

Dear New Graduate Music Student:

Congratulations on your acceptance to graduate study in the School of Music at The Pennsylvania State University! Attached to this e-mail is information about important events taking place prior to the start of classes in the fall and information about registering for your fall semester 2008 classes. During these events you will be provided valuable information regarding your degree program requirements and opportunities available to you as a graduate student at Penn State. Your attendance is required at both the Graduate Competency Exams in Music Theory and History (Tuesday, August 19 in room 117 Music Building I) and at the School of Music Graduate Student Orientation (Friday, August 22 from 10:45 a.m. to 12:30 p.m. in room 122 Music Building II). A half-day orientation program for all new Penn State graduate students, sponsored by the Graduate School, will be held on Wednesday, August 20, from 1:00 to 4:45 p.m. in the Forum Building on the University Park campus. Sessions during the orientation will cover important topics, such as plagiarism, graduate student life, and health insurance. **The health insurance session is mandatory for all new international graduate students.** Your offer of acceptance letter from the School of Music included guidelines for the theory and history competency exam and sample test questions to review in preparation for the Graduate Competency Exams in Music Theory and History.

You must obtain your Penn State student identification card and establish your Penn State Access Account at least several days prior to registering for classes. A Penn State Access Account is a user ID and password that enables students to use the full range of Internet services on or off campus (i.e., e-mail, online course registration, and library resources), at computer labs or on personal computers. It also allows students to use the ITS student computing labs. Penn State e-mail is also the primary means of communication between the School of Music faculty and staff and the students. **The Student ID office is located in Room 103 HUB-Robeson Center. To activate your Penn State Access Account, take your Penn State photo ID card to a Penn State Access Account signature station and follow the instructions there.** Make note of your user ID and password when they are displayed on the screen. Your account should be active within 24 hours. **Penn State Access Account signature stations are available during regular lab hours at the following locations:** 103 Boucke Building, W113 Pattee Library, and 2 Willard Building, among others.

The New International Student Orientation for all newly admitted international students for fall 2008 will be held August 11 - 19, 2008. All incoming international graduate students are highly encouraged to attend the New International Student Orientation. A detailed schedule for the International Student Orientation will be available beginning August 1, 2008 at:

http://www.international.psu.edu/international_students/act_incoming.htm . During orientation, necessary procedures for registration, employment, paying bills and other matters are completed. Information necessary for all students, whether new arrivals from abroad or transferring students from another institution in the U.S., is presented as well. In addition, International Student Services offers help with other activities, such as housing, opening a bank account, contract agreements, social security, obtaining a

driver's license, and many more. Also during this orientation, International Student Services (ISS) will offer special services such as airport pick-up, assistance with housing and other individualized attention, with the help of dozens of volunteers. If you arrive after orientation, ISS can still provide services to get you settled at the University, but services and processing will no longer be centralized, and ISS staff may not be able to concentrate solely on your needs as all continuing students will have returned to campus.

Please contact your academic adviser during the week of August 18 to plan your fall semester 2008 course schedule. New music graduate students will have the opportunity to register online for fall courses from 3:00 to 4:00 p.m. on Friday, August 22 in the music technology lab, room 15 Music Building II. You may also register in person with Lisa Stamm, Graduate Staff Assistant, in the music office, 233 Music Building I, between the hours of 8:30-11:30 a.m. and 12:30-4:30 p.m. Monday through Friday. Every student has 10 calendar days (starting with August 25 and ending on September 3) to finalize his/her course registration before there will be a penalty to late add and late drop any courses. Be sure to review the fall 2008 academic calendar for registration/drop/add deadlines at: http://registrar.psu.edu/academic_calendar/fall08.cfm. In addition to the aforementioned penalty, you should be aware that the Bursar's website states, "Beginning with the first day of classes, students that drop below full-time or drop below their originally registered credit level may be assessed a tuition penalty." I have learned that this penalty can be as much as \$1,500 or more!

Electronic bills (eBills) have replaced all paper bills for Penn State students. eBills are online student bills that display the same information as the traditional paper billing statements. eBills provide convenient access from any computer with an Internet connection. Information is secure and confidential -- only the student and individuals authorized by the student can view the eBill. The eBill is up-to-date with all known financial aid funds. After students have scheduled their classes, they will receive an e-mail message on their official Penn State e-mail account announcing that the eBill is available to view and/or pay on eLion. The eBill due date is approximately 2-3 weeks from the date the bill is prepared. Students can access the eBill by logging into eLion, then selecting "Bills Tuition/Other." Fall 2008 tuition bills will be prepared beginning mid-July 2008 by the Office of the Bursar. For more information about tuition payment and tuition bills, go to [FAQ](#) (frequently asked questions) on the Bursar's website (www.bursar.psu.edu).

When registering, please keep in mind that only 400-, 500-, and 600-level courses can be counted toward a graduate degree. Most major ensembles are offered as a 400- or 500-level course number for graduate student registration. Music 500, Introduction to Music Research and Reference, has been registered for fall 2008 for graduate students whose program requires this course. Also, every performance degree graduate student has been registered for his/her music lesson for fall. Students cannot register themselves for a music lesson as these courses are controlled. Only the music office staff can register a student for a lesson.

2008-2009 School of Music Graduate Student Handbooks will be available in .PDF

format on the School of Music website (www.music.psu.edu) by Friday, August 15. We are not distributing a paper version of the graduate student handbook. Important information from the handbook will be discussed at the required School of Music Graduate Student Orientation on Friday, August 22 from 11:00 a.m. – 12:30 p.m. in Room 122 Music Building II.

Please feel free to contact your academic adviser or me if you have any questions about your graduate program. I greatly look forward to meeting you at the School of Music Graduate Student Orientation on August 22. Enjoy the remainder of your summer.

Sincerely,

Prof. Richard R. Kennedy
Professor of Music (Voice)
Graduate Officer, School of Music
Chair, School of Music Graduate Committee
209 Music Building II
814- 863-4416
rrk3@psu.edu