School of Music Coordinator, Graduate Programs

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Note: We are sending this information to **all** students in our database. We realize that some who receive this mailing will not be starting classes until the fall 2012.

February 23, 2012

To: Graduate Students in Music

From: Linda Pohly

Re: Registration for Summer 2012

Greetings! We are pleased to share with you lists of classes and workshops for Summer 2012. Please review the enclosed registration materials carefully.

Note the following classes that may be required or recommended for your degree program:

- MUSED 600 History and Philosophy of Music (online June 11-July 22)
- MUSED 620 Assessment Techniques in Music (online June 11-July 22)
- MUSED 640 Advanced Studies in General Music Education (June 11-June 22)
- MUSED 650 Advanced Studies in Choral Music (June 11-June 22)
- MUSED 668 Research in Music Education (June 11-July 20) and (online May 14-June 22)
- MUSTH 617 Theory of 20th Century Music (May 14-June 15)
- MUSPE 626 Piano for the Conductor (Offered both First and Second Summer Sessions)

Enroll Early. As most of you are aware, the university permits students to register and drop/add courses right up to the beginning of the summer semester or term, even through the first several days of the term. For small graduate classes, this is problematic. If the class lacks sufficient enrollment, it must be dropped. This inconveniences both the students and the teachers who are not able to follow through with a class for which they have done extensive preparation. The solution is to *register early*.

Graduating this summer? Exams this summer? Please be reminded that if you plan to graduate this summer you must apply for graduation **with the Graduate School by June 4**. You may apply for graduation online at the Graduate School website. Doctoral students who are planning to take their comprehensive exams this summer should notify our office promptly. We must ascertain if appropriate faculty will be available. Written and oral doctoral exams may not be scheduled during the break between Second Session and the Fall Semester, without advanced permission. Master's oral exams should be taken before June 29, and you should speak to Dr. Pohly early in the summer to plan your exam committee, etc.

Registration and Billing Deadlines; Semester and Term dates. These will be published at the Bursar's Office website: www.bsu.edu/bursar

- **Summer Semester** (May 14 July 20; No classes May 28 or July 4).
- **First Session** (May 14 June 15; No classes May 28)
- **Second Session** (June 18 July 20; No classes July 4)
- Summer Commencement July 21 (application deadline June 4)

Finishing a Paper, Project Recital, or Dissertation? The last day to upload and submit research projects, creative projects, and dissertations to the Graduate School is **July 9**, but plan ahead to get materials to appropriate faculty, and Dr. Pohly (for master's papers) or Dr. Scheib (dissertations) at least a week or ten days before the deadline. If you are giving a degree recital this summer needed for graduation, make sure it is scheduled well in advance of July 9. Students who do not meet the July 9 deadline will have graduation deferred to the fall semester.

Graduate Course Offerings and Workshops. Included with this memo are our regular Graduate Course Offerings and materials describing our summer workshops. Be careful that you do not schedule conflicts for yourself. A workshop might be able to be combined with another workshop in the same session; workshops usually can be combined with applied lessons and ensembles. A workshop may not be combined with a five-week class if there is a time conflict.

Nonpayment of fees. Students will not have their registrations automatically cancelled for nonpayment. If you do not request that your registration be cancelled, you will be assessed a nonrefundable late fee, your name will be on the class roster, and you will remain responsible for full fees until such time as you complete the withdrawal process. Please refer to the Bursar's website for deadlines.

Doctoral Students—a reminder about continuous enrollment after coursework is complete!

All students must be registered for at least three credit hours each semester (regular tuition fees) until the doctoral degree is granted. (However, it is not necessary to enroll in the continuous DISS 799 registration during summers unless you will finish during the summer and need additional dissertation credits.) If a student has no additional classes to take, s/he will register for three hours of DISS 799 each semester until degree conferral. This requirement replaces the continuous enrollment in DOC 700. DOC 700 will continue to be available, but students will usually be restricted to the registration of DOC 700 for only **two** semesters, which must be prior to candidacy. (However, it is not necessary to enroll in the continuous DISS 799 registration during summers unless you will finish during the summer and need additional dissertation credits.)

Best wishes! Do give us a call if any of these items require clarification (765-285-5502). Or, you may send an e-mail to me at lpohly@bsu.edu, or to Linda Elliott, the Graduate Secretary, at lelliott@bsu.edu.