Dear new School of Music graduate student:

Welcome to the School of Music! I will assist you with enrolling as a student for your first semester. Dr. Natalie Ozeas, Director of Graduate Studies, will be your academic advisor. She will assist you with beginning your graduate study, with enrolling as a student for subsequent semesters, and with questions that you might have about life as a graduate music 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 July for most of your required courses; you will register on Student Information Online for the rest of your 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: Graduate bills will be mailed in July. If you have been awarded financial assistance from the School of Music, it should be listed on your bill. If this credit is not listed, submit payment for the amount for which you are actually liable, and notify me of the omission. You must submit full payment for applicable tuition and fees by August 15. (All graduate students are responsible each semester for the three university fees: student activities, technology, and transportation. They are also responsible for the university student health plan fee, unless a waiver is granted. See http://www.cmu.edu/health-services/student-insurance/ for more information.) 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 graduate students can be found on the following website: http://www.cmu.edu/graduate/incoming-students/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.)
- Go to http://www.cmu.edu/graduate/incoming-students/before-you-arrive/first-steps.html. Click on Establish your Andrew User ID, password, and university email. Note that the email with the subject line “Receive your Andrew userID” was automatically sent to your personal email address on file with the university immediately after the creation of your student record. If you have not received this email, please contact me.

  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
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 GPA 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 meeting(s):
  - Friday, August 26, 9am to 12pm in College of Fine Arts Alumni Concert Hall – School of Music Orientation for all new graduate students
  - Friday, August 26, 1pm to 5pm in College of Fine Arts A2 – Graduate music history and music theory placement tests for all new graduate Master of Music degree students (graduate language placement tests for graduate voice Master of Music degree students will be scheduled individually). See below for more information about the graduate placement tests.

- During the week preceding the beginning of the semester, 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 Dr. Natalie Ozeas if you have questions.

I hope you have a wonderful summer! We’re 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; or to write, call (412-268-2382), fax (412-268-1431), or email (nlozeas@andrew.cmu.edu) Dr. Natalie Ozeas.

Sincerely,

Sharon Johnston
Director of Student Services

If you are a graduate Master of Music degree student: What do I need to know about the graduate placement tests?

All new graduate degree students must take placement tests in music history and music theory (harmony and counterpoint) before the beginning of the fall (or their first) semester. Voice majors must also take placement tests in French, German, and/or Italian. If deficiencies exist, you will be asked to take the applicable course or courses during your first and/or second semester(s). These courses do not count towards your degree requirements.

If you wish to do independent work this summer to review for these tests, especially note the following information:

**History.** This test determines whether new graduate degree students possess sufficient knowledge of music history at the undergraduate level to successfully pursue their graduate curricula, to be completed in 90 minutes. Students who fail are required to enroll in Music History for Graduate Students I, Music History for Graduate Students II, or both. Results of the test will be emailed to each student.

- **Listening IDs:** You will hear six excerpts of music characteristic of a composer or style and be asked for 1) the first and last name of the composer, 2) date of composition, and 3) stylistic reasons for your answer. Each excerpt will be played only once. 2 points each, 12 points total.

- **Score IDs:** You will be shown four score excerpts and asked for 1) the first and last name of the composer, 2) date of composition, and 3) stylistic reasons for your answer. 2 points each, 8 points total.
**Essays:** You will write two brief essays, selected from given essay topics and write detailed responses. Budget 10 minutes per essay (20 minutes total). 10 points each, 20 points total.

**Multiple Choice:** You will answer 60 multiple choice questions that test composers’ stylistic characteristics, musical innovations, common compositional techniques, basic repertory and genres, terms associated with all of these, and broader knowledge of history and culture in which these musical developments occurred. Budget 1 hour. 1 point each, 60 points total.

For review, studying Richard Taruskin and Christopher Gibbs, *The Oxford History of Western Music (College Edition)* or another major music history textbook, is suggested.

**Theory.** This test determines whether new graduate degree students possess sufficient knowledge of music theory at the undergraduate level to successfully pursue their graduate curricula, to be completed in two hours. Students who fail are required to enroll in Music Theory and Analysis for Graduate Students. Results of the test will be emailed to each student.

You will be asked for a complete harmonic analysis of a piece of classical music. For review, studying the current edition of Piston’s harmony text, or the equivalent, is suggested.

**Language.  (voice majors only)** These tests determine whether new graduate voice degree students possess sufficient knowledge of French, German, and/or Italian, to be completed in two hours for each test. Students who fail are required to enroll in the applicable language course. Results of the test will be emailed to each student.

Each test contains a translation exercise. Dictionaries may be used. For review, practicing with texts of your choice is suggested.