

# MUEN Registration for Students

You may request registration for a music ensemble (excluding supervised accompanying) before and during the regular class change period (first 5 class days) of the term in which the ensemble is offered. Only ensembles **requested and approved** by the end of the class change period will be added to student schedules. To add an ensemble after the deadline, you will need to submit a petition to the Faculty Subcommittee on Administration.

The screenshot shows a navigation menu with several categories. The 'Registration' link is circled in red. The categories include:

- Academic Resources & Services**: Access academic records, register for classes, view class performance reports; request a tutor, complete a course evaluation; link to forms, program information, and other resources.
- Administrative Holds**: Review holds on your record. These include indicators that you have an outstanding account balance, are missing medical forms, need to see your academic advisor, etc. An administrative hold can prevent you from registering for classes or obtaining a transcript of your academic record.
- Co-Curricular Record**: Use this document to supplement your academic transcript.
- Conservatory Dean's Advisory Council Suggestion Box**: Submit your suggestions for improving the Conservatory.
- Financial Aid**: Access your financial aid award and check the status of your required financial aid documents.
- Important Forms & Paperwork**: Review a list of documents required by various LU offices.
- Meal Plan Selection**: Select or change your meal plan.
- Organization Rosters**: View membership in organizations. Contacts for those organizations can also maintain the information and membership.

The menu items listed below these categories are:

- New Students
- Class Performance Reports
- Tutoring Request
- View Transcript Orders
- Academic Records
- Course Evaluations
- Links to Academic Program Information & Resources
- Awards & Prizes
- Registration (circled)
- Order Official Academic Transcript

(1) Select 'Registration Menu'.

## Registration

The screenshot shows the 'Registration' page with several links. The link 'Request to Register for Ensemble Course (MUEN)' is circled in red. Other links include:

- Instructions
- Worksheet
- Lawrence Schedule of Classes
- REGISTER FOR CLASSES
- Registration Forms
- Request to Register for Ensemble Course (MUEN) (circled)

(2) Select 'Request to Register for Ensemble'.

## Select Term

The screenshot shows a form with a dropdown menu set to 'Fall 2016' and a 'Submit' button.

(3) Select the term and click 'Submit'

## MUEN courses for Winter 2017

All ensembles requested and approved by the instructor by the end of the class change period at the beginning of the term will be added to your schedule after the registration period ends.

Use [ADD-Request] to request to take the ensemble.

Use [REMOVE-Request] to delete your request to take the ensemble.

Use [ADD/EDIT-Request] to add or modify chamber music or jazz small group ensemble requests. You will be able to identify an instructor on the next page.

Add/Remove	Course	Numb	Title	Student Request Date	Instructor Accept Date	Instructor Denied Date	Student Remove Date
[ ADD-Request ]	MUEN	430	ADV SAXOPHONE QUARTET STUDIES				
[ ADD/EDIT-Request ]	MUEN	440	ADVANCED CHAMBER MUSIC STUDIES		07-NOV-2016		
[ REMOVE-Request ]	MUEN	217	BASSOON ENSEMBLE		07-NOV-2016		
[ ADD-Request ]	MUEN	220	BRASS ENSEMBLE				
[ ADD-Request ]	MUEN	272	CANTALA WOMEN'S CHOIR				
[ ADD/EDIT-Request ]	MUEN	245	CHAMBER MUSIC				
[ ADD-Request ]	MUEN	275	CONCERT CHOIR				
[ ADD-Request ]	MUEN	212	HYBRID VOCAL ENSEMBLE				
[ ADD-Request ]	MUEN	235	IMPROVISATION GROUP				
[ ADD-Request ]	MUEN	293	JAZZ BAND				
[ ADD-Request ]	MUEN	295	JAZZ ENSEMBLE				
[ ADD/EDIT-Request ]	MUEN	248	JAZZ SMALL GROUP STUDIES				
[ ADD-Request ]	MUEN	297	JAZZ WORKSHOP				
[ ADD-Request ]	MUEN	283	MAINSTAGE OPERA PERFORMANCE				

(4) Follow the directions to make your request.

(5) If you change your mind, you can delete your request.

(6) Students requesting Chamber Music, Jazz Small Group Studies, and Advanced Chamber Music will be able to select their instructors on the next page.