

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

1. With your 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 verified and filled in by the Music 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 – Major Courses
  - D – Capstone Experience
  - C – Core
  - P – Performance
  - L – Electives
  - B – Post-Baccalaureate Certificate courses, if applicable
3. The form should auto-calculate the credit hours entered in each semester block 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 credits in each category, and total number of credits.
5. Email the Excel file to the School of Music Graduate Student Services office 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 the School of Music Graduate Student Services office.

*Questions or issues with the form may be directed to SOM Assistant Director 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).*