

## **Instructions for Post-Baccalaureate and Post-Master's Certificates**

- With your certificate program advisor, decide which courses you will take to fulfill the requirements for the chosen certificate. On the Program Checklist form, check the courses you selected and fill in the semester/year you will take each course.
- Certificate options within the music departments include:
  - PBC Conducting (Choral or Instrumental Tracks)
  - PBC Ethnomusicology
  - PBC Historical Keyboard Performance
  - PBC Jazz Studies
  - PBC Music Composition
  - PBC Music Education
  - PBC Music Performance Study
  - PBC Music Teacher Licensure Preparation
  - PBC Music Technology
  - PBC Music Theory
  - PBC Musicology
  - PMC Music Theory Pedagogy (for doctoral students only)
- For students enrolled in both a graduate degree and a certificate: courses that fulfill requirements in your MM or DMA/PhD Plan of Study may also count toward the requirements for a certificate. However, not all courses meeting certificate requirements may need to appear on your MM/DMA/PhD Plan of Study. You must complete both a POS for your degree and a checklist/POS for your certificate.
- Email this checklist to the School of Music Graduate Student Services office who will send it to the Graduate Program Director for approval and then send it to the Graduate School for final approval.
- Keep a copy for your records! Review this checklist each semester. If any changes need to be made, you should make those changes and submit an updated form to both the Graduate Student Services office and your advisor.

*Questions or issues with the form may be directed to Assistant Director Dr. Catherine Keen Hock. Questions or issues about your advising should be directed to your Academic Advisor, your certificate advisor (if different), or the Graduate Program Director, Dr. Randy Kohlenberg (rbkohlen@uncg.edu).*