May 2017

Welcome to the College of Music!

As you finalize your plans for the beginning of the 2017-18 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 to determine the information that is relevant to you.

**Step 1: 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.

Email [musgrad@msu.edu](mailto:musgrad@msu.edu) or stop by Room 207 MPB, to make an appointment through Anne Simon, the Graduate Secretary.

To review history, theory and electives courses prior to your appointment: [http://www.music.msu.edu/information-for-students/for-graduate-students/advising](http://www.music.msu.edu/information-for-students/for-graduate-students/advising)

**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](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 [http://www.reg.msu.edu/roinfo/enrollment.asp](http://www.reg.msu.edu/roinfo/enrollment.asp). 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](mailto: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 2017 are classified as “late”, but **new graduate students enrolled prior to August 30th should not be charged a late fee.** If you enroll before August 30th 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:
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

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

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 ORIENTATIONS AND EXAM

GRADUATE ORIENTATION EXAM IN MUSIC THEORY
Sunday, August 27
10:00 a.m. – 2:00 p.m.  | 103 Music Practice Building

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.) See the attachment for info on how to prepare for the exam.

Note: You must take the exam before attending any music theory classes. Results will be available at the new graduate student orientation meeting on Monday afternoon, August 28th.


GRADUATE MUSIC STUDENT ORIENTATION
Monday, August 28, 2017 | Noon – 3:30 p.m.  | Hart Recital Hall

Mandatory orientation meeting for all new graduate students (Students with a master’s degree from MSU are exempt from this requirement.)

NEW MUSIC GRADUATE ASSISTANT ORIENTATION
Monday, August 28, 2017 | 3:30 – 4:30 p.m.  | Hart Recital Hall

Mandatory orientation meeting for all students who are newly appointed graduate assistants for the 2017-18 academic year or have not been a graduate assistant for over 1 yr.

MSU REQUIRED ORIENTATIONS

GRADUATE ASSISTANT REQUIRED ORIENTATIONS (Research Assistants/Accompanists do not need these programs.)
https://grad.msu.edu/tap/orientations

- MSU Graduate School’s TA Institute (TAP) - You MUST register at: https://grad.msu.edu/tapreg
  Friday, August 18, 2017  | 7:30 a.m. – 5:00 p.m.

- International Graduate Teaching Assistants - You MUST register at: https://grad.msu.edu/tapreg
  Friday, August 18, 2017  | 5:30 p.m. – 9:00 p.m.
  Saturday, August 19, 2017  | 9:00 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 offers many different orientations and fairs for international students.
http://oiss.isp.msu.edu/students/orientation/