

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

1. Please check TitanWeb for your earliest registration date/time and your music faculty advisor's name. Sign up for an appointment with your advisor in a timely manner.
2. Students, please remember that it is your responsibility to bring to your advising appointment a current copy of your Advisement 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 downloaded from the Music Department web site (under the menu "Current Students/Advising").
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 Advisement Report, you and your advisor *must sign* and complete the Music Major Scheduling Form. Your faculty advisor will upload this to Navigate.
4. On your registration date, fill out the Registrar's [online add form](#) and upload your Scheduling Form as permission to register for applied lessons. If you have a time conflict, please see information below. It is your responsibility to register for classes.
5. The applied instructor will complete Admission to Performance or Upper Level applied forms near the end of the semester after juries.
6. 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 to ensure that university requirements are being met. Prior to PEP Admission, *music education majors* are expected to make an appointment with **Renee Simpson** for non-music questions. You can request an advising appointment by visiting <https://uwosh.edu/advising/>. If you need to update or change your major, email advising@uwosh.edu (including your ID number) or call the UARC front desk at (920) 424-1268.

DOUBLE MAJORS: Advisement 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. To correct this you must email **both** instructors of the conflicting classes to get permission and clear the conflict. Once you have instructor permission, fill out the Registrar's online [Time Conflict Form](#). You will need to upload the email threads with permission.

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

GRADUATION REQUIREMENTS: If your Advisement Report shows course requirements that are not met and you believe they have been satisfied, please contact your advisor to complete curriculum modification forms as soon as possible.