

Procedure for Approval of College of Music Special Problems Course


You are responsible for completing each one of the following steps. Please factor in the time you will need to obtain all necessary signatures. Additionally, allow time for the Registrar's Office to input our requested course title/credit hours/instructor into the EIS system---it needs to reflect accurately on your transcript.

1. **Meet with the instructor** who will teach your special problems course for assistance in completing the attached special problems request form. Give the course a *short* title (30 characters or less), indicate the number of credit hours requested and the course level/number (four letters beginning with Mxxx and either 5900 (one-on-one instruction), 5910 (more than one student instruction), 6900 (one-on-one instruction), or 6910 (more than one student instruction)).
2. **Include a one to two sentence justification.**
3. **Include a short course outline (or syllabus).**
4. **Include a short list of resources to be used in the course (or syllabus).**
5. **Have the instructor sign the form.** This signature indicates the instructor's willingness to accept and teach the course.
6. **Have the Division Chair sign the form.** This signature indicates the Chair approves the instructor's new course.
7. **Submit the form to the Graduate Studies Office** (Chilton Hall Suite 211) for approval from the Director of Graduate Studies.
8. After the form has all approvals, the student may obtain the course registration code by sending an email to graduaterecitals@unt.edu.

Final approval will be based on availability of regularly-scheduled courses, feasibility of the project, appropriate semester hour credit, and instructor load.

After receiving the 4 or 5-digit class number, follow the registration instructions below:

ENTER the class code (4 or 5-digit number), when you have linked to the appropriate EIS registration page.

Type the number here: 
(in the little square next to the spyglass)

You need not utilize the Search Tool

SUBMIT your entry.

VERIFY YOUR CLASS SCHEDULE, OR STUDY LIST

Your Special Problems course will appear on your schedule if you have registered for it properly.

COURSE OUTLINE:

(You may attach a Course Syllabus in lieu of filling out the Outline or Resources sections)

RESOURCES:

(Bibliography, Computer, Classroom or Studio, Special Materials, Laboratories etc.)
