### Orientation & Registration Info

**Fall 2014**  
**Orientation & Registration:**  
Wednesday–Friday, Aug. 27-29  
**Classes Begin:**  
Tuesday, September 2

**Orientation Meeting**  
A general orientation session will be held for all new transfer and graduate students on Wednesday, August 27 at 9:00AM in Britton Recital Hall 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 required.

### Placement Tests

**Theory Proficiency Examination**  
All entering transfer and graduate students who have had coursework 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 Britton 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 3.5 hours.

The second part, dealing 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.

**Analysis of 20th Century Music Examination**  
(Theory 433/533)  
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 Britton Recital Hall.

**Keyboard Harmony Placement Examinations (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 course offerings.

**Piano Placement Examinations**  
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

Obtain registration materials during the general orientation session.

**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 Pierpont Commons and request a card.

After receiving your placement results, **plan your schedule** by backpacking courses on Wolverine Access. Meet with your advisor and finalize your course selections.

**Undergraduate and Master of Music Students:** If you wish, go to 2270 Moore Building where the SMTD Registrar can answer any questions you may have.

**Rackham Students:** If you wish, go to 2277 Moore Building where the assistant to Dean Steven Whiting can answer any questions you may have.

You may register through Wolverine Access [wolverineaccess.umich.edu](http://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 (September 3); 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, ro.umich.edu/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 September 23 both your instructor/advisor and the appropriate dean must approve each drop/add. Undergraduates should see the Dean of Academic Affairs 2277 Moore Building; Graduates should see the Dean of Graduate Studies, 2277 Moore Building.

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, Thomas Crespo, Debbie Siefker 734.764.0593

Information Office: for lockers, lost & found, etc. 734.764.0583

Registrar—Undergraduate SMTD programs and Graduate Performance (MM): Diana Ulntz 734.764.0592

Registrar—(Rackham) MA, MFA, DMA, and PhD: Kelsey Sieverding 734.764.0590

School of Music FAX: 734.763.5097

Graduate Student Instructors: Kelsey Sieverding 734.764.0590

Housing
There are three kinds of housing available at the U of M: University residence halls, family apartments and townhouses; off-campu 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 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 Carrel Assignments
All graduate students may request a study carrel 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: music.umich.edu/lockers.

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.

Uniquename & 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.