Mission Statement: The Department of Music is committed to providing music students with accurate, up-to-date information about their major-specific degree requirements in order for them to become active participants in determining their own success at the university. By providing students with information about the music curriculum—including the requirements for major options, concentrations, and minors—the music faculty seeks to empower students to become self-directed advocates in determining their own future goals and establishing academic paths that help them achieve their full professional potential in the music field of their choosing.

There are two places where music majors can go for formal advisement. Your first and primary advisor is the designated adviser in music. This is currently Dr. Jeff Benedict. His contact information is provided below. The other place for formal advising is at the University Academic Advisement Center. Music majors also have the opportunity for more informal advisement with faculty members in their own area of specialty. These are valuable and suggested because students can discuss their own career goals, preferred choices for courses to emphasize areas that will meet individual learning goals, or general academic and musical matters. However, all informal guidance that relates to courses taken or course electives or substitutions must be documented with the designated advisor in music, Dr. Benedict. Failure to have these specific choices documented can produce later problems when students wish to graduate. If in doubt, document with Dr. Benedict!

University Academic Advisement Center
Location: John F. Kennedy Memorial Library – Palmer Wing, Room 1040A
Phone: (323) 343-3150
Email: aac@calstatela.edu

Undergraduate music majors students should go to the University Academic Advisement Center when they need to discuss the following:

1. Beginning at the university (first-time freshman advisement).
2. Transferring from another university (first-time transfer advisement).
3. Selecting general education courses to satisfy university requirements.
4. Transferring general education courses from another college or university.

Please note: All music degrees are unitary majors. That is music major courses MUST be taken each quarter along with your GE courses if you are to graduate in a timely manner with a music degree. You cannot complete only GE courses and then begin a music degree program because the music degree courses are sequential and must be completed in the prescribed progression. Many of these courses are only offered ONCE each academic year. Before registering for courses, you should see the music advisor to confirm that the advice given at the University Academic Advisement Center conforms to what you will need to complete your degree and not get behind in music degree requirements.

Department of Music Major Advisement
Music Department Advisor: Dr. Jeffrey Benedict
Location: Music 123.
Walk-in Office Hours for Advisement are posted each quarter. No appointment is necessary.
Advisement Email to request an appointment for another time: jbened@calstatela.edu
Phone: 323-343-4060
Music students should contact Dr. Benedict to set up an appointment or come for open advising hours when they need to discuss the following:

1. Major requirements (including major option, concentration, core, and/or elective requirements).
2. Planning your yearly schedule to ensure you complete all music major requirements AND university GE requirements.
3. Switching options within the major.
4. Submitting a graduation application (see Graduation Applications below).
5. Following up on a graduation application.

Scheduling an Appointment: Students must sign up for a major advisement appointment before they enroll in classes for the first time (either as a freshman or transfer student). Students should make note:
- Dr. Benedict’s email and telephone number (should any changes be needed).
- The office number of Dr. Benedict.
- The date and time of the appointment.

Cancellations: Students who wish to cancel an appointment should contact Dr. Benedict as soon as it is known the appointment cannot be kept. Please be on time. If one is late for an appointment it may be necessary for the student to reschedule, as other students will be served when students are late.

Graduation Applications must be submitted to the music department two quarters before the final courses are taken to complete the degree. Students should meet with an advisor regularly to plan the right time to submit a graduation application. When applying to graduate, students should pick up forms for the graduation application at the Administration building (room 146) and bring them to an advisement appointment. Deadlines for submitting a graduation application are published in the Schedule of Classes each quarter.

Expectations of Students. It is important for students to understand that they must take an active role in advisement. Students are responsible for making and following through on their own decisions. As such, they are expected to do the following in relation to the advisement process:

1. Familiarize themselves with all degree requirements, including those for their major option and/or concentration before their first advisement meeting.
2. Meet regularly (at least once per year) with the music department advisor.
3. Come to advisement sessions with a written and prioritized list of questions and issues to discuss with the faculty advisor.
4. Check their CSULA email account regularly. This is the official means of communication used by the University.
5. Check the Schedule of Classes well before each quarter begins and note all relevant deadlines such as the fee payment deadline, the drop deadline, etc.
6. Maintain accurate and complete records of all advisement-related materials.

Expectations of Advisors: Advisors in the music department are expected to do the following in their advisement sessions with students:

1. Help students develop an academic plan for the major that takes into account (as appropriate) the major option, concentration, minor, and catalog year.
2. Review the students' grades and selection of classes.
3. Provide students with relevant information about University requirements, policies, and procedures, and refer students to appropriate campus resources as needed.
4. Maintain accurate and complete advising records for the department and the University (including updating records on GET).
5. Enforce all university rules and requirements when reviewing student requests.
6. Help students plan appropriate steps to correct any academic difficulties.
7. Help students plan for graduate school and post-graduate careers as appropriate.

**Expected Student Learning Outcomes:**

1. Students will understand their personal responsibility for their own academic, personal, and professional success.
2. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.
3. Students will understand what they need to do to achieve their desired goals.