
University of North Texas College of Music

Undergraduate Student Registration Guide



Welcome to the College of Music at the University of North Texas!

We have put together a brief registration guide to help you in planning your semester courses and navigating your degree plan. Much of the information that you need can be found on the College of Music website, music.unt.edu, and the university advising website, advising.unt.edu.

Online Resources

- Online Degree Audit: MyDegreeAudit.unt.edu
- University Catalog: catalog.unt.edu
- Visual Schedule Builder: vsb.unt.edu
- Semester-By-Semester Plans: music.unt.edu/advising/semesterplans
- Secondary Piano: piano.music.unt.edu
- Music Theory: mhte.music.unt.edu
- Music Scholarships: music.unt.edu/current-students-scholarships
- Practice Rooms & Lockers: practice.music.unt.edu
- Instrumental Repair: repairshop.music.unt.edu
- Stream Concerts: recording.music.unt.edu/live
- College of Music Calendar of Events: music.unt.edu/calendar

Degrees

UNT offers two types of Undergraduate Music Degrees:

Bachelor of Music – BM

- Composition
- General, Choral & Instrumental Music (Teacher Certification)
- Jazz Studies
- Performance

Bachelor of Arts – BA

- Music Major
- Music Major with an emphasis in Music History & Literature

Advising

College of Music Academic Counselors/Advisors:

- | | |
|------------------------------|------------|
| • Carol Pollard, Director | CHIL 211F |
| • Ana White, Sr. Counselor | CHIL 211B |
| • Shaunte Collins, Counselor | CHIL 211E |
| • Casey Goldman, Counselor | CHIL 211Q |
| • Grant Carrington, Advisor | CHIL 211GA |

When do I see my academic advisor? Any time you have questions about your study or UNT academic resources, before each semester's registration, to review your degree plan/degree audit, to discuss transfer courses, and the semester before graduation.

What is a Degree Plan/Degree Audit? A degree plan lists the requirements for your degree and the courses you will take to fulfill them. The Online Degree Audit at [MyDegreeAudit.unt.edu](https://mydegreeaudit.unt.edu) is a great tool for helping you stay on track for graduation and to prepare for advising appointments.

Registration Guide

Credit hours:

12: full-time course load (and minimum for scholarships and financial aid)

15-17: normal course load for a full-time student

19: maximum hours you may take in one long semester

Tips:

1. Do not schedule classes in afternoon time periods when you will probably be taking a music laboratory/ensemble (between 1 and 4 pm). Also, it is imperative to note and plan around your Departmental time.
2. Balance your course load throughout the week (MWF and TTh).
3. Cluster classes in successive periods, allowing longer amounts of time for practice and homework.

All students majoring in music take core music classes in theory, history, private lessons, piano, and performance groups (music laboratories). Each major requires specific additional courses. Therefore, it is important to check your degree plan and see an advisor regularly.

The information on the following pages will assist you when completing an *Advising Record Form*.

You may complete an Advising Record Form each semester prior to registering, especially when an *Advising Required* hold is placed on your records. Fill out this form in as much detail as possible prior to meeting with an advisor. Your advisor will then review your choices and advise you accordingly.

Complete information on the top of the form:

- **College/School:** Music
- **Degree:** BM or BA
- **Major:**
 - ◇ Composition (BM)
 - ◇ Jazz Studies (BM)
 - ◇ MUND/Music Undetermined (not official major)
 - ◇ Music (BA)
 - ◇ Music Education (BM)
 - ◇ Performance (BM)
- **Concentration:** Primary Instrument (i.e. voice, tuba, etc.)

Use the **Semester-by-Semester** plan as a guide:

- **Subject** = Four letter abbreviation such as MUAC, MUTH, MULB, MUJS, etc.
- **Course Number** = 1501, 1610, 1806, 1470, etc.
- **Hours** = number of credit hours the course is worth

Consult the Degree Audit:

- **Login:** use your EUID and password, follow prompt to run declared program, and click "View Audit"
- **View the comprehensive list of degree requirements:**
 - ◇ **Earned** = completed hours
 - ◇ **EN IP** = enrolled in-progress
 - ◇ **Needs** = hours left to complete, choose a course from the list

Begin listing courses on Advising Record in this recommended order:

1. PRIVATE LESSONS (MUAM 15## or MUAC 15##): 2-4 credits

- Refer to your current schedule or online degree audit to confirm your lesson course number. The actual weekday and time for your lesson will be arranged during the first week of the semester.
- During the first week of classes it is your responsibility to contact your teacher and arrange a lesson time. Please do this at your earliest convenience.
- Departmental and Studio Class
 - ◇ Included as part of your MUAM/MUAC lesson
 - ◇ Consult your private lesson instructor for more information

2. LABORATORY ENSEMBLES (MULB 18##): 1 credit

One large ensemble is required each semester. Enroll in one of the below holding sections. Auditions are held the week before fall classes begin. Based on the results, students will be transferred to the appropriate section.

- **Choir**
 - ◇ Tenor/Bass Holding Section – **MULB 1815.500**
 - ◇ Soprano/Alto Holding Section – **MULB 1802.501**
 - * For more information, see choral.music.unt.edu/audition-information
- **Band**
 - ◇ Wind Studies Holding Section – **MULB 1806.520**
 - * For more information, see windstudies.music.unt.edu/auditions
 - ◇ Green Brigade – **MULB 1812.50#**
 - * Sections vary. For percussion audition information and rehearsal schedule, see greenbrigade.music.unt.edu
- **Orchestra**
 - ◇ Strings Holding Section – **MULB 1805.500**
 - * All string players enroll, while winds and percussion should enroll in the Wind Studies holding section
 - * For more information, see orchestra.music.unt.edu/audition

- **Jazz**
 - ◊ Jazz Lab Band Holding Section – **MULB 1808.500**
 - ◊ Vocal Jazz Holding Section – **MULB 1820.500**
 - ◊ Guitar Lab Holding Section – **MULB 1817.500**
 - * Contact Davy Mooney (David.Mooney@unt.edu) for permission
- **Accompanying**
 - ◊ **MULB 1811.500**
 - * Save Tuesday 4-4:50.
 - * Contact Dr. Steven Harlos (Steven.Harlos@unt.edu) for permission

3. THEORY AND AURAL SKILLS (MUTH ##00/MUTH ##10): 1-2 credits

- Theory and Aural Skills I-IV are required for all Music majors
- For more information, see mhte.music.unt.edu

4. PIANO/SECONDARY INSTRUMENT (MUAG 101#/MUAS 15##): 1 credit

- All non-piano concentration students must take class piano until the Piano Proficiency Exam is passed.
 - ◊ Students may place into a higher piano course via the Piano Placement Examination. See website below for details.
- Piano concentration students must take two semesters of secondary lessons on an instrument other than piano.
- For more information, see piano.music.unt.edu for more information.

5. ADDITIONAL MAJOR-SPECIFIC COURSES: 1-3 credits

- Fill in additional music courses. Reference your semester-by-semester plan and degree audit. Some **examples** may include:
 - ◊ Methods courses for Music Education students
 - ◊ Chamber Music for Performance students
 - ◊ Fundamental jazz courses for Jazz Studies students
 - ◊ Composition courses for Composition students
 - ◊ Foreign Language for BA in Music students

6. SMALL ENSEMBLES, if required: 1 credit

Some instruments require registration in a small ensemble.

- Horn Choir – **MUEN 2602.501**
- Trombone Choir – **MUEN 2602.502**
- Tuba/Euphonium Choir – **MUEN 2602.503**
- Classical Guitar – **MUCM 3621.500**
- Percussion – **MUCM 3617.5##**

◇ Some are restricted for percussion majors/concentrations

7. UNT CORE COURSES: 3 credits

- Enroll in required university core courses.
- Refer to the semester-by-semester plan, Guidebook, degree plan, or degree audit for a full list of university core requirements.

8. VISUAL SCHEDULE BUILDER

- Double check that none of your courses overlap in time using the Visual Schedule Builder at vsb.unt.edu

9. MEET WITH AN ADVISOR

- Visit navigate.unt.edu for instructions on meeting with an advisor
- If applicable, advising holds will be removed during your advising session

10. REMOVE HOLDS AND REGISTER

- Login to my.unt.edu
- Check tasks and remove any other holds
- Enroll in classes
 - ◇ From the homepage, select Enrollment > Class Search and Enroll > select term > search for course > select section > follow prompts to enroll
- After registering, check your degree audit (MyDegreeAudit.unt.edu) to make sure courses are fulfilling degree requirements as they should.

College of Music Administration

John Richmond Dean	MU247L
Warren Henry Sr. Associate Dean, Academic Affairs	MU247D
Felix Olschofka Associate Dean, Operations	MU247C
Emilita Marin Assistant Dean for Business and Finance	MU247A
Raymond Rowell Assistant Dean for Scholarships and External Affairs	MU247B
Kirstin Broberg Director of Undergraduate Studies	MU1005
Jaymee Haefner Director of Graduate Studies	MU108
Joel Wiley Director of Admissions	CHIL211D
Carol Pollard Director of Undergraduate Advising	CHIL 211F
Andrew Trachsel Chair, Division of Conducting and Ensembles	MU304
Kimberly Cole-Luevano Chair, Division of Instrumental Studies	MU129
Steve Harlos Chair, Division of Keyboard Studies	MU225
Molly Fillmore Chair, Division of Vocal Studies	MU216
Joseph Klein Chair, Division of Composition Studies	MU2005
Rob Parton Chair, Division of Jazz Studies	MU353
Sean Powell Chair, Division of Music Education	MU304
Benjamin Brand Chair, Division of History, Theory, Ethnomusicology	MU317

College of Music Staff

Michelle Aponte Assistant to the Sr. Associate Dean for Academic Affairs, Registration Manager	MU243
Diana Cooley Administrative Coordinator for Conducting and Ensembles, Keyboard Studies and Vocal Studies	MU244
Carole Overturf Administrative Coordinator for Instrumental Studies	MU131
Laura Russell Administrative Coordinator for Composition, Music Education, and Theory/ History/Ethnomusicology	MU242
Madison Russell Administrative Coordinator for Jazz Studies	MU284



Updated 09/10/2021