Subject: Welcome to the CMU School of Music (undergraduate)
Date: Wednesday, June 1, 2016 at 5:08:00 PM Eastern Daylight Time
From: Sharon Johnston
To: music-students-ug-new@lists.andrew.cmu.edu

June 1, 2016

Dear new School of Music undergraduate student:

Welcome to the School of Music! I will be your music academic advisor, assisting you with enrolling as a student for your first semester, with beginning your university study, and with questions that you might have about life as an undergraduate music, music and technology, or BXA major at Carnegie Mellon University.

ENROLLMENT

To be enrolled at Carnegie Mellon University, you must be registered and financially cleared.

Registration: Information about registration is available now on the Inside Music website (see below) and more detailed information about registration will be emailed later in June. For the coming semester, I will register you in in July and during Orientation week for all of your required courses. (For subsequent semesters, you will register online for all of your courses.) If you have any questions about your registration, please contact me.

Financial Clearance: Undergraduate bills will be mailed in July. You must submit full payment for applicable tuition and fees by August 15. If you have any questions about your bill, please call (412-268-8186) or e-mail (thehub@andrew.cmu.edu) The Hub.

A summary of information for incoming undergraduate students can be found on the following website:
http://www.studentaffairs.cmu.edu/first-year/orientation/index.html. You should also have received a Welcome email message from the University Registrar’s Office.

THINGS TO DO NOW

- Begin checking your CMU email account for messages.
  (During the summer, messages will be sent initially to your personal email address only, then to your personal and CMU email addresses, and finally to your CMU email address only.)
  - You should have received instructions from the Office of Admission on how to retrieve your Andrew userID and set your password. Please email it-help@cmu.edu with any questions.

  Your Andrew email account is your source for official and important Carnegie Mellon communications.
  Please check it frequently before you arrive on campus and during your academic career.
  If you choose to use an alternate email address (i.e., Hotmail, Gmail, etc.),
  then you should forward your Andrew email to your preferred email address to ensure that you receive all official university communications.
  In the School of Music, announcements and correspondence from offices and from faculty are frequently sent via email.
  It is your responsibility to read the information that is emailed to you.

- Explore the Carnegie Mellon Student Information Online (SIO) website https://s3.as.cmu.edu/sio/
  - On this website, you can view your grades and QPA or request verifications; view your current schedule or plan a new schedule; view invoices; make payments and review financial aid; register, add or drop your courses; and see other university resources for students.

- Explore the School of Music Inside Music website http://www.music.cmu.edu/pages/insidemusic
  - On this website, you can view calendars, information for current students, and information regarding academic and performance requirements, and registration and the class schedule. I especially recommend reading the Enrollment FAQ applicable to you under New Students and the Music Major FAQ under Current Students > Music Resources. (Note that this website is in the process of being updated for the coming school year, including the Calendars and the Performance Information sections.)

THINGS TO DO LATER

- Your attendance is required at the following School of Music orientation meetings that will be scheduled during University
Your attendance is required at the following School of Music placement tests that will be scheduled during university Orientation week.

- Harmony placement test: Monday, August 22, 3:30 to 4:15pm or 4:30 to 5:15pm in College of Fine Arts A2. You will be assigned a time. Assignments will be sent later.
- Solfege placement test: Monday, August 22, 3:30pm or 4:30pm in College of Fine Arts 110 or 157 or 160. You will be assigned a time and a room. Assignments will be sent later.
- Keyboard Studies placement test: Friday, August 26, 9:00am to 12:00pm in College of Fine Arts 156. You will sign up for a time during the orientation meeting on Thursday August 25.

During Orientation week, also do the following.
- Sign up for a time for the ensemble audition(s) applicable to you.
- Check your enrollment status using Student Information Online.
- Check the days, times, and places for your classes using Student Information Online.
- Check your email frequently.
- Meet with me, if you are a transfer student or a double major, or if you have questions.

I hope you have a wonderful summer! I’m looking forward to seeing you in August. If you have any questions, please don’t hesitate to write, call (412-268-2385), fax (412-268-1431), or email (SLJ@cmu.edu) me.

Sincerely,

Sharon Johnston
Director of Student Services