

Program Planning Sheets, schedule grids, and links to helpful resources are available online at:
<https://uwosh.edu/music/current/advising>

1. Students should check TitanWeb or your STAR for your earliest registration time and your music faculty advisor's name. Sign up for an appointment with your advisor and keep it in a timely manner. *
2. Students, please remember that it is your responsibility to bring to your advising appointment a current copy of your STAR report obtained via TitanWeb, a schedule grid, and Degree and Program Planning Sheet(s). Degree and Program planning sheets (course patterns) and schedule grids may be printed from the Department of Music web site (under the menu "Current Students/Advising") or are available from the Music Office.
3. Use the "Search" tab on TitanWeb to find available courses and create a proposed schedule, bring your proposed courses to your faculty advisor and, after checking your STAR, your advisor *must sign* and complete the Music Major Scheduling Form and return it to the music office so your HOLD can be removed.
4. The applied instructor will complete Admission to Candidacy or Upper Level applied forms near the end of the semester, and will return them to the music office as appropriate after juries.
5. You will be registered for primary applied study (individual lessons) at the time your HOLD is removed by department personnel. (If you have a second applied instrument, see "Time Conflict" below.)
6. At your earliest registration time, it is your responsibility to register for classes using TitanWeb.
7. Error Messages: If an error message occurs while attempting to register for classes, please make a note of what the error message specifically tells you so that you can get proper assistance from your advisor.

UNIVERSITY ADVISEMENT: *Music performance, music industry, composition, and BA/BS music majors* are expected to make an appointment with **Ann Kunkle-Jones** in UARC (Student Success Center 202) to ensure that university requirements are being met. Prior to PEP Admission, *music education majors* are expected to make an appointment with **Cindy Fruhwirth** (also SSC 202) for non-music questions. Call the UARC Appointment Desk at (920) 424-1268.

DOUBLE MAJORS: STAR reports for students with multiple degree programs may be unable to show the music faculty advisor. Please check TitanWeb for your advisor's name before contacting the music office.

TIME CONFLICTS: All students registering for applied lessons will automatically be put in the associated seminar which meets 12:40-1:40 pm on Wednesdays, *whether you are required to attend or not*. This constitutes a potential time conflict that cannot be handled in the department office. To correct this you must fill out the front and back of an add card (with correct information on the front for which class you are adding), and have each instructor involved sign the back. Take it to the Registrar's Office in Dempsey Hall to be processed.

PREREQUISITES: If a TitanWeb error message occurs that indicates you have not met a prerequisite and you know that you have, you need to see the instructor and/or go to the Registrar's Office in Dempsey Hall to clarify this. (In many cases the "requisites not met" message is the result of a TitanWeb computer limitation that must be corrected manually.)

GRADUATION REQUIREMENTS: If your STAR shows course requirements that are not met (with a minus sign) and you believe they have been satisfied, please see the department Advising Coordinator, Dr. Bruce Atwell, to complete curriculum modification forms as soon as possible.

*** NOTE: Departmental Registration HOLDS (negative service indicators) will not be removed until you have completed the advising process.**