate music Facebook page

<https://www.facebook.com/pages/BSU-Graduate-School-of-Music/246454833801?ref=ts>

Payment of Fees

As a reminder, the university no longer sends paper bills; you'll get an e-bill! Please see the extensive information on the **Cardinal QuickPay** webpages: <http://www.bsu.edu/quickpay/>

Bursar statements are online through **Cardinal QuickPay** for your tuition, housing, and other fees. You can check your account or pay online by electronic withdrawal from a checking or savings account (e-check) using our **Cardinal QuickPay** service. Students may authorize other individuals, such as family members or employers, to make payment on their accounts.

What Is a Normal Course Load?

Graduate students not holding an assistantship 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 should reflect a balance between academic and applied study for any given semester, but is driven by the curricular pattern (the degree and major area of study) for which you have been approved. (See the Spring 2011 School of Music [Graduate Handbook](#). If you do not have one, request an email version or look online.) You should pay particular attention to the *required courses* for master's and doctoral students.

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 and plan for those courses that are required by your curriculum. You may request a course rotation (projection plan) from Linda Elliott, lelliott@bsu.edu

Core Classes and Special Offerings

Courses that *may* be requirements for you (check School of Music [Graduate Handbook](#)) that are offered this fall include:

MUSED 668 Research in Music Education (one of two research class options along with MUHIS 600)

MUSED 681 Psychology of Music

MUHIS 601 History Review: required if you did not achieve an acceptable score on the history placement exam

MUHIS 537 Music in the Romantic Era

MUHIS 600 Methodology and Bibliography in Musicology (one of two research class options along with MUSED 668)

MUSTH 601 Theory Review: required if you did not achieve an acceptable score on the theory placement exam

MUSTH 617 Theory of 20th & 21st Centuries

MUSPE 598 Diction for Singers (German, French, Italian, English)

For a complete list of course offerings for Fall '11, see the posted schedule.

Effective March 2011, students must be adequately prepared in both music history and music theory in order to enroll in regular graduate classes in music history. If you need to take MUSTH 601, theory review, you must complete it before enrolling in any music history other than MUHIS 330 or MUHIS 601. (MUSTH 601 and MUHIS 601 or MUHIS 330 may be taken simultaneously.)

Planning to Graduate in December?

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 apply online for graduation. **Deadline for completion of the application process is September 19.** Research papers, creative projects, theses, dissertations, etc., must be approved by the department and received by the Graduate School by **November 21**. A student who fails to apply for graduation or to meet the November 21 deadline will have to wait one entire semester to be certified for the degree and graduation (and you may incur additional registration fees). All papers and projects must now be uploaded as the final submission step. (See the BSU Graduate School website for further information.) Please note: Your paper advisor or committee and Dr. Scheib and/or Dr. Pohly must approve your written work **BEFORE** it is uploaded well in advance of November 21. Plan ahead. (Dr. Pohly requires paper versions of your work, not email attachments.)

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, then the class will have to be repeated or replaced by another appropriate and approved course.

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.

RES 697 or THESIS 698 or CRPRJ 698

Prior to registering for any of these courses, master's students must have taken a research class (MUHIS 600 or MUSED 668) or be concurrently enrolled in one. Additionally, you must prepare and receive approval of a proposal. The proposal is a document wherein you describe your project, the sources you have reviewed, the methodology you will use to complete the project, and your bibliography. This material is covered in your research class or you may consult the School of Music [Graduate Handbook](#) for more details. The length and depth of your proposal is, in part, determined by the type of written work required for your degree.

Orientations

1) All graduate students are invited (and new assistants strongly encouraged) to attend the *Graduate Student Development Conference, August 17-18*. Information about this conference will be sent to you by the Graduate School. This is a terrific introduction to "life as a graduate student" at Ball State University, and previous students have found it useful. We encourage you to register for the orientation at <http://bsu.edu/forms/gradschool/gradconnect11/>. Make every effort to attend!

2) **All NEW and returning master's, artist diploma, and doctoral students** are asked to meet with me during one of the following times:

- Master's and Artist Diploma - Tuesday, August 23, 3:30-4:30 p.m., in MU301.
- Doctor of Arts - Friday, August 26, 11:00 a.m.-12:00 p.m., in MU301.

While each session will be directed to the designated level, if you cannot attend at your scheduled time, we encourage you to attend the other session.

Attendance at one or the other is required of new graduate assistants.

We will welcome you to our graduate community and are happy to introduce you to some of the policies and procedures important to your graduate study.

3) All current and new **graduate assistants in piano** *must* attend an orientation session on Sunday, August 21, at 6 p.m., in MU200, in the Hargreaves Music Building.

Two final notes and reminders:

- 1) Please register online as soon as you can so that your name is "in the system" for the fall semester. You are not "counted" as a student until you register...for something. We can always *fine tune* your registration at any time through the opening days of the fall semester with the drop/add process.
- 2) Also, all new BSU graduate students should have taken the music history and music theory placement tests by now. If you have not, phone or email Linda Elliott immediately (765-285-5502) or lelliott@bsu.edu

We look forward to seeing you in the weeks ahead. Best wishes for a productive summer!