

University College
Academic Advisement Center
Academic Advising Manual

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ACADEMIC REASSESSMENT

[Information \(from the Bulletin\)](#)

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**ADVANCED PLACEMENT CREDIT AWARDED BY TEST/SCORE
2006-2007**

ART HISTORY (5) (a score of 4 qualified prior to 2003)

4	Survey of History of Art I	7100:100
4	Survey of History of Art II	7100:101

ART—DRAWING (STUDIO) (5) (a score of 4 qualified prior to 2004)

3	Art (studio elective) – (to be determined by the School of Art)	7100:
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ART—2D DESIGN (STUDIO) (5) (a score of 4 qualified prior to 2004)

3	Two-Dimensional Design	7100:144
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ART—3D DESIGN (STUDIO) (5) (a score of 4 qualified prior to 2004)

3	Three-Dimensional Design	7100:145
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BIOLOGY (5) (a score of 4 qualified prior to 2005, and a 3 qualified prior to 1988)

4	Principles of Biology	3100:111
4	Principles of Biology	3100:112

BIOLOGY (3--ONLY FOR NON-SCIENCE MAJORS)

4	Introduction to Botany	3100:100
4	Natural Science: Biology	3100:103

CALCULUS AB (3, 4, or 5) -OR-

CALCULUS BC (3, 4, or 5)

4	Precalculus Mathematics	3450:149
4	Analytic Geometry-Calculus I	3450:221
4	Analytic Geometry-Calculus II	3450:222

CHEMISTRY (3 or 4)

3	Principles of Chemistry I	3150:151
1	Principles of Chemistry I Lab	3150:152

CHEMISTRY (5) (a score of 3 or 4 qualified prior to 2005)

3	Principles of Chemistry I	3150:151
1	Principles of Chemistry I Lab	3150:152
3	Principles of Chemistry II	3150:153

COMPUTER SCIENCE (3, 4, or 5)

4	Introduction to Computer Science	3460:209
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ECONOMICS (3, 4, or 5)

3	Principles of Microeconomics	3250:200
	(OR)	
3	Principles of Macroeconomics	3250:201

ENGLISH (Lang. or Lit./Comp.) (3 or 4)

4	English Composition I	3300:111
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ENGLISH (Lang. or Lit./Comp) (5)

4	English Composition I	3300:111
3	English Composition II	3300:112

ENVIRONMENTAL SCIENCE – (The U of A does not issue any credit for this exam.)

<u>GOVERNMENT & POLITICS/U.S. (4 or 5)</u> (a score of 3 qualified prior to 1990)		
4	Government and Politics in the United States	3700:100
<u>GOVERNMENT & POLITICS/COMPARATIVE (4 or 5)</u> (a score of 3 qualified prior to 1990)		
4	Comparative Politics	3700:300
<u>HISTORY/EUROPEAN</u> – (Effective 2006, The U of A does not issue any credit for this exam.)		
<u>HISTORY/UNITED STATES (4 or 5)</u> (a score of 3 qualified prior to 1987)		
4	United States History to 1877	3400:250
4	United States History since 1877	3400:251
<u>LATIN (3, 4, or 5)</u>		
4	Beginning Latin I	3510:101
4	Beginning Latin II	3510:102
<u>MODERN LANGUAGES (3, 4, or 5, French depends on form/with consultation)</u>		
4	Beginning French I	3520:101
4	Beginning French II	3520:102
	(OR)	
4	Beginning German I	3530:101
4	Beginning German II	3530:102
	(OR)	
4	Beginning Spanish I	3580:101
4	Beginning Spanish II	3580:102
<u>MUSIC THEORY</u> – (The U of A does not issue any credit for this exam.)		
<u>PHYSICS (4 or 5)</u> (a score of 3 qualified prior to 1997)		
4	Physics for the Life Sciences I	(for BSMD students) 3650:261
4	Physics for the Life Sciences II	(for BSMD students) 3650:262
	(OR)	
4	Elementary Classical Physics I	3650:291
4	Elementary Classical Physics II	3650:292
<u>PSYCHOLOGY (4 or 5)</u>		
3	Introduction to Psychology	3750:100
<u>STATISTICS (3)</u>		
3	Basic Statistics	3470:260
<u>STATISTICS (4 or 5)</u>		
2	Introductory Statistics I	3470:261
2	Introductory Statistics II	3470:262

Source: Nancy Roadruck/Sue Annis

Updated: 3/21/2006

AUDITING COURSES

1. What does it mean to audit a course?

A student who audits a course simply attends the class sessions for the purpose of reviewing or gathering information on a particular subject. He is expected to do all prescribed course work except the writing of examinations. A faculty member may initiate withdrawal for a student not meeting these expectations. A Student receives no credit or grade for auditing a course.

2. How does one register for courses for audit?

If one registers via web, follow the instructions and click on audit. If registering in person, mark the "audit" block on the registration form next to the course(s) to be audited. Audit status may be denied if space is not available in the classroom. The fee for an audit course is the same as for credit courses.

3. May one change from credit to audit, or vice versa?

Yes, but only during schedule change days and up to the late registration/add deadline. After add deadline, no changes can be made.

Information (from the Bulletin)

BYPASSED CREDIT INFORMATION (from the Bulletin)

AWARD OF ALTERNATIVE CREDIT FORM

Business Management Technology

Computer Information Systems

Office Administration

There are four tests that correspond to the bridge courses in the Business Management Technology, Computer Information Systems, and Office Administration programs that are now combined into one test (Effective May 15, 2003). The new test will be 50 questions with a one hour time limit. The student may have two attempts to pass the test. The test is administered by computer through a program called *CISBR, in the Computer Testing Lab located in Carroll Hall 325*.

The passing score will be 70% (or 35 out of 50 correct).

Students entering into either of the above programs must demonstrate a fundamental knowledge of computers by testing or by completing the following course(s) prior to enrolling in the program.

Take 2440:105 Introduction to Computers and Application Software (3 credits).

OR

		<u>Passing Score prior to May 15, 2003</u>
(2440:101)	Fundamental Computer Concepts	36 out of 51 70%
(2440:102)	Introduction to Windows	35 out of 50 70%
(2440:103)	Software Fundamentals	42 out of 60 70%
(2540:140)	Typing Skills Assessment (Not required for CIS program)	25 words/minute

Students must bring **picture identification** with them, a driver's license or a school ID and a list of the above courses, to make sure they are given the correct test (s). The lab is a quiet, controlled testing environment. Students may not bring food or drinks into the lab. No smoking is permitted. Cell phones, pagers, radios and tape players must be turned off. Students may take the test at their convenience. There may be occasions when the lab will be busy. To check on the availability of the lab and closing times, call **(330) 972-6511**.

Source: Dr. Michael Williams
 Prof. Computer Information Systems
 330/972-7385
 Business Tech Dept.
 Adapted from the original memo and e-mail dated 4/30/2003 and revised 2/9/06/Cowser.

**COLLEGE LEVEL EXAMINATION PROGRAM
(CLEP)**

[Information \(from Counseling\)](#)

[Information \(from the Bulletin\)](#)

Credit/Non-Credit Option

<http://www.uakron.edu/advising/docs/43.pdf>

1. What is the credit/non-credit (CR/NC) grading system?

Credit non-credit is an alternative to the standard grading system (A, B, C, D, F etc.). It was designed originally to encourage a student to take courses in areas outside his/her field of special competence with less pressure of grade competition. A grade of CR is equivalent to a standard grade of C- or better; a grade of NC signifies a standard grade of D+ or lower. Neither grade is included in the calculation of the grade point average. However, courses for which CR is awarded will be counted as hours completed and courses for which NC is awarded will not be counted as hours attempted.

2. What courses may be taken CR/NC?

A student who has completed 50 percent of the number of credits required for a degree, with a grade-point average of at least 2.3, shall be allowed with the consent of an adviser to take one free elective (not in major field) course per semester on a CR/NC basis. Also, the first and second year of a foreign language may be taken CR/NC at any time and regardless of grade-point average, with the consent of the student's adviser.

3. Can a Student Enroll for a Course CR/NC to Obtain Bypassed Credit?

No, bypassed credit can only be earned by enrolling for a grade and receiving a "C" or higher, not CR.

4. How many credit hours of CR/NC courses may a student take?

For a bachelor's degree student, no more than 16 credits of non-language courses and no more than 20 credits in total, including language courses may be taken on CR/NC. For an associate degree student, half this number is permitted.

5. Does the student have to do all the work expected of those taking the course for standard grading?

Yes. There is no difference in the treatment of CR/NC and standard grade students. The student is expected to meet the full requirements of the course as required by the instructor.

6. How does one register for CR/NC credit?

At the time of registration, the CR/NC block should be marked on the registration form or the appropriate "action code" should be used as described in the Schedule Bulletin for telephone registration.

7. Can a student change from standard grading to CR/NC, and vice versa?

Yes, but only during schedule change days and the first week of classes. After the first week of classes, no changes can be made.

(OVER)

8. If a grade of NC is received, can the course be repeated?

Yes, a student may repeat a course for credit (CR) or a grade (A-F) after receiving a grade of NC. (Note: A course may not be repeated for credit or for a letter grade after receiving a grade of CR.)

Note: Summit College students should be warned not to take courses on the CR/NC option as electives that they may want (need) to use later in a four-year program for requirements. **Required courses cannot be taken on the CR/NC basis.**

***Free electives** are defined for the present purposes as courses other than those required of all undergraduate students for graduation by their respective Colleges, or by their major Department.

SOURCE: Adapted from The University of Akron
General Bulletin
Cowser 4/2001
A:\CREDIT NON-CR.doc

DANCE PLACEMENT

Below is a list of reminders that should be helpful when advising dance students...

- Audition letters are available in the bullpen in a folder outside of Jess's office.
- Audition letters list the recommended dance courses ***in order of priority***. When in doubt, the priority order for dance courses is Ballet, Modern, Jazz, Tap.

This is important because all of the courses listed in the letter are not necessarily to be taken in the fall semester. Some course combinations will have a time conflict.

Call **Francis Donatelli (X7948)** with any questions when this arises but she will probably refer to the above-mentioned order to make the call.

- **Advisers must register students via PeopleSoft override for all controlled 7920 courses or make sure to write a notation on the pink work sheet that states... *Please override service indicator for 7920 courses.*** (per Linda Mitchell, 5/27/2005, Reviewed 3/06/2006)

Remember, however, that the audition letter **is not** a permission slip. **Closed dance courses cannot be over-prescribed without permission from Francis or someone else in the Dance program.**

- It is typically necessary to work out times for most dance majors in order to determine which dance courses will be taken in the fall.
- Dance majors **may not** use 7900 courses to fulfill the General Education Physical Education requirement. That information is also in the Undergraduate Bulletin.
- Dance majors **may not** use 7900:200, Viewing Dance to fulfill a humanities requirement. This information is on the curriculum guide but not in the Undergraduate Bulletin.
- The BFA is designed for the student who wishes to pursue professional training in dance through an emphasis on ballet technique. The BA is designed for the student who wishes to pursue dance training through an emphasis on the four major dance idioms of ballet, modern, jazz and tap dance.
- 3100:200/201, Human Anatomy and Physiology I is required but not usually taken until the fall semester of the second year.
- Dance organizations (7910) are by audition and determined during the first week of the semester. Most dance majors take two organizations each semester.

***** **New Item:** When determining whether or not it is appropriate to place a student into a Ballet II, Modern II, Tap II or Jazz II class for a student wishing to use one of these to complete a physical education requirement here are a few guidelines....

Students with no experience in one of these areas SHOULD NOT be allowed entry to level II.

If a student has had at least one year of formal studio training in one these area may enter dance at level II.

Source: Cydney Spohn/John Lanshe (March 2006)

DEVELOPMENTAL COURSEWORK POLICY

All developmental coursework must be completed during the student's first 32 credits attempted (including withdrawals).

**ENGLISH PLACEMENT
BY ACT/SAT SCORES**

ACT	SAT	PLACEMENT
28 - higher	610 - higher	English Comp 112 - Honors
25 – 27	590 – 609	English Comp 111 - Honors
16 – 24	350 – 589	English Comp 111 or English 121 (C & T)
1 – 15	349 - lower	Take COMPASS Placement Test

**READING PLACEMENT
BY ACT/SAT SCORES**

ACT	SAT	PLACEMENT
16 - higher	410 - higher	No Course Required
15 -lower	409 - lower	Reading Placement Test Required

Source: English Dept. Dr. Thelin
Revised: 3/2007

COMPASS PLACEMENT TESTING

ENGLISH

<u>COMPASS SCORES</u>	<u>PLACEMENT</u>
1 – 49	2010: 42 Basic Writing (4 load hrs)
50 – 59	Adviser Placement*
60 – 89	3300:111 or 2020:121 English (4 crs)
90 – 100	3300:111 English Honors (4 crs)

*Students scoring in this range will be placed by academic advisers with consideration of high school English grades and overall high school GPA.

READING

<u>COMPASS SCORES</u>	<u>PLACEMENT</u>
1 – 72	2010: 62 College Reading & Study Skills (4 load hours)
73 – 85	2010: 64 Applied Study Strategies (Recommended) (2 load hours)
86 – 100	Placement not necessary

FOREIGN LANGUAGE PLACEMENT

It is *very strongly recommended* that students take the placement test to determine the proper level of French, German, Italian, Latin or Spanish in which to enroll. Students may opt for the following courses without taking a placement examination. Rough placement equivalencies, depending on the nature of previous study and individual performance, are as follows:

Two year or less of foreign language in high school	Register for 101
Three years and a weak (C's) student	Register for 102
Three years and a strong (A – B) student	Register for 201
Four years and a strong student	Register for 202

For further course work credit (such as starting with a 300 level course), the student must take the placement test. The placement test consists of two sections—listening and reading and is administered by the Counseling, Testing, and Career Center. After the test, the student should contact the Modern Language Dept. or academic adviser about what course to take.

FOREIGN LANGUAGE PLACEMENT TEST SCORES

First Year

101

102

Second Year

201

202

French	268 – 284	285 – 299	300 – 334	335 – 350
German	291 & below	299 – 304	305 – 318	319 – 335
Spanish	310 & below	311 – 320	321 – 330	331 – 340
Italian	310 & below	311 – 320	321 – 330	331 – 340

Latin

A test can be administered by the Counseling, Testing, and Career Center and evaluated by the Chair of the Classics Department.

Third Year

Anyone qualifying for a 300/400 language course must submit to a departmental interview. Refer student to the Modern Language Dept.

French	351 or above and departmental interview
German	336 or above and departmental interview
Spanish	341 or above and departmental interview
Italian	341 or above and departmental interview

Source: Dr. John Eustis
Revised: 2/2006

FORMS

Academic Advisement Center Worksheet

Advising Disclaimer

Academic Reassessment

Award of Alternative Credit

Intercollege Transfer (ICT)

Placement Test/Retest

Registration Schedule Adjustment Form (Drop/Add) – Instructions

Release of Information

48 CREDIT HOURS ATTEMPTED POLICY

By the end of a student's first 48 credit hours attempted, he/she must transfer to (be accepted by) a degree granting college at The University of Akron.

**48 CREDIT HOURS ATTEMPTED COMPLETION POLICY
FOR FRESHMAN ENROLLED FALL 2005 AND THEREAFTER**

By the end of 48 hours attempted, a student must have completed English, Math, and Communications requirements.

LEARNING COMMUNITIES

<http://www.uakron.edu/colleges/univcoll/LearningCommunities.php>

**LIAISON RESPONSIBILITIES
UNIVERSITY COLLEGE**

First Year Experience: Dr. Brenda Marina, Assistant Dean (Student Success Seminar)
International Baccalaureate: X 5114

PSEOP: Greg Dieringer x 7572

Learning Communities: Dr. Bonnie Williams, Assistant Dean x 8551

AP and CLEP Administrator: Nancy Roadruck x 7979

AAC LIAISON RESPONSIBILITIES (January, 2007)

Don Canary: x 5167

Speech Language Pathology & Audiology
Music
(AP) Statistics
(AP) Computer Science

Bernadette Citano: x 6255

Philosophy

Laura Conley: x 7327

AAC Training Coordinator
Nursing
(AP) Biology
(AP) Chemistry

Jean Cowser: x 5160

PSEOP/PHSA

Christy Helffrich: x 7166

Geography and Planning
Theatre Arts

Eleanor Klosterman X 7981

**Sociology
Interdisciplinary Anthropology
Emergency Management
(AP) Mathematics
(AP) Art**

John Lanshe: x 7920

**(AP) Environmental Science
Geology
Geophysics
Engineering Geology
Communications
Dance
(AP) Physics
Education
Early Childhood Education
Middle Level Education
Adolescent Education
Physical Education
Intervention Specialist
Sports and Exercise Science
Technical Education**

Julia Oliver: x 7923

**(AP) English
(AP) History
(AP) Modern Languages
Social Work
PSEOP/PHSA**

Scott Roberts: x 7355

**Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Electrical Engineering
BSE
Mechanical Engineering
Mechanical Polymer Engineering**

Biomedical Engineering

Gail Tankersley: x 7927

Developmental Programs

(AP) Political Science
Family and Consumer Science
Family Development
Child Development
Child Life Specialist
Interior Design
Fashion Merchandising
Dietetics
Family and Consumer Education
(AP) Economics/Labor Economics

Kristin Thomas: x 7997

General Education

Bill Torgler: x 7921

Business Administration
Accountancy
Finance
International Business
Management
Marketing
Curriculum Guides
(AP) Psychology

(AP) Advanced Placement test scores are accepted in these programs.

Source: Nancy Roadruck/Bill Torgler 1/2007

COMPASS Test Scores for Mathematics

Pre-Algebra Domain (DOMN = 0)

Test Score

0-36	2010: 50	Basic Mathematics I
37-100	2010: 52	Basic Mathematics II

Algebra Domain (DOMN = 1)

Test Score

0-29	2010: 52	Basic Mathematics II
20-64	3470:250	Statistics for Everyday Life/Lab
30-84	2030:130 2420:170 3450:100	Mathematics for Allied Health Applied Mathematics for Business Intermediate Algebra
65-100	2030:151 3470:260	Technical Mathematics I Basic Statistics
85-100	2030:152 3450:135 3450:140 3450:141 3450:145 3470:261 2030:161	Technical Mathematics II Excursions in Mathematics Math for Elementary Teachers I Algebra w/ Business Applications College Algebra Introductory Statistics I Mathematics for Modern Technology

College Algebra Domain (DOMN = 2)

Test Score

0-45	2030:152 2030:161 3450:135 3450:140 3450:141 3450:145 3470:260 3470:261	Technical Mathematics II Mathematics for Modern Technology Excursions in Mathematics Math for Elementary Teachers I Algebra w/ Business Applications College Algebra Basic Statistics Introductory Statistics I
46-100	2030:153 3450:149 3450:210 3450:215 3450:208	Technical Mathematics III Precalculus Mathematics Calculus w/ Business Applications Concepts of Calculus I Discrete Math

Trigonometry Domain (DOMN = 4)

Test Score

0-45	2030:154 3450:149 3450:210 3450:215	Technical Mathematics IV Precalculus Mathematics Calculus w/ Business Applications Concepts of Calculus I
46-100	2030:255 3450:221	Technical Calculus I Analytic Geometry-Calculus I

The University of Akron
Math/Statistics Placement

ACT score	SAT Score	Placement	Special Notes
0 – 20	499 and Below	Take COMPASS Placement Test	
19 – 20	460 – 499	3470:250 Statistics for Everyday Life (4 credits)	
21 - 23	500 - 599	2030:152 Technical Math II (2 credits) 2030:161 Math for Modern Tech (4 credits)	Summit College Majors Summit College Majors
21 – 23	500 – 559	3450:135 Excursions in Mathematics (3 credits) (Formally Mathematics for Liberal Arts)	Fine & Applied Arts Majors; Liberal Arts Majors, except those majors that requires a specific mathematics course.
		3470: 260 Basic Statistics (3 credits)	
		3470: 261 Intro. to Statistics I (2 credits)	Intro to Statistics II is optional. However, 1 cr. of math would still be needed.
		3450:140 Math for Elem. Teachers I (3 credits)	Elementary Education Majors.
		3450:145 College Algebra (4 credits)	May also enroll with a passing grade in Technical Math III (2030:153)
		3450:141 Algebra w/ Business Appl. (3 credits)	Business Majors
24 – 27	560 – 629	3450:149 Precalculus (4 credits)	
		2030:153 Technical Math III (2 credits)	Summit College Majors
		3450:208 Discrete Math (4 credits)	Computer Science Majors
		3450:215 Concepts of Calculus (4 credits)	
		3450:210 Calculus w/ Business Appl. (3 credits)	Business Majors
28 and above	630 and above	3450:221 Analytic Geometry-Calculus I (4 credits)	
		2030:255 Technical Calculus I (3 credits)	Summit College Majors

MILITARY CREDIT

[Information \(from the Bulletin\)](#)

**PLACEMENT – MUSIC
FOR FRESHMEN AND TRANSFER STUDENTS**

- I. All freshmen (with no previous collegiate experience or credit in music) MUST take the following prior to enrolling in any music content course:**
- A. Performance Audition (to assess applied level)
 - B. Piano Proficiency Test (to assess keyboard skills)
 - C. Theory Placement Test (written)

The above tests are given throughout the year (at Guzzetta Hall). Appointments for auditions may be made by calling the School of Music (330) 972-7590. However, the theory placement exam is available on a walk-in basis, Monday – Friday 9 a.m. – 4 p.m. in GH 270. Completed test results can be obtained from the AAC Director's Office (test results should also have been mailed directly to the student by the School of Music). These tests are used as placement and advising instruments, and do not necessarily constitute acceptance or rejection.

- D. **SUCCESSFUL PERFORMANCE** on the **ENTRANCE TESTS** authorizes the student to enroll in the following core subjects:

- 1. 7500:121 Theory and Musicianship I
- 2. 7500:104 Class piano I
- 3. 7520:1xx Applied Music

These are intercorrelated courses in comprehensive musicianship and **MUST** be taken concurrently. Students may be exempt from Class Piano if they demonstrate skills equal to the 100 applied level of piano and may be instructed to enroll in private lessons.

- E. If the student has **NOT** taken the **ENTRANCE TESTS**, do not place him/her in any of these classes until the tests have been taken. If the student has **NOT AUDITIONED** on their applied instrument, **DO NOT** register them for lessons. Call (330) 972-7590 to make arrangements.
- F. Regardless of the results of the **ENTRANCE TESTS**, the student does take 7500:154, Music Literature I.

II. ALL TRANSFER STUDENTS with past collegiate experience or credit in music should see the **MUSIC ADVISER** after taking an applied placement audition and appropriate placement tests. The **MUSIC ADVISER** will then determine what credits can be transferred.

MUSIC EDUCATION majors should in tern contact appropriate faculty in their area as listed below.

WHO TO CONTACT

Music Advising (upper college)	Dr. Michele Mills	X5762
Music Education	Dr. Laurie Lafferty (Band) Dr. Ann Usher (Choral)	X5761 X6923
Director, School of Music	Dr. William Guegold	X7951

III. All students who are Full-Time Music Majors **MUST ENROLL IN THE FOLLOWING EACH SEMESTER:**

- A. One MAJOR CONDUCTED ENSEMBLE. Listed below are the available options. A MINIMUM OF EIGHT SEMESTERS are required for graduation:

Prereq
uisite
Credit

7510:120 Concert Choir -OR-	
audition	1
7510 :121 University Singers	
audition	1
7510:103 University Symphony Orchestra	
audition	1
7510:104 Symphonic Band -OR-	
audition	1
7510:125 Concert Band -OR-	
audition	1
7510:128 University Band	
	1
7510:116 Guitar Ensemble (Guitar Majors)	
audition	1
7510:114 Keyboard Ensemble (Keyboard Majors)	
	1
7510:115 Jazz Ensemble (Jazz Studies Majors)	
audition	1

Students are not charged tuition for music organizations but the hours ARE COUNTED in the General Service Fee calculation.

- B. APPLIED MUSIC STUDY (on the student's declared major instrument – see degree requirements for number of hours per semester required).
- C. 7500:157, STUDENT RECITAL, a credit/non-credit attendance requirement, which meets weekly for sectional recital performance, etc. (see General Bulletin for details). Credit is received upon documented attendance at prescribed number of recitals.

IV. SPECIAL MUSIC FEES

Applied Music

Private lessons are more expensive than regular classes due to the individualized instruction involved. Check the fee schedule for information regarding the surcharge.

V. REMISSION OF FEES

Students accepted into the University Marching Band, University symphony Orchestra, or the University Band (basketball pep band) are eligible for a PERFORMANCE AWARD (cash amount varied in each ensemble), allocated through the University Financial Aids Office. University Marching Band members receive the Award at the end of the Fall Semester only. A smaller selected group of University Symphony Orchestra members receive the Award at the end of both the fall and spring semesters. Members of the University Band receive the Award at the end of the Spring Semester only. Performance Awards should be looked upon as a form of scholarship in this case.

Music Placement Test

All students who wish to pursue a major in music at The University of Akron are required to take the music placement tests as described below. These tests are for placement purposes only. They provide information so that each student can be placed in a music degree program at a level which will most accurately predict his or her success.

- I. Performance Audition (see requirements below)
- II. Piano Proficiency Test (to assess keyboard skills)
- III. Written Test, which will include:
 - A. Definitions of musical symbols and terms
 - B. Recognition of note and rest values
 - C. Rhythm, meter and pitch recognition
 - D. Knowledge of key signatures and scales
 - E. Aural recognition of scale forms, rhythms and pitches
- IV. In addition to the above, students considering Jazz Studies as a major should request a meeting with the Coordinator of Jazz Studies, Mr. Jack Schantz.

PERFORMANCE AUDITION REQUIREMENTS

BRASS or WOODWIND PLAYERS (no accompanist provided or required)

1. Solo from the OMEA Class A list or equivalent
2. An etude or study of the student's choice

3. Major scales and chromatic scales
4. Sight readings

PIPE ORGAN or HARPISICHORD PLAYERS

1. Performance of a composition selected from polyphonic keyboard literature such as a Baroque Prelude and Fugue (or)
2. Bach two-part invention

PIANISTS

1. Major and minor scales
2. A Bach two-part invention or two movements from a Suite or equivalent
3. A movement from a classical Sonatina or Sonata and/or a Romantic or Impressionistic solo
4. Sight-reading and accompanying

PERCUSSIONISTS

Students should be prepared to demonstrate facility on timpani, snare drum, mallet instruments, cymbals and percussion accessories through solo or etude materials of the student's choice. Also, the student will be asked to perform:

1. All major scales on mallet instruments (two octaves)
2. Sight-reading on all percussion instruments
3. Timpani tuning

STRING PLAYERS (violin, viola, cello, doublebass – no accompanist provided or required)

1. Solo of student's choice
2. Etude or Study of student's choice
3. All major and minor scales

GUITARISTS

1. Facility to play major scales and right hand arpeggios
2. Selection of student's choice from "20 Studies of Fernando Sor" (Segovia edition) or equivalent
3. Solo of student's choice
4. Sight-reading

VOICE (accompanist provided if needed)

1. Two memorized songs of student's choice meeting OMEA Class A minimum Standards and reflecting varying styles and character
2. Sight-singing
3. Tone recognition and melodic retention

STUDENT REGISTRATION PROCEDURES FOR 7510 MUSICAL ORGANIZATIONS

Students cannot pre-register* for musical organizations, i.e., all ensembles under the category of 7510 Musical Organizations.

The student must use the following procedure to register for all 7510 Musical Organizations (ensembles):

1. An Ensemble Registration Form will be given to the student before the audition for each 7510 Musical Organization (ensemble). The student must complete the form and give it to the faculty-director of the ensemble at the audition. The faculty-director will keep the Ensemble Registration Form (and copy) until audition results are posted.
2. The faculty-director will return one copy of the Ensemble Registration Form (signed by the faculty-director) to the student. The student must take the signed Ensemble Registration Form to Simmons Hall, Registration window. This step must be completed before the end of the second week of classes during each semester.
3. If the student is an undergraduate and his/her credit load is under 13 hours before adding Musical Organizations, the student must pay a \$16.50 General Service Fee before the Musical Organization (ensemble) is added (there is no tuition charge for Musical Organizations, however). The total General Service Fee will not exceed \$212.00 for all courses elected by an undergraduate student during any single semester.

If the student is a graduate student and his/her credit load is under 13 hours before adding Musical Organizations, the student must pay a \$7.00 General Service Fee before the Musical Organization (ensemble) is added (again, there is no tuition charge for Musical Organizations). The total General Service Fee for graduate students will not exceed \$90.00 for all courses elected during any single semester.

In order to qualify for certain loans and/or grants (where the student's full academic load must be established early in the semester) it may be necessary for a student to obtain a "Permission to Enroll" form signed by the faculty-director of a specific ensemble, in advance of the scheduled audition and registration date. This applies only to students who need organization credit to meet a minimum number of credit hours in order to obtain the release of loan/grant funds by the registration date.

Enclosures: Sample of Ensemble Registration Form
Copy of 7510 Musical Organizations enrollment instructions as printed in current bulletin.

Participation in Musical Organizations (7510:XXX), by audition only, advanced registration is not permitted.* Any student wishing to seek admission to a Musical Organization should, prior to or on the first day of the semester, contact the organization faculty-director (office in Guzzetta Hall) to arrange an audition time during the first week of the semester. Take note of the time schedules for the organization in order to plan the student's schedule of classes. If the audition is successful, registration for the organization will be accomplished per the instructions above during the second week of the semester. Take note of the time schedules for the organization in order to plan the organization will be accomplished per the instructions above during the second week of the semester.

Revised: March 2006

Revised: March 2006
Source: Dr. Michele Tannenbaum-Mills

**POST SECONDARY ENROLLMENT OPTIONS PROGRAM
(PSEOP)**

<http://www.uakron.edu/colleges/univcoll/PSEOP.php>

QUARTER TO SEMESTER CREDIT HOURS CONVERSION

To convert quarter hours to semester hours, take the quarter hours and multiply by 0.67. If numerical grades or equivalents are provided on the transcript, convert them by dividing by the same factors.

Quarter	Semester
1	.667
2	1.333
3	2.000
4	2.667
5	3.333
6	4.000
7	4.667
8	5.333
9	6.000
10	6.667
11	7.333
12	8.000
13	8.667
14	9.333
15	10.000
16	10.667
17	11.333
18	12.000
19	12.667
20	13.333
21	14.000
22	14.667
23	15.333
24	16.000
25	16.667
26	17.333
27	18.000
28	18.667
29	19.333
30	20.000
31	20.667
32	21.333
33	22.000
34	22.667
35	23.333
36	24.000

Quarter	Semester
37	24.667
38	25.333
39	26.000
40	26.667
41	27.333
42	28.000
43	28.667
44	29.333
45	30.000
46	30.667
47	31.333
48	32.000
49	32.667
50	33.333
51	34.000
52	34.667
53	35.333
54	36.000
55	36.667
56	37.333
57	38.000
58	38.667
59	39.333
60	40.000
61	40.667
62	41.333
63	42.000
64	42.667
65	43.333
66	44.000
67	44.667
68	45.333
69	46.000
70	46.667
71	47.333
72	48.000
73	48.667
74	49.333
75	50.000
76	50.667
77	51.333
78	52.000
79	52.667

Quarter	Semester
80	53.333
81	54.000
82	54.667
83	55.333
84	56.000
85	56.667
86	57.333
87	58.000
88	58.667
89	59.333
90	60.000
91	60.667
92	61.333
93	62.000
94	62.667
95	63.333
96	64.000
97	64.667
98	65.333
99	66.000
100	66.667

REPEATING COURSES

[Information \(from the Bulletin\)](#)

WITHDRAWAL POLICY

<http://www.uakron.edu/advising/docs/41.pdf>

<http://www.uakron.edu/registrar/AddDrop.php>

A student may withdraw from a course without an adviser's or instructor's signature through the 15th day of a semester or comparable dates during summer session, intersession, etc. After the 15th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's adviser.

After the midpoint of a semester, a student must have the signature of both the course instructor and the adviser. Such authorization must be dated and processed through the office of the Registrar no later than the last day of the 12th week of classes or comparable dates during summer session, intersession, etc.

Should the instructor or the adviser refuse to sign the withdrawal form, the student may appeal to the dean of the student's college, who shall make the final decision after consultation with the instructor or adviser who declined to approve the withdrawal.

An approved withdrawal will be indicated on the university official academic record by a "WD". A student who leaves a course without going through the withdrawal procedure will be given a grade of "F".

Please review the following web site concerning the withdrawal (drop) procedure.

<http://www.uakron.edu/registrar/AddDrop.php>

Source: Undergraduate Bulletin 2006-07

Revised: March 2007

(Continued)

WITHDRAWAL POLICY

1. Please see the registrar's web site <http://www.uakron.edu/registrar/Dates.php> for the announced withdrawal dates and refund deadlines.
2. Courses not taught on the traditional semester system will have varying withdrawal deadlines (i.e., summer session, intersession, half semester courses).
3. A student totally withdrawing from school is to be cleared in the residence halls and any labs if applicable. Checking out of labs is very important for a student because all or part of the breakage deposit may be refunded. It is not necessary to check out of Biology Principles Lab, 3100:111 or 112.

4. There is no fee for processing the withdrawal.
5. Some instructors may have a withdrawal deadline different from the university's official deadline. This information is usually written on the syllabus for the course. If not, ask the instructor.
6. Should the instructor or the adviser refuse to sign the withdrawal form, the student may appeal to the University College Dean's Office, who shall make the final decision after consultation with the instructor or adviser who declined to approve the withdrawal.
7. An approved withdrawal will be indicated on the university official academic record as "WD". A student who leaves a course without going through the withdrawal procedure will be given a grade of "F".