



THE UNIVERSITY OF ARIZONA  
COLLEGE OF FINE ARTS

Fred Fox School of Music

## ADVISING FAQs

Common Questions,  
Answered  
2021-2022

### Music Advising Questions

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## 1. WHAT IS ADVISING?

The purpose of advising is to make progress towards your academic goals as smooth and successful as possible. Advising is a partnership between you, your advisor, your professors, and other members of the UArizona community who are invested in your success.

### Your advisor will...

- Provide a safe, respectful, and confidential space to ask questions and discuss any questions, issues, worries, or concerns about any part of your UArizona life.
- Assist with and effectively communicate your degree requirements, required courses, suggested class scheduling, and other important information.
- Assist and support you in making small and large decisions that contribute to your success.
- Provide helpful referrals to people and resources in your School, College, UArizona, and beyond.

### You can expect...

- Prompt and helpful responses to all email communication (within 24 hours during the semester and within 72 hours at other times except in extraordinary circumstances).
- Easy availability for advising meetings at times convenient for you (within 3 days during the semester and within one week at other times except in extraordinary circumstances).
- A responsive, friendly, and professional advisor who is committed to your success.
- An advisor who will be proactive in finding answers and solutions to simple and complex issues.
- The opportunity to provide anonymous feedback on any advising interaction. Go to this link <https://forms.gle/HBTHyrzX5RcdhvCw7> (which can be found in every email sent by your advisor) to share your thoughts confidentially.

## 2. WHO IS MY ADVISOR?

If you are a Music major (BM, BA, or BM Music Education), your primary advisor is David Boulton. David is also the minor advisor for all Music minors. To contact your major advisor outside of Music, please refer to the blue boxes on the right-hand side of the screen in your UAccess Student Center page or find the name and scheduling information for advisors across campus by going here: <http://advising.arizona.edu/>

### DAVID J. BOULTON ACADEMIC ADVISOR

<b>Office</b>	Music Building 109(1017 North Olive Road, Tucson, Arizona)
<b>Email</b>	davidboulton@arizona.edu
<b>Voicemail</b>	(520) 621-1655 or (520) 490-9851
<b>Fax</b>	(520) 621-8118

If you are a BA Music student, or are interested in becoming one, you also have a faculty advisor: Dr. Matthew Mugmon. Please contact Dr. Mugmon with any questions about the BA programs at [mugmon@email.arizona.edu](mailto:mugmon@email.arizona.edu).

If you are an Arts Administration minor (or have questions about the minor), your minor advisor is Ms. Norma Ayón, the College of Fine Arts' Assistant Director for Advising. Please contact [nayon@email.arizona.edu](mailto:nayon@email.arizona.edu) to schedule an appointment.

Your major professors are great resources. Please reach out to your studio professors and other faculty experts for guidance specific to their courses and more generally.

### **3. HOW DO I MEET MY ADVISOR?**

All Music students: to contact David Boulton, please email [davidboulton@arizona.edu](mailto:davidboulton@arizona.edu)

BA Music students: to contact Dr. Matt Mugmon, please email [mugmon@email.arizona.edu](mailto:mugmon@email.arizona.edu).

All Music students: to find contact information for your professor, please refer to a course syllabus or find their information here: <https://directory.arizona.edu/phonebook>

Fine Arts Administration minors: to schedule minor advising,, please email [nayon@email.arizona.edu](mailto:nayon@email.arizona.edu).

### **4. WHEN SHOULD I CONTACT MY ADVISOR?**

You should plan to meet with your advisor at least once each semester, and as many other times as necessary. Please contact your advisor with any questions at all, and any problems, even if they seem very small. It is always better to identify issues before they become problems and to solve small problems before they become bigger problems.

#### **Contact your advisor:**

- Each time you have registered for or have questions about classes for next semester;
- Any time you are considering adding or dropping a course from your schedule;
- If you are considering adding or changing a major;
- If you are considering adding or changing a minor;
- If there is anything that is unclear on your Advisement Report;
- Whenever you are considering taking a class outside of UArizona;
- If you have questions about transfer work or other credit;
- Whenever you have any concerns about your progress in a class or for the semester;
- If you would like to discuss any concerns at all, confidentially, with a trusted professional;
- If you are interested in discussing study techniques and strategies for success;
- If you are ever made to feel less than 100% safe in your School;
- If you have any concerns about the level of assistance and support you are receiving.
- Any time you have ANY questions or problems (big or small) and don't know where to go first.

### **5. WHEN AND HOW DO I REGISTER FOR CLASSES?**

You register for classes using the 'Enroll' tab in UAccess Student Center. To find out the date on which you will be able to begin registering for next semester, click on this link: <http://www.registrar.arizona.edu/courses/dates-deadlines>, then choose the appropriate semester.

## **6. HOW DO I KNOW IF I AM ON TRACK?**

Your Advisement Report in UAccess Student Center shows your overall progress towards your currently declared major(s) and minor(s). Plan to take a look at this each semester and contact your advisor if you have any questions at all.

Your official degree plan (Catalog) shows all of the courses, proficiencies, and other requirements that may be needed in order to graduate. You can search for your degree program here: [https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA\\_ADV\\_CATALOG/HRMS/h/?tab=DEFAULT](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_ADV_CATALOG/HRMS/h/?tab=DEFAULT). Your advisor has also created easy to follow grids that show a typical 8 semester plan for each Music major; these can be found here: <https://music.arizona.edu/students/degrees/undergraduate/> Please contact your advisor with any questions about these plans.

Again, please plan to meet your advisor at least once each semester; this is the most reliable way to ensure that you are making progress towards graduation in the way that you intend.

## **7. WHAT IS THE MAXIMUM NUMBER OF UNITS I CAN TAKE?**

Typically, students are limited to 19 units per semester but there are some circumstances in which students are limited to fewer units. Students asking to enroll in more than 19 units in a semester will be considered on a case by case basis based on their cumulative GPA, the necessity of requested course(s), and other factors. Please contact your advisor as early as possible if you think you may need to enroll in more than 19 semester units.

## **8. HOW DO I CONTACT MY PROFESSORS?**

Instructors' information, including email, phone, and office hours, should be included in all course syllabi. You can also find Music faculty members here: <https://music.arizona.edu/people/directory/> and contact information for other professors and Teaching Assistants here: <https://directory.arizona.edu/phonebook>

## **9. HOW DO I ADD OR CHANGE MY MAJOR?**

If you are considering changing your major from Music to something else, please schedule a meeting with your advisor as early as possible.

If you are attempting to add a secondary major outside of Music, please meet with the major advisor in that department and then arrange a meeting with your Music advisor; you can find the name and scheduling information for advisors across campus by going here: <http://advising.arizona.edu/>

## **10. DO I NEED A MINOR?**

If you are a BA Music student, the answer is yes, unless you are completing a double major or double degree. Please contact your advisor if you have any questions about this.

If you are a BM Performance or BM Music Education student, you are not required to complete a minor. In some cases, you may choose to, and you should contact your major advisor to discuss this possibility if it interests you.

## **11. WHAT IS THE ARTS ADMINISTRATION MINOR?**

This 18-unit Fine Arts (FA) minor is a collaboration between the College of Fine Arts and Eller College of Management. Students engage with professionals and gain insight into career opportunities in both non-profit and market-driven visual & performing arts and media organizations, while developing strategic skills in a variety of specializations. Please contact Ms. Norma Ayón with questions about this minor.

## **12. CAN I TAKE A MUSIC MINOR?**

No. Music majors cannot declare a Music minor. Minors must be from departments outside of Music (see [https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA\\_ADV\\_CATALOG/HRMS/h/?tab=DEFAULT](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_ADV_CATALOG/HRMS/h/?tab=DEFAULT)) or be an approved thematic minor.

## **13. WHAT IS A THEMATIC MINOR?**

In some circumstances, students may develop a thematic minor with courses from two or more disciplines/subject areas. Thematic minors are created around a central, unifying theme. These must be approved by the College of Fine Arts, and there are certainly no guarantees that a proposed thematic minor will be accepted. If this is something that interests you, please contact your advisor as early as possible and prior to enrolling in courses that may or may not be allowed to be used towards the minor.

## **14. HOW DO I ADD OR CHANGE MY MINOR?**

To add, change, or drop a minor, please contact your minor advisor. This person will usually be listed on your blue boxes in UAccess student center, or can be found here: <http://advising.arizona.edu/>

## **15. WHAT IS MY MATH REQUIREMENT?**

All Music degrees have required Math component. Typically, the Math strand is satisfied by students taking either **MATH 105** (Math in Modern Society) or **PHIL 110** (Logic and Critical Thinking).

The Math requirement may also be satisfied by:

- Completing and passing one of ISTA 116, LING 123, MATH 105, MATH 106, MATH 107, MATH 108, MATH 109C, MATH 112, MATH 113, MATH 116, MUSBA UFNRT CRST Page 3 of 12 MATH 119A, MATH 120R, MATH 122B, MATH 125, MATH 129, MATH 163, MATH 223, MATH 263, SBS 200, PHIL 110, AREC 239
- Transferring an equivalent course from another university or college.

- Advanced Placement scores.

If you are planning to use anything other than MATH 105 or PHIL 110 to satisfy your Math requirement, please contact your advisor as earlier as possible.

## **16. WHAT IS MY SECOND LANGUAGE REQUIREMENT?**

**BA Music students** must demonstrate fourth semester proficiency in a second language.

**BM Music or BM Music Education students** must demonstrate second semester proficiency in a second language.

Language proficiency is demonstrated in one of these ways:

- Passing the appropriate semester (second or fourth depending on degree plan) of second language with a grade of 'C' or higher;
- Demonstrating the required level of proficiency (second or fourth semester, depending on degree plan) in a Language Proficiency Exam;
- Transferring an equivalent course from another institution that demonstrates the appropriate semester of proficiency (second or fourth, depending on degree plan) with a grade of 'C' or higher.

Language placement and proficiency exams are offered before New Student Orientation, and are also offered during the fall/spring semesters. See the Language Proficiency Exam website (<http://advising.humanities.arizona.edu/language-proficiency-exam>) for more information. The Course Equivalency Guide (<http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>) shows the transferability of courses from Arizona community colleges and universities to the University of Arizona; courses taken at an institution outside the state of Arizona must be approved by the UArizona department offering the language. Please do not assume that a similarly titled/numbered course from elsewhere will transfer, unless you have confirmed with the correct UArizona department ahead of time. Please contact your advisor for further guidance.

## **17. WHAT IS MY ENGLISH REQUIREMENT?**

All Music students have a required Composition requirement. This is usually completed in one of the following ways:

- Passing ENGL 101, followed by ENGL 102 with a grade of 'B' or higher;
- Passing ENGL 101, followed by ENGL 102 with a grade of 'C' or lower, and then completing a Music course that satisfies the Mid-Career Writing Assessment;
- Passing ENGL 109H with a grade of 'C' or higher (Honors students);
- Passing ENGL101A, 101, and 102 with a grade of 'C' or higher;
- Passing ENGL 106, ENGL 101/107, and then ENGL 102/108 with a grade 'C' or higher;
- Passing ENGL 109H with a grade of 'D', followed by ENGL 102 with a grade of 'C' or higher;
- Transferring equivalent English courses from another institution. These must, in all cases, be reviewed by the English department.

Your Advisement Report Please contact your advisor with any questions about satisfaction of your English composition requirement.

## 18. WHAT ARE MY GENERAL EDUCATION REQUIREMENTS?

In addition to your Math, Second Language and English/Composition requirements, your General Education curriculum requires you to complete the following classes:

### **Non-Honors Students:**

#### *Tier I*

Individuals & Societies (2 classes, 6 units)

Traditions & Cultures (2 classes, 6 units)

Natural Sciences (2 classes, 6 units)

#### *Tier II*

Individuals & Societies (1 class, 3 units)

Humanities (1 class, 3 units)

Natural Sciences (1 class, 3 units)

One of these courses must be a designated **Diversity Emphasis** course.

### **Honors Students:**

Students in the Honors College may complete the Tier I and Tier II requirements using the Honors Option, which pertains to the three Study Areas of (1) Traditions and Cultures/Humanities, (2) Individuals and Societies, and (3) Natural Sciences. In addition, Honors students must complete the Diversity Emphasis Requirement.

Students who select the Honors Option must complete three courses in each study area as follows: one Tier I course and one Tier II course in each study area, in accordance with their degree program. The third required course in each study area is to be selected either from Tier I (a course with the same number) or from Tier II (a course with a different prefix than the first Tier Two course). For example, in the Traditions and Cultures/Humanities Study Area, students must complete one Traditions/Cultures course and one Humanities course; their third course in this Study Area may be a Traditions/Cultures course or a Humanities course with a different prefix (cross-listed courses with a second department are acceptable).

## 19. WHAT IS MY MINIMUM REQUIRED GPA?

**BA Music** and **BM Performance** majors have a minimum cumulative GPA (Grade Point Average) requirement of 2.0.

**BM Music Education** majors have a minimum cumulative GPA requirement of 2.5.

**BM Music Education** majors must pass all Music Education courses with a grade of C or higher to remain in the degree program.

**Important:** many scholarships and other financial awards have additional (usually higher) GPA minimum requirements and other specifications. Please refer to your offer letters for any specific requirements that may apply to you, and contact your advisor for any clarifications.

## **20. HOW CAN I RE-TAKE A FAILED COURSE?**

A Grade Replacement Opportunity (GRO) exists to allow you to re-take courses in which you achieved a 'C' grade or lower. This option is generally available to be used up to 3 times, all of which must be used prior to completing 60 total units. Please read about the GRO process here <https://registrar.arizona.edu/academics/grade-replacement-opportunity-gro> and contact your advisor with any questions.

## **21. CAN I TAKE REQUIRED COURSES AT OTHER COLLEGES OR UNIVERSITIES?**

General education equivalents and other courses that may count in your major are available at institutions within the state of Arizona and throughout the country. To see how courses may transfer to UArizona, please see: <https://transfercredit.arizona.edu/>

In order for a course from another institution to be acceptable for transfer to UArizona, you must take the course on a graded basis (not pass/fail), and you must earn a minimum grade of 'C'. Though the credits transfer (if the course is acceptable for transfer), the grade will not affect your UArizona GPA (grade-point-average). Only courses taken at UArizona may count toward your UArizona GPA. A maximum of 64 units total can be transferred from community colleges. Also keep in mind that a minimum of 18 of the last 30 units earned toward your degree must be taken in residence at UArizona. See the PDF version of your advisement report on UAccess for additional information; please contact your advisor with any questions.

## **22. HOW DO I TRANSFER CREDITS TO UARIZONA?**

Once you have completed course(s) at another institution that you would like to transfer to UArizona, you must request an official transcript to be sent from that institution to UArizona. This will either be done electronically by the other institution, or sent by mail to:

Registration & Transcripts  
The University of Arizona  
Administration Building, Room 210  
PO Box 210066  
Tucson, AZ 85721-0066

Once the University has received your official transcript, it can take 2-4 weeks (depending on the time of year) for the courses to show up on your UArizona record. You can check on UAccess (under "Transfer Credit: Report") to see when/if your transfer courses have been posted.

## **23. ARE ANY MUSIC COURSES AVAILABLE ONLINE?**

Yes. A number of courses for Music majors, and some MUS courses that may be taken as elective credit and/or by Music minors are offered online during regular sessions (Fall/Spring) and during Summer. These can be found on the online schedule of classes, as normal, or you may contact your advisor to inquire about specific course offerings.



## **24. ARE ANY MUSIC COURSES AVAILABLE IN SUMMER?**

Yes. A number of courses for Music majors, and some MUS courses that may be taken as elective credit and/or by Music minors are offered during Summer. These can be found on the online schedule of classes, as normal, or you may contact your advisor to inquire about specific course offerings. Some examples of popular classes that may be offered during summer include MUS 119, MUS 330A, and MUS 330B.

## **25. WHAT IF MY QUESTION ISN'T ANSWERED HERE?**

Contact your advisor! See Question 2 for details.