Orientation Meeting

A general orientation session will be held for all new transfer and graduate students on Wednesday, September 1 at 9:00AM in the Recital Hall of the Moore Building. Registration materials and appointment schedules will be distributed and explained. Specific information about the School of Music, Theatre & Dance (SMTD), the University, and the registration process will be discussed. Attendance is expected.

Placement Tests

Theory Proficiency Examination
All entering transfer and graduate students who have had course work in music theory must take this examination. A student who has successfully completed an upper-level or graduate course in music theory at the University of Michigan during the preceding four years is exempt. The examination will be given September 1 from 10:00am–3:00pm in the Recital Hall.

The examination is in two parts. The first part, which includes writing and aural skills generally comparable to those covered in first and second-year theory courses lasts about 3 ½ hours.

The second part, which deals with basic tonal analysis (MT 461) is for those undergraduate transfer students and graduate students who have completed at least 2½ years of college-level theory courses.

No grade is given for this examination. You will receive a report of your results for use in planning your program of study.

Keyboard Harmony Placement Examination (Theory 211, 212)
Undergraduate transfer and graduate students majoring in Composition, Piano, Organ, or Music Theory are required to take one or both of these tests. For most people, the test will be scheduled individually beginning at 6:00pm on Wednesday, September 1 and continuing on Thursday, September 4 at 1:00pm. If you are required to take this examination, you will be scheduled for an appointment.

Advisory Conference in Musicology
Transfer students in music will be scheduled for individual meetings, if needed, with a music history advisor who will evaluate your prior background in music history and make recommendations for further course elections.

Graduate students will meet as a group with faculty to discuss undergraduate prerequisites, graduate expectations, and current offerings.

Piano Placement
Undergraduate transfer students in all B.M. degree programs and graduate students in Composition, Music History and Musicology, and Theory are required to take a short placement examination in piano. The examinations are scheduled for Thursday, September 4, between 11:00AM and 4:00PM. If you are required to take this examination, you will be scheduled for an appointment.

Registration

1) Obtain registration materials during the general orientation session.

2) Obtain an ID card. UM picture ID cards are required for all students to use various services on campus. Go to the Entreér Office in the North Campus Pierpont Commons and request a card.

3) After receiving your placement results, plan your schedule using the election worksheet. Meet with your advisor and finalize your course selections.

4a) Undergraduate and Master of Music Students: If you wish, go to 2258 Moore Bldg where the SMTD Registrar can answer any questions you may have.

4b) Rackham Students: If you wish, go to 2277 Moore Bldg where the Assistant to Dean Whiting, can answer any questions you may have.

5) You may register by Wolverine Access www.wolverineaccess.umich.edu at any computer with internet access.
Details

Fees
A late registration fee will be assessed those students who haven’t registered for a class by the first day of classes (September 7); this fee will increase at the end of each month. No payment is required at the time of registration; tuition will be billed to you. A full schedule of tuition and fees can be found on the Registrar’s Office website: [http://www.umich.edu/~regoff/tuition/](http://www.umich.edu/~regoff/tuition/)

Part-Time Enrollment
Any student wishing to enroll part-time must explain their reason for doing so. The part-time/overload request form is on the SMTD website or outside room 2277 (SMTD Registrar) and requires the signature of your advisor and the appropriate Dean. Part-time enrollment is considered to be fewer than 12 hours for undergraduates and fewer than 9 hours for graduate students. The election of performance instruction only does not represent satisfactory progress toward a degree and will not be approved.

Changing your schedule
To change your schedule after registration, you follow essentially the same steps you used to register. You may drop/add within the 1st three weeks of a semester without a fee. After September 23rd each drop/add must be approved by both your instructor/advisor and the appropriate dean. Undergraduates should see Dean Younker, room 2277; Graduates should see Dean Whiting, room 2277.

Election Authorization Form (Override)
Authorization must be secured from faculty members teaching courses which are listed with the designation "Permission of Instructor’ or "Per Inst” in the Time Schedule. You will not be allowed to register for a course or section with this designation without an override.

Closed Courses
A course may be closed because it is full, or because the professor has limited enrollment to those who are given permission to enroll. If it requires permission of the instructor, see the professor for an override either in advance or at the first meeting of the class. If a class is full and you still want to enroll, go to class the first day and ask the instructor if you may enroll. If so, the instructor will give you an override. If there is a waiting list, always add your name to it as soon as you can.

Directory
Admissions & Student Services: Laura Hoffman, Jacob Allen, Emily Perryman, Debbie Siefker, Robin Myrick, 734/764-0593

Information Office; Lockers; Lost & Found: 734/764-0583

Records-Music: Diana Ulintz 734/764-0592

Records-Rackham: Dean Whiting 734/764-0590

School of Music FAX: 734/763-5097

Graduate Student Instructors: Dean Whiting 764-0590

Housing
There are three kinds of housing available at the U of M: University residence halls, family apartments and townhouses; off-campus private rental housing consisting of houses, rooms, and apartments; and small-group housing composed of fraternities, sororities, and student owned and operated cooperatives. The Housing Information Office can provide information on all aspects of housing. Contact them directly at 734/763-3164. We recommend you begin your housing search as early as you are able as availability will decrease as the summer progresses.

Library Carrel Assignments
All graduate students may request a study carrel in the Music Library. Requests will be accepted at the Circulation Desk.

Lockers Assignments
Lockers of varying shapes and sizes are available in the Moore Building for all music students. Requests will be accepted at the Information Office, 2249 Moore Building.

Part-time Employment
There are a variety of student jobs in the School of Music, Theatre & Dance. Some are work-study jobs which require that you have been allocated work-study funds through the Financial Aid Office; others are not. Employers will be looking for folks who want to start working right away. If you want a part-time job, start making contacts as soon as you arrive in Ann Arbor.

Performance Teacher Assignments
The teacher performance request forms are on the website: [http://www.music.umich.edu/current_students/student_resources/studioassignmentinstructor.lasso](http://www.music.umich.edu/current_students/student_resources/studioassignmentinstructor.lasso)

Please fill this out before August 6. Performance teacher assignments will be made and emailed to you before the third week of classes.

Unique name and E-mail information
If you have not already done so via the online registration system, please visit the ITCS office on campus to get your accounts set-up.