



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

School of
Music, Theatre and Dance

Instructions for Microsoft Excel MM Music Education Plan of Study Forms

1. With your primary instructor / advisor, decide which courses to take for the entire duration of your degree. Fill in all course numbers, names, and credit hours on the first page of the Plan of Study (POS) form. (The grades columns and other fields in the sheet are locked on purpose, and will be filled in by the Music 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:
 - C – Core
 - P – Professional
 - L – Electives
 - F – Portfolio
 - B – Post-Baccalaureate Certificate, if applicable* (Please note that there is a separate column for PBC coding! Those hours calculate differently!)
3. The form should auto-calculate those hours into the table on the second page of the POS form.
4. Check that your POS for your degree meets the requirements for number of hours in each category, and total number of hours.
5. Forward the electronic form to Cat Keen Hock (rckeen@uncg.edu), along with your primary instructor / advisor. Cat will fill in the locked areas on the form.
6. See Cat Keen Hock (Room 337) to sign your completed POS. Cat will have it signed by the Director of Graduate Studies and sent to The Graduate School.
7. Keep an electronic copy for your records! Check your POS each semester. If any changes need to be made (other than entering grades), make those changes and resubmit to Cat Keen Hock.

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 primary instructor or the Director of Graduate Studies, Dr. Patti Sink (pesink@uncg.edu).