GENERAL CHECKLIST FOR MM PROGRAM

Beginning of First Semester
- Take placement examinations in music history and theory.
- Meet with DGS prior to first day of classes to complete first-semester registration and discuss course of study.

Beginning of Each Semester
- Check with studio teacher about auditions that will admit you into ensembles or courses.
- If you are a GA, contact your supervisor(s).

Beginning of Each Year
- If you are a GA, fill out the required forms. (I-9, Payroll Sign-In, W-4, T.A.P.)

Before the Second Year of Study
- If you are an out-of-state resident, establish New York residency.

Around November and April
- Meet with DGS to review progress on your program of study.
- If taking courses in next semester, get course assignment for next semester from DGS. Give course assignment to the ATTC, who will register you for your courses.

Before March 1 (First-year students only)
- Notify DGS if you are a GA and wish to renew your assistantship for a second year.
- Notify DGS if you are not a GA and wish to be considered for an assistantship in your second year.

Beginning of Semester When You Are Ready to Take the Following Exams
- Comprehensive Listening Exam: Fill out and submit an MM Proposal / Evaluation Form for Listening Examination.
- Foreign Language Exam (for MM History and Literature only): Fill out and submit the MM Foreign Language Examination Form.
- Piano Proficiency Exam (for MM History and Literature only): Fill out and submit the MM Piano Proficiency Exam Form.

Beginning of Semester When You Plan to Graduate
- File a Graduate Application for Degree Form at the Graduate School’s website.
- Fill out and submit an MM Proposal Form for Oral Examination. The exam can take place after the completion of all thesis requirements, but should not be scheduled earlier than mid-semester nor later than the final day of classes in the final semester of study.