School of Music Registration Checklist

1) Check your enrollment status! Make sure that you are financially cleared and that your academic information is correct.

Check Student Information On-line (SIO) at: https://acis.as.cmu.edu/sio to confirm your enrollment status, class level and home department. Don’t skip this step! Incorrect information in any of these three areas could delay your registration.

2) View the School of Music Class Schedule or the Carnegie Mellon University Class Schedule to locate specific classes.

The School of Music schedule is at: http://music.cfa.cmu.edu under Registration and Schedule Information>Schedule Information. The Carnegie Mellon University schedule is at: https://enr-apps.as.cmu.edu/open/SOC/SOCServlet

Class type (music support, etc.) is found on the School of Music Class Schedule. Course descriptions and notes are found on the University Class Schedule by clicking on the course number. In addition to department, the University Class Schedule can be searched by mini courses only, course level, instructor, starting time, and keyword.

3) Draft your class schedule on the Registration Worksheet or at Student Information Online (SIO) (http://www.cmu.edu/hub/sio).

The Music Curriculum Checklists, Registration Checklist, Registration Class Instructions, Registration Worksheet, and other registration information can be found in CFA 108 and/or at: http://music.cfa.cmu.edu

4) Make an appointment to meet with Sharon Johnston, the School of Music undergraduate academic advisor, or Natalie Ozeas, the School of Music graduate academic advisor, to discuss your scheduling options.

Sharon Johnston or Natalie Ozeas can assist you with planning your class schedule, evaluating your academic progress, and checking your graduation requirements.

MEETING WITH YOUR ACADEMIC ADVISOR IS RECOMMENDED. IF NOTIFIED, MEETING WITH YOUR ACADEMIC ADVISOR BEFORE REGISTRATION IS REQUIRED.

Also, you may wish to make an appointment to meet with your studio teacher, who is your professional advisor; and if applicable, the faculty member who is also your professional advisor and mentor. (If you don’t have a professional advisor/mentor and you are interested in having one, please see Sharon Johnston.)

5) Double check to make sure that the classes you are taking are applicable to your curriculum requirements!

It is wise to review your Music Curriculum Checklist prior to making any final decisions on which classes to take and to then discuss any questions or concerns you may have with Sharon Johnston or Natalie Ozeas.
6) Be aware of exceptions that may affect you.

If you anticipate registering for an overload (depending on your current QPA, over 58 or 70 units for undergraduate students, or over 48 units for graduate students), please complete and submit a registration worksheet to Sharon Johnston or Natalie Ozeas BEFORE you register.

If you are a graduate student, and anticipate registering for a class with an undergraduate course number only, please complete and submit an undergraduate credit petition to Natalie Ozeas BEFORE you register. You may register for up to 12 units of undergraduate classes as electives without special permission – certain restrictions apply.

7) Once you have checked your enrollment status, drafted your schedule, and double checked your requirements, go online and register.

**Online Registration is located at:** Student Information Online (SIO) <http://www.cmu.edu/hub/sio>

**Registration dates and times are located at:** Student Information Online (SIO) <http://www.cmu.edu/hub/sio>

- on the Plan Course Schedule page under the Course Schedule tab
- All students must register at their assigned times.

You must be enrolled (registered and financially cleared) by the first day of the semester.

You may continue to add classes until the add deadline.

**In some cases, you may need to be registered as full-time (36 units total) in order for your loan to be processed.**

You should register first for what you’re behind in, second for what you need now, and third for what you want now. When in doubt, follow the instructions. Be careful! Register for the correct course numbers (if there are two numbers, the graduate number is the higher number of the two), section letters, units (if the class has variable units), and co-requisites (if applicable).

8) Register as soon as possible.

Don’t procrastinate! You may not get a space in your preferred section of a class, or in a class with limited spaces. In some instances, you may need to schedule an appointment with Sharon Johnston or Natalie Ozeas to discuss registering for a specific class. Do this as soon as possible in order to avoid the possibility of being put on a class waitlist. Once you are on a waitlist, it is not assured that a space will be reserved for you in that specific class! If the class is needed for graduation or for any other critical purpose, schedule an appointment with Sharon Johnston or Natalie Ozeas to discuss your options.

9) Once you have completed your registration, you can change it.

If you want to add or drop a course, speaking first with Sharon Johnston or Natalie Ozeas is recommended. If it is a required music course, petitioning to drop the course is required. Then, go to SIO and either add or drop the course. If there is a problem doing so, see Sharon Johnston or Natalie Ozeas. Once you are eligible to begin the registration process, you can continue the process until the add and drop deadlines of the applicable semester.

10) Track your curriculum progress online.

Check how many classes and units you have taken, what your grades are, and what your current cumulative QPA is by doing a Carnegie Mellon University Academic Audit at: https://acis.as.cmu.edu/gale2/audit/degreeaudit.html