

**School of Music**  
**Coordinator, Graduate Programs**

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*Note: We are sending this information to **all** students in our database. We realize that some who receive this mailing will not be starting classes until the fall 2009.*

March 9, 2009

To: Graduate Students in Music  
From: Kirby Koriath  
Re: Registration for Summer 2009

Greetings! We are pleased to share with you lists of classes and workshops for Summer 2009. Please review the enclosed registration materials carefully.

Note the following classes that may be required or recommended for your degree program:

- MUSED 620 Assessment Techniques in Music Education (June 15-July 24) - master's and doctoral core mused class
- MUSED 660 Advanced Studies in Instrumental Education (June 15-July 24) – doctoral mused elective
- MUHIS 680 Symphonic Literature (June 15 – July 24) – master's core class ; doctoral “600-level” core class
- MUSTH 601 Graduate Theory Review (June 15 – July 24) – This has been scheduled mainly to meet the needs of the 4-summer music education majors; however, it is available to all graduate students who need it.
- MUSTH 617 Theory of Twentieth-Century Music (May 18 – June 19) – master's and doctoral core theory class

As most of you are aware, the university permits students to register and drop/add courses right up to the beginning of the semester or term, even through the first several days of the term. This works for large classes where enrollments generally are assured. For small graduate classes, this is problematic. If the class lacks sufficient enrollment, it must be dropped. This inconveniences both the students and the teachers who are not able to follow through with a class for which they have done extensive preparation. The solution is to **register early**.

Graduating this summer? Exams this summer? Please be reminded that if you plan to graduate this summer you must apply for graduation at the Graduate School by **June 8**. You may apply for graduation online at the Graduate School website. Doctoral students who are planning to take their comprehensive exams this summer should notify our office promptly. We will assist you in establishing dates and alerting appropriate faculty. Written and oral doctoral exams will not be scheduled during the break between Second Session and the Fall Semester.

Registration and Billing Deadlines and Penalties. Registration and billing deadlines and penalty fees are not yet available for the summer terms or the summer semester. When available, these will be published at the Bursar's Office website: [www.bsu.edu/bursar](http://www.bsu.edu/bursar)

- **Summer Semester** (May 18 - July 24 - No classes May 25 or July 4). *The classes listed under Summer Semester have variable dates. Please check the starting and ending dates carefully!*
- **First Session** (May 18 - June 19 - No classes May 25), five-week classes and a one-week workshop
- **Second Session** (June 22 - July 24 - No classes July 4), five-week classes and a one-week workshop

**For students planning to graduate this summer, the last day to submit research projects, creative projects, and dissertations to the Graduate School is July 13. If you are giving a degree recital this summer make sure it is scheduled well in advance of this date. Oral exams should be taken before this date also. Students who do not meet the July 13 deadline will have their graduations deferred to the fall semester.**

Last day to apply for Summer graduation is June 8. Commencement ceremonies will be July 25.

Included with this memo are our regular Graduate Course Offerings sheets and materials describing our summer workshops. You are encouraged to register online. If you register “on paper,” a course registration form is included for your use. (If you wish to register for both Summer Sessions or a Summer Session plus the Summer Semester, please let us know. We will send additional forms. You cannot register for multiple sessions on one form.) This form is used for *all* credit registrations for workshops, regular classes, applied lessons, and ensembles.

Be careful that you do not schedule conflicts for yourself. A workshop may be combined with another workshop in the same session. Workshops usually can be combined with applied lessons and ensembles. A workshop may not be combined with a five-week class if there is a time conflict.

**Billing:** Workshops are billed separately from regular tuition. For example, if you take a regular course and a workshop you will be billed the 0-3 hour’s bracket for tuition for the course and a separate short-term fee for the workshop. If you take one or more one-week workshop(s) in a Summer term you will be billed the hourly (special short-term) fee.

**Nonpayment of fees:** Students will not have their registrations automatically cancelled for nonpayment. If you do not request that your registration be cancelled, you will be assessed a nonrefundable late fee, your name will be on the class roster, and you will remain responsible for full fees until such time as you complete the withdrawal process. Please refer to the Bursar’s website for deadlines.

A word about QUICK-PAY. Please read: This relates to your summer billing. Please check this website: <http://www.bsu.edu/quickpay> for more information.

**Doctoral Students—a reminder about continuous enrollment after coursework is complete!** A change was approved two years ago by the Board of Trustees that concerns continuous enrollment after the dissertation proposal has been approved. Beginning fall 2007, all students must be registered for at least three credit hours each semester (regular tuition fees) until the doctoral degree is granted. If a student has no additional classes to take, s/he will register for three hours of DISS 799 each semester until degree conferral. This requirement replaces the continuous enrollment in DOC 700. DOC 700 will continue to be available, but students will usually be restricted to the registration of DOC 700 for only **two** semesters during pursuit of the degree.

Best wishes! Do give us a call if any of these items require clarification (765-285-5502). Or, you may send e-mail to me at [klkoriath@bsu.edu](mailto:klkoriath@bsu.edu), or to Linda Elliott, the Graduate Secretary, at [lelliott@bsu.edu](mailto:lelliott@bsu.edu).

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