UNCG School of Music
Instructions for Microsoft Excel MM Music Composition
Plan of Study Forms

1. With your 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:
   - M – Courses in the Major
   - S – Courses in Support of the Major
   - L – Electives
   - B –Post-Baccalaureate Certificate, if applicable* (Please note that there is a separate column for PBC coding. Those credits calculate differently and this column will only be used if you are admitted into a PBC program.)
3. The form should auto-calculate your credit 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 credits in each category, and total number of credits.
5. Email the electronic form to Dr. Catherine Keen Hock (rckeen@uncg.edu) after it has been reviewed by your Advisor.
6. The School of Music Graduate Student Services office will request your signature on your POS form after verifying all information is correct. After you sign the POS form, the Graduate Program Director will review your Plan of Study and send it to The Graduate School upon approval.
7. Keep an electronic copy of all forms for your records. Check your POS each semester in consultation with your Advisor. If any changes need to be made (other than entering grades), make those changes in your excel form and resubmit to Dr. Keen Hock.

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 either your Advisor or the Graduate Program Director, Dr. Randy Kohlenberg (rbkohlen@uncg.edu).