I need to add a course (complete this form and return it to the Music Department, Room 201)

I need an overload (return this form to the Dean’s Office, Room 253 Music Building)

**NOTE:** Under no circumstances will students be approved to enroll in 22 credits.

Reference: 1 credit = .25 units

19 Credits (4.75 course units)
BEFORE registering, you must go in person to see:
Dean’s Office, Room 254 Music Building

20 or 21 Credits (5.0 or 5.25 course units)
Students requesting 20 or 21 credits must discuss this request with their advisor. College policy mandates that you must hold a cumulative GPA of 3.3 or higher and sophomore status. Your advisor may withhold approval for other reasons. The advisor should then email the Dean’s Office, c/o Dr. James Day (day@tcnj.edu) with approval.

I need to enroll in Private Applied Study
- Contact the appropriate instructor. If you need assistance the Music Office can direct you.
- Contact and obtain instructor approval. This may require an interview and/or audition. Continuing students can have their instructor authorize approval via email to the department chair.
- First-time students must complete this form and return it to the Music Department.
- Please be aware that enrollment in applied studio courses may incur an additional charge on your tuition bill.

Name________________________________________________________

PAWS ID:______________________________________ Current GPA:______________

Check one: ❑ Music Major ❑ Music Minor ❑ Non-Music

I’m currently a: ❑ Freshman ❑ Sophomore ❑ Junior ❑ Senior

If Non-Major, current department:___________________________________

Please add me to:

MUS___________ Section_______ Course ID#__________________ # of Course Units_______

Course Instructor:___________________________________________________

❑ This course overlaps another course on my schedule by several minutes

❑ This course is Private Applied Study ❑ This course is an Ensemble

❑ Other (Explain briefly)______________________________________________

My email:_____________________________________ My Phone:____________________

I approve adding the student listed above to my course:

Instructor _______________________ Date ______________________

Sincerely,

Dr. James Day