

Florida State University College of Music
New Graduate Student Orientation
August 15th – 19th, 2022

Schedule updated July 28, 2022. Subject to minor changes.

***THEORY EXAM REGISTRATION (ALL graduate students, except music therapy majors)**

The deadline to sign-up for this exam is Wednesday, August 10th at 5pm.

The **Graduate Music Theory Placement Exam** will be offered in a fully computerized format on Canvas, FSU's online learning system. You will be taking this exam from home on your own computer. **You must use the Chrome web browser and download Honorlock** in order to take this exam. The exam will be available on Canvas from **8 AM to 5 PM on Tuesday, Wednesday, and Thursday, August 16th, 17th, and 18th**. You have a maximum of **two hours** to complete it. You choose date and time. **Make sure that your selection does not overlap with any other required meetings!**

****In order to take this test you must complete the online registration form found at this link:
[Signup for Graduate Placement Exam in Music Theory – Aug. 16–18, 2022](#)**

You will be asked for relevant contact information and for your activated FSUID: this is your Canvas login, and is also the username that precedes "@fsu.edu" of your campus email address—e.g., "mqb22" or "mbuchler". It is not the 16-digit number on your FSUCard. Dr. Buchler will then register you on Canvas for the exam. The deadline for completing the online registration form is Wednesday, August 10 at 5 PM. **For more information about this exam, review the theory exam PDF document that you received via email. Questions? Contact Dr. Michael Buchler: mbuchler@fsu.edu.**

Monday, August 15th

***COURSE REGISTRATION WINDOW (ALL Graduate Students)**

8:00AM on Monday, August 15th, through 11:59PM on Thursday, August 25th

http://registrar.fsu.edu/registration_guide/fall/enrollment_appointments/

Be sure to add at least one course to your schedule BEFORE Monday, August 22nd, to avoid receiving the \$100 late registration fee. Follow registration instructions and register online through Student Central. If you have any holds in your myFSU account, you must clear those holds before registration will be possible. Instructions for how to remove each hold item are provided in your myFSU account. Submit one-to-one forms for one-on-one instruction (lessons, DIS courses, recitals, etc.) to Melanie Presnell in our Music Registration Office: 203 HMU. You will receive the course permission number needed to enroll yourself into the correct one-on-one course section.

***ORIENTATION CHECK-IN (ALL New Graduate Students)**

8:00AM – 8:25AM

Entrance to Dohnanyi Recital Hall (124 Housewright Music Building)

Please check in and then take a seat in the recital hall. The session will begin at 8:30AM.

***ORIENTATION SESSION (Required for ALL New Graduate Students)**

8:30AM - 11:00AM

Dohnanyi Recital Hall (124 Housewright Music Building)

Students must attend this session either in-person or on Zoom: <https://fsu.zoom.us/j/96260171257>

All entering graduate students. General graduate procedures, music library information, health and safety, residency information, etc. All newly-admitted graduate students who have not earned a graduate degree from the College of Music are required to attend. Continuing graduate students are invited and encouraged to attend.

Monday, August 15th (continued)

***MENTAL HEALTH AWARENESS SESSION (Required for ALL New Grad Students)**

2:00PM – 3:30PM

Dohnanyi Recital Hall (124 Housewright Music Building)

Students must attend this session either in-person or on Zoom: <https://fsu.zoom.us/j/99882575055>

All entering graduate students. Topics include mental health, suicide prevention, and campus support resources. With Magnolia Hood from FSU Counseling & Psychological Services.

Tuesday, August 16th

***EMPLOYMENT PROCESSING SESSION (Required for ALL New Graduate Assistants)**

8:30AM – 9:30AM

Zoom Meeting Link: <https://fsu.zoom.us/j/95300752979>

This session is required for all new graduate students on assistantship. This session will cover many HR topics including important dates and payroll schedules. Information regarding Concur, the University's travel system, will also be discussed.

***NEW ARTS ADMINISTRATION GRADUATE STUDENT MEETING**

10:00AM - 11:00AM

HMU 125

With Dr. Karen Munnely; for arts administration majors.

***PIANO PEDAGOGY GRADUATE ASSISTANT TRAINING**

9:30AM – 3:00PM

LON 403

Please contact Dr. Diana Dumlavwalla for details: ddumlavwalla@fsu.edu or 850/644-4299.

***NEW MUSIC THERAPY GRADUATE STUDENT ADVISING**

1:00PM - 4:00PM

042-B KMU (Dr. Jayne Standley's Office)

This meeting is for Music Therapy majors, only. Stop-by anytime within this time frame to meet with Dr. Standley about your coursework.

Wednesday, August 17th

***GRADUATE TEACHING ASSISTANT TRAINING**

(Required for new Teaching Assistants, only)

11:00AM – 1:00PM

Dohnanyi Recital Hall (124 Housewright Music Building)

New TAs must attend this session either in-person or on Zoom: <https://fsu.zoom.us/j/94851510710>

Topics to be covered include work environment matters, TA policies, Canvas platform, Turnitin, class grade roster and grade assignment information, etc. Graduate Office (11:00-11:15), John Braswell (11:15-12:15), and Dr. Denise Von Glahn and Dr. Marcia Porter (12:15-1:00). Required of graduate teaching assistantship recipients who will be working with students in a classroom, ensemble, and/or applied lesson setting.

Administrative, opera directing, piano technology, and accompanying graduate assistants are not required to attend. As an alternative, the University's PIE Fall Teaching Conference may be used as an effective substitute for our session. The Graduate School invites classroom TA's to attend their session, but you may attend either one. You may register for the PIE Fall Teaching Conference here: <http://pie.fsu.edu/>.

***NEW THEORY/COMPOSITION GRADUATE STUDENT MEETING**

2:30PM – 3:30PM

KMU 206

With Dr. Evan A. Jones; required for graduate music theory and composition majors. Please contact Dr. Evan A. Jones with questions: eajones@fsu.edu.

Thursday, August 18th

***NON-DISCRIMINATION/ANTI-SEXUAL MISCONDUCT – AWARENESS AND PREVENTION**

(Required for ALL new Graduate Assistants)

8:15AM-10:15AM

Dohnanyi Recital Hall (124 Housewright Music Building)

All new graduate assistants must attend this session either in-person or on Zoom:

<https://fsu.zoom.us/j/96595215464>

This required training session explores such matters as sexual harassment, discrimination, conflicts of interest, the code of conduct, and behavioral expectations. Speakers include Ms. Amber Wagner (Equity, Diversity & Inclusion Office).

***PIANO PEDAGOGY GRADUATE ASSISTANT TRAINING**

10:45AM – 4:15PM

LON 403

Please contact Dr. Diana Dumlavwalla for details: ddumlavwalla@fsu.edu or 850/644-4299.

***NEW VOICE MAJOR GRADUATE STUDENT MEETING**

1:00PM – 3:30PM

HMU 126

With Professor Valerie Trujillo (vtrujillo@fsu.edu); required for graduate vocal performance majors.

***ALL MUSICOLOGY GRADUATE STUDENT MEETING**

3:00PM – 6:00PM

KMU 240

With Dr. Sarah Eyerly. Required for graduate musicology majors. Please direct questions to Dr. Sarah Eyerly: seyerly@fsu.edu.

Friday, August 19th

***PIANO PEDAGOGY GRADUATE ASSISTANT TRAINING**

9:15AM – 12:30PM

CAW 023

Please contact Dr. Diana Dumlavwalla for details: ddumlavwalla@fsu.edu or 850/644-4299.

***MEETING FOR ALL SIGHT SINGING AND EAR TRAINING INSTRUCTORS**

10:00AM – 1:00PM

KMU 206

With Dr. Evan A. Jones. Only SSET instructors need to attend. If you have any questions please direct them to Dr. Jones: eajones@fsu.edu.

***MEETING FOR NEW CHORAL CONDUCTING/ DOCTORAL CHORAL MUSIC EDUCATION GRADUATE STUDENTS**

2:00PM – 3:00PM

KMU 240

For graduate choral conducting students, only, with Dr. Kevin Fenton & Dr. Michael Hanawalt.

Friday, August 19th (continued)

***CLASS PIANO PLACEMENT EXAM (Music Education/Music Therapy majors, only)** **2:30PM – 5:00PM**

With Dr. Diana Dumlavwalla. **This brief exam is only for Music Education and Music Therapy majors whose principal instrument is not piano.** Piano majors/principals do NOT need to attend. If your undergraduate degree included at least two years of group piano, you likely do not have to take the piano placement test. If you are unsure about whether or not you need to take the test, please consult with your major professor or your program's area coordinator. **For information on the piano placement tests, please self-enroll for the ORG Canvas Site by clicking on this link: <https://canvas.fsu.edu/enroll/39CAKM>** (Note: you will not be registering for any class by clicking on this link. It's simply an informational site). If you have trouble self-enrolling, contact the Canvas Help Desk by calling 850.644.8004 (Mon-Fri, 8am – 5pm). Click on this link for a short video on how to navigate the ORG Canvas Site: <https://youtu.be/5nmkrY-2thM>

There will be **another opportunity** to complete the **class piano placement exam** on **August 12th via Zoom, (3-5pm EDT)**.

Important Dates

Saturday, August 20th – Thursday, August 25th

DROP/ADD: This is your final chance to make enrollment adjustments to your fall class schedule! Opens 12:01AM, August 20th and ends at 11:59PM, on August 25th. **Note: Students who have not enrolled in any courses by August 22nd will be charged a \$100 late registration fee.**

Monday, August 22nd

FALL CLASSES BEGIN: University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the associated academic department.

Thursday August 25th

FOURTH DAY OF CLASSES: Last day to drop/add and have fees adjusted. **Students are liable for all fees for courses remaining on their schedules at 11:59 p.m.**

Friday, September 2nd

FEE PAYMENT DEADLINE: Last day to pay or defer tuition, housing, or fees for all students, including veterans who are not using a veteran deferment, **without a \$100 late fee.** Veterans should contact a VA representative with questions. **Students who fail to submit their payments by today will be dropped from their courses.** You may pay online or visit the FSU Student Business Services Office: A1500 University Center (Football stadium).

Please Note

Academic calendars are published by semester on the FSU Registrar's website. You must review these calendars on a regular basis to ensure that you are familiar with all important University deadlines. Go to <http://registrar.fsu.edu/>. Click "Calendars" toward the top right-hand side of the page. Select the calendar you need under the appropriate heading.

Registration dates and deadlines are found within the "Enrollment Appointments" calendar. Failure to enroll for classes by the registration deadlines each semester will result in a \$100 late registration fee.

Please consult the faculty in your degree area for course advising. Although the Graduate Music Office can provide general information relative to your degree program, the faculty are the most knowledgeable with regard to the specific advising needs for each of their students.