

Music & Dance Advising: Frequently Asked Questions

[How do I go about registering for next semester?](#)

[Which classes do I still need to take?](#)

[How do I find available sections for a course I need?](#)

[Who should I contact for advising?](#)

[I'm registering for my second-semester as a music major, what courses should I take?](#)

[Where is the School of Music & Dance website?](#)

[Where can I find the EMU Undergraduate Catalog?](#)

[How can I find the online course schedule?](#)

[Where is School of Music & Dance advising information?](#)

[Where is the School of Music & Dance student handbook?](#)

[What is the recital attendance requirement for music majors?](#)

[When can I register?](#)

[How can I get permission/override to take a class?](#)

[How do I use online registration?](#)

[Where is transfer course information?](#)

How do I go about registering for next semester?

Before registering for classes [http://www.emich.edu/registrar/registration_info/]:

- Do not try to register prior to [your assigned day & time](#).
- Know the [CRNs](#) of all the classes you want to register for in advance.
- Resolve time conflicts between various classes before you try to register.
- Check the course catalog to verify that you have met all the prerequisites for restrictions required for every course.
- Make sure there are no outstanding financial holds on your student account.

- Obtain any necessary departmental permissions prior to registration.
- Select all the various required sections of the course. For example, a course which has Lecture, Lab & Recitation.
- Ensure you are aware of all semester deadlines, including those for Part of Terms (P/T) outside of the normal 15-week schedule.
- Note that the 100% deadline and the census date for each semester are the same based on the 15-week schedule.

You may need **permission** for some classes. Contact the professor of the course and ask for permission/override if needed. The professor will notify the School of Music & Dance office. The office staff will enter the permission and e-mail you when ready for you to register.

See **web registration instructions** in the Student Guide: http://www.emich.edu/registrar/registration_info/guides_books.php

[\[BACK TO TOP\]](#)

Which classes do I still need to take?

1. View your Online Audit: http://www.emich.edu/registrar/formslibrary/forms/How_to_Run_Online_Audit_Students.pdf
2. The audit lists all classes you have taken and gives you all the course options for requirements you haven't yet met.
3. Classes listed are hyperlinked. Click to see more information.
4. If you believe your online audit has an error, please e-mail [Dr. Pierce](#) for help.

[\[BACK TO TOP\]](#)

How do I find available sections for a course I need?

1. To find available sections for a course, go to catalog.emich.edu
2. Click on the "Courses" link on the left side of the page.
3. Filter courses by prefix. Choose your prefix from the drop-down menu.
4. Click the "Filter" button on the right side of the Course Filter box.
5. The courses are hyperlinked. Click on a course number/title for more information.
6. Click on the term link you need, e.g. "Winter 2018 Course Schedule"

7. Each section has a five-digit CRN#. Write down the CRN# for the section you want.

[\[BACK TO TOP\]](#)

Who should I contact for advising?

1. **Honors Advising:** to schedule an appointment, <http://www.emich.edu/honors/advising/>
2. **Music Advising:** contact your [applied music professor](#); music therapy majors contact [Dr. Merrill](#).
3. **Dance Advising:**
4. If you have questions faculty advisors aren't able to answer, contact [Dr. Pierce](#), the Coordinator of Music & Dance Advising. To request an appointment or for answers to advising questions, send an e-mail to [Dr. Pierce](#).

First-semester students are required to attend a group advising session in order to have their registration accounts activated.

[\[BACK TO TOP\]](#)

I'm registering for my second-semester as a music major, what courses should I take?

1. Find the program listing for your degree program in the [Undergraduate Catalog](#). Type "music" or "dance" in the "Catalog Search" field on the left side of the page.
2. Scroll down to find your degree program, click the link to go to the program listing you need.
3. Study the degree frame for your degree program (listed under "Undergraduate Advising"):
<https://www.emich.edu/musicdance/resources/policiesandforms.php>
4. Generally, music majors continue in the next term of sequence courses: MUSC 102 Music Theory II, MUSC 129 Aural Skills II, MUED 252 Functional Piano
5. Note: you must enroll in the same block of MUSC 102 and MUSC 129, e.g. if you take MUSC 102 at 10 AM Mon/Wed/Fri, you will take MUSC 129 at 10 AM Tues/Thurs.
6. Applied Music registration: <https://www.emich.edu/musicdance/resources/appliedmusicreg.php>
7. Ensemble(s): may require audition (see ensemble director)
8. General Education courses: <http://catalog.emich.edu/content.php?catoid=23&navoid=4805>
9. General Education worksheet: http://catalog.emich.edu/mime/media/23/5659/GenEdu_Worksheet_FA17_Final.pdf

10. If you are a [MEDI \(music education instrumental\) or MEDV \(music education vocal\) major](#), you may begin taking secondary instrument classes.

[\[BACK TO TOP\]](#)

Where is the School of Music & Dance website?

<http://www.emich.edu/musicdance/>

[\[BACK TO TOP\]](#)

Where can I find the EMU Undergraduate catalog?

Here is the EMU Catalog page: <http://catalog.emich.edu>

Choose Undergraduate or Graduate catalog from the drop-down menu at the top on the right-hand side of the window.

[\[BACK TO TOP\]](#)

How can I find the online course schedule?

Here is the online course schedule: <http://it.emich.edu/service/online/ocsb/>

You can also see available sections of a course for a given term in the EMU catalog.

1. To find available sections for a course, go to catalog.emich.edu
2. Click on the "Courses" link on the left side of the page.
3. Filter courses by prefix. Choose your prefix from the drop-down menu.
4. Click the "Filter" button on the right side of the Course Filter box.
5. The courses are hyperlinked. Click on a course number/title for more information.
6. Click on the term link you need, e.g. "Winter 2018 Course Schedule"
7. Each section has a five-digit CRN#. Write down the CRN# for the section you want.

[\[BACK TO TOP\]](#)

Where is School of Music & Dance advising information?

<http://www.emich.edu/musicdance/resources/advising.php>

<http://www.emich.edu/musicdance/resources/policiesandforms.php>

Where is the School of Music & Dance student handbook?

<http://www.emich.edu/musicdance/documents/studenthandbook.pdf>

[\[BACK TO TOP\]](#)

What is the recital attendance requirement for music majors?

*Undergraduate music majors are required to attend a total of **80 recitals/concerts (events)** during the time of undergraduate study. Here is the policy:*

- Each undergraduate music major must attend a total of 80 recitals/concerts (events) during their time of undergraduate studies; they will receive credit for no more than 25 events per academic year. Students who fail to meet this requirement will not be permitted to graduate.
- The number of events that transfer students and students seeking a second bachelor's degree must attend will be prorated, based on the number of semesters of work remaining at the time of their matriculation.
- Normally, each semester the student will attend at least ten musical events, of which five are usually the School of Music and Dance weekly student recitals.
- Credit will be received for attendance at any School of Music and Dance event.
- Students must be present for an entire event to receive credit. The cards are collected at the end of the program. A student who is performing in an event may receive recital attendance credit for that event if the student performs in less than 50 percent of the event.
- Attendance at many non-school musical events may be credited toward the recital attendance requirement. To obtain credit, bring a ticket stub and program to the School of Music & Dance office. The Director of the School of Music and Dance will determine whether the event qualifies for recital credit.

[\[BACK TO TOP\]](#)

When can I register?

To see your registration appointment: <http://www.emich.edu/registrar/calendars/appointments.php>

Note that you become eligible to register beginning with your appointment day/time, but you may register any time after that until the first day of classes.

[\[BACK TO TOP\]](#)

Where is transfer course information?

To find [transfer course information](#), go to the [transfer equivalency database](#).

1. Choose the school from the drop-down menu and click "Continue"
2. Click on "Course Equivalencies"
3. Choose your subject, e.g. MTH (note these are not EMU prefixes)
4. Click "Look up EMU Course Equivalency"
5. Equivalent EMU courses will be listed on the right-hand side of the table.
6. If you have any doubt, please contact an advisor for help.

[\[BACK TO TOP\]](#)