

Registration Information for New and Returning Students 2014-15

Important Deadlines:

Teacher/Vocal Coaching Requests: June 1, 2014

Orientation and Advising Day for New Incoming Students: ***Thursday, August 28, 2014***

10:00 a.m. Orientation Session in Tanna Schulich Hall followed by a reception in the Tanna lobby.

1:00 p.m. Library Tour (meet at the entrance of the library on the 3rd floor)

2:00 p.m. Advising Sessions

Performance:

Brass, Professor Andrew Dunn, Room C-412

Woodwinds, Professor Jacqueline Leclair, Room C-412

Percussion, Professor Fabrice Marandola, Room C-412

Voice and Opera, Professor Valerie Kinslow and Professor Patrick Hansen (Director of Opera), Room C-204

Strings, Professor Axel Strauss, Room C-411

Early Music, Organ and Harpsichord, Professor Lena Weman-Ericsson (Early Music) and Professor Hans-Ola Ericsson (Organ), Room A-412

Piano, Professor Kyoko Hashimoto, Room C-416

Jazz, Professor Rémi Bolduc, Room 607 (New Music Building)

Music Research:

Composition, Professor Denys Bouliane, Room E-109

Musicology, TBA, Room A-410 (Music Library)

Theory, Professor Robert Hasegawa, Room A-510 (Music Library)

Music Education, Professor Lisa Lorenzino, C-201

Music Technology, Professor Ichiro Fujinaga, 550 Sherbrooke Street West, East Tower, Room 521

Sound Recording, Professor Richard King, Room A-512 (Music Library)

Returning Students: Registration Priority ends July 7, 2014

Registration for New Students starts July 8, 2014

All Students: Enter Registration Confirmation Course numbers REGN RCGR, CRN 2334 for Fall 2014 and CRN 2262 for Winter 2015. **Deadline for all students is August 14, 2014**

Deadline for Adding/Dropping Courses: September 16, 2014 for Fall 2014 and January 20, 2015 for Winter 2015

Deadline for Withdrawing from a Course: October 14, 2014 for Fall 2014 and February 17, 2015 for Winter 2015

Follow these steps and you will have a successful registration experience.

Step 1: Be Prepared:

1. New students: Collect all required Legal Documents: http://www.mcgill.ca/study/2013-2014/university_regulations_and_resources/undergraduate/gi_gen_policies_and_info.
2. All students: Review letter of admissions/current record for added course requirements and other holds (e.g., unpaid fees, incomplete integrity unit). Academic integrity: <http://www.mcgill.ca/students/srr/honest/students/test>.
3. Update your address and phone number on Minerva (www.mcgill.ca/minerva-students).

Step 2: Know Your Program Requirements

Please see your program requirements in the Graduate Programs, Courses and University Regulations Calendar on the following website: <https://www.mcgill.ca/music/current-students/graduate/registration-information/newly-admitted-students>.

Step 3: Select your Courses:

1. Download and print your personalized degree audit form: <https://www.mcgill.ca/music/current-students/graduate/registration-information/newladmitted-students>.
2. Review Seminar Offerings <https://www.mcgill.ca/music/current-students/graduate/graduate-seminar-information>.
3. Meet with your Advisor/Supervisor
4. Plan program of studies across your degree
5. Select desired seminars for both semesters and alternates if choices are full.
6. Special Hints for Your Program:

Master's students: register for a minimum of 12 credits per term for the first year and first semester of second year.

Music Research:

Enter the appropriate Thesis Research Credits for your program, year of study, and semester from the following table:

M.A. in Music Education, Musicology, Music Technology and Theory:

- M.A. 1, Fall term: Master's Thesis Research 1 (3 credits) MUGS 683
- M.A. 1, Fall term: Master's Thesis Research 2 (6 credits) MUGS 684
- M.A. 1, Winter term: Master's Thesis Research 3 (9 credits) MUGS 685
- M.A. 2, Fall term Master's Thesis Research 4 (12 credits) MUGS 686

M.Mus. in Composition:

- M.Mus. 1, Fall term: MUGS 684 (Master's Thesis Research 2 - 6 credits)
- M.Mus. 1, Winter Term: MUGS 685 (Master's Thesis Research 3 - 9 credits)
- M.Mus. 2, Fall Term: MUGS 686 (Master's Thesis Research 4 - 12 credits)

M.A. in Music Education, Musicology and Theory (non-thesis):

M.A. 1 Fall term: Reading Course 1 (3 credits) MUGS 614

M.A. 1, Winter Term: Reading Course 2 (3 credits) MUGS 615

M.A. 2, Fall term: Research Paper 1 (9 credits) MUGS 635

M.A. 2, Fall term, Research Paper 2 (9 credits) MUGS 636

Doctoral students do not have thesis credits.

To register for Language Requirements:

French:

Fill out a request on the following website:

www.mcgill.ca/students/records/forms. The form will be signed by the Graduate Director and returned to you; Take placement exam. The language department will do the permit overrides and the student will be able to register

Other language:

Get permission from the language department to take the course. That department will need to do a permit override for approval. Student fills out a request on the following website:

www.mcgill.ca/students/records/forms

To register for Doctoral Comprehensives in one of the two exam periods, Nov. or May:

Notify the Graduatestudies.music@mcgill.ca five months before (June 1 for Nov; Dec 1. for May). Include MUGS 701 and MUGS 702 on Minerva.

If you are in your first year of the PhD program, register for Doctoral Colloquium (MUGS 705D1/D2). Note: Attendance is required across four semesters, but you register only once.

Grade is entered upon completion of all course *requirements*

(<https://www.mcgill.ca/music/current-students/graduate/doctoral-graduate-colloquium>).

If you are in the M.Mus. Sound Recording program register for all of your courses in the Fall and Winter semester. You are not registered as a student in the summer months.

Music Performance:

Lessons and Vocal Coaching:

If you did not submit teacher and vocal coach preference form, see do it immediately. Please see the 2014-15 Practical Instruction/Teacher Preference Request Form on the following website: <http://www.mcgill.ca/music/current-students/graduate/newly-admitted>, under Checklist.

Notification of teacher/coach assignment will come by email at your McGill email address. Use the course number in this email to register.

It is the responsibility of the student to ensure that this information is transferred to their record by the end of the course/add drop period.

Recitals:

1. Review recital options for your program with your teacher
2. Choose the order and sequence of recitals so that your total credits per semester are balanced in first three semesters
3. Master's second year students, register all recital credits in FALL semester regardless of the semester in which you will actually perform; GDPP students should balance their recital credits in order to be full-time during the year; D.Mus. students should indicate their recitals in the term in which they do the recital.

If you are in your first year of the M.Mus. program, register for Performance Colloquium (MUGS 605). Note: Three attendances are required across the program, but you register only once. Grade is entered upon completion of *requirements* (<https://www.mcgill.ca/music/current-students/graduate/m-mus-performance-graduate-colloquium>).

Ensemble Requirements:

M.Mus. and D.Mus.: Register only for number of ensemble options required for your program. All others will be charged at the per credit fee reflecting your citizenship status. For Orchestra repertoire courses, register for MUEN 568.

To register for Doctoral Comprehensives in one of the two exam periods, Nov. or May: Notify the Graduatestudies.music@mcgill.ca five months before (June 1 for Nov; Dec 1. for May). Include MUGS 701 and MUGS 702 on Minerva.

D. Mus. Lecture Recital: Register for MUPG 770 in the term in which you'll be doing the lecture-recital.

GDPP: Balance the credits for your program evenly between the two semesters.

Media Project MUPG 640: <http://www.mcgill.ca/music/current-students/graduate/forms>. Register for the second semester. Submit the proposal for approval by the end of the first semester.

Step 4: Register on Minerva.

Access Minerva at www.mcgill.ca/minerva-students.

AS A GRADUATE STUDENT, YOU MUST ACHIEVE A GRADE OF B- or higher to pass, INCLUDING UNDERGRADUATE COURSES TAKEN AS PART OF YOUR PROGRAM, ENSEMBLES, AND/OR LESSONS.

FAQ:

What is MINERVA?

The University record system that contains all information about a student's program and progress in a degree.

Where do I find the timetable?

Timetable of courses can be found on Minerva under Class Schedule: www.mcgill.ca/minerva-students. Please note that 600-level courses and higher are under "Graduate Studies" and 500-level and lower are under "Schulich School of Music".

I'm trying to register for a course and it gives me an error message. What do I do?

Minerva works by term. Please make sure to change terms when selecting your courses, otherwise you'll get an error message or a wrong course number.

Where can I find a description of undergraduate courses?

A list of undergraduate courses typically assigned to a graduate student can be found on the music website here: <http://www.mcgill.ca/music/current-students/graduate/registration-information/newly-admitted-students>.

How many credits do I have to register for?

All Master's students must register for at least 12 credits per term for the first year and for the first term of the second year. Sound Recording students must register for 12 credits per term for both years.

How do I calculate my tuition fees?

www.mcgill.ca/student-accounts. Note that students are charged for any additional extra courses at the per credit fee for their citizenship status.

Can I register for courses in additional session?

No. Students are not supposed to be registered for courses in additional sessions. They should use this time to complete research and/or work towards their recital.

Which courses are considered 'extra courses'?

An extra course is any course that is not required for the completion of a degree, either specified in the course curriculum or as an additional required course. Students will be charged per credit fees for ensembles and courses that are not part of their degree requirements. Students in non-thesis courses and Sound Recording students are also charged for courses completed in a summer session. The area chair may authorize a student to count a non-required course as part of their program if he/she decides that the course contributes directly to the student's program. In such cases, the minimum requirement to pass as per regulations is B-.

If I withdraw from a course, does it show on my record?

Yes, it shows on your transcript with a mark notation of “W”, indicating Withdrawn. This does not count in your GPA. Too many Ws can impact how a scholarship is read and interpreted by Admission committees, scholarship competitions, and job reviews.

The deadline for withdrawing from an ensemble, vocal repertoire coaching, and practical lessons is the end of the second week of classes. What happens if I have an injury mid-way through the semester that prevents me from playing?

You should notify your teacher, see your doctor immediately and make an appointment to see the Graduate Director.

What happens if I forgot to withdraw after the deadline?

A ‘J’ will appear on your record and count as a failure.

How do I add an undergraduate course to my record on MINERVA?

Fill in a request for Registration/Course Change on the following website:

www.mcgill.ca/students/records/forms.

The seminar I want to take is full. What should I do?

Contact the Professor/Instructor and asked to be placed on the waiting list should a place open.

Be sure to attend the first class (in order to maintain your position on the priority list). Spots in the class will assigned as they become available on the basis of the order specified in the seminar descriptions: <https://www.mcgill.ca/music/current-students/graduate/graduate-seminar-information>.

How many students are in graduate seminars?

Registration in graduate seminars is usually limited to 12 students per class; 14 for Performance and Performance Practice seminars; unless otherwise noted.

What should I do with my Audit form when I am finished registering?

Ensure that your teacher has signed it. Then store it in a safe place with your other important records for consultation next semester.

What if I Want to Change a Course?

You may change a course, space providing, up until the last day of the course change period (www.mcgill.ca/important dates) at the beginning of each semester. Check the options; consult with the Instructor of the course; then have the choice approved by your advisor/supervisor. Then, make the change on Minerva.

What if I’ve lost my PIN?

On the Minerva login screen, enter only your McGill ID and click “Forgot PIN?” Follow the instructions.

Where do I get my ID card?

See the following website on how to obtain your ID card once you have registered:

<http://www.mcgill.ca/students/records/id/>.

How to Avoid Late Fees:

Frequently review deadline dates. There is a late course change fee of \$50 per course, no exceptions.

Ensure that all you have submitted all legal documents and paid any outstanding fees that may have put holds on your file.

Request to add undergraduate and extra courses early.

Do not leave changes until the last minute as the Graduate Studies Office is very busy.

Review your program requirements, additional required courses, and program milestones at least once a year with your advisor/supervisor.

Check the Class Schedule (timetable) for last minute changes periodically to see if they affect your choices (www.mcgill.ca/minerva-students).

All Graduate students will be charged per credit fees for all extra courses beyond the requirements of their programs, including ensembles and lessons.