Instructions for Microsoft Excel MM Music Theory (Non-Thesis and Thesis options) Plan of Study Forms

1. With your primary instructor/advisor, decide which courses to take during the duration of your degree. Fill in all course numbers, names, and credit hours on the first page of the Plan of Study form. (The grades columns and other fields in the sheet are locked on purpose, and will be filled in by the Graduate Student Services office. You are responsible only for the coursework, credit hours, and codes.)

2. Code each course in its proper category for your degree. Those codes/categories are:
   - M – Courses in the Major
   - D – Document
   - C – Core
   - P – Performance
   - L – Electives
   - B – Post-Baccalaureate Certificate courses, if applicable

3. The form should auto-calculate those hours into the table on the second page of the Plan of Study form.

4. Check that your Plan of Study for your degree meets the requirements for number of hours in each category, and total number of hours.

5. Forward the electronic form to Dr. Catherine Keen Hock (rckeen@uncg.edu), along with your primary instructor/advisor. Dr. Keen Hock will fill in the locked areas on the form.

6. See Dr. Keen Hock (Room 337) to sign your completed POS. Dr. Keen Hock will have it signed by the Director of Graduate Studies and sent to The Graduate School for approval.

7. Keep an electronic copy for your records! Check your Plan of Study each semester. If any changes need to be made (other than entering grades), make those changes and submit the updated form to Dr. Catherine Keen Hock and your advisor.

Questions or issues with the form may be directed to Dr. Catherine Keen Hock (rckeen@uncg.edu). Questions or issues about your advising should be directed to your advisor, Dr. Adam Ricci (a_ricci@uncg.edu), or the Director of Graduate Studies, Dr. Randy Kohlenberg (rbkohlen@uncg.edu).