Blair Advising

Handbook

2018 edition

Compiled by:

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## Responsibilities of Academic Advisers

### Mission/purpose
Faculty academic advising serves to assist students in the development of meaningful educational goals and to provide information and guidance about the course selection and registration process.

**Guiding Principles**

Students and advisers assume shared responsibility in the academic advising process, but the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student.

Faculty academic advisers help students to make the best academic decisions possible by encouraging identification and assessment of alternatives and consideration of the consequences of their decisions.

Faculty academic advising is guided by the following goals and objectives, all directly related to its mission/purpose:

1. Assist students in examining their educational, career, and life goals, and in developing short- and long-term goals to meet their objectives.
2. Advise in the selection of appropriate courses and other educational experiences.
3. Provide accurate and timely interpretations of institutional, general education, and major requirements.
4. Evaluate and monitor student academic progress and the impact of that progress on the achievement of goals.
6. Make students aware of and, when necessary, refer students to educational, institutional, and community resources and services.

**Responsibilities of Advisees**

Academic advising helps students develop educational goals, make curricular choices, and select courses. It is a collaborative process in which you play an active role. While you and your adviser share responsibility in the academic advising process, the ultimate responsibility for making and completing educational plans rests with you. Additionally, you are responsible for developing academic skills that will enable you to act independently in achieving your goals.
As a student, you should:

- Familiarize yourself with the academic requirements for a first-year student by reading applicable sections of the Undergraduate Catalog and advising materials for your school;
- Become knowledgeable about policies, procedures, and rules of the university, your school, and your academic program;
- Monitor your academic progress and consider the impact of that progress on the achievement of your goals;
- Keep appointments that you make with your adviser or notify the adviser if you need to cancel;
- During course registration period, give your adviser at least a 24-hour notice about lifting your advising hold;
- Come to meetings with your adviser with plans and questions that you have prepared in advance, bringing accurate information and relevant materials with you;
- Contact your adviser between scheduled sessions when necessary, particularly if facing academic difficulties.

Your academic adviser will:

- Advise you on the selection of appropriate courses and discuss with you other educational experiences;
- Review course placement in light of your academic record and placement exam scores;
- Help locate and clarify curricular requirements of your degree program;
- Assist you in examining your intellectual and professional goals, and in developing strategies to meet your objectives;
- Inform you of academic and other resources and refer you to those resources if/when necessary.

Forms for managing your degree are available at:
http://blair.vanderbilt.edu/academics
CALENDAR 2018-2019 ACADEMIC YEAR

The complete undergraduate academic calendar is at: https://registrar.vanderbilt.edu/calendars/2018-19-undergraduate.php

TWO DEGREES  See the Blair Student Handbook 2018-2019 pages 4-5, 6-7 and 26-28 for specific information outlining the requirements for the Bachelor of Music degree and the Bachelor of Musical Arts degree.

• The new B. Mus. Arts Degree requires a minimum of 63 hours in music and a minimum of 19 hours in a discrete area of competence outside of music.
• The B. Mus. Degree requires a minimum of 80 hours in music.
• In both degrees the co-requisite chamber music requirement for the instrumental students is the same.

Bachelor of Music in Integrated Studies
• Major in an instrument/voice or composition
• Choose a concentration as an additional area in music, including Teacher Education
• 80 credit hours in music

Bachelor of Music in Performance or Composition
• Major in an instrument/voice or composition
• In-depth study in music, with required degree recitals
• 80 credit hours in music

Bachelor of Musical Arts
• Major in an instrument/voice or composition
• Choose a specific discipline outside of music (19 credit hours)
• 63 credit hours in music
Auditing Classes
Any student doing academic work should register for that academic course, even if it means registering for their ensembles for zero credits. Small, interactive classes or lessons cannot be audited. See the Undergraduate Catalog for more complete information.

- Overloads, even overload-by-auditing, need to be approved by the Associate Dean.
- Blair students auditing a course must register for audit.

Students must request a course audit with the Change of Course Request Form:
https://blair.vanderbilt.edu/pdfs/18-19-change-course.pdf

Changing Majors and/or Degree Programs within Blair
Students who wish to change majors or degrees must file the appropriate form with the Blair Office of Academic Services. Signatures of the adviser and Associate Dean Melissa Rose are required.

Students who wish to change from the B. Mus. Integrated Studies Major, or the B. Mus. Arts degree to the B. Mus. performance major must consult with the adviser, major professor, and department chair and may need to audition to be accepted into the performance program. The student then files the appropriate form with the Blair Office of Academic Services, with signatures of the adviser and Associate Dean Melissa Rose. A plan to make up the missed performance hours must be presented. Students who wish to change to a Composition major in either degree must meet with the chair of that department. Students who wish to change to or from the teacher education program (Integrated Studies/Teacher Education, formerly called Musical Arts/Teacher Education or MA5) must consult with Professor Tucker Biddlecombe, the director of the program; receive permission from the adviser and performance department chair; and file the appropriate form with the Blair Office of Academic Services.

http://blair.vanderbilt.edu/academics

The deadline is normally the 5th day of the first semester of the senior year. Advisers and Students should refer to the Undergraduate Catalog for changes in graduation requirements.

Blair Deans Honor Scholarships are not affected by a change of major program within Blair. Need based financial aid or University Honors Scholarships will travel with a student to another undergraduate school at Vanderbilt. Blair Dean Honor Scholarships will not move to another school.

Course Time Conflicts
Occasionally a student will need to register for a class that has a time overlap with another class. Examples of this include MUSE 1010 Instrumental Ensemble and BASS 1000 Bass Performance Class. Or VOIC 1000 Voice Performance Class which meets twice a week may overlap with an MUED course or science lab on one day of the week. Students must submit the Petition for Time Conflict form which is available on the Blair website.

Credit By Exam
Students who plan to do work over the summer (normally performance instruction) in order to earn Credit by Exam in the fall will need to file a study plan with and be approved by Associate Dean Melissa Rose prior to departure for the summer. The Credit by Exam paperwork is available for downloading at http://blair.vanderbilt.edu/academics
Students register for credit by exam during a semester in which they are enrolled as a full-time student, presumably the fall semester following the summer in which they did the work. They may not be enrolled in more hours than the credit by exam will add to their enrollment (if petitioning for 2 credits by exam the student cannot be enrolled in more than 16 hours in that semester; otherwise the university will charge additional tuition for the hours over 18.

**Deficiencies**
Students whose mid-semester average in any course is a C- or below, or whose work is incomplete, will usually receive a deficiency notice during the eighth week of classes (usually a week before the Friday deadline for withdrawal).

- Rachel Hobbs will email academic advisers if they have students with deficiency notices. The URO notifies students who receive deficiency notices; details are listed in the student’s academic record in YES.
- Students who receive deficiency notices must meet with their advisers. Please be proactive and contact your advisees to set up these appointments. Some can be taken care of via email, but in certain situations a face to face appointment is necessary.
- Students with two or more deficiencies (and any seniors with deficiencies) must also meet with the Associate Dean before the deadline for withdrawal at mid-semester. The deadline is Friday, Oct. 26, 2018 at 4:00 p.m. for Fall and Friday, Mar. 15, 2019 at 4:00 p.m. for Spring.

**Degree Audits in YES and Keeping Track of Fulfilling Requirements**
Every semester the student and the adviser should look carefully at the degree requirements as listed in the Blair Student Handbook and the Undergraduate Catalog to make sure that courses are being taken in a timely manner and in sequence.

- Should a student change to a different program within Blair, or a Concentration is added, students and advisers should consult the Blair Student Handbook for any changes in requirements that may alter the expected date of graduation. Use the "WHAT IF" feature in the YES Degree Audit. It will show how the change will impact the academic plans for graduation. It may be helpful to do this prior to the official change to see if the student will be able to finish degree requirements within eight semesters at Blair.
- YES degree audits will always be available for viewing so that students and advisers can see what requirements have been fulfilled. If you or your advisee notice something that seems incorrect in the degree audit please notify Rachel Hobbs in the Office of Academic Services so she can contact the Registrar’s Office for needed changes.
- Advisers should refer to the YES Degree Audit during advising appointments prior to course registration each semester.

"Degree audits are for advisory purposes only and do not certify progress in the degree. Please refer to the University Catalog as the authoritative document governing degree requirements. The student, in consultation with the adviser, should carefully review both sources."

**Drop/Add (Change of Course)**
Drop/Add changes (adding or dropping a course or changing sections) are handled on YES during the change period which ends at 11:59 p.m. on August 29th. Wait lists for closed courses are utilized during Drop/Add. The Waitlist feature in YES ends at 11:59 p.m. on August 28th (Spring 2019 dates are January 14th [11th for waitlists])

- Changes made before classes begin or during the first week of classes do not require paperwork and do not show on a student’s permanent transcript.
• A withdrawal from a course during the second week of classes must be processed with a Change of Course Request Form available on-line at
http://blair.vanderbilt.edu/academics

However, this withdrawal will not show on the student’s transcript if it is processed by September 5th at 4:00 p.m. (Spring 2019 date is January 21st). The completed forms go to Rachel Hobbs in the Office of Academic Services.

• Students may drop courses with a grade of W after the second week of classes until mid-semester, no later than 4:00 p.m. October 26th in the fall and March 15th in the Spring.

• Chamber Music must be added no later than the 14th day of the semester. No exceptions. This is the students’ responsibility to take care of in a timely fashion.

• See page 58 of the 2018-2019 Blair Student Handbook under “Withdrawal Period”

• When seniors make changes, beware! Please check YES Degree Audits so changes don’t impede graduation. Seniors are the most likely candidates to audit classes, when they have fulfilled most of their requirements; note that audited hours do not count as hours enrolled and may affect status as a full-time student and such things as car/health insurance status and creditors’ expectations for repayment of college loans.

  ➢ Seniors who need fewer than 12 hours to graduate may request part-time student status with this form: https://blair.vanderbilt.edu/pdfs/18-19-part-time.pdf

AFTER THE DEADLINE to withdraw from classes, students may withdraw from a course only for medical reasons or severe personal problems. Such a withdrawal is rare and must be authorized by the Associate Dean. If approved, the grade of "W" is given.

Double Counting Courses
Courses may fulfill more than one requirement, but the hours are only earned once. In the liberal arts core, for example, typically 30 hours are needed. However, if a student takes a course which can be used to satisfy two requirements (English/Writing credit AND Humanities credit), then hours are available which can be filled with a course from any academic area. This information will show in the YES Degree Audit. “Double counting” is typically useful for students who are either doing a second major in another academic area, or pursuing one of the pre-professional programs. Courses MAY NOT triple count.

Ensembles
Ensemble is required every semester. Students carrying 18-hour loads may seek permission from the Associate Dean and see the Office of Academic Services to register for an ensemble as zero credit and save the 19th-hour overload fee; this assures completion of degree requirements for ensemble. This is NOT an option for first semester students. Second semester students will not be given permission except in rare occasions and only after first semester grades have been reviewed. Note that the zero credit ensemble must be replaced with another music credit in order to meet the minimum number of music credits required to graduate (either 63 for the B. Mus. Arts Degree or 80 for the B. Mus. Degree.)

The four semesters of co-requisite chamber ensemble for instrumental majors is the same regardless of degree.
The only exceptions to the every semester requirement are for *health problems* such as tendonitis or vocal injury. Students who are injured and cannot participate in required ensemble will need a memo from their adviser explaining the reason for not enrolling in ensemble for the semester. The adviser must write a memo to Rachel Hobbs in the Blair Office of Academic Services (OAS) with a cc: to the Associate Dean explaining the reason for non-enrollment in ensemble for that semester. Please take care of this early in the affected semester.

Instrumental students who are recipients of Dean’s Honor Scholarships are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements. Contact Director of Admissions Thomas Crespo for questions regarding scholarships.

Students going abroad may need to double up on ensemble credits to make up for the semester(s) away. This may not be necessary for students going to Vienna, Amsterdam or Sydney, as ensemble credits may be earned in those programs.

Students who have a mandatory conflict with their required ensemble for a course directly related to their second major, minor, or pre-professional course of study may petition the Curriculum Committee for a substitution of requirement. The forms are available on the Blair website, under Faculty Tools at http://blair.vanderbilt.edu/academics

- An e-mail or supporting letter from the academic adviser is needed. Please direct those to the Chair of the Curriculum Committee.

**Incomplete/Missing Grades**

In the event that students need an I (Incomplete) or M (Missed the final exam) or MI (Incomplete and Missed the final exam) in a course, the form (www.blair.vanderbilt.edu/academics) is available under the “Faculty Tools” tab. The form may be filed by either the student or the course instructor, with the student’s signature, the instructor’s signature, the Associate Dean’s signature, and an agreed upon date for completion.

- I and M grades have deadlines for completion. If deadlines are ignored, the grade will “default” to a previously indicated grade listed by the instructor of record. Advisers should ask advisees about the status of any previous Incompletes.

- Students with an I or M grade in a course do NOT re-register for the course; the instructor of the course must file paperwork with the Office of Academic Services upon completion of the work. Students and Advisers should check the student’s record periodically in YES to see if a final grade has been submitted.

**Internship Opportunities**

*See page 50 of the 2018-2019 Blair Student Handbook.*

**Music Fees**

Blair students are not charged a music fee for any performance instruction.

**Pass/Fail**

*See page 58 of the 2018-2019 Blair Student Handbook for information on student enrollment “Pass/Fail” in a normally graded course.*
**Performance Class Conflicts**
Students may be excused from Performance Class in a given semester if they have a course that meets at the same time in their Blair curriculum, or a course that meets at the same time for their second major, their minor, or their pre-professional course of study

- The student must complete the Performance Class Waiver form, which is at [http://blair.vanderbilt.edu/academics](http://blair.vanderbilt.edu/academics). Completed forms go to the Blair Office of Academic Services.

Freshmen may not waive performance class during their first semester. Any exemptions must be approved by the Associate Dean and would be granted only in very rare circumstances.

**Performance Instruction Course Numbers**
Performance Instruction Course Numbers are listed by instrument. Students in the Integrated Studies Major in the B. Mus. Degree or those pursuing the B. Mus. Arts Degree enroll at the 2100 level during the freshman and sophomore years and the 4100 level during the junior and senior years. In the B. Mus. Performance major the numbers are 2200 and 4200.

Students enrolling for elective credit or secondary instruments will enroll at the 1100 level.

Students approved for a minor instrument must complete the Declare/Change Second Major, Minor, or Concentration form available at [www.blair.vanderbilt.edu/academics](http://www.blair.vanderbilt.edu/academics)

**Piano Literature and Pedagogy Sequencing**
Piano performance majors must plan around the sequencing of the Piano Literature and Piano Pedagogy courses, particularly if Study Abroad is desired. Piano majors should check with the Chair of the Keyboard Department, Professor Krieger, for up to date information.

**Probation**
Students are placed on academic probation if they fail to qualify for class standing or if the grade point average (GPA) falls below 1.8 overall or 2.0 in music courses.

- Notification is made by letter, and copies are emailed to parents, and this is also distributed to academic advisers and studio professors. Students whose situation places them at risk for future academic probation receive warning letters. A notation is also in the academic record in YES.

- Students placed on academic probation will be required to meet with the Associate Dean, who will work with students to make sure that they are progressing toward the resolution of their academic difficulties.

- Students placed on academic probation more than twice will be dropped from the University.

**Recital Attendance MUSO 1000**
In order to graduate, students must pass recital attendance every semester in residence except one, which they may elect to take in either semester of the senior year. (Students who study abroad are not in residence and do not have to make up this semester of recital attendance.) Academic regulations governing this course are outlined in the Undergraduate catalog.

If a student has a mandatory class conflict with Recital Attendance due to other (second major, pre-professional) requirements, the student should contact Associate Dean Melissa Rose for approval and enrollment in section 02. First semester freshmen are not eligible to enroll in section 02 of recital attendance without approval by
the Associate Dean, given in very rare circumstances.

Students will register their attendance for all recitals with their Vanderbilt ID card and the card reader located near the entrance to Turner Recital Hall.

**Sequential Courses**
Theory I-IV and Musicianship I-IV, and the four MUSL core semesters must be taken in sequence.

Students pursuing pre-med or a second major in science, may postpone the second year of the MUSL core to junior year. *THEORY and MUSICIANSHP may not be deferred.*

**Study Abroad**
Blair students who plan to study abroad are likely to be able to do so for one semester due to the requirements for graduation.

- Students who are planning to study abroad should meet with the Associate Dean.
- See p. 49 of the 2018-2019 Blair Student Handbook for further information

**Sudden Academic Insufficiency**
Any student who fails by a wide margin to reach prescribed levels of academic achievement, either at the end of a semester or at mid-semester is reviewed by the Associate Dean’s office in conjunction with the Academic and Studio Advisers.

- If the student is not making satisfactory progress towards the degree, the student may be placed on probation or may be advised or required to take a leave of absence or advised to withdraw from the University.
- Appeals of such findings should be addressed to the Blair Curriculum Committee.

**Summer Study**
Students who plan to study at another institution and receive transfer credit must submit the course for review through the Transfer Credit icon in YES as soon as possible in the spring semester. The transfer credit process is handled by the Office of the University Registrar: [https://registrar.vanderbilt.edu/transfer-credit.php](https://registrar.vanderbilt.edu/transfer-credit.php)

- They must be in good standing.
- Music core courses cannot transfer.
- Some music camps and festivals offer credit through an accredited institution, which may be transferable for elective credit; *approval should be sought in advance.*

Students who plan to **study at Vanderbilt during the summer** should consult the Vanderbilt summer catalog for courses to be offered.

- Students who wish to apply for **financial aid for VU summer study** must submit an application to the financial aid office by May 1. Funds are limited.
- For **summer performance study at Blair** requirements are:
  - 3-4 hours credit: Two 45-minute lessons weekly for 10 weeks with 30 hours of practice weekly
  - 2 hours credit: One 60-minute lesson weekly for 10 weeks with 15 hours of practice
weekly

✓  1 hour credit: One 45-minute lesson weekly for 10 weeks with 7.5 hours of practice weekly
✓  Group instruction: Two 45-minute lessons weekly for 10 weeks

Transferring Out of Blair or Vanderbilt
Students who express an interest in transferring out of Blair to another Vanderbilt undergraduate school (Intra-University Transfer, or IUT) or to another university (Extra-University Transfer, or EUT) should be referred to the Head of Academic Advising, Amy Jarman, who can assist in the transfer process. Advisers should also contact the Associate Dean and the Blair Office of Academic Services.

Transfer applications and full information regarding deadlines for IUT can be found on the University Registrar’s website at http://www.registrar.vanderbilt.edu/iut/iut.html.

- Freshmen may not apply to IUT until they have completed a year at Vanderbilt.
- Students planning to transfer (either IUT or EUT) must enroll in a minimum of 3 hours while still at Blair; students on honor scholarships are expected to enroll in all music classes required for their degree. Preliminary paperwork must be filed with the Head of Academic Advising in order for students to be waived from required enrollment in ensemble, studio lessons, performance classes and recital attendance. Waivers are granted for only one semester. First semester freshmen are not eligible to apply for a waiver. Students must stay in the home school one year and be in good academic standing before another VU school/college will consider them.
- Advice regarding courses for students intending to remain at Vanderbilt may be obtained from Dean Roger Moore, A & S, 311 Kirkland Hall; Dean Art Overholser, Engineering, 104 Featheringill Hall; or from the Peabody Office of Undergraduate Academic Affairs, 215 Peabody Administration Building.
- Students transferring within Vanderbilt may choose to do a second major or a minor in music.
- Need based financial aid continues to be available to a student changing undergraduate colleges. Blair merit aid does not continue. Questions regarding need-based and merit-based Financial Aid can be addressed to Director of Admissions Thomas Crespo.

ENROLLMENT and REGISTRATION

Enrollment bulletin: www.vanderbilt.edu/enrollmentbulletin is a wonderful source of information for you and your advisees.

Students register for courses on YES. Registration windows are as follows:

✓  YES opens for students to look at the schedule on October 8, 2018 for Spring 2019 enrollment and March 11, 2019 for Fall 2019 enrollment.

✓  Enrollment periods are October 29-November 16 and April 8-26

PLEASE contact your advisees when the schedule becomes available in YES, which will give you plenty of time to meet with them prior to their enrollment window.
Schedule appointments and post extra office hours. Contact your advisees and ask students to be prepared for your meeting by looking at their YES Degree Audit and their major curriculum information in the Blair Student Handbook. Sometimes these meetings can be accomplished via email. Students will have a designated window during which they are scheduled to enroll. This appointment is on their landing page in YES. Students who miss their appointment window have to wait until their next available window, which will show on their landing page.

- Use the appropriate Degree Tracking Sheet in the Blair Student Handbook to be certain the student is on track. Double check the YES Degree Audit function or use both in tandem.

- **Check Class standing:** Note student’s total earned hours so that academic probation can be avoided. In AAI the default “class” (freshman, sophomore, etc.) is based on earned hours (check the student’s degree expect date for actual class standing). Class standing requirements are as follows:
  - Sophomore standing: 24 hours with a GPA of 1.8.
  - Junior standing: 54 hours with a GPA of 1.9 and completion of Theory II and Musicianship II (MUTH 2200 and MUSC 2200). A grade of B- or above is strongly recommended before taking the next semester class in musicianship or keyboard harmony, and is required between Theory I (MUTH 2100 Syntax of Music) and Theory II (MUTH 2200 Harmonic Idioms).
  - Senior standing: 86 hours with a GPA of 2.0.

- **Check for the four required courses each semester:** Ensemble, Recital Attendance (except for seniors in their final or penultimate semester), Lessons, and Performance Class (except harp)

**Ensembles:** If a student has a mandatory class conflict for a required ensemble or an injury which prevents them from performing, paperwork must be filed, which is available at [http://blair.vanderbilt.edu/academcs](http://blair.vanderbilt.edu/academcs). *First Semester FRESHMEN may not select a course which conflicts with their required ensembles.*

**Sonata class (MUSE 2230):** To enroll for this, students must fill out the Chamber Music Enrollment form available at [http://blair.vanderbilt.edu/academics](http://blair.vanderbilt.edu/academics)

**Performance instruction:** Compare performance course number to student’s current course number and be certain students select the section with the correct teacher. Section numbers may change between semesters, so please double check this.

**Recital Attendance:** If a student has a mandatory class conflict with Recital Attendance due to other (second major, pre-professional) requirements, e-mail Melissa Rose. This option is not available to first semester freshmen without approval of the Associate Dean, given only in rare circumstances.

**Performance classes** all Blair students in all majors (except harp majors) meet for Performance Class (comp/theory majors meet for a weekly seminar.) If a student has a mandatory class conflict with Performance Class due to the Blair major, second major, or pre-professional requirements, paperwork must be filed which can be found at [http://blair.vanderbilt.edu/academics](http://blair.vanderbilt.edu/academics) This option is not available to first semester freshmen.

**Lift the advising hold so the student can register during the appointment window.** Please do not lift the hold without communicating with your advisee.

**Other information:**
Encourage students to take advantage of "double count" writing courses that satisfy two area requirements if they are interested in a second major, a minor, Blair-to-Owen 3+2, or a pre-professional course of study in order
to give themselves more leeway in choosing their academic courses outside of Blair. (see “Double Counting”)

Plan alternative courses in case classes are closed.

Check pre-requisites for courses and alternate year courses in the Undergraduate Catalog. These do not necessarily show up in the YES course listings.

SEQUENTIAL COURSES: Theory and Musicianship must be taken in sequence until the sequence is completed. MUSL courses should be taken in this order: Music as Global Culture MUSL 2100, Music in Western Culture MUSL 2200W, Music of the 20th and 21st Centuries MUSL 3100, followed by the additional optional course in the canon. Any exceptions must be approved by the music literature dept. chair. (See “Sequential Courses” for more info.)

When degree requirements change students may elect to graduate under the catalog of the year they entered Vanderbilt, or the year they are graduating.

FIRST YEAR STUDENT ADVISING


All incoming Blair students have been advised in June regarding course selections, academic requirements, pre-requisites, etc. by Head of Academic Advising Amy Jarman. When you meet with them during Fall Orientation they may still have questions about courses, or may have changed their minds about which liberal arts class(es) they wish to be enrolled in.

- Before seeing students, review their records in YES. Look to see what DEGREE they are enrolled in.
- Do they have AP Credit? IB Credit? If it has been officially reported to the university it should show in YES under “EXTERNAL CREDIT” and they will have been appropriately distributed in the YES Degree Audit which students and advisers may access at any time.
  - Blair allows students to apply all AP credit toward liberal arts core and graduation requirements (A&S has different regulations.)
  - Students may choose to repeat a course for which they have received AP credit. This can happen with math or science students more often than for any other subject. For example, a student earns AP credit in CHEM 1601 and 1601L, the first semester of the chemistry course for pre-med majors. Some students will opt to take the class anyway. Once the grade is filed for the course at the end of the semester, the AP credit will disappear from the transcript.
  - If a student reports earning any AP credit that does not show in YES, have the student contact Rachel Hobbs in the Blair Office of Academic Services.
  - Blair students cannot earn credit for AP Music Theory. So the credit will not show on the transcript.

The listing of credit granted for AP and IB exams is in the Undergraduate Catalog. This information can be found at admissions.vanderbilt.edu/academics with a link to the scores and equivalent Vanderbilt courses.
- **Math requirements:** See the Blair Student Handbook for complete requirements. Students with a math
requirement should be encouraged not to postpone math study, as their high school math skills will deteriorate over time. *The math department will not grant credit for MATH 1010, MATH 1011 or MATH 1005 if the student has already received credit for MATH 1100 or higher.*

- **English requirements:** ENGL 1100 is required in the semester for students whose test scores fall below the minimum required. This course will fulfill the “second” ENGL/Writing course requirement. Those students have been notified in June.

- The **first year writing requirement** is satisfied for Blair students by MUSL 2200W (taken in the spring semester of the freshman year).
  - Students will still need to fulfill the second English/Writing requirement prior to graduation or through AP/IB credit.
  - Some students are exempt from this specific requirement because of their SAT/ACT score. These students will need to take an academic elective in order to fulfill the total number of hours required in liberal arts, but it won’t need to be an ENGL/W course.
  - If a first year student is given permission by the Associate Dean to delay the MUSL sequence for a year (typically due to a foreign language, math or physics second major and ONLY in very rare occasions) that student will need to take a course to satisfy the ENGL/W first year requirement unless AP credit has been earned.

- **One humanities requirement** is satisfied for Blair students by MUSL 2100 (taken in the fall semester of the freshman year).

- **Keyboard Harmony:** All first year students have been interviewed for placement on the Monday prior to classes beginning, or they self-selected the Introduction to Keyboard Harmony course. Results are announced to each student, and the students will be placed into the proper section. Piano majors enroll in Accelerated KH. If a student is placed into a more advanced level of KH than KHI, then the student will need to take music electives, as needed, in order to complete the required hours in music (80 for B. Mus. Performance, Integrated Studies or Composition majors; 63 for B. Mus. Arts students).

- **The music theory placement test** is given during auditions weekends. Students who have been placed in the Accelerated section of Theory I were notified prior to course registration in June. *Students may not “test out” of Theory I.* Note that B.Mus. students do not earn credit for A.P. Music Theory; those test results do not show in a student’s YES Degree Audit. Students receiving a 5 on the AP Theory test are not automatically placed in the Accelerated Section of Music Theory. If they have questions they may contact the Chair of the Comp/Theory Dept., Michael Slayton.

- **Technology for Musicians:** Students have been assigned to a section of this class. Students are required to buy the “Finale” Software. Access to the Technology Lab outside of classroom hours is through a card reader.

- Students taking **CHEM 1601** must also enroll in a discussion section that is connected to the lecture and a section of Chemistry lab CHEM 1601L for a total of 4 credits. *It is not necessary to take calculus as a co-requisite.*

- What if the student is interested in a **second major, minor, or pre-professional curriculum**?
  - See Blair Student Handbook for guidelines and information on minors or a second major. Encourage the student to contact Amy Jarman, Head of Academic Advising, for counseling about how to plan ahead for completion of all requirements.
First year students should **not be enrolled in 3000 or 4000 level courses** unless they have received PERMISSION FROM THE INSTRUCTOR. During June enrollment some students may have been given this okay from instructors. Be sure to double check with them as students may have made changes since their original enrollment period.

**Liberal arts courses:** Most students have between 1-3 additional classes to select each semester, depending on their degree and major. Encourage them to take only classes which will fulfill one of their requirements, not a free elective. Students who want to do a second major will have more opportunity during junior and senior years than during freshman and sophomore years to take those courses. In some cases (most likely pre-med or other science second majors) students may be given permission to delay the **second year of the MUSL sequence** until their junior year.

If students find themselves in a **course at an inappropriate level** (too easy, too difficult) it is reasonable to make a change during Drop/Add or even later. This occurs most often in math or foreign language. The professor should be consulted first. After Drop/Add, seek advice from A & S Dean Roger Moore. (It is best if the adviser makes this contact.)

**While students registered in the summer, course changes** may be necessary because of bumping, **AP credit**, mistakes, or a student’s change of heart. Changes in introductory French or Spanish must be approved in advance by those departments (see Blair Student Handbook for details). Students may have been placed in a different section of a requested course. This is not considered a bump, but students may seek section changes during **Drop/Add**. Students may put their names on wait lists for closed courses which develop openings if other students drop. Persistence pays, but it’s also wise to consider alternate courses. Check for time conflicts of proposed courses against the schedule in YES.

**First year students should be enrolled in a minimum of 15 hours and may take up to 18 hours. They may not take courses pass/fail.**

First year students **may not register for Recital Attendance section 02 or waive performance class during the first semester** (exemptions must be approved by the Associate Dean).

**All first year students are enrolled in a section of Vanderbilt Visions**

- Vanderbilt Visions is a one-semester, university core program for incoming students, whose subject is the social, academic, cognitive, and cultural transitions first-year undergraduates experience as they begin their first semester in the rich and challenging environment of a private research university.

- A Vanderbilt faculty member and an undergraduate peer mentor recruited by the student organization VUcept partner to lead each Vanderbilt Visions group. Faculty and Student VUceptors mentor small groups of first-year students selected from across all ten Houses of The Commons. Vanderbilt Visions groups meet during CommonVU week, and on Mondays and Tuesdays during the semester (until Thanksgiving Break). A syllabus organizes hour-long, small-group discussions and activities, and also provides each group significant autonomy in charting its semester. Faculty Heads of House will attend Visions group meetings as guests, participants, and mentors.

- **Section changes resulting from a conflict with an academic course must be requested before the end of the Registration Change period by contacting the Associate Dean.**
SECOND MAJORS AND PRE-PROFESSIONAL PROGRAMS

Second Major or Minor, Pre-Professional Program, Blair Concentration, or Minor Instrument
Blair students planning to pursue a second major, a minor, a pre-professional program, Blair-to-Owen 3+2, a Blair concentration, or minor instrument should file paperwork (https://blair.vanderbilt.edu/pdfs/major-minor-adviser-graduation-declaration-form-1.pdf) with the Blair Office of Academic Services as soon as possible, but no later than the 5th day of the first semester of their senior year. These students should also notify Head of Academic Advising Amy Jarman of their intentions.

- Forms are available for downloading at http://blair.vanderbilt.edu/academics
  - Students will need to visit the department of the second major area of student in order to be assigned to an adviser. Some departments do not assign advisers to students declaring minors.
  - Students completing a second major in the subject area in the College of Arts and Science DO NOT complete AXLE requirements!!
  - Students intending to pursue the Blair-to-Owen 3+2 program will meet with the Associate Dean for Academic Programs at Owen in the spring of the sophomore year.
  - Since declared minors, second majors, concentrations, etc. are part of the YES degree audit, advisers and students are able to see what students have yet to complete prior to completing the curriculum for that area of study.
  - Completed forms go to Rachel Hobbs in the Blair Office of Academic Services

- Blair students MAY design their own 2nd major through the College of Arts and Science. Students interested in such a plan should consult with A&S Dean Roger Moore. The requirements are very specific: there must be 48 hours of coursework in the 2nd major.... (Most 2nd majors require 30-36 hours of coursework so this would be most easily facilitated by students enrolled in the B. Mus. Arts Degree.)

- For information on Blair Concentrations and Minor Instrument see pp 30-34 of the 2018-2019 Blair Student Handbook
  - When a student adds a concentration, it is advisable to check the change in requirements listed in the Blair Student Handbook. Use the "WHAT IF" tool in the YES Degree Audit to consider what the changes will require.

Once a student has declared one of the above, any change requires paperwork to be filed with the Office of Academic Services. Forms can be downloaded as above.

Blair-to-Owen program; 3+2 B.Mus. / M.B.A.
Students interested in the five-year joint program between the Blair School of Music and the Owen Graduate School of Management should schedule a meeting with Head of Academic Advising Amy Jarman as soon as possible to go over the details of their intended course of study. Due to the curriculum requirements at Owen this program is ONLY AVAILABLE to Blair students pursuing the Bachelor of Musical Arts degree (entering students Fall 18) or the musical arts major (students who entered previously). Students may begin in the performance major but a change to the
Bachelor of Musical Arts must take place by the sophomore year, usually the first semester of the sophomore year works best.

*See pp 35-37 in the 2018-2019 Blair Student Handbook and the Undergraduate Catalog for complete information.*

**HOD (Human and Organizational Development)**

*See page 46 in the 2018-2019 Blair Student Handbook.* Please ask students to see Head of Academic Advising to discuss scheduling and to request a copy of the HOD requirements for those doing a Second Major (this is a different document than what students can find on the HOD website). An additional summer session or semester is required in order to complete the internship required in this major.

**PRE-MED or PRE-DENTAL Students**

*See the 2018-2019 Blair Student Handbook pp. 47-48 and send students to meet with Amy Jarman, Head of Academic Advising. The Health Professions Advisory Office (HPAO) has a website. [www.vanderbilt.edu/hpao](http://www.vanderbilt.edu/hpao) and they encourage pre-med students to visit their office as early as the first semester. There is an annual meeting for new students with Dr. Michelle Grundy, head of the Health Professions Advisory Office, early in the fall semester. This year the meeting is Wednesday, September 12th 12:10-1 p.m. in 2175.*

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**UNIVERSITY ASSISTANCE**

**ACCOMMODATIONS**

*Student Access Services, Suite 108, Baker Building*

[www.vanderbilt.edu/student-access/disability](http://www.vanderbilt.edu/student-access/disability)

615-322-4705

To receive reasonable accommodations for a disability at Vanderbilt University, students apply for services through the Access Center. Any student who wishes to apply for services must first be accepted for admission to Vanderbilt University.

Please keep in mind that the process below must be completed before any accommodation recommendations can be made to faculty. On average, the process takes at least two weeks to complete; however, if the student’s documentation does not meet all of the requirements listed from the documentation guidelines, the process will be delayed.

For more detailed information about our services, please visit the website, or contact the Access Center Monday – Friday between 8:00 a.m. and 5:00 p.m. at (615) 322-4705.
Reasonable Accommodation Request Process
To request reasonable accommodations, students are to make their request known to the Access Center and submit, for review, a current copy of their disability documentation. Documentation will be assessed to determine eligibility of services and, if approved, the student will be notified to contact the Access Center to arrange an orientation meeting. The meeting usually lasts about thirty minutes and introduces the student to the staff as well as service procedures for each semester. Afterwards, the student will receive an accommodation letter to provide and discuss with their instructors in order to have the accommodations administered.

Reasonable accommodation arrangements are not retroactive. For example, say a student chooses not to submit his or her accommodation letter to the instructor, then later changes his or her mind. The accommodations will not begin until the letter has been given to the instructor.

Types of Services
A wide range of support services are provided to students with disabilities at Vanderbilt University. Services and resources are determined on an individual basis considering the student’s needs.

- Notetakers or access to class notes
- Readers and scribes
- Access to recorded textbooks and materials
- Exam accommodations
- Sign language interpreter
- Communication Access Realtime Translation (CART)
- Priority scheduling
- Access to adaptive technology computer equipment and software
- Phonic Ear FM systems (assisted amplification device) available for loan
- Guidance, counseling, referral, and advocacy services to students

Financial Matters
Director of Admissions Thomas Crespo is the first contact for questions regarding financial aid. In addition, students may be referred to the Student Financial Aid Office at 2-3591 (Sammie Huffmon is the Blair contact). [http://www.vanderbilt.edu/financialaid/](http://www.vanderbilt.edu/financialaid/)

Need-based financial aid or University Honors Scholarships will travel with students who transfer to another Vanderbilt Undergraduate School. Merit scholarships for Blair students who change majors or degrees within Blair are not affected.

- Instrumental students who are recipients of Blair Merit Scholarships are obliged to fulfill the requirements regarding ensemble membership as outlined in their scholarship award letter, regardless of degree program requirements.
- Need-based financial aid is not awarded during Maymester or Summer Session. There can be exceptions when a student is required to take a course to graduate only offered during the summer session. This needs documentation by the Associate Dean.
- Federal need-based financial aid may be awarded to Teacher Education students for ten semesters, no summers. For all other students federal need-based financial aid is awarded for eight semesters, no summers.
- Students who are Blair Merit Scholarship recipients who intend to transfer out of Vanderbilt University must have Dean Wait’s signature on a release form before they are eligible to audition for admission to
another program.

- Students and their parents must file need-based financial aid applications in the Financial Aid office by April 15 for the following year.

Students who anticipate difficulties in paying charges by the deadline need clearance from the Office of Student Accounts (615-322-6693) in Room 100 of the Baker Building, on 21st Ave. across from Wilson Hall. The Office of Student Accounts begins routine email notification to students regarding outstanding balances, consequences of unpaid accounts, and instructions on how to get clearance. Students whose tuition is still not paid by the day before classes are notified that they may be cancelled from all courses.

If payment is not received by noon on the third day of classes, students may be cancelled from their courses. Cancelled students must obtain written financial clearance from Student Accounts before the Blair Office of Academic Services can help the student begin the registration process again. Students cannot be guaranteed that they will be registered for the same classes from which they were cancelled.

Grade Appeals

Religious Holidays: Vanderbilt Policy Regarding Religious Holidays

From the Vanderbilt University Student Handbook:

It is the policy of Vanderbilt to make every reasonable effort to allow members of the university community to observe their religious holidays without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or, in schools without department chairs, the dean of the school.

The calendar of religious holy days and observances is at:
https://www.vanderbilt.edu/religiouslife/resources/holy-days-calendar

Tutoring

Students in need of tutoring in a music class should speak with the professor or the appropriate department chair.

Students in need of tutoring in a non-music course should visit the Collaborative Learning Suite (1801 Edgehill Avenue, Suite 112) and consult www.vanderbilt.edu/tutoring for complete information.

Wellness
Extensive information regarding the University's Student Care Network is found on pp. 64-66 in the 2018-2019 Blair Student Handbook.
See https://www.vanderbilt.edu/studentcarenetwork for details
CAMPUS and NASHVILLE RESOURCES WEBSITES

Dean of Students
www.vanderbilt.edu/deanofstudents
This website has a significant amount of information and many links to important offices on campus.

Disabilities (Student Access Services)
https://www.vanderbilt.edu/student-access/

Housing
www.vanderbilt.edu/ResEd

The K.C. Potter Center (LGBTQI)
www.vanderbilt.edu/lgbtqi

Bishop Joseph Johnson Black Cultural Center
www.vanderbilt.edu/bcc

Pre-med
www.vanderbilt.edu/hpao

Career Center
www.vanderbilt.edu/career

WOMENS CENTER RESOURCES

Project Safe
Offers support for anyone in the Vanderbilt community who is or has experienced power-based personal violence. This number is staffed 24/7; the purpose of the line is to connect people with relevant resources. 615-322-7233

Margaret Cuninggim Women’s Center
Offers the same support as above during business hours, 8am-5pm. We can also see walk-ins at our office.
http://www.vanderbilt.edu/WomensCenter
615-322-4843

Student Care Network www.vanderbilt.edu/studentcarenetwork
Vanderbilt University Police Dept: Victim Assistance
Offers support for anyone in the Vanderbilt community about any crime-related issue. People can learn more here about filing an Order of Protection, filing a report with the police, and more.
http://police.vanderbilt.edu/services/vicservices; 615-322-2745

Office of Housing and Residential Education
Offers support for Vanderbilt students. Students living on campus should connect with their Residential Advisor or Area Coordinator if they have concerns about their well-being or safety.
http://www.vanderbilt.edu/ResEd 615-343-0883

Student Accountability, Community Standards and Academic Integrity
Students wishing to file for a campus stay-away order and/or to seek a campus path to filing a complaint against another student should contact this office.
http://www.vanderbilt.edu/deanofstudents

NASHVILLE RESOURCES

Sexual Assault Center
Offers a variety of services regarding sexual violence, including child sexual abuse.
http://www.sacenter.org/
615-259-9055 (main line)
800-879-1999 (crisis line)

TN Coalition Against Domestic & Sexual Violence
Connects people with local resources throughout Tennessee. Does not offer counseling or other support services directly.
http://www.tcadsv.org/
1-800-356-6767

YWCA Domestic Violence Program
Offers support services for domestic violence, including a confidential shelter.
http://www.ywcanaashville.com/
615-269-9922 (main line)
615-242-1199 or 800-334-4628 (crisis line)

Mary Parrish Center
Offers support services for domestic violence, including emergency shelter.
http://www.maryparrish.org/
615-256-5959

Ujima House
Offers support services for domestic violence, including emergency shelter. 615-242-6543