Advising Checklist

SCHOOL OF MUSIC

Step 1: Prepare for advising

Prepare for your advising appointment by completing the following information:

- Your advisor name:
  - See instructions to find your advisor **here.**
- Your enrollment date:
  - See instructions to find your enrollment date **here**.
- Check MyTCU for any holds. Some holds will prevent you from enrolling.
- View your Degree Progress Report to determine Core curriculum progress.
  - See instructions to find your Degree Progress Report **here**.

Step 2: Plan your tentative class schedule

- Use the **Class Schedule Worksheet** to prepare your tentative schedule, with alternates.
- Use the following resources in the School of Music:
  - **Music Theory** and **Music History/Literature** Course Rotation
  - Music Degree Requirements from the **Undergraduate Catalog**
- Use **TCU Class Search** to see course offerings for the upcoming semester. Remember you must log in to see instructor names.

Step 3: Note any additional information as necessary for advising appointment

- Your current grades for the semester
- Classes you enjoyed this semester; Classes in which you struggled this semester
- Extra-curricular activities
- Scholarships and/or financial aid that you receive
- Study abroad or summer school plans that you have for the future
- Anticipated graduation date
- Other concerns

Step 4: Make an Advising appointment with your Advisor

- If you advise with Dr. Click, click **here** to schedule a time to meet via Zoom.
- If you advise with another music faculty member, please contact them directly to set an appointment.

Step 5: Complete the **Academic Advising Form** and meet with your Advisor

- If you advise with Dr. Click, she will issue permission numbers, sign the **academic advising form**, and will lift the advising hold.
- If you advise with another music faculty member, that Advisor will sign the advising form and will email the signed form to Dr. Click who will then issue permission numbers and will lift the advising hold. You will receive an email confirmation noting the hold has been lifted, along with your necessary permission numbers.