

Advising Hints

1. Take time to learn the degree requirements of the programs in which your students are enrolled. Your familiarity with these programs will help students avoid registration errors that may delay graduation.

2. Course Rotation. A course rotation list is published separately from these hints. Using it can save a lot of trouble in planning the final semesters of a degree program.

3. Use the Advising Log. Record the gist of the advising session and the date. Both the advisor and the student should initial each entry. This will help you if the student later says “my advisor never told me...” This is especially important for any problematic issues, such as course substitutions or waivers. It also helps the Director if the student should follow up on a problem at a time when you are not available to consult.

4. Keep the Degree Checksheet up to date. Even though there is an on-line degree check which is quite reliable (but not always readily available), it is helpful to keep track of a student’s progress on the paper degree checksheets. Please record which course was taken, the semester, and the grade once the course has been completed. For courses in progress, please enter the semester but do not write IP (“in progress”).

5. Freshman and Sophomore Performance Exams (part of jury system). Please be sure to record the date on which these exams were passed and make sure that a copy of the examination report is in the file (double check to make sure all the jury sheets are there, too).

6. Music History. A student may begin the music history sequence with either MUS 418 or 419, but it is better to start with 418, which can be taken concurrently with 319 (Theory IV). Both courses are offered each semester.

7. Liberal Studies. There are several very common misconceptions about Liberal Studies. Please be very careful that your students understand the following:

- **All students must complete 42 hours of Liberal Studies**, except for students who transfer 15 or more hours and are not required to take the First-year Seminar, or to substitute credits for it.
- **Upper Level Perspectives Course.** *One* of the Perspectives courses *must* be at the 300- or 400-level and *outside of the major*. This means that music students may not use MUS 303 or 304 as the upper level course, although they could use it to fulfill a Perspectives category. If they do, they will have to take another upper-level Perspectives course *outside of Music*. Only approved courses count, not just any upper-level course.

8. Music Education. As of Fall 2010, music education students will receive both the BM and the BSEd degrees. The requirements are identical, and either degree can be listed first (although eventually the BM will be listed as primary for all new majors). Students who entered in Fall

2009 and most students who entered in 2008 should also follow the new program. Students who entered before Fall 2008 should generally complete the old program. Both sets of checksheets are on the website.

9. Commercial & Electronic Music and Music Industry. Both of these programs underwent significant re-design for Fall 2010. Most students who entered after Fall 2008 should plan to complete the new program. Students who entered prior to Fall 2008 will probably be best served to complete the program under which they entered. Both sets of checksheets are on the website.

10. Independent Study, Recital Courses, etc. In general, a placemaker version of Independent Study, Special Topics, Recitals and similar individualized courses is set up for each semester with an enrollment limit of “0.” This is so that students know that they can be set up in any semester. When you have a student who needs one of these courses, or one of the for-credit recitals, notify the Music Office and a course will be set up in your name. Be sure to indicate the title of the Special Topics or Independent Study project.