

Student Responsibility

COURSE REGISTRATION

With the guidance of Student Affairs Officers, students are ultimately responsible for their quarterly course registration. This includes registering in courses that correspond to their degree requirements and meeting the School of Music's enrollment deadlines (p. 2).

Enrollment Appointments

Enrollment at UCLA occurs over the span of 3 passes time periods: priority, first, and second. Based on units completed and priority status, appointments are assigned randomly within pass time periods. Exact enrollment times are available through MyUCLA; it is the student's responsibility to check their enrollment appointments and register on time. Priority Pass allows students to enroll up to 10 units; First Pass allows students to enroll in up to 10 units; Second Pass allows students to enroll in up to study list unit maximum.

ACADEMIC ADVISING

The Office of Student Affairs provides drop-in advising throughout the week during *specified* hours. Students are encouraged to make advising appointments for issues/concerns requiring more time and attention. Students should email their academic advisor to make an appointment. *Freshmen and transfer students are required to meet with the undergraduate advisor at least once a quarter during their first-year.*

DEGREE AUDIT REPORTING SYSTEM (DARS)

DARS is used to review the credit students have earned and determine which requirements of their degree are outstanding. Students are responsible for periodically (at least once per quarter) checking their degree audit to ensure requirements are met. To view an audit, a student must:

1. Log on to MyUCLA (my.ucla.edu).
2. At the top right-hand corner, open "Academics" link.
3. Under "Academic Profile," select "Degree Progress/Audit Report."
4. Once on the Degree Audit Self Service page, select "New Audit."
5. Run a new audit by selecting "Run Current Program."
6. Click "Run Audit."

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. Under FERPA, the University cannot release information about a student to third parties, including parents/family members. Student consent is required to grant third party access to view various academic records. Please note: third party access does not imply full access. Family members who wish to discuss a student's progress with an academic advisor must obtain further approval on a case-by-case basis by the student via a signed waiver available at the Office of Student Affairs.

ACADEMIC CORRESPONDENCE

Email correspondence with Student Affairs Officers is confidential. All correspondence must include a subject line, name, and UID. Students should ensure their email addresses are updated through MyUCLA.

CHANGE OF MAJOR

Students who wish to change their major must notify their academic advisor immediately, and submit a Change of Major petition to the School or College of their new major. Students **MAY NOT** remain a School of Music major while not taking courses for School of Music or major progress, or completing prerequisites for a new major. Once a student decides not to enroll in the normal progression of School of Music requirements and has earned no more than 90 units, the student should declare an “undeclared major” in the College of Letters & Science. Students who have exceeded 90 units must immediately meet with their academic advisor to come up with a plan to exit the major. Failure to declare an “undeclared major” or pre-major, or meet with their academic advisor will result in a “hold” on a student’s records, restricting future registration and enrollment at UCLA.

STUDY ABROAD

Students interested in studying abroad during the academic year must meet with their academic advisor for procedures and clearance.

SCHOLARSHIPS

Students receiving School of Music departmental scholarships must abide by scholarship requirements outlined in their offer letters. Students who change majors or do not fulfill scholarship requirements are subject to scholarship cancellations. All scholarship charges to a student’s BruinBill are the responsibility of the student.

Continuing students interested in continuing their departmental aid or requesting additional aid for the following academic year must submit a “Continuing Student Scholarship Request Form” application during winter quarter.

GRADUATION

All graduating seniors are strongly encouraged to meet with their academic advisor two quarters before they intend to graduate to discuss plans for degree completion. Additionally, it is the graduating seniors’ responsibility to monitor their degree progress as they approach graduation and work with their academic advisor to ensure degree completion.

All students who complete 160 units must identify and declare the term they are expected to graduate through MyUCLA. The last day to declare candidacy for the current term (with fee depending on units completed) is Friday of the second week of classes. Fees are implemented when students change their degree terms.

Degree Requirements

UNIVERSITY REQUIREMENTS

Entry-Level Writing or English as a Second Language (ESL)

Entry-Level Writing is the only requirement for graduation that students must satisfy before entering UCLA or during their first year in residence.

American History and Institutions

The American History and Institutions requirement is based on the principle that a U.S. citizen attending an American university should understand the history and public institutions of the U.S. under the federal and state constitutions.

SCHOOL REQUIREMENTS

Unit Requirement for Graduation

The minimum number of units for the Bachelor's degree is 180 (counting Advanced Placement units) and a maximum of 216 units (not counting Advanced Placement units). Of the 180-216 units, 60 units must be upper division (numbered 100-199) and up to eight units of 300 level courses may be applied toward the degree for Music Education majors.

Writing I

Students who have not been exempted from Writing I, should complete English Composition 3 at UCLA within the first three quarters of residency. For more information about how to fulfill this requirement, visit the general catalog online.

Writing II

One course from the list of approved Writing II courses (available online, through degree audits, or in the General Catalog). Musicology students fulfill Writing II via a major requirement: MUSCLG 12W.

Quantitative Reasoning

Students must complete one course from the list of approved quantitative reasoning courses (available online, through degree audits, or in the General Catalog).

Foreign Language

All students must complete at least level 3 of a foreign language at UCLA. The requirement must be completed within the first six terms of residence. For more information about how to fulfill this requirement, visit the general catalog online. Note: Music and Music Education majors have specific foreign language requirements, so please review the General Catalog for further information.

Diversity

Students must complete one course from the faculty-approved list of diversity courses (available online, through degree audits, or in the General Catalog).

General Education

Herb Alpert School of Music students must complete eight general education courses (a minimum of 38 units) with an average grade of "C" (2.0) or better. Transfer students who have completed IGETC or transfer students who have completed General Education Requirements at another UC campus prior to being admitted to UCLA are not required to complete the School's GE requirements. Transfer students

who entered with partial IGETC must complete their requirements by the summer of their first year at UCLA. Courses must be taken from all three areas of UCLA's General Education program as follows:

- A. Foundations of the Arts and Humanities: Three courses from: 1) Literary and Cultural Analysis, 2) Philosophical and Linguistic Analysis, and 3) Visual and Performance Arts Analysis and Practice. Courses in the student's major field may meet these requirements.
- B. Foundations of Scientific Inquiry: Two courses in either (different departments) or both subgroups: 1) Life Sciences and 2) Physical Sciences.
- C. Foundations of Society and Culture: Three courses at least one from each of the two subgroups: 1) Historical Analysis and 2) Social Analysis.

MAJOR REQUIREMENTS

In addition to the University and School requirements, all students must also fulfill major requirements. To obtain a full list of major requirements, please reference the General Catalog on the Registrar's Office website and pick up a program Check Sheet available on the School of Music website. If you have questions, please ask your academic advisor.

Majors within the School of Music are designated capstone majors. Through preparation for and execution of their senior capstone projects, students demonstrate a level of proficiency appropriate for their role in department.

A Note About the Music Theory Placement Test

All entering students (freshmen and transfer) in Ethnomusicology, Music, Music Education, and Musicology are required to take the Music Theory Assessment Examination either during New Student Orientation or during zero week of Fall Quarter. The examination score is used to determine eligibility and placement in first-year music theory course (Music 20A). Examination results may require enrollment in Music 3 as a requisite to 20A.

A Note About the Musicianship Placement Test

All entering students in Ethnomusicology, Global Jazz Studies, Music, Music Education, and Musicology are required to take ETHNMUS/MUSC/MUSCLG M6A. To enroll in M6A, students must take the Musicianship Placement Test on the first day of class during week zero. The examination score is used to determine placement in a section of M6A.

A Note About Ensembles

Ethnomusicology majors should attend several ensembles in which they're interested during Week I to determine requirements to be in the classes (e.g. auditions). Instrumental Music and Music Education majors (except piano, voice, guitar, and organ) are advised to visit <http://www.uclaorchestras.com/audition-info.php> for information about auditions. Piano and Voice Music and Music Education students who wish to do chorale or chamber singers should contact Professor James Bass directly. Voice students who wish to do opera should contact Professor Peter Kazaras directly. Guitar and Organ students may choose to do chorale, the Early Music Ensemble (EME) in Musicology, or an Ethnomusicology ensemble; if students choose EME or Ethnomusicology ensembles, they must get studio approval and then petition to the department for credit.

Resources

Bruin Resource Center
Student Activities Center, Suite B44
310-825-3945

Center for Accessible Education
A255 Murphy Hall
310-825-1501

Dashew Center for International Students & Scholars
106 Bradley Hall
310-825-1681

Equity, Diversity, and Inclusion
2255 Murphy Hall
310-825-3935

Lesbian, Gay, Bisexual, Transgender Resource Center
Student Activities Center, Suite B36
310-206-3628

Undergraduate Writing Center
A61 Humanities Bldg
310-206-1320

Career Center
501 Westwood Plaza, Strathmore Building
310-206-1915

Counseling & Psychological Services (CAPS)
John Wooden Center West
221 Westwood Plaza 310-825-0768

Dean of Students Office
1206 Murphy Hall
310-825-3871

Financial Aid and Scholarships
A129 Murphy Hall
310-206-0400

Scholarship Resource Center
233 Covell Commons
310-206-2875