Welcome to the College of Music!

As you finalize your plans for the beginning of the 2019-20 academic year, we are also busy preparing for your arrival. This letter contains a lot of important information from the Office of Graduate Studies. Please read each section carefully.

Step 1: ADVISING

Academic Advising - Prior to enrolling you must make an appointment to see our Graduate Advisor, Ms. Susan Hoekstra, in person or to speak with her via phone. Appointments should occur in May and June. If you wait until July, you will likely be unable to enroll in the classes of your choice.

To set up an appointment visit https://tinyurl.com/comgradadvising - Prior to your appointment please listen to the following podcast: https://msumusicgradadvising.podbean.com/e/episode-6-info-for-new-fall-students/

Career Planning Advising - As part of Academic Advising with Ms. Hoekstra, all students will set up an appointment to meet with our Career Advisor, Ms. Christine Beamer

Step 2: PREPARE TO ENROLL

To enroll, you will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to create your MSU E-mail account. This will provide you with your MSU NetId and Password, which you will use to enroll. If you do not have your PID/PAN, you may not yet be admitted to the University and should call the College of Music Admissions office at (517) 353-1288 or visit http://music.msu.edu/admissions/application/application-status-check

To receive billing announcements and important information, students must create an MSU e-mail. Both MSU and the College of Music use this address as your only e-mail contact. Please make sure you set up and monitor this account, including during breaks and summer semesters

Step 3: ENROLL

After meeting with Ms. Hoekstra, enroll for both Fall and Spring semesters on-line at https://reg.msu.edu/ROInfo/Enrollment.aspx. Read the section titled ‘Schedule of Courses — Instructions’. You must enroll for at least one course before August 30th, the first day of classes. It is relatively easy to add and drop classes through the first week of the semester.

If the computer says you are not eligible to enroll in a music course, e-mail the Music Graduate Office (musgrad@msu.edu). It’s likely that you need to obtain a computer “override”, so the computer system will allow you to enroll in your chosen course. If a course is ‘full’, please e-mail the Graduate Office and request that we add you to a waiting list for that class. As space becomes available, students are enrolled in that course and e-mailed of that enrollment.

Fall enrollments received after July 2019 are classified as “late”, but new graduate students enrolled prior to August 27th should not be charged a late fee. If you enroll before August 27th and MSU charges you a late fee, please contact Anne Simon in the Graduate Studies Office (207 Music Practice Building).

Step 4: TAKE THEORY EXAM AND ATTEND REQUIRED ORIENTATIONS

Orientation Info: Please see Page 3.
QUESTIONS ?

**Admissions**
Contact Mr. Grimaldo Robles, Music Admissions - 517-353-1288 or roblesgr@msu.edu.

**Scholarships**
Contact Mr. Ben Ebener, College of Music Director of Admissions - 517-432-4373 or ebener@msu.edu.

**Advising**
Contact Ms. Susan Hoekstra, College of Music Graduate Advisor – 517-884-9448 or shoekst@msu.edu.

**Graduate Studies /Enrollment /Advising Appointments/Enrollment Issues/Graduate Assistantships/Fellowships**
Contact Ms. Anne Simon, Graduate Secretary at 517-353-9122 or musgrad@msu.edu.

**Ensemble Auditions**
Information on auditions can be found at: http://www.music.msu.edu/information-for-students/for-all-students/ensemble-auditions. This site should be updated in late June.

**Running Start**
Running Start is MSU’s multi-disciplinary program that helps equip students for life as a working musician in the 21st century. Visit: http://music.msu.edu/information-for-students/runningstart

**College of Music Graduate Information**
http://www.music.msu.edu/information-for-students/for-graduate-students

**Calendars and Dates for Graduate Music Students**
http://www.music.msu.edu/information-for-students/for-graduate-students/program-information

We are pleased that you are joining the Spartan Music family and look forward to working with you.

Sincerely,

David Rayl
Professor and Associate Dean for Graduate Studies

Susan Hoekstra
Graduate Advisor

Anne Simon
Graduate Secretary
COLLEGE OF MUSIC REQUIRED EXAM/ORIENTATION
For ALL incoming Masters and Doctoral Students:

**GRADUATE ORIENTATION EXAM IN MUSIC THEORY**
Sunday, August 25
9:00 a.m. – 6:00 p.m. | 206 Farrall Hall
Exam times include two different sessions. (9:30 a.m.-1:30 p.m. and 2:00-6:00 p.m.)
You will be given an assigned time to take the exam based on audition schedules.

The THEORY exam is **required** of all new masters and all new doctoral (DMA) students, including those who hold a bachelor’s degree from Michigan State University. (Master’s students in jazz, doctoral students in music education and students with a master’s degree from MSU are exempt from this requirement.)

*Note:* You must take the exam before attending any music theory classes. Results will be available before noon on Tuesday, August 28th.

Theory Exam Study Info: [https://www.music.msu.edu/assets/MUSTheoryExamDescription5-2018.pdf](https://www.music.msu.edu/assets/MUSTheoryExamDescription5-2018.pdf)

**MUSIC GRADUATE STUDENT ORIENTATION**
Monday, August 26, 2019 | 10:00 a.m. – 2:30 p.m. | Cook Recital Hall | Lunch provided

*Mandatory* orientation meeting for all new graduate students.

**NEW MUSIC GRADUATE ASSISTANT* ORIENTATION**
Monday, August 26, 2019 | 3:00 p.m. – 4:00 p.m. | Cook Recital Hall

*Mandatory* orientation meeting for all students who are *newly appointed* graduate assistants for the 2019-20 academic year or have not been a graduate assistant for over 1 yr.

**MSU TEACHING ASSISTANT ORIENTATIONS** *

*NOTE: Anne Simon, Graduate Secretary will communicate via email with GA’s which TA orientations they need to attend.*

- **MSU Graduate School’s TA Institute (TAP)**
  Friday, August 16, 2019 – 7:30 a.m. – 5:00 p.m.
- **International Graduate Teaching Assistants (ITAP)**
  Friday, August 16, 2019 - 5:00 p.m. – 8:30 p.m.
  Saturday, August 17, 2019 – 8:00 a.m. – 5:00 p.m.

**INTERNATIONAL STUDENT ORIENTATIONS**

International graduate students are **required** to complete immigration check-in at OISS (Office of International Student Services) upon arrival. OISS also offers many different orientations and fairs for international students. [https://www.music.msu.edu/assets/InterlGradWelcome18.pdf](https://www.music.msu.edu/assets/InterlGradWelcome18.pdf)

There will be an INTERNATIONAL College of Music Orientation on Monday, August 26 at 6:00 p.m. More details to come.