

CSUSB Music Major Advising

Instructions

- Most communications regarding advising will occur in person or through CSUSB email. If you do not know how to access your CSUSB email, see <http://tns.csusb.edu/email/studentfaq.html>.
- All class selections must be made with reference to [official Music Department degree roadmaps](http://music.csusb.edu/Students/degreeRoadmaps.html) (<http://music.csusb.edu/Students/degreeRoadmaps.html>). Full-time students who entered CSUSB as freshmen must follow one of those generic roadmaps. Full-time students who transferred to CSUSB must follow the personalized roadmap developed in their advising sessions with the Music Department Chair. All part-time students must follow the personalized roadmap developed in their advising sessions with their advisor.
- All class selections must be made with reference to your [PAWS report](http://rre.csusb.edu/evaluations/newtransupdate.html) (<http://rre.csusb.edu/evaluations/newtransupdate.html>).
- Music majors are expected to be familiar with all of the [academic policies listed in the Music Department's handbook](http://music.csusb.edu/Students/departmentHandbook.html) (<http://music.csusb.edu/Students/departmentHandbook.html>).
- Enroll in the **same** level of applied lessons as you are enrolled for the current semester or as indicated by an applied placement audition. Some applied studios, such as percussion and voice, utilize multiple teachers. Students in those studios need to also insure that they enroll in applied lessons with the section number corresponding to their teacher.
- Students must select General Education classes with reference to regulations regarding General Education as found in the [CSUSB Bulletin of Courses](http://bulletin.csusb.edu) (<http://bulletin.csusb.edu>).
 - Full-time students who entered CSUSB as freshmen should take at least two GE courses per semester (about 8 units) in their first year. Priority in selecting GE courses should be given first to remedial math and English courses, then to other “Basic Skills” courses (see GE category A). Those students should take one GE course per semester (4 units) in their sophomore year, and then one to three GE courses per semester (4-12 units) in their junior and senior years as necessary to meet GE requirements.
 - Full-time students who transferred to CSUSB must select GE courses as indicated in the personalized roadmap developed in their initial advising sessions.
 - All part-time students must select GE courses as indicated in the personalized roadmap developed in their initial advising sessions.
- Students planning junior or senior recitals or projects must adhere strictly to the corresponding Music [Department's checklist](http://music.csusb.edu/Students/departmentHandbook/policiesStudentPerformances.html) published in the department handbook (<http://music.csusb.edu/Students/departmentHandbook/policiesStudentPerformances.html>).
- Students nearing graduation should apply for a Graduation Requirement Check by [the deadlines established by Records, Registration, and Evaluations office](http://rre.csusb.edu/evaluations/gradreqcheck.html). (<http://rre.csusb.edu/evaluations/gradreqcheck.html>)
- Students are **strongly** encouraged to complete advising before the priority registration period for a semester starts, and also **strongly** encouraged to enroll in courses through MyCoyote during priority registration. The Music Department **cannot** guarantee availability of music courses you need if you do not enroll during priority registration.
- If you neglect to follow instructions above in completing your Music Advising form, the Music Department **cannot** guarantee availability of music courses you need.
- Clearly and thoroughly complete and then print the following Music Advising Form and submit it to your assigned faculty advisor. Your advisor may want to meet with you to discuss your form.

Music Advising Form

Student Name _____

Student number _____

CSUSB email address _____

Semester & year of advising _____

Reminder

1. **Completely fill out every field** above and below. Incomplete or unclear information will delay removal of your department advising hold.
2. Please write legibly! Handwritten forms may be rejected if not legible. Most communications regarding advising will occur in person or through CSUSB email.
3. By signing and dating this form, you acknowledge that 1) you have provided complete and accurate information, 2) you have carefully followed all of the instructions above, and 3) you will enroll in all classes listed below. **Failure to meet all of those expectations may result in a delay in graduation that is not the responsibility of the Music Department.**

Special circumstances (check all that apply to you):

New to CSUSB On music scholarship On academic “contract” (probation)

Proposed classes (each row must be completely filled out!)

Course # (e.g., “MUS 5980”)	Course Title (e.g., “Theory I lab”)	Section number	Units

Signatures

Student _____

Date _____

Advisor _____

Date _____