Winter 2012

Orientation & Registration:
Tuesday, January 3, 2012

Classes Begin:
Wednesday, January 4, 2012

Orientation Meeting
A general orientation session will be held for all new transfer and graduate students on Tuesday, January 3 at 9:00AM in Room 2044 of the Moore Building. Registration materials and appointment schedules will be distributed and explained. Specific information about the 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 January 3 from 10:00am–3:00pm in the Room 2044.

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 2 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.

Theory 433/533 Examination
Analysis of 20th Century Music
All entering transfer and graduate students in Composition, Piano, Organ, and Theory who have training in this area should take this examination which will be given Tuesday, January 3 from 4:00-5:00PM in the Room 2044.

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 3:00pm on Tuesday, January 3. If you are required to take this examination, you will be scheduled for an appointment.

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 Friday, January 6, between 9:00AM 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 EntreÉ Office in the Pierpont Commons and request a card.

3) After receiving your placement results, plan your schedule by backpacking courses on Wolverine Access. 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 Steven 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 to those students registering after the first day of classes (January 4); 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/.

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’s Student Resources page 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 January 25 both your instructor/advisor and the appropriate dean must approve each drop/add. Undergraduates should see the Dean of Academic Affairs 2277 Moore Bldg; Graduates should see the Dean of Graduate Studies, 2277 Moore Bldg.

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 Wolverine Access. 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, Trisha Fountain, Emily Perryman, Debbie Siefker 734.764.0593
Information Office; Lockers; Lost & Found: 734.764.0583
Registrar-Undergraduate SMTD programs and Graduate Performance (MM): Diana Ulintz 734.764.0592
Registrar-(Rackham) MA, MFA, DMA, and PhD: Christina Bell 734.764.0590
School of Music FAX: 734.763.5097
Graduate Student Instructors: Christina Bell 734.764.0590

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. Visit their website at www.housing.umich.edu or 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 Carrell Assignments
All graduate students may request a study carrell in the School of Music Library. Requests will be accepted at the Circulation Desk.

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

Part-time Employment
There are a variety of student jobs in the SMTD. 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 students 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/studioassignments.php
Please fill this out before December 22. Performance teacher assignments will be made and emailed to you the first week of classes.

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