



Music Advising Syllabus

Specific Advisors are determined by area of study and can be found in the

[Music Department Student Handbook](#)

Department Email: music@ung.edu

Office: Nix Center 216 (DAHL) / Music Building 101 (GVL)

Appointment Scheduler: <http://advise.me.ung.edu/>

UNG Academic Advising Mission Statement

The mission of academic advising is to assist students in constructing meaningful educational plans based on their interests and abilities and consistent with each student's academic, professional, and personal goals. Academic advising fosters the development of students who are self-directed, responsible decision-makers and supports the successful completion of degree requirements.

Advising Goal for Music Students

The Department of Music's goals for advising are:

1. Guide students in selecting a concentration in the Bachelor of Music Degree that matches their interests and furthers their career goals.
2. Work with students to develop a semester-by-semester plan to help advisees stay on track towards timely degree completion.
3. To provide advisees with information about possible careers related to music and/or plans for graduate study.

Students will be required to meet with their advisor each semester prior to registration to review their plan of study, progress in their degree, and discuss their concentration selection based on revised career goals and current progress. Students are responsible for knowing and understanding the requirements of their degree/concentration and coordinating with their advisors to ensure all requirements are completed.

UNG Academic Advising Learning Outcomes:

1. Students will understand the value of the Core Curriculum and display the ability to select courses that satisfy Core requirements.
2. Students will demonstrate knowledge of degree program requirements and the ability to select courses each semester to progress towards fulfillment of their educational plans.
3. Students will demonstrate understanding of University of North Georgia academic policies and procedures and how these policies and procedures impact their educational progress.
4. Students will effectively utilize technological resources to assist in educational planning and course registration.
5. Students will select majors based on their interests, abilities, and career goals.
6. Students will be able to identify campus resources and services that can be used to assist them in achieving their academic, personal, and career goals.
7. Students will understand the importance of co-curricular programs for supporting and promoting their educational and life goals.
8. Students will understand and navigate the processes that lead to successful transfer, if applicable.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Terri Carroll at terri.carroll@ung.edu or 678-717-3791.

Expectations of Advisor/Advisee:

An advisor is expected to:

1. Be available, approachable, and respectful of students
2. Encourage and support students as they develop realistic goals and attainable educational plans
3. Have a thorough understanding of UNG's core curriculum, institutional requirements, and degree requirements.
4. Be efficient and accurate when discussing degree requirements with advisees
5. Assist students in developing decision-making skills and encourage them to accept responsibility for their choices
6. Maintain confidentiality
7. Be knowledgeable about campus resources, support services, and opportunities, referring students as needed

An advisee is expected to:

1. Be respectful of their advisor
2. Schedule appointments with their advisor and be on time
3. Come prepared for appointments by becoming familiar with the UNG Undergraduate Catalog, core curriculum, and program of study for their major
4. Check UNG email regularly and become familiar with Banner
5. Ask questions
6. Familiarize themselves with the academic calendar and be aware of important deadlines, such as advisement and withdrawal
7. Accept responsibility for their decisions

Appointments and Office Hours:

Your advisor's name and contact information can be found on your Tranguid in Banner Web.

Professional advisors are available for appointments throughout the day on most days when the university is open. You can easily make an appointment anytime using the online appointment booking system located at <https://advise.me.ung.edu/>. Login with your student ID and password as you would for your e-mail. Select your campus and the appropriate advisor.

Faculty advisors are available during their office hours and by appointment. All faculty advisors have a link next to the advisor name listed on your Tranguid (in Banner) where you can go to schedule an appointment with you advisor. If your advisor does not use the online appointment booking system, you can still send an email requesting an appointment.

Preparing for Appointments:

Please come prepared for your advising appointments. Be aware of any holds on your account. Review your program requirements and record your progress on your plan of study before your meeting. Bring all important documents with you, including your plan of study, and be prepared with any questions and/or concerns you have about your progress. Please be on time for your appointment. If you are unable to attend the appointment, please cancel and reschedule.

First Year Educational and Advising Goals

- ✓ Make an appointment with your academic advisor early in the semester to discuss short- and long-term personal, academic and career goals and plan classes for next semester: You don't have to wait for Advising Weeks!
- ✓ Check your UNG email account daily.

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- ✓ Connect with campus resources such as tutoring, the Writing Center, and math lab to maximize your academic success.
- ✓ Visit Career Services to explore your interests and abilities in relation to your career goals.
- ✓ Know your degree requirements, responsibilities and UNG policies.
- ✓ Understand how courses fit into your plan of study. Update your plan of study with courses completed and courses you plan to take the following semesters.
- ✓ Focus on completion of necessary first-year core curriculum courses.
- ✓ Consider taking exploratory courses in your intended major.
- ✓ Understand and acknowledge important dates such as drop/add and course withdrawal dates.
- ✓ Take advantage of early registration periods for each semester to get the classes you need at the times you want them.
- ✓ Get to know your professors and build important relationships.
- ✓ Contact appropriate offices and/or departments directly regarding study abroad, internships and research opportunities to maximize your undergraduate experience.

How to change your major and/or concentration:

1. Log in to Banner Web
2. Select the Student Menu
3. Select Request an Internal Transfer (change degree level, campus, or major)

Major Specific Information

Auditions

- A successful entrance audition in the appropriate applied area is required for all students who desire to pursue either an associates pathway or undergraduate degree in any music program. Students who exhibit a high level of talent and potential, but are deficient in their applied area, may be offered provisional admission to the degree program and allowed to re-audition following one semester of secondary level study. Students who do not successfully pass the audition will not be admitted into the degree program.

Music Course Block (Semesters 1-4)

- All Music Majors, regardless of degree and concentration, should take the courses in the music block each semester during their first two years of study. These courses include:
 - Music Theory
 - Aural Skills
 - Class Piano (except for students with piano as their major instrument)
 - Major Applied Lesson
 - Ensemble
 - Concert Attendance

Proficiencies

- Each candidate for the Bachelor of Music must successfully pass a proficiency exam in piano and conducting. Additionally, candidates in Music Education must successfully pass a proficiency exam in guitar. Detailed information regarding these requirements may be found in the University of North Georgia [Music Student Handbook](#).

Grade Requirements

- Unless otherwise specified, all music majors must achieve a grade of C or better in each Department of Music course (including core curriculum and transfer courses) taken to fulfill degree requirements. Courses offered in the Department of Music are:
 - Applied Music Courses (MUAP)
 - Music Courses (MUSC)
 - Music Education Courses (MUED)

Junior Recital Requirement

- All candidates for the Bachelor of Music must successfully present a public junior recital in their principal applied medium. Detailed information regarding junior recital requirements may be found in the University of North Georgia Music Student Handbook.

Senior Capstone

- Each candidate for the Bachelor of Music degree must complete a senior capstone appropriate to their concentration.
 - Candidates in Musical Arts must successfully complete a senior project in their area of focus. The project may take various forms depending on what is appropriate to the area of focus. These might include a research paper, lecture recital, composition recital, public presentation, or other approved medium.
 - Candidates in Music Performance must successfully present a public senior recital in their principal applied medium.
 - Candidates in Music Education must successfully complete a portfolio concurrently with their full-time field experience.

Music Education Concentration

- Each candidate for the Bachelor of Music in Music with either Choral Music Education or Instrumental Music Education must also successfully complete field experience, service learning, and internship requirements as directed by the Department of Music and the College of Education. Music Education Majors must be current members of Collegiate National Association for Music Education.

UNG Supplemental Syllabus

Please see <https://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php>

Important Dates/Deadlines

Registration dates can be found on the Registrar's website, <https://ung.edu/registrar/registration-dates.php>. The academic calendar can be found under "Academics" on the UNG website, <https://ung.edu/academics/academic-calendar.php>