Advising Guidelines for 
Spring 2023

If in doubt about anything, ask someone who knows! *Don’t improvise!* Keep a record of your advising and you’re covered if a student comes back and says “but you never told me…”

Course Rotation Change

Beginning in Spring 2023, **MUS 283 Music Technology Methods** will be offered in Spring semesters instead of Fall. This will allow music education students to enroll in the course earlier in their curriculum (even in Spring of their first year) in order to make sure that all students have had this before enrolling in MUS 470 Orchestration in their junior year. Please advise all current sophomores and freshmen into this course (registration priority will give more advanced students a better chance to get into it).

Changes to the Teacher Education Program

Effective Fall 2022 for all Music Education students *regardless of catalog*:

- **SPED 240 The Exceptional Child** replaces SPED 339. The new course does not require admission to teacher education, so may be taken as early as the sophomore year.
- **EDCI 430 Culturally Relevant Classroom Management** replaces PSY 323. Please do not advise anyone to take PSY 323 even if their catalog calls for it.

This change will require course substitutions for all students in an older catalog, unless I can get the degree check to automatically make the substitution, which would make things a lot simpler!

Changes of Major, Minor, and Advisor

It is now possible for you to do changes of major, minor, and advisor for your advisees, but please be careful because it’s easy to mess things up. If you’re unsure about any of this, please ask Dr. Peebles for help, or just ask him to make the changes for you. *Please do not submit course substitutions*; instead, email Dr. Peebles and Dr. Adams if you’d like something to be considered.

Here’s the procedure: From your MyWCU page, pull down the menu for Advising, then select Request Change of Major or Advisor. Search for the student by last or first name (reduce the number of “Smiths” by selecting “My Advisees Only”). Select the student you want and their picture will come up with “Select a Request Type.”

**For changes of Major, Minor, Concentration, or Catalog Year**, select “Change of MajorIf are changing the major or the degree (say, from BA to BM) you’ll need to drop the old program and
then add the new one. A student’s minor is always attached to the major, so if you drop their current major, their minor will disappear also unless you attach it to a new major. If you notice that either the BM Music Education or the BSEd Music Education is missing, please add it as a second major. Be sure to indicate the appropriate concentration (Instrumental or Choral/General) for both degree programs.

If a student is changing out of Music Education to Performance or CMAP, you can just change the concentration, but be sure to drop the BSEd degree. If they’re changing to the BA, you’ll need to drop both the BM and the BSEd, then add the BA.

Concentrations and minors can be changed without changing the major itself. So can the catalogue year. Moving current music education students into the Fall 2022 catalog year will make the new courses in Teacher Education come up automatically in their degree checks. If they stay in the old program, we’ll probably have to do a bunch of course substitutions later.

**To get yourself listed as the student’s advisor**, select “Change Advisor.” Then click on the blue “Add Advisor” button, and enter your name along with the Advisor Type (MAJR for Major Advisor or ADV2 for Advisor of Second Major). Click Add and you’ll see your name listed as an advisor. Below that is a box to select Primary Advisor. Please make yourself the Primary Advisor for any Music Education major (their Education advisor will have the code TRAC). If the student has a different double major, it’s probably best form for their other degree’s advisor to remain the primary advisor.

**Finding your Advisees and the Alt-PIN**

Sign into MyWCU. In the “Advising” menu, select “Advising Home,” then click on “Advisees at a Glance” to bring up a list of your advisees. If someone is missing, it may be that the official primary advisor is someone else (especially if the student is a double major or has recently changed majors). Let Dr. Peebles know and he can get you listed correctly as the advisor.

The AltPINs that students must use to register are not displayed until you select the “Term” in the box above the advisee list. Pick “Fall 2022” and the AltPINs should appear. If they don’t, email Dr. Peebles and he can get them for you. Once a student has used the AltPIN, they will not need to enter it again.

**Course pre-requisite trail and 8-semester plans**

We have had several students recently who have experienced unfortunate problems with course pre-requisites, the large ensemble requirement, and overall time to degree completion. Please review the 8-semester plans, course pre-requisite trail, and course rotation documents (all available from the Music Faculty Resources page) to help students plan effectively. The Music Education checksheets and 8-semester plans have been updated to reflect the change to MUS 283 offerings,
Overrides

There are various types of registration overrides, but most faculty can do only the first two:

- **Advisor override:** this is used only to allow a student to repeat a course for a better grade. You can do this for your advisees only.
- **Instructor override:** this gives a student permission to register for your class only when instructor permission is a pre-requisite. It does not override time conflicts or other pre-requisites (see below).

The following overrides must be done by Dr. Adams, Dr. Peebles, or office staff, but only for MUS courses. Email us as you find these, or collect them and send a list at the end of the day.

- **Time conflict override:** this allows a student to register even if the course meeting times conflict with a course for which the student is already registered. This can be given only by the office staff in the department of the course that is being added.
- **Department Head override:** this override can clear pre-requisite problems, as in a student who needs to take Theory II but placed out of Theory I.
- **Department Capacity override:** this override lets a particular student enroll in a closed section without raising the official number of seats, so that if someone then drops the course the number of seats stays at its original limit.

Waitlists

Many of our multiple-section core courses (theory, aural skills, piano, history) are set up with waitlists and a somewhat smaller number of seats than may be required. This is to allow different sections of the same class to fill more or less equally. The waitlist lets us see whether there is unmet demand for seats. If someone drops a full class, the first person on the waitlist gets an automatic email to invite them to register. If they haven’t done so after 24 hours, the next person on the waitlist gets the invitation.

Public Recital Requirement

*All students* (except BM Performance) who are completing the final degree recital must enroll in MUS 305, even if it is not in the degree check because the student is in an older catalog. BM Performance majors take MUS 305 for their junior recital and MUS 405 for their senior recital. Dr. Bennett oversees these courses and will ask for your recital grades at the end of the semester. In the degree audits for older catalog years, there is a separate item for the student recital. If this is showing as unmet and the student has passed the recital, just email Dr. Peebles and he’ll fix it.
Routine Music Advising Issues

1. **Large Ensemble Requirement.** For most students, this requirement can be met only by taking MUS 371, 372, or 373 in six different semesters. Doubling up by taking two ensembles in one semester does not count, except in cases where a transfer student is not going to be here for six semesters. The on-line degree check cannot track semesters or the specific sections of MUS 373 that are required for Instrumental Music Education, so the Music Office must check this for each student prior to graduation. If this is not showing correctly for your advisee, please email Dr. Peebles to get this updated.

**Large Ensembles for Instrumental Music Education Majors.** These students must take two semesters of marching band, three semesters of a concert band (not jazz band), and the sixth semester may be of any MUS 373 band, including jazz band. Pep Band (MUS 375) does not count as a large ensemble (with possible exceptions for Spring 2021 due to decrease band sizes during CoVID; email Dr. Peebles if one is needed).

**Large Ensemble Exceptions for CMAP majors.** Certain CMAP majors (guitar, drumset, commercial voice, MIDI, piano) do not fit into our traditional large ensembles. CoVid-related reductions in ensemble sizes has further reduced opportunities for these students to participate in large ensembles. If a CMAP advisee needs an exception to the large ensemble requirement, email Justin Kennedy and Dr. Adams (with a copy to Dr. Peebles) to request this and a substitution will be filed if approved.

2. **Music Education Issues:**

   **a. Praxis Test and Application for Teacher Education.** Music Ed students should take the Praxis test and then apply for Teacher Education during EDCI 201 or as soon after that as possible. They may not take EDSE 430 (replacing PSY 323) or MUS 326/327 until they have been accepted into Teacher Education.

   **b. Music Education Methods Electives:** The following courses have been approved as methods electives but are not yet in the catalog so require a course substitution (send requests to Dr. Peebles). If you’d like to make a case for something else, email Dr. Schallock (or Dr. Thorp for Choral/General majors), Dr. Adams, and Dr. Peebles with a specific request.

   - MUS 169 Class Guitar
   - MUS 314 Jazz Pedagogy
   - MUS 403 Marching Band Techniques
   - MUS 151 (formerly 481) Live Sound Reinforcement
   - Surplus hours from EDSE 484 Internship I
   - One semester of opposite large ensemble (choir for instrumentalists; band for voice)

   **c. EDSE 484 Internship I** must be taken by all Music Education majors the semester prior to Student Teaching, regardless of the catalog under which they entered. Taking EDSE 484 for 1 hour of credit requires one full day or two half days in the schools. Taking it for 2 or 3 hours of credit requires two full days or four half-days in the schools.
Since the Music Education program only requires 1 hour of EDSE 484, the extra hours may be applied to the Music Education elective requirement.

d. **EDSE 485 Internship II** is the new name for Student Teaching (formerly EDSE 490). There may still be some problems related to pre-requisites for EDSE 495 that were not properly updated by CEAP, so if a student runs into them, have them contact Dr. Schallock or Dr. Peebles. As an Advisor, you can request to substitute EDSE 485 for the EDSE 490 listed on older degree checks for continuing students, or you can email Dr. Peebles to do it. To do it yourself, click on “Request a Course Substitution” from the MyWCU drop-down Advisor menu.

e. **Applications for Internship I and II placements** are due early each semester. Students should contact the Office of Field Experiences for information about these deadlines. **A separate application is required the following semester for student teaching, unless the placement is to be in the same school.**

3. Liberal Studies Issues:

   a. **Upper Level Perspective.** Upper-level Perspectives are not just any 300-400 level course; they must be on the Liberal Studies list. Exceptions are sometimes granted, but the request must be made prior to enrollment. The ULP must be taken outside the major, so Music course such as 304 Jazz Appreciation (P5) and 303 Worlds of Music (P6) do not count as an Upper-Level Perspectives for music majors although they do meet the requirements for their Perspectives Areas.

   b. **Liberal Studies First-Year Seminar.** Although a First-Year Seminar is “required” of all entering Freshmen with fewer than 15 transfer hours, there is no “penalty” for not taking (or for failing) the First-Year Seminar except that the missing three credits must be made up by an additional Liberal Studies Perspectives course of the student’s choosing. Students cannot take (or retake) a FYS after freshman year. If you have a student who “needs” a FYS course but can’t find one that works for them, all they have to do is take some other Liberal Studies Perspectives course to make up the 3 hours. Students who transfer 15 or more hours are not required to take First-year Seminar, nor are they required to substitute additional Liberal Studies credits for it.

4. **Prerequisites.** There are a few quirks in the pre-requisite system, so please monitor a student’s prerequisites carefully. Use the Music Pre-Requisite Trail diagram that is on the Music Faculty Resources website.

   1) Failing a class does not cancel a student’s early registration for the next class in the sequence. This must be checked individually. This is especially important in the music theory/aural skills/class piano sequences. **If you teach a sequential course, please notify the teacher of the next course in the sequence of all students who failed your course.** If you don’t do this, there is no way for the teacher of the next course to know if there’s a problem except to check the transcript of every student registered for their class!
2) The computer registration system does not always catch the pre-requisite requirement, even on its best days.

3) Some of our pre-requisites are not properly formulated in the system.

5. **Independent Study and Special Topics courses.** In general, generic versions of Independent Study and Special Topics courses are set up 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, email the title of the project/topic to Dr. Peebles and a course will be set up in your name.

6. **Applying for Graduation.** A student should apply for graduation as soon as they have enrolled for their final semester. This will trigger an email to you, the student, and to Dr. Peebles. Dr. Peebles will then go over the degree check and email you and the student as to their status. Doing this after the end of the Drop/Add period makes it nearly impossible to fix problems such as a missing class. So, the earlier the better!

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**University Policies that are good to know:**

1. **Repeat policy:** Students may repeat a class to replace the grade for a *maximum of sixteen* credit hours. More importantly, the new grade *must* replace the old one. No repeats beyond 16 hours will be allowed, except by special appeal. Your *Advisor override* (see above) allows this.

2. **Withdrawal policy:** A student may withdraw from a *maximum of 16 hours* of coursework. *Any course over 16 hours will result in a WF (withdraw failing), which will affect the semester and cumulative GPAs as if it were an F.*

   Medical withdrawals are typically permitted only when a student is withdrawing from all courses. The student must petition the dean of the college in which the course is taught to get a medical withdrawal from only one course. This is sometimes warranted if a music student suffers an injury that conflicts with performance, but is well enough to continue in other courses.

3. **Academic Standing.** The rules for academic standing will now be the same as for Financial Aids: a student must maintain a 2.0 GPA and successfully complete 67% of their attempted credit hours to remain in good academic standing.

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**General Hints**

1. **Take time to learn the degree requirements of the programs in which your students are enrolled.** This will enable you to help students avoid errors that may delay graduation.

2. **Use the Advising Log or record your advising notes in Navigate.** Record the gist of the advising session and the date. Both the advisor and the student should initial each entry. 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.

3. **Use the On-line Degree Check.** While the on-line degree check is very good, it can be especially slow on Advising Day. If you find an error or something that needs to be updated, please notify Dr. Peebles so it can be addressed with the Registrar’s Office.

4. **Keep the Degree Checksheet up to date.** It is still 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.

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). It is also helpful if each semester’s jury sheets are stapled together.

6. **Return all music student files to the Music Office at the end of Advising Day!**