

Academic Advising Syllabus, 2025-2026

School of Music - UA College of Fine Arts

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WELCOME TO MUSIC ACADEMIC ADVISING!

The goal of academic advising is to help you get the most from your university education. As you progress toward graduation, your academic advisor will help you:

- Learn about majors, minors, departments, and programs of interest to you, and determine how they fit with your life and career goals.
- Register for appropriate classes each semester using UAccess, so that you can make progress toward a timely graduation.
- Use appropriate information resources to judge progress toward achieving your goals.
- Find opportunities to apply your skills outside the UA classrooms, for example, in service projects, in work, internships or study abroad, or in research and creative work with faculty.

YOUR ADVISOR WILL:

- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
- Understand and effectively communicate your degree requirements.
- Assist and support you in making course and major decisions.
- Provide resources and referrals.

WHAT YOUR ADVISOR EXPECTS FROM YOU

- Meet with your advisor at least once each semester during “priority advising” (the months of October/November and March/April), to prepare for class registration for the following semester.
- Read your UA email daily (or more often). You will be held responsible for the information sent to you. Respond immediately to individual correspondence from instructors and advisors.
- Research, keep track of, and act on your registration dates and deadlines every semester/term.
- Be familiar with the online resources available to you, including:
 - the PDF version of your UAccess Advisement Report (*see page 3*),
 - the School of Music website at music.arizona.edu, and
 - the U of A website at arizona.edu (to research university programs, policies, deadlines, procedures, and opportunities as appropriate).
- **Accept responsibility for your decisions, actions, or inactions.**

WHO IS MY MUSIC ADVISOR?

Here is the current advising structure in the School of Music:

<i>Your music major/minor is:</i>	<i>Your last name begins with:</i>	<i>Your music advisor is:</i>
BA Music, BM Music Education, BM Performance, Music minor	A-F	Christina Beasley
BA Music, BM Music Education, BM Performance, Music minor	G-Z	Emma Scheerens

HOW DO I MEET WITH MY MUSIC ADVISOR?

Scheduled appointments through “Trellis” are the primary means for meeting with your advisor. Appointments are posted one week in advance, usually by Friday morning.

Follow the links below to schedule:

- Christina Beasley:
<https://ua-trellis.my.site.com/uastudent/s/catcloud/services/calendar/?NetId=cswanson>
- Emma Scheerens:
<https://ua-trellis.my.site.com/uastudent/s/catcloud/services/calendar/?NetId=emmarie>

Appointment Etiquette:

- When you schedule an advising appointment, note the appointment day and time in your calendar. Do not schedule an advising appointment that conflicts with a class on your schedule.
 - If you are unable to keep your appointment, please cancel or reschedule as early as possible.
 - Prepare for the meeting:
 - **Be familiar with your Advisement Report** (see page 3) **before your appointment.**
 - Write down a list of questions and/or topics you would like to discuss with your advisor.
 - If you are seeking assistance with schedule planning or course selection, have a draft schedule or a list of courses you are considering.
 - Be on time for your appointment.
 - **If you are late for your appointment** (5 minutes for a 20-minute appointment, 10 minutes for a 30-minute appointment), **you will be marked “no show”, and will be asked to reschedule.**
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ADVICE FROM YOUR ADVISORS:

- Check your class schedule as each term begins to confirm your registration, class formats, grading options, dates, times, and locations for all your courses. Walk your schedule before classes begin.
- Get to know your instructors by attending office hours. They need to know who you are to help you succeed.
- Write due dates on your wall calendar as well as in your planner. This will show you the rhythm of your semester workload.
- Find a study buddy. Four ears are better than two.

ADVICE FROM YOUR ADVISORS (continued):

- Contact your professor *immediately* if you have difficulty with the course material. Don't wait! Your professor is the person who best knows how to help you learn this material. (Please be aware that free tutors are available for music theory classes!)
 - If you change your schedule during the semester, confirm on UAccess that the change(s) have been made.
 - Meet with your academic advisor(s) at least once each semester, more often if you need to.
 - **View your Advisement Report on UAccess (*see below*) at the beginning and end of each term, any time you change your schedule, and before attending advising meetings.** If you need help reading your Advisement Report, schedule a meeting with your advisor (we can help!).
 - Create an advising folder to organize your advising-related materials (e.g., degree audits, schedule plans, notes from advising meetings) and keep it updated.
 - Become familiar with the School of Music website at music.arizona.edu. There is important information here that you should know, and that you will be held responsible for.
 - Keep your address and phone information up to date on UAccess.
 - Review your grades on UAccess at the end of each term.
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ADVISEMENT REPORT

Check your progress toward graduation by viewing your Advisement Report. The report shows how your (completed or in progress) courses count toward the requirements of your program(s).

How do I obtain my Advisement Report?

Request your Advisement Report directly from your [UAccess Student Center](#):

- Under **Advising** select **Advisement Report** in the drop-down menu.
- Once the report appears, click **View Report as PDF**. (Ensure pop-ups are enabled in your browser.)

Review your Advisement Report at the beginning and end of each term, any time you change your schedule, and before attending advising meetings.

Please note that **the Advisement Report does NOT replace advising**. The Advisement Report enhances advising by providing accurate and comprehensive information that you can use in consultation with your advisor to make academic decisions. Many major and minor requirements call for you to select course work in consultation with your academic advisor. Additionally, your advisor can help you understand your Advisement Report, and may be able to make adjustments to your report if appropriate (and approved by UA Graduation Services).

Thanks for your attention. We look forward to helping you reach your academic goals!