**Orientation Meeting**

A general orientation session will be held for all new transfer and graduate students on Wednesday, August 27 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 August 27 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.

**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 Wednesday, August 27 from 5:00-6:00PM in the Recital Hall.

**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, August 27 and continuing on Thursday, August 28 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, August 28, between 11:00AM and 3:30PM. 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 Entrée Office in the North Campus 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 Ms. Karen Frye, Asst. 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.
Fees
A late registration fee will be assessed those students registering after September 1; 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 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.

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.

Changing your schedule
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Directory
Admissions & Student Services: Laura Strozeski, Francie Goodridge, Debbie Siefker, Kathy Unlu, Matthew Ardizzone 734/764-0593
Information Office; Lockers; Lost & Found: 734/764-0583
Records-Music: Diana Ulintz 734/764-0592
Records-Rackham: Karen Frye 734/764-0590
School of Music FAX: 734/763-5097
Graduate Student Instructors: Karen Frye 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.

Locked 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/studioassignments/lasso

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.