School of Music FAQ

General FAQ (questions only):

How does the Major Instrumental Ensemble rehearsal schedule in the class schedule (T-F 3:30-5:50pm, TTh 8:30-9:50am, WF 9:00-10:20am) relate to the Contemporary Ensemble, Orchestra and Wind Ensemble?

What dress is required for …

Where can I find …
  - information about campus jobs?
  - information about community housing?
  - information about finding a graduate roommate?
  - information about health services and health insurance?
  - information about parking on campus?
  - information about degree requirements?

What computer is required for the School of Music?

Can I forward my CMU email account to my personal email account?

How can I use a locker?

How can I use the practice rooms?

I'll be a part-time student, but I received a bill charging me for more tuition than I expected. Why?

What is the payment deadline?

Are there charges in addition to tuition?

Is there a charge if I register for more than 36 units?

How can I find out what financial assistance is available from Carnegie Mellon for graduate students?

What School of Music graduate orientation meeting must I attend?

What university graduate orientation meetings may or must I attend?

What do I need to know about placement in language classes?

What do I need to know about placement in undergraduate Keyboard Studies?

What do I need to know about the graduate placement tests?
  - History
  - Theory
  - Language
General FAQ (answers):

How does the Major Instrumental Ensemble rehearsal schedule in the class schedule (T-F 8:30-9:50am, T-F 3:30-5:50pm) relate to the Contemporary Ensemble, Orchestra and Wind Ensemble?

The Contemporary Ensemble rehearses every week in the morning. The Orchestra and Wind Ensemble alternate rehearsal periods in the afternoon. A detailed Rehearsal/Concert Calendar is available on the Inside Music website.

What dress is required for …

**Orchestra and Wind Ensemble?**
The official dress code for the Philharmonic and Wind Ensemble is concert black. Men: black tuxedo (not tails), white shirt, black bow tie, black socks and shoes. Women: long black gowns or two piece ensemble, long sleeves, black shoes (no open toes). Student concerto soloists may wear appropriate professional performance outfits.

**Concert Choir and Repertory Chorus?**
For men, a tuxedo. For women, a special dress, usually costing approximately $80.00.

**Dance?**
Instructors will determine if any attire is unsuitable for the specific class. For safety considerations, jewelry and gum chewing are not permitted.
- Ballet, Modern, Fundamentals, Pilates, Partners & Props – tights or yoga/jazz pants (any color), leotards, unitards, or solid-colored form-fitting tops
- Jazz, Tap, Stage Combat – form-fitting dance/yoga pants and tops
- Ballet, Tap – Appropriate shoes are required
- Hair/Jewelry – Hair should be secured

Where can I find…

**information about campus jobs?**
For more information, see the university Student Employment website.
https://www.cmu.edu/career/student-employment/

**information about finding graduate housing or a graduate roommate?**
For more information, see the university Graduate Housing website.
http://www.cmu.edu/housing/graduate-students/index.html

**information about health services and health insurance?**
If you have questions about what health history and health insurance forms you need to submit or how you can request a waiver of the university health insurance charge, for more information, see the university Student Health Insurance website.
http://www.cmu.edu/health-services/student-insurance/index.html

**information about parking on campus?**
For more information, see the university Parking & Transportation Services website.
http://www.cmu.edu/parking/
information about degree requirements?
On the insideMusic website, under Academic Information, click on Undergraduate or Graduate Curricula and Information, then on the latest version of your curriculum.

What computer is required for the School of Music?

There is no required computer for the School of Music. You have the option of using the computers that are available in the computer clusters across campus or of bringing a computer of your own. On this completely wireless campus, a laptop is particularly versatile and increasingly preferred. Both Apple and Windows computers are used by faculty, staff, and students in the School of Music. If you are a music and technology major or you are interested in music technology, note that the vast majority of music studios, producers, electronic musicians, etc. use Apple computers. So if you're interested in music production, or working on software for musicians, an Apple computer makes good sense. There are other areas of the industry where some PC-only software is used, i.e. CAD software for music instrument manufacturing - so it depends on the area in which one is most interested.

Can I forward my CMU email account to my personal email account?

Yes. Go to http://www.cmu.edu/computing/email/cyrus/index.html>Client Configuration and Basics> Email Tools and follow the directions. (If your CMU email account is not Cyrus, you will be redirected to the correct page.)

How can I use a locker?

School of Music lockers are available in the locker room on the ground floor of the College of Fine Arts. Early locker registration is available before the semester begins. The procedure:

if you need a regular size locker ...
    pick a locker in the ground floor locker room
    put your own lock on it
    complete a locker registration form (available in CFA 108)
    put it in Sharon Johnston’s inbox

if you need an oversize locker (or two lockers) ...
    pick two lockers, or an oversize locker with a blue and chrome Master lock on it (that’s a School of Music lock; the locker is actually unregistered)
    put your own locks on the two lockers or exchange the School of Music lock for your own lock
    complete a locker registration form (available in CFA 108)
    put it in Sharon Johnston’s inbox

How can I use the practice rooms?

School of Music practice rooms are available in the hallways at each end of the mezzanine floor of the College of Fine Arts. They are accessed by use of a Carnegie Mellon student id card that has been authorized to work in the card lock for the door to each hallway. If you have received your Carnegie Mellon student id card, you should have access to the practice rooms. If your id card doesn’t work in the card lock, email Rich Kawood rkawood@andrew.cmu.edu for assistance.
I'll be a part-time student, but I received a bill charging me for more tuition than I expected. Why?

All students are initially charged full-time tuition. Your tuition charge will be adjusted after the 10th day of class.

What is the payment deadline?

For more information, see the Billing & Payments website. http://www.cmu.edu/hub/billing/faq.html

If you anticipate difficulty in paying your bill, contact the Assistant Directors of Enrollment Services at The HUB for counseling prior to the deadline.

Are there charges in addition to tuition?

Yes, there are fees that may be applicable to you: Student Activities, Technology, Transportation. In addition, if you don’t qualify for a waiver of the university health insurance charge, that fee will be applicable to you.

Is there a charge if I register for more than 36 units?

No, there is no additional tuition charged for additional units above 36.

How can I find out what financial assistance is available from Carnegie Mellon for graduate students?

If you need financial aid or student account counseling or assistance, please contact the Assistant Directors in the HUB. The HUB is located in the basement of Warner Hall. The Assistant Directors can be reached via phone at 412-268-8186 or via email at thehub@andrew.cmu.edu. You can also go to the HUB Monday, Wednesday and Friday from 8:30-4:30 and Tuesday and Thursday from 10:30-4:30 for walk-in assistance.

Please note the graduate website link listed below:

Graduate Student Financial Aid: http://www.cmu.edu/finaid/basics/graduate/index.html

What School of Music graduate orientation meeting must I attend?

All graduate students are required to attend the orientation meeting scheduled on the morning of the Friday preceding the first day of the fall semester.

What university graduate orientation meetings may or must I attend?

You are invited to attend the university graduate orientation meeting. Please see the following website for more information. http://www.cmu.edu/graduate/programs-services/orientation/index.html
If you are unable to attend this meeting, note that a member of the Graduate Student Assembly will be present at the School of Music orientation meeting to introduce you to the university graduate student activities.
If you are an international graduate student, you are required to attend the international graduate orientation meeting. Please see the following website for more information. [http://www.studentaffairs.cmu.edu/oie/newsandevents/orientation.html](http://www.studentaffairs.cmu.edu/oie/newsandevents/orientation.html)

**What do I need to know about placement in language classes?**

For more information, see the Department of Modern Languages Placement Testing information website. [https://www.cmu.edu/dietrich/modlang/undergraduate/index.html](https://www.cmu.edu/dietrich/modlang/undergraduate/index.html) > Placement Testing

**What do I need to know about placement in undergraduate Keyboard Studies?**

You will meet with the Keyboard Studies instructor on the Friday of undergraduate orientation week to discuss placement. You will be required to sightread and you will be interviewed about your piano experience. Preparing and playing a piece of your choice is optional.

**MM (not MS) degree music majors: 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)* and/or another major music history textbook and/or online resources, 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 and/or another major music theory textbook and/or online resources, 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. You must take the tests for the languages (French, German, Italian) that you have not chosen to take during your graduate program. 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.
Registration/Enrollment FAQ (questions only):

When will new students be registered for classes?  
I can’t find a course I need. 

How do new students register?  
Where can I find Computing @ Carnegie Mellon? 

New undergraduate students:  
How can I add to my class schedule?  
Where can I find the Designated History class? 

How can I complete my class schedule?  
Where can I find the Designated Writing class?  

New students: How do I know if a special circumstance applies to me?  
How can I tell if a class is a mini (a class that meets for half of the semester)? 

Before Registration Week: I need registration information. What should I do?  
How do I register for a major ensemble? 

Before Registration Week: I have questions. What should I do?  
Should I/how can I register for Chamber Music or Sonatas? 

What do I not know that I don’t know?  
I can't register, or I can't register for a course I need. What should I do? 

Where can I find more information about the requirements for my major?  
Where can I find more information about the class schedule?  

I’m a graduate student. May I take an undergraduate course?  
How can I see my class schedule? 

I’m an undergraduate student. May I take a graduate course?  
Can I change my class schedule? 

What's a music support course?  
I've been waitlisted. What should I do? 

What's a general studies course?  
What is the procedure for transferring credit? 

What's an elective course?  
What is the procedure for obtaining verification of enrollment?
Registration/Enrollment FAQ (answers):

When will new students be registered for classes?

New students will register for (or be registered for) classes during the summer. You will be able to view the current status of your class schedule on the Student Information Online website http://www.cmu.edu/hub/sio

Important – while registration is in process, your class schedule may change.

How do new students register?

If you’re a new undergraduate student, Sharon Johnston will register you in July and August for all of your classes for the first semester. You will register yourself for each subsequent semester.

If you’re a new graduate student, Sharon Johnston will register you in July for most of your required courses, if you have not already registered for them; you will register on Student Information Online http://www.cmu.edu/hub/sio for the rest of your courses. Note that you can start the registration process now and you can continue the registration process until the add and drop deadlines of the applicable semester.

New undergraduate students: How can I add to my class schedule?

You’ll have a full schedule of required classes, so taking another class would mean taking an extra class. We recommend that you wait to take extra classes until after your first semester, after you’ve adjusted to the demands of university study and demonstrated that you can satisfactorily pass your required classes.

If you have a specific reason for wishing to take an additional class this fall, please contact Sharon Johnston.

New graduate students: How can I complete my class schedule?

To complete your class schedule, you will need to select a music support course and/or an elective course or courses. Voice majors, you will also need to select a language course.

To select a music support (a graduate history or theory) course, see information about them on the insideMusic website: http://music.cfa.cmu.edu/. Look under Registration and Scheduling Information especially at the Schedule Information link and the Class Information link. You will register yourself for your preferred course or courses.

To select an elective (any music or non-music graduate) course, see information about them on the CMU Schedule of Classes: https://enrapps.as.cmu.edu/open/SOC/SOCServlet. You will register yourself for your preferred course or courses. Note that you may take up to 12 units of undergraduate credit (restrictions apply) towards your elective requirement.

Voice majors, to select a language course, please contact Sharon Johnston.
New students: How do I know if a special circumstance applies to me?

See the list below, or contact Sharon Johnston if you have questions about your class schedule.

If you are an undergraduate music and technology major, or a graduate music education or music and technology major, or a graduate music certification student, your class schedule will be determined individually. Please contact Sharon Johnston during July.

If you are an undergraduate transfer student, your class schedule will be based on a tentative assessment of the eligibility of your previous college credit for transfer to Carnegie Mellon. Please plan to see Sharon Johnston as soon as possible after you arrive on campus to discuss your schedule and the procedures for a final confirmation of the transfer of your credit.

If you are an undergraduate double major, your class schedule will be based on an assessment of the best combination of the highest priority class requirements for both majors. You will need to discuss your schedule with Sharon Johnston, your music advisor, and also with your advisor for your other major. Please contact Sharon Johnston during July.

If you have completed academic courses or have relevant experience (for example, an AP theory class) that you believe might qualify you for placement in an advanced level of a class or beyond the first level of a class, you will need to discuss your schedule with Sharon Johnston, your music advisor. Please contact Sharon Johnston during July.

New undergraduate students: If you are interested in taking a class in addition to your required classes, your class schedule will need to be approved. An additional class during your first semester is usually not approved unless you need to take it for admission to a minor or an additional major. You will need to discuss your schedule and the procedures for requesting an overload with Sharon Johnston, your music advisor. Please contact Sharon Johnston during July.

New graduate students: If you are interested in taking more than 48 units, your class schedule will need to be approved. You will need to discuss your schedule and the procedures for requesting an overload with Sharon Johnston. Please contact her during July.

Before Registration Week: I need registration information. What should I do?

Watch for email messages with general information about registration and specific information about classes that may be of interest to you. Messages with specific information are identified by their titles so that you may read, save, and/or discard them depending on whether or not they are applicable to you.

Also watch for email messages about registration from the university. Additional information about registration, including your registration time during registration week, is published in SIO.

Before Registration Week: I have questions. What should I do?

Read all of the registration instructions (start with the "registration information" message).

Prepare a draft class schedule (using the information listed in the “registration information” message and in other registration messages). Bring it (on your laptop or on paper) to your appointment or to the Q&A session.
Sign up for an appointment with Sharon Johnston if you’re an undergraduate student, or Natalie Ozeas, if you’re a graduate student.

and/or

Attend a Q&A session with Sharon Johnston (Monday-Wednesday of registration week from 5-6pm in CFA 108).

What do I not know that I don’t know?

Be sure to read the Registration Checklist and the Registration Class Instructions on the Inside Music website: http://music.cfa.cmu.edu/. Look under Registration and Schedule Information at Registration Instructions and Forms. Undergraduate students, especially note the instructions about Keyboard Studies, Designated Computer Classes, Designated History Class, and Designated Writing class.

Where can I find more information about the requirements for my major?

See the latest curriculum checklist for your major on the Inside Music website: http://music.cfa.cmu.edu/. Look under Academic Information. Note that 3 units equal 1 credit.

I’m a graduate student. May I take an undergraduate course?

To request that an undergraduate course count towards your graduate requirements other than towards up to 12 units of electives (certain restrictions apply), please complete and submit an undergraduate credit petition to Natalie Ozeas BEFORE you register.

I’m an undergraduate student. May I take a graduate course?

You may take a graduate course with the permission of the instructor if there is an available space in the class after graduate students have registered.

What’s a music support course?

Search the Music Schedule of Classes on the Inside Music web site: http://music.cfa.cmu.edu/ Look under Registration and Schedule Information at Schedule Information.

Look in two places:

1. in the column on the left-- that's where you'll find if the course is defined as music support, and whether or not it's for some majors or for all majors;
2. in the course number columns--that's where you'll see if the course is for undergraduate students only, for graduate students only, or for both, depending on if you see an undergraduate course number, graduate course number, or both.

See also the Music Schedule of Music Support Classes under Schedule Information and Music Support Courses Two-Year Rotation under Class Information.

Music support courses can only be academic courses inside of the School of Music. (Note that undergraduate students may register for some graduate classes as music support with the permission of the instructor. Graduate students must register for graduate classes as music support.)
**What's a general studies course?**
Search the CMU Schedule of Classes. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

General Studies courses can only be academic courses outside of the School of Music.

**What's an elective course?**
Search the CMU Schedule of Classes. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet) and the Music Schedule of Classes on the Inside Music website. [http://music.cfa.cmu.edu/](http://music.cfa.cmu.edu/)

Elective courses can be courses inside or outside of the School of Music.
*(Note that undergraduate students may register for physical education classes or applied classes in another College of Fine Arts school as electives but not as general studies. Graduate students may register for up to 12 units of undergraduate classes as electives – certain restrictions apply.)*

**I can’t find a course I need.**

Search the CMU Schedule of Classes by keyword. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

**Where can I find Computing @ Carnegie Mellon?**

Returning undergraduate students only: If this requirement is applicable to you and you intend to complete it during this coming semester, you must fulfill it by registering yourself for a space in Computing @ Carnegie Mellon (99-101). To find this course look on the CMU Schedule of Classes under the Carnegie Mellon University-Wide Studies department. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

**Where can I find the Designated History class?**

Returning undergraduate students only: If this requirement is applicable to you and you intend to complete it during this coming semester, you must fulfill it by registering yourself for a space in Global Histories (79-104). To find this course look on the CMU Schedule of Classes under the History department. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

Other courses may also fulfill this requirement. See *Registration Class Instructions* on the Inside Music website: [http://music.cfa.cmu.edu/](http://music.cfa.cmu.edu/). Look under *Registration and Schedule Information* at *Registration Instructions and Forms*.

**Where can I find the Designated Writing class?**

Returning undergraduate students only: If this requirement is applicable to you and you intend to complete it during this coming semester, you must fulfill it by registering yourself for a space in Interpretation and Argument (76-101). To find this course look on the CMU Schedule of Classes under the English department. [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

Course descriptions for the sections are available at [http://www.cmu.edu/hss/english/first_year/index.html](http://www.cmu.edu/hss/english/first_year/index.html)
How can I tell if a class is a mini (a class that meets for half of the semester)?

If there is a 1 [1st half fall], 2 [2nd half fall], 3 [1st half spring], or 4 [2nd half spring] after the section letter, the class is a mini.

How do I register for a major ensemble?

All undergraduate music majors will be assigned to the applicable major ensemble (Major Instrumental Ensemble [Orchestra/Wind Ensemble] or Major Vocal Performance Ensemble/Chorus).

If you are an undergraduate or graduate instrumental music major, you will be assigned to Major Instrumental Ensemble [Orchestra/Wind Ensemble/Contemporary Ensemble*]. All positions will be assigned by faculty. Some instrumental areas will have ensemble auditions. If your area will have an audition, you will be informed. Principal strings and Concertmaster auditions will take place after the opening concert.

* Contemporary Ensemble is for graduate students only.

If you are an undergraduate voice major, you will audition for Major Vocal Performance Ensemble.

If you are a undergraduate bagpipe, composition, guitar, organ, or piano major, you will audition for Chorus. If you wish to be considered for assignment to Major Instrumental Ensemble, please inform Sharon Johnston.

Graduate degree students: if you are not an instrumental major, you may choose to audition for Chorus for elective credit. If you wish to be considered for assignment to Major Instrumental Ensemble, please inform Sharon Johnston.

Should I/how can I register for Chamber Music or Sonatas?

All music majors who are required to take Chamber Music will be placed in a Chamber Music group. If you are not required to take Chamber Music, you may choose to audition for Chamber Music for elective credit.

I can't register, or I can't register for a course I need. What should I do?

You may not be able to register for one of two reasons:

1. The School of Music put you on registration hold. (See Sharon Johnston if you have a question.)
2. Enrollment Services coded you as ineligible to enroll or put you on registration hold. (See The Hub if you have a question.)
You may not be able to register for a class you need for one of seven reasons:

1. Your home department or class level may be coded incorrectly. (Check SIO to confirm your department and class status. See Sharon Johnston if you discover a discrepancy.)

2. You may be attempting to register for a class which is coded as having a prerequisite that you either haven't fulfilled or have fulfilled in a nonstandard manner; or which is coded as being for a different class level than yours; or which is coded as requiring special permission from the instructor. (See Sharon Johnston for assistance.)

3. You may be attempting to register for a class that requires a permission form (Chamber Music/Sonatas, Collaborative Piano, Independent Study, Keyboard Studies (Studio), or Performance for Composers).

4. You may be an undergraduate student inadvertently attempting to register for a class by using the graduate course number, or a graduate student inadvertently attempting to register for a class by using the undergraduate course number. This results in your being placed on a wait list. (Check the course number.)

5. You may be attempting to register for a class for which you have insufficient free units. If you anticipate registering for an overload class schedule (over either 70 or 58 units [which number applies to you depends on whether you did or did not have a 3.00+ average last semester] for undergraduate students or over 48 units for graduate students), please complete and submit a registration worksheet to Sharon Johnston, if you’re an undergraduate student, or Natalie Ozeas, if you’re a graduate student, BEFORE you register.

6. You may be attempting to register for a class that partially or completely overlaps with the scheduled time for a class for which you’re already registered. You will need to either drop the first class, or see Sharon Johnston for information about how to negotiate the class time conflict.

7. You may be attempting to register for a class that is coded in error. (See Sharon Johnston for assistance.)

**Where can I find more information about the class schedule?**

See the university class schedule at [https://enr-apps.as.cmu.edu/open/SOC/SOCServlet](https://enr-apps.as.cmu.edu/open/SOC/SOCServlet)

See the School of Music class schedule, music support courses, course description, and course syllabi information on the Inside Music web site: [http://music.cfa.cmu.edu/](http://music.cfa.cmu.edu/) under Registration and Schedule Information.

**How can I see my class schedule?**

See your class schedule at [http://www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio)
Can I change my class schedule?

Returning students and new graduate students: You may add and drop classes yourself on the SIO website [http://www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio).

New undergraduate students: You may not change your schedule yourself until registration for your second semester.

I've been waitlisted. What should I do?

What you should do now or later depends on the reason:

1. The wait list is real. There are no more seats in the class. (You'll have to wait for a space to open.)

2. The wait list is semi-real; for example, for multiple-section classes like eurhythmics, solfege, and theory. The capacity for each of these classes is set low to allow for more flexibility in managing the balance of the number of students in each section. In most cases, you'll get in the section for which you're wait listed; in some cases, you'll be asked to register for a different section. (You'll have to wait for a space to open.)

3. The wait list isn't real; for example, for studio. Either the capacity is set too low, or you're an undergraduate student who inadvertently attempted to register using a graduate course number, or vice versa (See Sharon Johnston if you have a question.)

These reasons can also apply to wait lists for classes in other departments. (Contact that department for assistance.)

What is the procedure for transferring credit?

For undergraduate students: transfer credit may be granted according to Carnegie Mellon University guidelines for courses completed at another accredited university with a grade of “C” or better. For some music requirements, transfer credit is granted by special permission only. Submission of an official transcript is required.

AP/IB credit may be granted according to Carnegie Mellon University guidelines for AP/IB test scores as received by the university.

The transfer credit process is completed during the first semester.

For graduate students: all transfer credit is granted by special permission only.

What is the procedure for obtaining degree and enrollment verifications?

For more information, see the Degree & Enrollment Verifications website [http://www.cmu.edu/hub/records/verifications/index.html](http://www.cmu.edu/hub/records/verifications/index.html)