

## Directions for students to register

1. Every student must be advised every semester.
2. Advisor will email Jesus Apodaca for overrides (Should happen the same day as the advising meeting. Students should follow up with their advisor if they do not receive the override request within a week)
3. Jesus Apodaca will enter overrides
4. Student logs into Goldmine and registers for classes

## General Questions

All students MUST be advised before they can register. Every semester. No exceptions.

When students have a question about registration, their first stop should be their advisor. They should email their advisor and allow up to 5 days for a response.

AFTER they have tried contacting their advisor and not heard back for longer than a week, they should then email me (Jesus Apodaca). The email must include:

- ID number
- Course and CRN (example: MUSA 1195 - 87482)
- The specific error message that they are receiving (ideally as a screenshot)
- CC the relevant teacher

Please do not tell your students to email Charles Leinberger.

Jesus Apodaca nor Charles Leinberger cannot register students for classes.

Advisors enter overrides for most regular classes (piano, theory, etc.) - they will check for prerequisites/requirements/etc. I enter overrides for lessons, and I answer questions from the advisors on specific situations for students.

## Advisors

Students can check their assigned advisor in their Profile in their Goldmine account. Students should have the same advisor until they have 60 earned credit hours, then Che Ulibarri [crulibbari3@utep.edu](mailto:crulibbari3@utep.edu) becomes their advisor.

## Lesson Overrides

After the student has been advised, the advisor will email Jesus Apodaca to enter overrides for lessons. This takes time - please allow 1 to 2 weeks after the advising day for this email to be sent. This is not the same as the lower-level acceptance form.

## **Lower Level Acceptance Form**

This form only needs to be submitted ONCE in a student's academic career. Not every semester.

[Lower and Upper Level Acceptance Form](#)

## **Upper Level Acceptance Form, Barrier Exam/Double Jury**

In a student's fourth semester of 1195, they must be allowed to attempt a barrier exam. If they pass, you must submit the upper level acceptance form.

There are two barrier exams: one for 3295 (education, commercial, etc.) and 3391 (performance and applied minors). The barriers for 3391 should be more rigorous than the barrier for 3295.

This form only needs to be submitted ONCE in a student's academic career. Not every semester.

This form should be signed and scanned immediately following a student taking and passing their double/barrier jury. Scan and send to Jesus Apodaca. If not typed, print legibly. Make sure all boxes are answered accurately.

[Lower and Upper Level Acceptance Form](#)

## **Recital Acceptance Forms**

For education majors, the student must be allowed to attempt a senior recital in their 3rd semester of 3295. If they pass, the recital acceptance form must be submitted.

Performance majors must be allowed to attempt their junior recital in their 2nd semester of 3391. If they pass, the junior recital acceptance form must be submitted.

Performance majors must be allowed to attempt their senior recital in their 4th semester of 3391. If they pass, the senior recital acceptance form must be submitted.

This form should be signed and scanned immediately following a student playing and passing their junior or senior recitals. Scan and send to Jesus Apodaca. If not typed, print legibly. Make sure all fields are answered.

[Recital Acceptance Form](#)

## Faculty: Check Your Rosters

Please check your rosters at least once a week for the first few weeks of school.

You can do this in Blackboard. Verify that students are in the correct lessons. If they are not registered or registered for the wrong course, their first stop is their advisor, as noted above.

Directions: In Blackboard, select Courses, then select the course, then click “Gradebook)

This will show you all students registered for this class.



## Lesson Course Numbers

1185 - Non-major or secondary instrument

1190 - Pre-Major lessons for music majors that are not yet ready for 1195

1195 - Lower level music major lessons. This level requires that the lower level acceptance form be submitted before students can register.

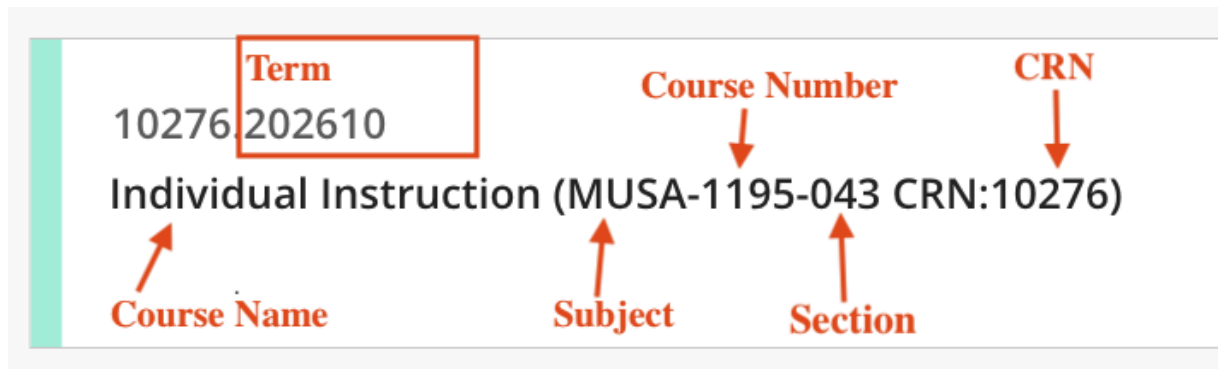
3295 - Upper level music major lessons. This level requires that the upper level acceptance form be submitted before students can register.

3391 - Upper level music major lessons for performance majors and applied minors. This level requires that the upper level acceptance form be submitted before students can register.

## Course Info (CRN, Section, Term,

CRNs change every semester for every class. Course numbers (MUSA 1195, etc.) stay the same. Terms change each semester.

All of this can be found in Blackboard. In Blackboard, choose 'Courses' from the menu on the left.



## Dynamic Schedule

The dynamic schedule is very powerful. Courses can be pulled up by subject (all MUSA, all MUST, all MUSL, etc.), or by professor name, or by course number (1195, 3295 etc.). It is very useful. The CRNs are available in the dynamic schedule for all classes.

[UTEP Dynamic Schedule](#)

## Voice Class (MUSA 1274), MUSA 4033

These classes require departmental approval, not just advisor approval. This is to ensure that the student has been recommended for this class either by the teacher of the class, the teacher's applied studio teacher, based on an audition, etc. Sometimes I will email the teacher of the class, or sometimes I will email the student's applied studio teacher to verify.

### **Class Piano, Music Theory, Aural Skills**

The advisor enters approvals for these classes during the student's advising meeting. For example, if a student is registered for Music Theory 1, Aural Skills 1, and Piano 1 - the advisor enters approvals for them to register for Music Theory 2, Aural Skills 2, and Piano 2. If/when the student does not pass a prerequisite at the end of the semester, the student should be dropped from the next class in the sequence when the Registration and Records Office performs their prerequisite sweep, which happens about two weeks before the semester begins.