

Instructions for Microsoft Excel MM Music Education Plan of Study Forms

- 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 Administrative Assistant. You are responsible only for the coursework, credit hours, and codes.)
- Code each course in its proper category for your degree. Those codes/categories are:
 - C – Core
 - P – Professional
 - L – Electives
 - F – Portfolio
 - E – Elective Concentration
- The form should auto-calculate those hours into the table on the second page of the Plan of Study form.
- Check that your Plan of Study for your degree meets the requirements for number of hours in each category, and total number of hours.
- Forward the electronic form to Cat Keen Hock (rckeen@uncg.edu), along with your primary instructor/advisor.
- Bring the POS form signed by you and your Director of Graduate Studies to Cat Keen Hock, who will copy and send it to the Graduate School.
- 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 Cat Keen Hock and your advisor.
- Questions or issues with the form may be directed to Cat Keen Hock. Questions or issues about your advising should be directed to either your advisor or your Director of Graduate Studies.