

ADVISING RESPONSIBILITIES

The list below regarding *STUDENT RESPONSIBILITIES* is in no particular order. This list includes items that require your constant attention, items that are strong suggestions and items that are directly relative to posted deadlines. Please read carefully.

Students need to understand that they are personally and individually responsible for and will be held accountable for carefully planning their academic career at Towson. This includes short-term planning for each semester as well as long-term planning relative to course rotations and sequences and ultimately, completion of all degree requirements for graduation. Students have many public resources to help them plan. These include:

1. The TU online catalog for course listings, descriptions, and prerequisites as well as gen-ed (or New Core Curriculum for freshmen beginning fall 2011) checklists and degree requirements.
2. The Department of Music website under “Undergraduates.”
3. The Degree Checklist from the Department of Music and from the Division of Music Education
4. The postings on the Department of Music Official Announcements bulletin board located on the 3rd floor of across from the Recording Studio.
5. The mandatory group advising meeting held prior to registration, if applicable.
6. The emails sent by their assigned advisor.
7. The mandatory individual advising appointment with assigned advisor held prior to registration each term.

Students must recognize that they must take charge of their academic career and do everything necessary to ensure that they are well informed and have meticulously maintained and updated written records of their academic progress. Students should make every effort to find necessary information from the public sources prior to contacting their advisor. The role of the assigned advisor is to monitor and respond to the planning presented to them by their student advisees. The student must complete the planning and bring the written documentation prior to an individual advising meeting. Students must attend all mandatory meetings that may be scheduled, complete their individual planning, sign up for their individual advising appointment by the advisor's deadline, and show up on time for the advising appointment. The student then, according to the published dates and deadlines, submits the required documentation to the Assistant to the Chairperson and picks up a course confirmation after processing. Finally the student, again on schedule, must complete the on-line registration process. Because there is no other person double checking the online registration, the student must be especially vigilant to make certain that all courses were registered and that the correct number of credits is chosen for variable credit courses such as private lessons, independent study, and internships.

STUDENT RESPONSIBILITIES:

- Read all information thoroughly
- Adhere to all deadlines
- Respond promptly to all communications from the advisor
- Sign up—in a timely manner—for one-on-one meetings
- Keep track of ensemble credits—the overall number AND category
- Attend all mandatory group advising sessions if scheduled (usually one per semester)

- Bring the following to one-on-one advising meeting:
 - ❖ Course matrix (pre-MUED only) [available on-line]
 - ❖ Degree Progress Report (DPR)
 - ❖ Gen-Ed Checklist or Core Curriculum Checklist
 - ❖ Advising checklist (for your degree program)
 - ❖ Transcript copy (new matriculated transfer students only)
 - ❖ Course authorization forms
 - ❖ Lesson authorization forms
 - ❖ A list of classes to take the following semester
 - ❖ A back-up list of classes to take the following semester
 - ❖ BS in Music majors -- bring a list of free electives (no MUSC, MUED or MUSA courses) being used to satisfy the 30 unit requirement

- Students intending to do internships should read the appropriate materials on the music department website
- Bring internship forms (to Prof. Decker only) (found and downloaded from the TU Career Center website)
- If changing major, do so on-line and in a timely fashion
- Become aware of graduation application deadlines (info found on-line)
- Become aware of the junior and senior recital process and deadlines (info found on-line)
- Turn in and pick up course authorization forms from the Music Office (CA 3095) promptly
- Avoid heeding the word of peers regarding YOUR academic career
- In all cases, the Music Department Chairperson has the final word

ADVISOR RESPONSIBILITIES:

- Give ample opportunities to sign up for one-on-one meetings
- Provide timely guidance
- Have access to up-to-date information regarding music class offerings, ensemble offerings, etc.
- Track student attendance at required convocations/recitals (done by Advising Committee)

Please sign below and bring this to your advising session. Signing indicates you understand your responsibilities.

Print Name Clearly: _____

Student's Signature: _____

TU ID Number: _____ Date: _____