CRANE

The Crane School of Music • SUNY Potsdam

Advising Handbook

2023

Revised September 2023

Preface

One of the most important roles of a faculty member at The Crane School of Music, SUNY Potsdam is to serve as an academic advisor to music students. "Academic advising" includes a wide range of responsibilities including being a mentor and a career guide to students. The administration of both the School and College consider good advising to an important responsibility of every faculty member and vital to the health and future of the institution and its students.

If you have questions or need assistance, please contact Dr. David Heuser in the Crane Office of Advising who, as one of his duties as Associate Dean, oversees the advising program at Crane. He would be glad to answer any questions and provide additional information about advising here and around campus. Please feel free to call, write, stop by or schedule an appointment.

Advising *much more* than just assisting one's assigned students with registering for classes for the following semester. At Crane and SUNY Potsdam there is an expectation that a faculty academic advisor will be familiar with each student's entire program, will assist her/him with time management and study problems, is available on a regular basis to meet with students to guide and to listen, to refer her/him to others in the school and on campus who have special skills to help and to guide them with special problems as well as career questions and plans. An advisor is truly a mentor!

Although there is no substitute for good advising and the Academic Advisor is an important part of the process, the primary responsibility for meeting graduation requirements lies with the student. The SUNY Potsdam Academic Catalog states that "the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student, not the adviser." The Crane Undergraduate Student Handbook adds, "The function of the advisor is to assist the student in furthering his/her academic and professional aims and in meeting these requirements."

SUNY Potsdam, as part of its commitment to students and advising, has given a great deal of thought to the role of advising in a higher education setting and has adopted two statements to help guide and explain the importance of academic advising on this campus. The SUNY Potsdam Advising Mission Statement and Philosophy are below:

> SUNY Potsdam is committed to promoting student success through responsible academic advising. Our mission is to foster dynamic and interactive relationships between advisor and advisees that help student satisfy the academic requirements of the College, take advantage of support services, explore career opportunities, and develop skills necessary to thrive and provide leadership in a complex and mutable world.
>
> - Adopted by the SUNY Potsdam Faculty Senate, March 23, 2006

Advising is a crucial faculty and student responsibility. It involves a personal and professional relationship between student and advisor, built through the process of periodic communication. Advising also focuses on utilizing campus resources to assist students in selecting courses and formulating sound educational, career and life goals. The advising relationship provides students with a direct mentoring link to teaching faculty and professional staff, encouraging active engagement in their educational process and increasing their overall connection to the College and its mission. Personal and professional advising also promotes a supportive educational and social environment. The advising process enables students to pursue their educational goals and encourages them to become successful and productive members of the College community.

-Adopted by the SUNY Potsdam Faculty Senate, March 3, 2006

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Kinds of Advisors

All Crane full-time faculty in tenure track lines serve as music academic advisors. New faculty are not assigned advising duties during their first year on staff but work with a faculty mentor during advising days.

1. Summer Orientation Program

    Summer orientation begins after students deposit with the college. Students complete online modules and fulfill important requirements such as health forms. Once each student completes all requirements, they can sign up for an advising appointment (done virtually). These begin around the beginning of June but can continue through late August. Appointments are made through Starfish, with the Associate Dean advising all transfer students and the about one-third of the incoming freshmen, with assistance from two Crane faculty advisors taking about one-third of the freshmen each. These two advisors are paid a small stipend for this work through the Orientation budget.

2. First-Year Advisors

    All Crane incoming freshmen are assigned a First-Year Advisor. First-Year Advisors are a select group of Crane faculty who are asked to keep in touch with their advisees during the year. They should introduce themselves to their advisee early in the school year and remain in contact with them throughout the first semester in particular. In addition to normal advising duties, first-year advisors may also assist students with issues which are more particular to first-year college students, ranging from homesickness to major selection/career goals. Most commonly, faculty advisors will be called on to point the students in the correct direction for more focused help and assistance on a wide range of issues, and so should become familiar with college resources and procedures. Statistics show that students have the greatest need for advice and guidance about college during their first year and this program is designed to provide students with the necessary extra assistance.

3. Continuing Advisors

    At the end of their freshman year, students are assigned a Continuing Advisor for the remainder of their time at Crane. This faculty advisor typically will specialize on one kind of major, or even more specifically. A change in a student's continuing advisor might be made if the student's major changed, or by request of the student or the advisor (made to the Associate Dean). Some students with

two majors or certain minors/concentrations may have more than one continuing advisor.

4. Transfer Student Advisors

    A small number of Crane faculty are designated as transfer advisors. Most transfer students will be assigned to one of these advisors and stay with that advisor for their entire time at Crane.

5. New Faculty Advisor Mentoring Program

    During their first year on staff, new faculty are not assigned advisees or any advising duties but are paired with a faculty mentor for training in advising (as well as other areas). This program is designed to give new faculty an opportunity to familiarize themselves with the music curricula, the Crane advising process and the many policies and procedures of the School and College as well as observe two of the Crane Advising Days.

Crane Advising Days

To help alleviate the appointment scheduling problems for academic advising, Crane cancels most classes for a Friday once a semester on *Crane Advising Day*, so that advisors and students would have a dedicated time specifically for advising.

Faculty are asked to arrange appointment times for this day (through whatever method they wish from a sign on their door, via email, through Starfish, or other tool such as Doodle) two weeks prior to Advising Day to allow their advisees to schedule an advising time. Due to faculty and students' schedules, some advising will have to occur on other dates, usually earlier in the week of Crane Advising Day. This is appropriate and to be expected.

On Advising Day all Crane classes are canceled with some exceptions:
- Courses which meet only on Fridays (once a week) will meet
- Ensembles can choose to meet (particularly if they are near their next concert day)
- Studio faculty may give studio lessons as they would normally if they wish.
- All non-Crane courses meet as usual.
- Note that first year students (Freshmen and Transfers) will also be required to attend a health-related session, usually for an hour in the morning (8am-9am) and will not be available for advising during this time.

Prior to advising day, students are *pre-registered* (see below) by the Dean's Office for certain courses: Theory, Aural Skills, Music History I and II, Principles of Music Education, Music Teaching and Learning, Music Education Practica and Practices courses, Music in Special Education, and Student Teaching.

The Associate Dean will send a memo about any new issues involving advising to all faculty via campus mail several weeks prior to the advising day. It is important for advisors to read this memo.

Faculty use a variety of scheduling plans, but 15-minute individual appointments are probably the norm. Not that you cannot cover advising in a group meeting without violating federal privacy law (FERPA, see below). **You cannot discuss a student's schedule or academic record with another student present.** Parents or others are also not allowed to be present during an advising meeting.

Please note that only Crane classes are cancelled, so students are still required to attend their non-music classes and need to schedule their advising appointment around these obligations.

Information About Your Advisees

BearPAWS and BearDeN

Advisors can find a list of their advisees (with email addresses) on **BearPAWS** (via the Advisee Page). The "Advisor Type" column will inform you for which students you are the major advisor (MAJ1). (Other possible designations include minor advisors or 2nd major advisors for a student who has another major, outside of music.) Only major advisors can lift a student's advisor hold, and it is the major advisor who should meet students each semester during advising day to plan their schedule for the next semester.

The student's major advisor has the ability to lift their advisees' advising holds, also done in BearPAWS in the Advisee page. This must be done following your advising meeting with each student, as the hold prevents students from being able to register for classes.

BearPaws also has a feature to use *after* students register. Note the column labeled "Credits Registered [*semester, year*]." Here you can see at a glance the number of credits each of your advisees' is registered for, and by clicking on number of credits, you will be directed to the student's concise schedule for the upcoming semester. Checking on your students after registration, but before the semester is over, and then communicating with advisees who are not registered at all, or not fully registered, can assist in fixing registration problems early.
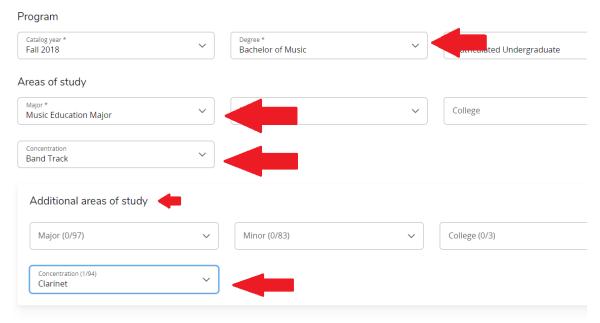
From BearPAWS, faculty can log into the **BearDeN Degree Navigator**. In BearDeN, an advisor can see a student's degree plan and courses – both those needed and those taken or currently registered for. (Faculty can also access this information in BearPAWS by clicking on a student's degree program listing.)

Advisors should understand how the college refers to different parts of a music student's major. The degree is either a BM (Bachelor of Music) or a BA (Bachelor of Arts) - most of our music majors are in a BM program but we do offer a BA in Music as well. The rest of the degree name (Music Education, Performance, etc.) is called a *major*. If the student has a minor, that is referred to as a *minor* in the system. However, the instrument(s) the student has as a principal instrument(s) is called a *concentration* by the college, as is the track within the Music Education or Musical Studies majors. Similarly, a concentration (like the Special Music Education concentration) is called a concentration as well.

If a student has another major, outside of music, but only one degree, that major will appear in the "major" area. So, you might see Music Education and Chemistry. However, if a student chooses to get two *degrees* (a Bachelor of Music [BM] and a Bachelor of Science [B.S.], for example), you will have to toggle between degrees at the top of the

BearDeN screen to see the different requirements. This is important because the requirements are different. (To get two *degrees* students need to contact the registrar by the time they complete 90 credit hours as there is paperwork required.) Any student with two majors should have a second advisor for their other major.

There is a "What-If" button at the top of the BearDeN page which allows students to see what effect changes to their degree program will have (the screen is pictured below). In order to get the right results, one needs to fill in all of this information: level, degree, major, concentration (at minimum the student's instrument but for the ME and MS degrees, the degree track also has to be added as a concentration), and minor if appropriate. Leaving out the music education track or the student's instrument produces incomplete results, and therefore are likely to be incorrect.

Program

Catalog year *	Degree *	
Fall 2018	Bachelor of Music	...ticulated Undergraduate

Areas of study

Major *		College
Music Education Major		

Concentration	
Band Track	

Additional areas of study

Major (0/97)	Minor (0/83)	College (0/3)

Concentration (1/94)	
Clarinet	

NOTE: The Academic Catalog is the "contract" with the student, so faculty should be comfortable with using the catalog when necessary – which should be infrequent, given the degree program sheets we maintain (see the next page). *However, students see BearDeN as the authority on their degree.* It is important that they understand that as much as we have worked to remove errors from BearDeN, some still exist, and in the case of a discrepancy, the Catalog overrules BearDeN. In particular, the percentage toolbar in BearDen should not be trusted, particularly for BA degrees; some double major or track combinations have some problems; and unusual pairings of instrument and music education tracks (i.e. violin, choral) can be inaccurate. Questions or concerns about a student's BearDen should be brought to the Associate Dean's attention.

Degree program Curriculum Plans

https://www.potsdam.edu/the-quad/resources/crane-student-resources/degree-programsadvising

Degree program curriculum plans are PDFs available on the website in The Quad (Crane Student Resources –> Degree Plans; *or* Information for Crane Faculty –> Degree Plans). These documents are available for the current year as well as going back a number of years, depending on the catalog-year of your student. These degree plans are based on the Academic Catalog, but hopefully clarify the degree requirements. They are also updated when program changes are made. And they also include a four-year plan for each major, showing what courses would typically be taken each semester, which is quite useful during advising.

Note in particular courses which are only offered once a year or once every two years. This information is usually noted in the footnotes which follow the four-year plan on page 1.

Helpful Documents

1. <u>The Crane Student Handbook</u> is revised between each semester and, as needed, throughout the year. In some ways, it is the "Crane Catalog"- a supplement to the SUNY Potsdam Academic Catalog. The Handbook can be found on The Quad on both the "Crane Student Resources" and "Information for Crane Faculty" webpages. It is chock full of Crane policies and procedures, and everyone should pursue it periodically. https://www.potsdam.edu/sites/default/files/CSH.pdf

2. <u>Academic Catalog</u> – online at https://www.potsdam.edu/academics/catalog

3. <u>Semester schedules</u> can be found on the Registrar's website. Links directly to the schedule page are available through the Information for Crane Faculty webpage and the Crane Student Resources webpage in The Quad. You can also search for courses via BearPaws. https://www.potsdam.edu/about/offices/registrar/class-schedules/class-schedule-department

Advising Appointments

On Crane Advising days, or, if necessary, on another day close to the advising day, you will meet with your advisees.   There are fillable PDF **Advising Forms** and **grid schedule sheets** available online in the Quad (via either the Crane Student or Faculty pages, under "Forms" or "Crane Forms").

It is very important for the ***student and the advisor*** to fill out this form and agree to what is on it. You should date the document. The student and the advisor should each retain a copy; the faculty advisor should keep these for seven years. If a student claims that they were not advised of certain degree requirements using this form to keep accurate records protects the advisor and the College. Even though the form is in a grid format for course information, an advisor can use the notes block to record any pertinent information such as "see Functional Keyboard Coordinator for a keyboard placement test" or "make sure to take (specific course) next semester," etc. Anything discussed in the advising appointment that is relevant to the student's degree program should be recorded on the form. The form provides a written record of what was discussed and decided upon and protects everyone in the event of questions or disputes. *Faculty should keep advising forms for all advisees at least until the student graduates.*

The form and the course listings (see below) follow the same format (from left to right):
- Course Registration Number (CRN, called a "Code" in the course listing). This will change from semester to semester, although all fall semester numbers start with a 9 and all spring course begin with a 2.
- Course Code (MUCS or MATH for example; for explanations of Crane course codes, see the Crane Student Handbook)
- Course Number
- Section Number
- Course Name
- Number of Credits
- Instructor

Topics to consider for your advising appointments:
- Review student's degree audit especially the semester one or two semesters before graduation.
- Confirm student's degree program and year, and review current semester's registration and progress, including progress reports or other academic concerns.
- Ask the student is there are any non-academic issues which they would like to discuss.

- List tentative courses for upcoming registration. Include possible alternatives in case courses close out.

At the end of the advising appointment, **release your student's advising hold in BearPAWS.** These are on the advising screen. Students cannot register until this hold is released. Not that students can see the earliest date they can register in BearPaws: Student services/financial aid -> Registration -> Registration Status.

Since The Crane School has a number of programs that require or allow students to be off-campus for a semester (student teaching, music business internships, study abroad), there are times when an academic advisor needs to meet virtually with an off-campus student for advising and registration.

Also note that students who are going off-campus for one of these experiences still has to meet with their advisor. A student who will be student teaching in the next semester may not need to talk about course selection, but there is more to advising appointments than course selection, and these students still have an advising hold which needs lifting.

Potpourri

Non-music liberal arts course requirements

1. Some BM majors have a small amount of non-music liberal arts electives. These have to be courses other than those which are fulfilling general education requirements. The 'non-music" part of the requirement is clear, but students often ask about what is and what is not a liberal arts course. Courses that are **not** liberal arts courses have "@" before their course name (i.e. ACCT 201 @Principles of Accounting I). All other courses, without the "@" sign, are liberal arts courses (i.e. ECON 105 Principles of Microeconomics).

2. Some general education (Pathways) requirements are fulfilled by music courses. These are noted in the degree plans, on the last page. Note there is a change in regard to Music History II. In catalog years prior to 2023, Music History II fulfills TH, but with a change in SUNY-wide general education requirements, TH must be US History/Civics starting with the Fall 2023 catalog. These students will not receive TH credit for Music History II. Instead, that course will be applied to the CG requirement.

3. For the few students in the old general education program, if you have questions, consult with the Associate Dean.

4. In regard to the Bachelor of Arts – Music degree and liberal arts courses, see "Special issues for the Bachelor of Arts in Music degree (BA)" below on pp 14-15.

Substitutions

1. At some point, many students will take a different course to fulfill a requirement than one of the proscribed courses. The program coordinator (often the appropriate Dept Chair) for the program must approve all substitutions and should do so ahead of time. The Associate Dean does the paperwork to have substitutions appear in BearDeN. The SUNY Potsdam General Education Director has final approval of all non-music/general education substitutions.

2. Common reasons for substitutions:

    a. A student took an X95 course which BearDeN does not recognize as fulfilling a certain requirement.

    b. A change in curriculum may mean students in older catalogs take a new course to fulfill a requirement that changed.

    c. An ensemble which is not a Major Ensemble (see Crane Student Handbook) is permitted to be used as a major ensemble. This requires approval *ahead of time* (at the beginning of the semester in question) by various faculty.

3. Some substitutions are common, but even these should never be assumed. Approval of the appropriate Department Chair should be obtained ahead of time.

Double counting classes

1. Students with two majors that are both in music will have all of the basic musicianship courses count for both degrees. All of their Pathways and non-music liberal arts courses count for both degrees as well. In addition, studio lessons for the degree that requires more hours will cover both degrees; ensembles are treated similarly. Some courses for each major can also count as music electives in the other one.

2. The College does not have any standard rules about how many courses double count for students with two majors in different areas (one in music and one in another field).

3. Students with a minor or concentration, typically may count no more than 6 credit hours for both the minor/concentration and their major.

   a. This means that music education students in the Special Music Education concentration can count MUCE 445 for both the concentration and the degree (it is a required course for both), and MUCE 447 can count for the concentration (it is required) and as the student's required music education elective in the major.

   b. For Music Business majors who minor in Business Administration there are three courses required for the major (ACCT 201, MGMT 301, MKTG 301) which *could* count for the minor, but only two are permitted to double count.

   c. The faculty in charge of the Music Technology Concentration have approved a waiver to this, setting no limit on the number of credits which may count for a major and this particular concentration.

Transfer students/transferring classes

1. Transfer students or students who transfer in courses that are prerequisites for courses they plan to register for will probably be unable to register. The registration system is looking for our course number when looking for a prerequisite. Transfer students may therefore need help registering for some courses. The Crane office staff can assist them.

2. Transfer students can present a variety of advising challenges. The Associate Dean handles transfer credit for music courses; the Admissions Office handles transfer credit for non-music courses (and that office's website has an excellent transfer equivalency tool). See the Crane Student Handbook for more information.

3. Transfer students may encounter more course conflicts than other students as they are in different parts of their degree, taking courses that might not have been intended to be taken in the same semester. Keep in mind what courses are more important to take as soon as possible, as well as course rotation information. If creativity fails to solve these problems, consult the Associate Dean.

4. Students who take summer or other courses, typically liberal arts courses, to transfer in should be reminded to get transcripts to the college (Admissions Office) as soon as possible. The Admissions Office can assist students with this.

5. Many incoming students have pre-college college-level courses or have taken credits through programs like Advanced Placement. Explanations of what AP courses count for which requirements can be found in the SUNY Potsdam Catalog. Note that the WAYS of Beginning courses, WAYS 101, 102, and 103 <u>cannot</u> be satisfied by pre-college credits.

6. The Crane Student Handbook has clear rules on how music courses transfer into Crane. *Not all courses will automatically transfer.*

Ensembles

1. There is an ensemble advising section of the Crane Student Handbook which clarifies what can be a tricky set of problems when it comes to ensemble requirements.

2. Some ensemble requirements require a "major ensemble" be taken for a certain number of semesters. Major Ensembles are defined in the Crane Student Handbook and in the Catalog. The "semester" requirement means students cannot fulfill the requirement quicker by doubling up (taking more than one major ensemble in a semester). Note: this does not mean that students cannot take more than one major ensemble in a semester, it just means the second ensemble will (at best) count as a free music elective in some degrees.

3. Woodwind, brass and percussion students are assigned to major ensembles after classes start, based on audition. When calculating a student's load, remember to add this hour ("Ensemble TBA – 1 credit"). Remind students <u>they</u> will need to register for this assigned ensemble after the semester begins but before the end of the second week. Also block out major ensemble times on their schedule: Monday/Wednesday 4-6pm and Tuesday/Thursday 2-4pm so these times are all free in their schedules.

4. If a student intends to do a like ensemble or a jazz group, etc., which requires an audition, make sure to note that also on the form so that the total hours are correct.

Special issues for the Bachelor of Arts in Music degree (BA)

1. Too often the BA in Music is the "degree of last resort," which is unfortunate, as it is not the best use of the degree. Because of the large non-music course requirement and because of the large number of electives, there is a lot of possibility in the degree if only students (and advisors!) will consider a coherent plan of study ahead of time. [There is a webpage](#) with some ideas of how to use these hours. Students interested in music therapy, musical theater, being a singer-songwriter, or wanting a research-orientated career all might find the BA's flexibility just the thing.

2. BA students must take at least <u>70 credit hours outside of music</u>. Many students do not notice this requirement when moving from the BM to the BA degree. It, along

with other credit hour minimums, is listed at the top of the student's BearDeN page for this degree. The percentage bar in BearDeN does not "register" this requirement, and, as a result, is particularly unreliable for BA students.

3. BA students must also take a minimum of 90 liberal arts credits.

4. Also note that BA students typically take most of the music requirements in their first two years, and then focus more on non-music courses during their last two years. This is an inversion of what occurs with many other degrees on campus, and is a result of the requirement that studio, ensemble, and basic musicianship courses must be taken largely in the first two years.

5. Student in catalog year Fall 2020 or later must complete the (new) capstone course at the end of their degree, MUCR 468.

Graduation

BearDeN is used for the final degree audit by the Associate Dean. Students or advisors who think there are errors in a student's BearDeN should contact the Associate Dean for corrects or clarifications. The college requires students to file an [Application for Degree](#) when they reach 100 completed-plus-in-progress credit hours. Student will have a "graduation hold" put on their account until they complete this form, and they not be able to register. This is what that looks like in the top part of the student's BearDeN:

Advisor MAJ1: Erica Levenson   **Hold(s)** AP   **Student Status** Active student

Undergraduate Status BM: Sought   **Completed Undergrad Hours** 109.5

The "AP" hold is the graduation application hold. The "Undergraduate Status: BM: Sought" part indicates they do not have a graduation date. Here is that part of BearDeN for a student who has completed the application for graduation:

Graduation Date BM: Spring 2023   **Undergraduate Status** BM: Applied to Graduate

If a student's planned graduation date changes, they should contact Onestop (the way to communicate with the Registrar) with their name, P#, and updated graduation date. There are several reasons why this is important. One is that the graduation date is the only way the Dean's office knows to pull a student's file and go through the degree clearance process for that student. Also, students cannot register for classes in a semester after their declared graduation date. That is logical – the students would no longer be in a degree program after graduating (unless they apply for another program). Those students who have declared May graduate date (for example) but will not be done at that time, will find they have a strange appointment time to register for fall courses – usually for a date months in the future degree. This can lead them to think they can register. The cannot. This appointment date is not real – it is just a result of the

system which has to give all active students a registration appointment. These students will never be able to register until they fix their graduation date.

Note that the graduate date is at the end of a semester – May, August, December, and perhaps January (for students taking their last class during Winterim). Students who take their last class in, for example, summer session I will complete the course around the start of July but will not be cleared for graduation until late August.

Finally, graduate date and walking in the graduation ceremony are related, but not the same thing. The college only has one ceremony a year, in May, and students planning to graduate at other times of the year still "walk" in May. See the college's graduation information webpages for more details.

Policies

Holds

Details about holds may be found at
https://www.potsdam.edu/about/offices/registrar/registration/student-holds. Holds
are shown in the top portion of a student's BearDeN. The most common holds are listed
below (for others, refer to the website):

- AV – Advising hold

- AP – 'Apply to graduate' hold

- FH – Financial hold

- BU – Bursar hold

The first two are described elsewhere in this document. The last two involved owing the
college money, with the Bursar hold simply being for amounts less than $500. All of
these holds will prevent a student from being able to register for classes except the BU
hold. If a student has an FH hold, encourage them to resolve it *before* their registration
appointment if at all possible.

Most importantly, students with holds such as the FH hold *need to go through advising
at advising time*. This way, even if the hold is lifted long after their earliest registration
date, they are not further delayed trying to resolve their advising hold (often during
breaks, a time when faculty are not available). It is far-too-common for student with a
financial hold to not meet with their advisor during advising time. Do your best to get
those students to meet and go through advising. This can also be a time to talk about
financial concerns with, or related issues, as well as to prepare them for registration
when that hold is lifted.

Adding/Dropping a Course

The forms mentioned below are found on the Registrar's website.

1. Once registration for the next semester begins, returning students have add/drop
   privileges on BearPAWS until midnight before the first day of classes.

2. Students can *add* a class using a paperless "Add Form" (permission of the course
   instructor is required so be on the lookout for these requests in your email inbox) or
   drop on-line (in BearPaws, without a form) during the first five days of the semester.

3. During the second and third week of classes students may "late" add or drop a
   course with the paperless "Late Add/Drop Form." A late add or drop costs $15.00.
   Again, instructor permission is required for a late add. Instructors can deny the
   request.

4. Students who, by dropping a course, will have fewer than 12 credit hours left should
   meet with the Office of Financial Aid **before** dropping the course.

5. Ensemble Registration

    a. Ensemble registration is done differently than regular classes: Students have the first *2* weeks of the semester to register for the MUAP and MUCP performing ensembles *on-line.*

    b. During the 3ʳᵈ week of classes students may "late" add/drop ensemble registration using the Late Add/Drop Form (see above).

6. **At the end of the 3ʳᵈ week of classes, ALL course registration ends.** At this point students can only withdraw from classes. If a student has failed to register for a course by the end of the 3ʳᵈ week, they will not get credit for that course.

7. **IMPORTANT**: Each faculty member is responsible for checking his/her class rosters on BearPAWS and not allowing students to attend class or receive lessons until they are properly enrolled in the course – accurate enrollment is very important for a number of reasons, and this is the only way to assure a student enrolls properly!

Request-a-Course:

Some courses are only created when needed using the **Request-for-Course form**. These should be done at the same time as regular registration but are accepted up to the end of the second week of classes. However, no forms submitted later than that will be accepted. Some of the classes for which this form is needed are

    a. MUCR 488 Research Project in Musical Studies

    b. MUCS 210 Secondary Applied Studio

    c. MUCT 490 Composition Capstone Portfolio & Jury

    d. MUAP 368 Chamber Music

    e. MUCP 640 Literature and Pedagogy (graduate)

    f. MUCE 699 Thesis in Music Education

    g. Graduate Studio lessons

Tutorial/Independent Study Courses

Tutorial Forms, used for tutorial or independent study (X97 and X98 courses), are due prior to the semester before the course will be offered. Proposals submitted after the end of the preceding semester should be accompanied by a written appeal explaining the need for the tutorial. For more about what is required to set up an independent study, see the form at https://www.potsdam.edu/sites/default/files/inline-files/Tutorial%20Form.pdf.

Auditing Courses

The audit process is under review, and so may cease or change in a fundamental way. Details about auditing and the request form are at https://www.potsdam.edu/community/course-auditing. Students auditing in a course will receive no credit for it, the course will not appear on their transcript, they will not be on the course roster, and they will only be in the course Brightspace if the college continues to manually add them. (Note that non-students [community members] who audit a course cannot be placed into Brightspace, however.)

Progress Surveys

Starfish will allow faculty and staff to make and manage appointments with the students they teach or advise in any given semester. It will also serve as the platform for our early alert process, now called Progress Surveys. To access Starfish: https://potsdam.starfishsolutions.com/starfish-ops/ For more information and tutorials, see https://www.potsdam.edu/academics/resources/student-success-center/starfish.

Two-time Failure Policy

This policy is under review. At this time, Crane reaches out to students who fail a required music course, particularly those who fail such a course for the 2nd (or more) time. The program director for the student's major may also reach out, and actions can include the removal from a major.

Withdrawing from a Course

1. In addition to the Add/Drop procedure, students have the ability to withdraw from a course up until the date set by the Registrar's Office (currently the end of the 10th week of classes).

2. The course will remain on the student's permanent transcript with a "W" showing in the grade column.

3. Students are limited to a total of 14 credits of withdrawals during their undergraduate program at SUNY Potsdam, regardless of what school those withdrawals were taken at.

4. The paperless "Course Withdrawal" form is available at the SUNY Potsdam Registrar's webpage.

5. No signature (course instructor or advisor) is required to withdraw from a course.

6. Students who, by withdrawing from a course, will have fewer than 12 credit hours left should meet with the Office of Financial Aid **before** withdrawing. This could have an effect on the student's financial aid situation. In some cases, the timing of the withdrawal matters.

S/P/U (Satisfactory/Pass/Fail grading)

1. Students can opt to be graded S/P/U (Satisfactory/Pass/Unsatisfactory) on an individual class. The deadline is the same as the Withdrawal deadline (see above). S/U protects the students' GPA as the S/U course will not be factored into a student's GPA.

2. Like Withdrawals, students are limited to 14 credits total of S/U over their degree.

3. Students may not opt to be graded S/P/U for any music courses required for their degree.

4. Students who S/P/U will receive an S for grades 2.0; a P for grades between 1.0 and 2.0; for grades below a 1.0, students will receive a U. Faculty are not aware a student has opted for S/P/U grading when they give their final grades. Keep in mind that most non-music courses only require a 1.0 to pass, and courses in the major require a 2.0 or better.

5. To request S/P/U grading, students should use the online form available at the SUNY Potsdam Registrar's webpage.

6. Some classes are always graded S/U, notably student teaching and PE courses. These do not require any action on the student's part nor do they count against the 14 credit S/U limit. They are coded with an asterisk: S* or U*.

Emergency/Medical Withdrawal

1. SUNY Potsdam policy allows a student the option of withdrawing from a course or courses or all courses at any time during the semester when emergency or medical situations make it impossible for them to successfully complete the course(s). This procedure is largely concerned with grade protection.

2. Emergency/Medical Withdrawal forms are available online at the Registrar's webpage. The deadline for submission of this form is the last day of <u>classes</u> (meaning, usually, the Friday before final exams) in the semester in question.

3. The process requires documentation (of a medical professional, for example) for processing.

4. The course instructor as well as the student's advisor and studio teacher are notified when this is granted. The college has to verify the last day the student attended the course(s) in question.

5. Student on any kind of financial aid should speak to the Office of Financial Aid prior to withdrawing from all courses, or courses that would bring their enrollment down to fewer than 12 credit hours.

6. Students withdrawing from all courses before the end of the semester are considered to be taking a leave of absence; see below.

Taking a Leave of Absence or Withdrawing from the College

1. Any student planning to be away from the college for one semester or longer needs to file for an official "Leave of Absence" using the online form on the Registrar's webpage. This process ensures all appropriate offices on campus of the student's status, clear their registration of any classes and make sure that the student's official records are properly notated.

2. When a student is ready to return, they should go to the SUNY Potsdam Registrar's webpage, print and fill out a "Request for Readmission" form and submit it to the Registrar's Office.

3. Any student planning to leave campus and not return needs to *withdraw* from the college through the online form on the Registrar's webpage. As with a leave of absence, this form allows all relevant offices on campus to be aware of the student's status.

Change of Major

1. There is a Crane-specific major change form available in The Quad (Current Crane Students -> Forms) which must be filled out, submitted to the Crane Office, and approved by certain faculty before any changes in degree programs can officially occur.

2. A student's official status is listed on Banner (the College database) and BearPAWS and cannot be changed until the completed form, with all required signatures, is submitted to the Office.

3. Students changing their major outside of Crane (dropping music as a major) should schedule an appointment with the Associate Dean who will assist the student with the form and make sure the student knows who to see for advising outside of Crane, degree program advice and other contacts.

4. Changes in majors outside of music are done through the Registrar's webpage.

Minors, Concentrations or Music Education Track Changes

To add a minor or concentration, or to change tracks in the Music Education degree, students should use the "Degree Minor/Concentration Form" form available in The Quad (Current Crane Students -> Forms).

Studio

1. The change of studio teacher form is available on the forms page (under the Performance Department), The form explains the procedure – students should read it ahead of time. The deadlines for this form to be completed, in all parts, are May 1 (for those seeking a different studio professor in the next fall semester) and December 1 (for those seeking a change for the next spring semester). Students are often caught off-guard by these early deadlines.

2. Requesting a Waiver or Credit by Exam or Credit by Transfer for Studio Lessons (and/or Ensemble): This is a student-initiated form; the student is responsible for gathering the necessary signatures. Forms are available online at the Crane forms webpage. Students should never assume a studio waiver should be granted.

3. If a student has completed the studio requirement for their degree, they may only continue in studio by requesting it. Approval is done through the Request for Additional Studio form. This requires input from the studio teacher, the Performance Department Chair and the Dean. *Ideally this form should be submitted in the semester <u>prior</u> to the one for which studio is being requested.*

Resources

The Advising Office in Crane is located in the Associate Dean's Office, Bishop Hall, 1st[nd] Floor, C133. Hours are 8-12 and 1-4:30 when school is in session. Music majors' official records/permanent files are kept in this office and are available to be reviewed by faculty members but in the office only. These files cannot be taken from the office.

Advisors from time to time are faced with a situation they don't feel comfortable handling alone and need to refer the student to someone else on campus. SUNY Potsdam (and the surrounding community) offers a wide-range of support services for these situations, many of which can be found on the Bear Care website (https://www.potsdam.edu/studentlife/wellness/bear-care).

Glossary of Terms

- **Banner** – this is the main database used by college for all aspects of record-keeping and administration. Although faculty may have access to Banner, its format is not easy to use.

- **BearPAWS** – this web-based program (the bear is the SUNY Potsdam mascot and PAWS stands for "Potsdam Access to the Web for Students) uses the data stored in Banner to provide all members of the College with information in a user-friendly format. Faculty can access all class rosters, early alert and grading pages, advisee information and much more through this system.

- **BearDeN** (the automated degree navigator system) is also available to view for advising anytime through BearPAWS. This allows both the advisor and the student to see what the requirements for their degree are, which have been fulfilled and how/when, how the classes they are currently in or registered fulfill degree requirements, and much more. Students and advisors can also run "what if" scenarios which allow them to see what courses they will need if they add a minor or change majors or the like.

- **CRN** – "Course Registration Number." Every course and section of a course has a unique 5-digit code, assigned to it for each particular semester. The CRN is the only information a student needs to register for a class. Spring CRNs always begin with a "8," Summer courses with a "7," fall course with a "9," and Winterim course with a "1."

- **Course Subject Code** – every course in the College catalog has a subject code. In music it is a four letter sequence such as: "MUCS" and provides information about the course subject.