

***Welcome to UNT  
and the College of Music***

**General Graduate Orientation  
Monday, August 21, 2017**

# Chilton Hall 211



### Welcome to the Graduate Studies Homepage

Graduate students play a vital role in the intellectual and musical life of the College of Music in particular and the University of North Texas in general. In order that you achieve your academic and creative goals, you must know the expectations, policies, and procedures that pertain to your particular course of study. This site provides a centralized source of information for graduate students as you pursue your degree. The links to the left provide information pertaining to 1) incoming students, 2) particular areas of study, and 3) current students in general. In addition, please consult the College of Music Graduate Studies Organization, which is accessible on Blackboard Learn. We will use this site to distribute announcements to all current graduate students and you will use it to 1) submit topic proposals for MA, DMA, and PhD theses and 2) to sign up for DMA qualifying exams. Finally, familiarize yourself with the portions of the Graduate Catalog and the Toulouse Graduate School Website that pertain to your degree. The Graduate Studies Office is here to support your progress towards graduation. Please do not hesitate to contact us at music.grad@unt.edu with any questions or concerns.

- Dr. Benjamin Brand, Director of Graduate Studies
Dr. Colleen Conlon, Graduate Academic Advisor, (940) 565-2930
Ms. Devyn Dougherty, Assistant to the Director, (940) 565-3721

Offices are in Chilton Hall 211

Graduate students must use their EagleConnect email address for all UNT-related correspondence.



#### Visit Us

Music Building
415 Avenue C
Denton, TX 76203-5017



#### Mail Us

University of North Texas
UNT College of Music
1155 Union Circle #311367
Denton TX 76203-5017



#### Contact Us

940-565-3721
colleen.conlon@unt.edu
Technical Issues?



Site last updated on August 19, 2016

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- Handbooks and Degree Plans
- Course Rotations
- Policies, Procedures and Forms
- Graduation Deadlines
- FAQs

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- Course Rotations
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- Composition
- Jazz Studies
- Music Education
- Music History, Theory, Ethnomusicology
- Music Performance
- Graduate Artist Certificate

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# **Degree Plan and Committee Form**

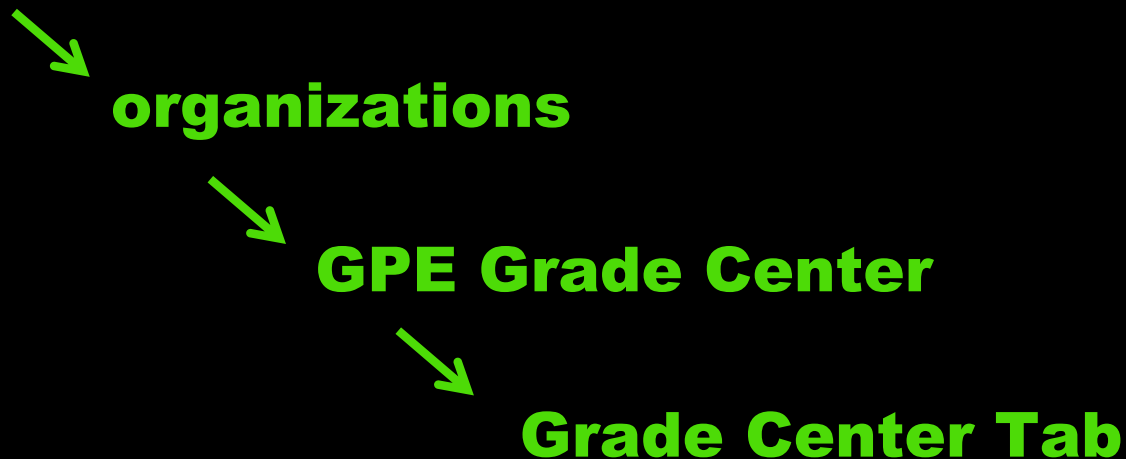
- **A signed contract filed in consultation with your major professor and related-field professor by the end of your first year of study (i.e. second semester).**
- **Identifies all of the courses that you will take to satisfy the relevant degree requirements.**
- **You are bound to the catalog in effect when you file the degree plan, not when you began your degree.**
- **Submitted with your Committee Form.**
- **Degree plans and committee forms available at <https://music.unt.edu/graduate/>.**

# Other Websites You Need to Know

- **Graduate Catalog (<http://catalog.unt.edu/index.php>)**
  - Degree programs
  - Course Descriptions
- **Blackboard Learn**
  - GPE Grade Center
  - Graduate Studies Organization
- **Toulouse Graduate School Website (<http://tsgs.unt.edu>)**
- **Schedule of Classes**  
**(<http://essc.unt.edu/registrar/schedule/socbydept.html>)**
- **Academic Calendar**  
**(<http://www.unt.edu/catalogs/2017-18/pdf/calendar>)**

# Leveling Courses

- **Determined by the coordinator of your major area.**
- **They may or may not be applied to your degree plan depending on your area and program.**
- **They appear on Blackboard Learn.**  
**learn.unt.edu**





# Review Courses

- **The exams you must take are listed at the top of your packet.**
- **There are no retakes**
- **Scores posted Thursday at noon on GPE Grade Center (Blackboard Learn). *Please do not ask before then!* In addition, students are responsible for checking their own results.**
- **Your orientation packet provides a guide to interpreting your GPE scores.**
- **You must take review courses the first semester they are available.**
- **You must complete them before taking any other graduate courses in music history or theory**
- **A grade of B or higher is required to satisfy all courses (except jazz).**
- **Review courses cannot be applied to your degree plan**

# Taking the GRE/GWE

- **Performance area requires an in-house Graduate Writing Exam (GWE).**
- **An acceptable GRE Verbal Exam score can be substituted for the writing exam. If you had your GRE scores sent to UNT, we should have them and should have entered an “E” for “Exempt” from the GWE in the GPE Grade Center on Blackboard Learn.**
- **Failure to fulfill the writing exam requirement (or GRE substitute) will affect registration, financial aid, scholarships and TA/TF positions.**
- **Jazz Studies majors must take a Jazz Studies in house writing exam if they have not already taken the GRE Analytical Writing Exam.**

# **Degree Time Limits**

**Masters – 5 years**

**Doctoral – 8 years**

# **New(ish) Policies**

- **Master's and doctoral students take the same version of the GPE in music history.**
- **No Retakes for the GPE in Music History and Theory.**
- **GPE in Music Theory no longer includes sight singing and keyboard skills.**
- **Students who fail the GPE in music theory must take a single, 2-credit course: MUTH 5010 (Graduate Theory Review).**

# Miscellaneous Procedures and Conventions

- **Use your full legal name on all official University paperwork.**
- **You must use your EagleConnect email address when communicating with UNT faculty and staff.**
- **Always include your 8-digit student ID number in any correspondence with the Graduate Studies Office**
- **Address faculty members by title (Dr. or Prof.) unless they invited you to do otherwise.**

# Tips for Success

- **Ignore rumors.**
- **What applies to your friend's situation may not apply to you. Policies may have changed.**
- **Know published deadlines, e.g. for payments, dropping classes, filing for graduation, etc...**
- **Use university resources - you paid for them!**
- **Read the catalogs and handbooks we provide.**
- **Stay up-to-date by checking the Graduate Studies organization and your EagleConnect email for important announcements.**
- **If you don't know, ask.**