Inside Berklee Courses: Online and Blended Courses

Take an online or blended course on Inside Berklee Courses this semester, and add new dimension and flexibility to your studies.

Frequently Asked Questions

What is an online or blended course?

- In fully online courses, all of the course content is delivered online and through online reading, video instruction, audio listening activities, hands-on activities, online class discussions, and textbook readings, as directed by your instructor. Though the class does not meet in person, an active and involved professor will be present to provide feedback on all of your work. Some online courses have one or more in-person meetings or exams during the semester. If that applies to your class, your instructor will post information about that in the Faculty Announcements forum.

- In blended courses, about half of the course instruction happens in person, and the other half occurs online at your Inside Berklee Courses course site. The online portion often replaces the in-class “lecture,” so that classroom time can be used for interactive projects, discussions, and other hands-on activities. The in-person meeting time and location will be listed on your academic schedule.

How much work will the courses be?

An online or blended course will require just as much time and effort as an equivalent in-person class—and you’ll learn just as much—but with learning technologies that you wouldn’t necessarily get in a classroom. That may include custom video, audio, graphics, and more.

How will I access my class?

Log in to Inside Berklee Courses (ol.berklee.edu) with the same username and password that you use for your Berklee email account. Your online or blended course will appear on your course list at Inside Berklee Courses a few days before the start of the semester.

Once you’ve logged into Inside Berklee Courses, click on the title of your online or blended course to enter. Begin by reading all of the Getting Started material, then move on to Lesson 1, starting with the Introduction page. Proceed through the lesson by clicking on the arrows at the top right of every page. Be sure to complete all assignments by the posted due date. Your instructor will provide feedback on assignments that you post.

Why take an online or blended course?

- They’re exclusive. Berklee develops its online and blended courses exclusively for Berklee students.
- They’re instructor-led. Our online and blended courses are written and taught by Berklee faculty. Instructor-led means that a faculty person is as active in the class as you are, reading your posts, providing feedback on your assignments, and answering your questions.
- They’re freeing. Online and blended courses allow you to study from almost anywhere on the planet, whether you’re trying to balance a heavy course load on campus, at home for the summer, doing an internship in LA, or on tour with your band. “Blended” courses, which occur partly online and partly on campus, allow you to study the material at your own pace, and then meet in class for discussion and review.
- They’re all about you. Online courses are a great option for students who are “self-starters” or who like more control over when, where, and how they learn.
- They’re flexible. Taking an online or blended course may help you get into classes that otherwise don’t fit your schedule. Taking online or blended courses will reduce your number of class meetings and make it easier to build your calendar for the semester.
- They’re always “on.” You can access the course and its reference materials any time, seven days a week, 24 hours a day.

How do I find what online or blended courses are offered this semester?

The words “online” or “blended” appear in the course name. Online courses have a “W” in the course section number, and blended courses have a “B.”

Here are the undergraduate online and blended courses on tap for spring 2019:

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<tr>
<th>Blended Courses</th>
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<tbody>
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<td>Section</td>
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<tr>
<td>ILPN-101-B001</td>
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<tr>
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<tr>
<td>ISKB-211-B001</td>
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<td>ISKB-211-B002</td>
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<td>ISKB-212-B004</td>
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<td>ISKB-212-B008</td>
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<td>ISKB-212-B010</td>
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<tr>
<td>ISKB-212-B011</td>
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<td>ISKB-212-B012</td>
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<td>LMSC-209-B001</td>
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<tr>
<td>LMSC-209-B002</td>
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<td>MP-214-B001</td>
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<td>MP-214-B003</td>
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<td>MP-214-B004</td>
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<tr>
<td>MTEC-111-B1B</td>
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<td>MTEC-111-B3B</td>
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**Online Courses**

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<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Dept</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW-171-W001</td>
<td>Groove Writing - Online</td>
<td>CWP</td>
<td>Daniel D. Moretti</td>
</tr>
<tr>
<td>CW-216-W001</td>
<td>Vocal Writing - Online</td>
<td>CWP</td>
<td>Thomas G. Kamp</td>
</tr>
<tr>
<td>LMSC-209-W001</td>
<td>Architectural Acoustics - Online</td>
<td>LART</td>
<td>Eric L. Reuter</td>
</tr>
<tr>
<td>LMSC-209-W002</td>
<td>Architectural Acoustics - Online</td>
<td>LART</td>
<td>Elizabeth Teret</td>
</tr>
<tr>
<td>LVIS-223-W001</td>
<td>Themes and Variations in Western Art - Online</td>
<td>LART</td>
<td>Ross M. Bresler</td>
</tr>
<tr>
<td>LVIS-223-W002</td>
<td>Themes and Variations in Western Art - Online</td>
<td>LART</td>
<td>Arleen E. Arzigian</td>
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<tr>
<td>MHIS-322-W001</td>
<td>History of Rock Music - Online</td>
<td>LART</td>
<td>Katherine O. Dacey</td>
</tr>
<tr>
<td>MHIS-331-W001</td>
<td>History of Film Music - Online</td>
<td>LART</td>
<td>Alexander R. Ludwig</td>
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<tr>
<td>MP-114-W001</td>
<td>Critical Listening for Musicians - Online</td>
<td>MPE</td>
<td>Matthew N. Beaudoin</td>
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<td>MP-114-W002</td>
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<td>MPE</td>
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<tr>
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<td>MPE</td>
<td>Alejandro N. Rodriguez</td>
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<tr>
<td>MP-114-W004</td>
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<td>MPE</td>
<td>James T. Donahue</td>
</tr>
<tr>
<td>MP-114-W005</td>
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<td>MPE</td>
<td>Juan D. Escobar</td>
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<tr>
<td>Section</td>
<td>Title</td>
<td>Dept</td>
<td>Faculty</td>
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</tr>
<tr>
<td>MP-114-W006</td>
<td>Critical Listening for Musicians - Online</td>
<td>MPE</td>
<td>Oscar Zambrano</td>
</tr>
<tr>
<td>MP-114-W007</td>
<td>Critical Listening for Musicians - Online</td>
<td>MPE</td>
<td>Oscar Zambrano</td>
</tr>
<tr>
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<td>Anthony P. Carbone</td>
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<tr>
<td>MP-115-W002</td>
<td>Production Analysis Lab for Musicians - Online</td>
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<td>James T. Donahue</td>
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<tr>
<td>MP-115-W003</td>
<td>Production Analysis Lab for Musicians - Online</td>
<td>MPE</td>
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<tr>
<td>MP-115-W004</td>
<td>Production Analysis Lab for Musicians - Online</td>
<td>MPE</td>
<td>Anthony P. Carbone</td>
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<td>MP-115-W005</td>
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<td>Rachel A. Russell</td>
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<tr>
<td>MTH-618-W001</td>
<td>Global Music Therapy - Online</td>
<td>MTHE</td>
<td>Karen S. Wacks</td>
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<td>MTH-620-W001</td>
<td>Music Therapy Pedagogy Supervision - Online</td>
<td>MTHE</td>
<td>Heather Wagner</td>
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<td>MTH-692-W001</td>
<td>Advanced Clinical Supervision - Online</td>
<td>MTHE</td>
<td>Joy Allen</td>
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<tr>
<td>MTH-695-W001</td>
<td>Music Therapy Culminating Experience 2 - Online</td>
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<td>Heather Wagner</td>
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<tr>
<td>PM-340-W001</td>
<td>The Artist Entrepreneur - Online</td>
<td>PROM</td>
<td>Linda J. Gorham</td>
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<tr>
<td>PM-425-W001</td>
<td>Business of Pro Music - Online</td>
<td>PROM</td>
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<td>Jessica E. Sarin-Perry</td>
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<tr>
<td>PM-476-W001</td>
<td>Pro Music Capstone Project - Online</td>
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<td>Pro Music Capstone Project - Online</td>
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<td>Pro Music Capstone Project - Online</td>
<td>PROM</td>
<td>Jessica E. Sarin-Perry</td>
</tr>
</tbody>
</table>

For the most up-to-date online course availability please login to my.berklee.edu.

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**Is online or blended learning a good choice for me?**

Online and blended courses are perfect for you if you need a little more flexibility in your calendar. They're also great if you learn best by "doing" and have the self-discipline to organize your own schedule to explore a different way to learn. Online or blended study is also helpful for those who need a little more time to absorb information—for example, if you tend to "zone out" in lectures, or if English is not your first language. In an online or blended course, you go at your own pace. You can read and reread the content and watch videos as many times as you need.

Take this quiz at [http://ol.berklee.edu/course/view.php?id=7407](http://ol.berklee.edu/course/view.php?id=7407) to see if online learning is right for you.
# Academic Calendar

**Berklee College of Music (College) and Boston Conservatory at Berklee (Conservatory)**

## Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 9</td>
<td>Spring 2019 Registration Manual available</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans Day (Observed: Boston campus closed, no classes)</td>
</tr>
<tr>
<td>November 16</td>
<td>Last day to request a withdrawal from a class for fall 2018</td>
</tr>
<tr>
<td>November 19</td>
<td><strong>Conservatory:</strong> Spring 2019 registration period begins</td>
</tr>
<tr>
<td></td>
<td><strong>Conservatory:</strong> Grades of &quot;Incomplete&quot; earned in spring and summer 2018 must be changed by 5:00 p.m. EDT</td>
</tr>
<tr>
<td>Nov. 19-Dec. 5</td>
<td><strong>College:</strong> Spring 2019 registration period</td>
</tr>
<tr>
<td>November 21-23</td>
<td>Thanksgiving recess (Boston campus closed, no classes)</td>
</tr>
<tr>
<td>December 14</td>
<td><strong>Conservatory:</strong> Fall 2018 classes end</td>
</tr>
<tr>
<td>December 15-21</td>
<td><strong>Conservatory:</strong> Final exams and jury period</td>
</tr>
<tr>
<td>December 17</td>
<td><strong>Conservatory:</strong> Fall 2018 grades begin to become available online</td>
</tr>
<tr>
<td>December 17-21</td>
<td><strong>College:</strong> Final exam week/ensemble auditions</td>
</tr>
<tr>
<td>December 21</td>
<td><strong>College:</strong> Fall 2018 classes end</td>
</tr>
<tr>
<td></td>
<td><strong>College:</strong> Fall 2018 grades available at 12:00 p.m. EST on my.berklee.edu</td>
</tr>
<tr>
<td>December 22</td>
<td>Winter recess for students begins</td>
</tr>
<tr>
<td></td>
<td>Residence halls close</td>
</tr>
<tr>
<td>Dec. 22-Jan 1, 2019</td>
<td>Boston campus closed for winter recess</td>
</tr>
<tr>
<td>December 23</td>
<td>Student Course Surveys due</td>
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## Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>Boston campus reopens</td>
</tr>
<tr>
<td>January 7</td>
<td>Last day to pay tuition fees for spring 2019. After this date, a $250 late payment fee will be charged</td>
</tr>
<tr>
<td>January 15-18</td>
<td><strong>College:</strong> Online check-in for continuing and returning students</td>
</tr>
<tr>
<td>January 15-19</td>
<td>Entering student orientation. Residence halls open for spring 2019</td>
</tr>
<tr>
<td>January 18</td>
<td>Last day to declare part-time status for spring 2019</td>
</tr>
<tr>
<td></td>
<td><strong>College:</strong> Last day to request a change of major, program, or principal instrument for spring 2019; last day to take credit by exams</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Jr. Day (Boston campus: no classes, limited building access)</td>
</tr>
<tr>
<td></td>
<td>Last day to enroll for supplemental tuition insurance</td>
</tr>
<tr>
<td>January 22</td>
<td>First day of spring 2019 classes, instrument lessons, labs, and ensembles; add/drop period begins</td>
</tr>
<tr>
<td>January 28</td>
<td>Last day to add/drop classes, including those tested out of through credit by exam</td>
</tr>
<tr>
<td>February 18</td>
<td>Presidents' Day (Boston campus: no classes, limited building access)</td>
</tr>
<tr>
<td>February 19</td>
<td>Alternate Class Day (Boston campus will follow a Monday schedule)</td>
</tr>
<tr>
<td>March 1</td>
<td><strong>College:</strong> Grades of “Incomplete” earned during fall 2018 must be changed by 5:00 p.m. EDT</td>
</tr>
<tr>
<td>March 11-15</td>
<td><strong>College:</strong> Mid-term/ensemble auditions week</td>
</tr>
<tr>
<td>March 18-22</td>
<td>Spring recess (Boston campus: no classes, limited building access)</td>
</tr>
<tr>
<td>March 25</td>
<td>Summer/Fall 2019 Registration Manual available</td>
</tr>
<tr>
<td></td>
<td><strong>Conservatory:</strong> Academic advising period begins</td>
</tr>
<tr>
<td>April 5</td>
<td>Last day to request a withdrawal from a class for spring 2019</td>
</tr>
<tr>
<td>April 8</td>
<td><strong>Conservatory:</strong> Registration opens and grades of &quot;Incomplete&quot; earned during Fall 2018 must be changed by 5:00 p.m. EDT</td>
</tr>
<tr>
<td>April 8-19</td>
<td><strong>College:</strong> Summer/Fall 2019 registration period</td>
</tr>
<tr>
<td>April 15</td>
<td>Patriots’ Day (Boston campus: no classes, limited building access)</td>
</tr>
<tr>
<td>April 17</td>
<td>Alternate class day (Boston campus will follow a Monday schedule)</td>
</tr>
<tr>
<td>May 3</td>
<td><strong>Conservatory:</strong> Spring classes end</td>
</tr>
<tr>
<td>May 4-10</td>
<td><strong>Conservatory:</strong> Juries and final exams</td>
</tr>
<tr>
<td>May 6-10</td>
<td><strong>College:</strong> Final examination week</td>
</tr>
<tr>
<td>May 11</td>
<td>Residence halls close for spring 2019</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
<tr>
<td>May 13</td>
<td>Student Course Surveys due</td>
</tr>
<tr>
<td>May 17</td>
<td><strong>College:</strong> Spring 2019 grades available at 12:00 p.m. EDT on my.berklee.edu</td>
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Introduction

The purpose of this manual is to provide you with the information and procedures you will need to register for the spring 2019 semester. Please note that the provisions of this manual do not constitute a contract between the student and Berklee. The sole purpose of this manual is to provide policies and curricular information that are in effect when posted online. Berklee reserves the right to change course content, fees, program requirements, plans of study, schedules, the academic calendar, or to make other changes deemed necessary or desirable. The institution also reserves the right to cancel course sections in which enrollment is not sufficient. Excessive offering of underpopulated course sections will eventually lead to higher tuition costs to students. By combining or eliminating sections of courses, the institution is better able to control tuition increases.

For students either unsure about attending or not planning to attend the spring 2019 semester:

- Staff from the offices of the Registrar, Bursar, Student Financial Services, Student Success and Retention, and Academic Advising are available to help you make the best decision. Please feel free to stop by any of these offices to discuss your circumstances.

- If your decision to attend the spring term comes after the registration period concludes, you should contact the Office of the Registrar.

- If you have decided to not attend this spring but would like to return to Berklee College of Music in a future term, you should complete a Returning Student Intent form found online at berklee.edu/registrar/forms/information-returning-students.

Instructions for Spring 2019 Registration

- Review your Registration and Check-in Profile before your assigned online registration time (the earliest date and time you may register for spring courses) to determine if there is anything that could block you from registering.

Simply log in to my.berklee.edu and select the “Registration and Check-in Profile” link in the Registration section. Your individual restrictions will be listed along with information on how to resolve them.

- Take advantage of academic advising services by meeting with your academic advisor or faculty department advisor. Students at sixth semester standing or higher are encouraged to come in early for advising.

- Students who entered Berklee in fall 2018: The academic advising team will be hosting several “Planning Your Second Semester” sessions starting November 13, 2018, to help you with the registration process. All Berklee College of Music students, (with the exception of Berklee Global Partner students), are required to attend. For full details, visit berklee.edu/announcements/academic-advising.

- Read the course descriptions for each course for which you wish to register and ensure that you have the proper prerequisites, corequisites, ensemble ratings, and that each course is electable by you. You must have a passing grade, transfer credit or credit by exam on record in order to satisfy course prerequisites. The courses in which you are currently enrolled can be used as prerequisites. However, if you do not receive a passing grade for any fall 2018 course that is being used as a prerequisite for a spring 2019 course, you will be removed from that course(s) before the start of that term.

- If you wish to register for a course for which you do not have all the prerequisites, you may petition the course chair to waive the prerequisites restriction(s). Course chairs approve prerequisite waiver appeals at their discretion. When approved, course chairs need to enter a prerequisite waiver into the Colleague computer system before a student can register for the course. Prerequisite waivers are valid for one semester only.

- Private Instruction registration requires special course coding. Please see instructions on page 16.

- Performance majors registering for private instruction must register for a 30-minute Private Instruction (PIXX) course with a corequisite 30-minute Recital Preparation (RPXX) course. See page 17 for more details.

- Students are expected to declare a major by the time they attain a semester level status of three or higher. If you will reach third semester status by this spring and have not yet declared a major, you should do so at the departmental office of your chosen major.

- See instructions for registering online on page 21. Students are expected to register for courses online using the instructions published in this manual. Should you need any assistance with learning to register online, staff at the Office of the Registrar, located at 939 Boylston Street, second floor (enter through 921 Boylston Street, third floor) are ready to help you.

- After your initial registration session, you may then add or drop courses as necessary up until stated deadlines.
GET READY TO REGISTER FOR SPRING 2019

Seek Out Advising
Although we have tried to be as thorough as possible with the information in this manual, you are still advised to seek academic advisement before registering for spring. Academic advisors in the Academic Advising office, located on the second floor of 939 Boylston Street (enter through 921 Boylston Street, third floor), encourage you to visit them and ask any questions that you may have. In addition, all academic departments have departmental advisors that are available to assist you with specific concerns about their departments or majors.

Assigned Online Registration Times
The assigned online registration time that has been set up for you is the earliest date and time you may register for spring 2019 courses. You cannot register before this time, but can register anytime afterwards. We have scheduled your assigned online registration time for a time of day when you are not in class.

Assigned online registration times are necessary to ensure the college’s registration system can handle the number of students registering at any one time. Assigned online registration times are determined by student semester levels (highest to lowest), and within a semester level by the number of credits earned. As students progress through their time at Berklee, each time they register for a new semester they are provided an earlier time to register.

Your Registration and Check-In Profile
Your Registration and Check-In Profile provides you with the following important registration information:
- your assigned online registration time (your earliest opportunity to register for courses);
- your matriculation term (the term you entered the college as a degree or diploma candidate);
- your semester level;
- your Satisfactory Academic Progress (SAP) status;
- any restrictions that will prevent you from registering (bursar hold, etc.); and
- your term specific registration information, including:
  - registration status;
  - principal instrument;
  - ensemble ratings;
  - academic program/major
  - catalog year for this academic program;
  - the anticipated completion date for your academic program; and
  - your student type code for this term (Degree program full-time = BM, Diploma program full-time = PD, Part-time degree or diploma = PT, etc.)

To access your Registration and Check-In Profile, log in to my.berklee.edu and select the Registration and Check-In Profile link under the Registration section.

Catalog Year Policy
All students are assigned to a specific academic year catalog at matriculation. This catalog provides you with a complete set of academic requirements required to graduate, which will not change despite any curricular changes that occur during your years of study.

You may opt to change to a more recent catalog year assignment if you prefer to graduate under a newer set of curricular requirements. Students who leave and return to Berklee after four or more years will automatically be assigned to the new catalog year that is in effect at the time of their return. You may not change your catalog year assignment to an earlier catalog. You are encouraged, however, to meet with the chair of your major to discuss the applicability of past course work to your existing catalog assignment.

Major Grids
Every student already in a major(s) or considering a major should have the “grid” for that major to use as a reference for selecting courses to take each term, and to track progress toward graduation. You can search grids for all majors and dual majors, degree, and diploma, and download the appropriate grid as a PDF at berklee.edu/register/major-grids-search. Courses are displayed on the grids in a semester format that takes into account prerequisites and semester credit maximums. Information on courses required for minor programs can be found at berklee.edu/minors.

My Degree Audit
My Degree Audit is a very useful tool to self-advice on how the courses you have completed, are currently enrolled in, or are preregistered for, will count toward graduation. My Degree Audit also highlights the remaining courses required for graduation and all other graduation requirements still to be completed. You are strongly recommended to use My Degree Audit before planning your registration for the next semester. Should you have any questions on how to interpret your degree audit results, staff from the Office of the Registrar, Academic Advising, and departmental advisors are ready to assist you.

An additional feature of My Degree Audit is the ability to check out different majors and see how your academic work to date will count toward graduating in different major(s), a sort of “shop around” feature.

To use My Degree Audit:
1. Log in to my.berklee.edu
2. Click on the “Student Services” link on the top left
GET READY TO REGISTER FOR SPRING 2019

3. Select “My Degree Audit” under the Academic Profile section
4. Then select either:
   (a) your active academic program (major), or
   (b) choose a major from “What if I changed my program of study?” (You will need to know your catalog year for this choice, so find your catalog year in your Registration and Check-in Profile screen found under the Registration section.)
5. For the question, “What work do you want to include?,” select either:
   (a) “C” for just your completed courses; or
   (b) “A” for all courses, including those that are in progress and any courses that you have preregistered for.

Note: To obtain the most accurate grade point average for a major, you should select “C” for complete coursework only.

Students who have not yet declared a major or have a new major going into effect at the start of the spring term should use the “What if I changed my program of study?” option.

Professional music majors first need to meet with the Professional Music Department to have their specialized curriculum built on the Colleague system. Until you do so, your degree audit will not be accurate.
Directory of Department Chairs

Chairs are your first line of communication for any departmental questions. They are a valuable resource for advice about your course of study, and can also provide guidance through various administrative processes. You are encouraged to reach out and communicate with them. Please contact chairs directly to find out their office hours.

Berklee College of Music

**Bass**
Steve Bailey, Chair, srbailey@berklee.edu
Room 1H, 1140 Boylston St., 617-747-6310
Sandro Scoccia, Assistant Chair, sscoccia@berklee.edu
Room 1K, 1140 Boylston St., 617-747-2039

**Brass**
John Faieta, Interim Chair, jfaieta@berklee.edu
1140 Boylston St., 617-747-3099

**Composition**
Richard Carrick, Chair, rcarrick@berklee.edu
Room 210, 150 Massachusetts Ave., 617-747-6123
Greg Glancey, Assistant Chair, gglancey@berklee.edu
Room 211, 150 Massachusetts Ave., 617-747-6492

**Contemporary Writing and Production**
Andrea Pejrolo, Chair, apejrolo@berklee.edu
Room 218, 150 Massachusetts Ave., 617-747-8437
Amparo Edo Biol, Assistant Chair, aedobiol@berklee.edu
Room 219, 150 Massachusetts Ave., 617-747-6570

**Ear Training**
Allan Chase, Chair, aschase@berklee.edu
Room 200, 899 Boylston St., 617-747-2853
Robert Radley, Assistant Chair, rradley@berklee.edu
Room 200, 899 Boylston St., 617-747-8326

**Electronic Production and Design**
Michael Bierylo, Chair, mbierylo@berklee.edu
Room 204, 1126 Boylston St., 617-747-8275
Michele Darling, Assistant Chair, mdarling@berklee.edu
Room 201, 1126 Boylston St., 617-747-6559

**Ensemble**
Sean Skeete, Interim Chair, sskeete@berklee.edu
Room 104, 130 Massachusetts Ave., 617-747-2994

**Film Scoring**
Alison Plante, Chair, aplante@berklee.edu
Room 261, 150 Massachusetts Ave., 617-747-2637
Sean M. McMahon, Assistant Chair, smcmahon@berklee.edu
Room 262, 150 Massachusetts Ave., 617-747-2444

**Guitar**
Kim Perlak, Chair, kperlak@berklee.edu
Room 409, 921 Boylston St., 617-747-6429

**Harmony/Jazz Composition**
George Russell Jr., Chair, grussell@berklee.edu
Room 212, 150 Massachusetts Ave., 617-747-2833
Tom Hojnacki, Assistant Chair, thojnacki@berklee.edu
Room 216, 150 Massachusetts Ave., 617-747-8438

**Liberal Arts**
Simone Pilone, Chair, spilone@berklee.edu
Room 334, 7 Haviland St., 617-747-6329
Mike Mason, Assistant Chair, mmason1@berklee.edu
Room 300, 7 Haviland St., 617-747-2991

**Music Business/Management**
Don Gorder, Chair, dgorder@berklee.edu
Room 236, 7 Haviland St., 617-747-2517
Tonya Butler, Assistant Chair, tbutler@berklee.edu
Room 200, 7 Haviland St., 617-747-3179

**Music Education**
Cecil Adderley, Chair, cadderley@berklee.edu
Room 320, 22 Fenway, 617-747-2426

**Music Production and Engineering**
Rob Jaczko, Chair, rjaczko@berklee.edu
Room 224, 1126 Boylston St., 617-747-8253
Dan Thompson, Assistant Chair, dthompson@berklee.edu
Room 222, 1126 Boylston St., 617-747-8145

**Music Therapy**
Joy Allen, Chair, joyallen@berklee.edu
Room 136, 7 Haviland St., 617-747-2186

**Percussion**
Omar Hakim, Chair, ohakim@berklee.edu
Room 4C, 1140 Boylston St., 617-747-6536
Yoron Israel, Assistant Chair, yisrael@berklee.edu
Room 4B1, 1140 Boylston St., 617-747-2703

**Piano**
Tony Germain, Assistant Chair, rgermain@berklee.edu
Room 4K, 1140 Boylston St., 617-747-8189

**Professional Music**
Sean Hagon, Chair, shagon@berklee.edu
Room 307, 22 Fenway, 617-747-8261
Toki J. Wright, Assistant Chair, twright@berklee.edu
Room 212, 22 Fenway, 617-747-6726

**Professional Performance Division**
Ron Savage, Interim Dean, rsavage@berklee.edu
Room 108, 130 Massachusetts Ave., 617-747-8416
Karen Bell, Academic Assistant to the Dean, kbell@berklee.edu
Room 5R, 1140 Boylston St., 617-747-2025

**Songwriting**
Bonnie Hayes, Chair, bhayes@berklee.edu
Room 308, 135 Massachusetts Ave., 617-747-6311
GET READY TO REGISTER FOR SPRING 2019

String
David Wallace, Chair, dwallace1@berklee.edu
Room 5H, 1140 Boylston St., 617-747-6925

Voice
Anne Peckham, Chair, apeckham@berklee.edu
Room 3N, 1140 Boylston St., 617-747-2513
Maureen McMullan, Assistant Chair,
mmcmullan@berklee.edu
Room 2B1, 1140 Boylston St., 617-747-8665

Woodwind
Harry Skoler, Interim Chair, hskoler@berklee.edu
Room 2H, 1140 Boylston St., 617-747-8334

Boston Conservatory at Berklee
Composition, Contemporary Music, and Core Studies
Jonathan Holland, Chair
jholland@berklee.edu, 617-912-9207

Dance
Mila Thigpen, Chair
mthigpen@berklee.edu, 617-912-9137

Instrumental Studies
Matthew Marsit, Chair
mmarsit@berklee.edu, 617-912-9246

Liberal Arts
Simone Pilon, Chair, spilon@berklee.edu
Room 334, 7 Haviland St., 617-747-6329

Music Education
Cecil Adderley, Chair, cadderley@berklee.edu
Room 320, 22 Fenway, 617-747-2426

Theater
Patsy Collins, Interim Chair
pcollins1@berklee.edu, 617-912-9122

Voice/Opera
Patty Thom, Chair
pthom@berklee.edu, 617-912-9234
GET READY TO REGISTER FOR SPRING 2019

Registration Advising Resources

OFFICE OF THE REGISTRAR
939 Boylston Street, second floor
( access through third floor of 921 Boylston Street)
617-747-2240
617-747-8520 (fax)
registrar@berklee.edu

ACADEMIC ADVISING
939 Boylston Street, second floor
( access through third floor of 921 Boylston Street)
617-747-2386
academicadvising@berklee.edu

INTERNATIONAL STUDENT SERVICES
939 Boylston Street, second floor
( access through third floor of 921 Boylston Street)
617-747-6600
iss@berklee.edu

DISABILITY SERVICES
939 Boylston Street, second floor
( access through third floor of 921 Boylston Street)
617-747-2387
617-747-2091 (fax)
disabilityservices@berklee.edu

COUNSELING SERVICES
54 Fenway, lower level
617-747-2310
617-747-2886 (fax)
healthandwellness@berklee.edu

FINANCIAL AID
921 Boylston Street, second floor
617-747-2274
617-747-2073 (fax)
financialaid@berklee.edu

SCHOLARSHIPS
921 Boylston Street, room 220
617-747-8681
scholarships@berklee.edu

BURSAR
921 Boylston Street, room 240
617-747-2165
617-747-8004 (fax)
bursar@berklee.edu

UNDERGRADUATE ADMISSIONS
921 Boylston Street, room 600
617-747-2222
617-747-2047 (fax)
admissions@berklee.edu

RETENTION AND STUDENT SUCCESS
939 Boylston Street, second floor
( access through third floor of 921 Boylston Street)
617-747-2363
617-747-8520 (fax)
success@berklee.edu

STUDENT TECHNOLOGY SERVICES
186 Massachusetts Avenue, lower level
617-747-8800
8800@berklee.edu

CAREER CENTER
921 Boylston Street, room 100
617-747-2246
617-747-6157 (fax)
careercenter@berklee.edu

CENTER FOR DIVERSITY, EQUITY, AND INCLUSION
921 Boylston Street, first floor
617-747-3156
diversityandinclusion@berklee.edu

STUDENT EMPLOYMENT
921 Boylston Street, room 200
617-747-2687
617-747-6169 (fax)
studentemployment@berklee.edu

HOUSING AND RESIDENTIAL LIFE
150 Massachusetts Avenue, room 353
617-747-2292
housing@berklee.edu

CAMPUS MAP
To view a map of the Berklee campus, visit berklee.edu/boston-campus/map
Spring 2019 New Courses

For more details on the courses below, see the course descriptions. Please note that as of fall 2018, we are no longer offering prototype courses. Courses that were previously categorized as prototypes are now full courses without the “P” in the course number.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM-201</td>
<td>Introduction to Composition</td>
<td>2 credits</td>
<td>Spring Only</td>
</tr>
<tr>
<td>EP-390</td>
<td>Electronic Production and Design</td>
<td>3 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td></td>
<td>Special Projects Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISEL-211</td>
<td>Baroque Synthesizer Performance Studies</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ISEL-212</td>
<td>Finger Drumming Techniques</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MB-215</td>
<td>Arts Administration</td>
<td>2 credits</td>
<td>Fall Only</td>
</tr>
<tr>
<td>MHIS-319</td>
<td>History of Jazz</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MHIS-327</td>
<td>History of Country Music</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MTEC-361</td>
<td>Video Mapping for Musicians</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>MTEC-362</td>
<td>VJ Performance Techniques</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSH-263</td>
<td>Qigong, Musicianship, and the Mastery of Creativity</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>
# PLAN YOUR SPRING 2019 SCHEDULE

## Spring 2019 Courses Open to All Students

The following courses have no prerequisites and are electable by all students. If you have room in your schedule for an elective, you might want to consider these possibilities. For more information on course content, please check the course descriptions.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Credit Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILBS-111</td>
<td>Bass Lab – Reading 1</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILGT-115</td>
<td>Guitar Performance Skills for the Non-Guitar Principal</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILPH-353</td>
<td>Native American Drumming Lab</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ILPM-121</td>
<td>Mallet Lab 1</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILPN-271</td>
<td>Jazz Harmonic Techniques for Piano 1</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILWD-221</td>
<td>Practice Routines for Flute</td>
<td>1 credit</td>
<td>Spring Only</td>
</tr>
<tr>
<td>ILWD-322</td>
<td>Woodwind Doubling Lab - Clarinet</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILWD-323</td>
<td>Woodwind Doubling Lab - Saxophone and Theater Doubling</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILWD-380</td>
<td>Audition Workshop for Instrumentalists</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ISKB-111</td>
<td>Keyboard Fundamentals</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ISPC-231</td>
<td>Percussion for Music Therapy</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>MTEC-200</td>
<td>Berklee Internet Radio Network Workshop</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PSH-238</td>
<td>Awareness Training for Musicians</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PSH-250</td>
<td>Yoga for Musicians 1</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSH-281</td>
<td>Somatic Breathwork for Vocalists</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSHR-270</td>
<td>Traditional Microtonal Theory and Application</td>
<td>1 credit</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>SW-111</td>
<td>Essentials of Songwriting</td>
<td>1 credit</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td><strong>2 Credit Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AR-228</td>
<td>Survey of Jazz Composition and Arranging</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>CM-103</td>
<td>The Composer’s Toolkit: Shaping Sound in Time</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EP-210</td>
<td>Survey of Electroacoustic Music</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>EP-250</td>
<td>Electronics in the Soundtrack</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>ILPH-359</td>
<td>Brazilian Rhythms and Percussion</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>LHAN-233</td>
<td>Classic Rock Guitar Players</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>LHAN-245</td>
<td>Women in Music</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>MB-101</td>
<td>Introduction to the Music Business</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MB-131</td>
<td>Taxation in the Music Business</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MB-211</td>
<td>Legal Aspects of the Music Industry</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MB-287</td>
<td>Business Communication</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ME-328</td>
<td>Music, the Brain, and Learning</td>
<td>2 credits</td>
<td>Summer Only</td>
</tr>
<tr>
<td>ME-387</td>
<td>Fundamentals of Woodwind &amp; Brass Repairs</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>MLAN-331</td>
<td>The Bop Masters</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>MLAN-346</td>
<td>Music and Culture of India, the Far East, and Eastern Europe</td>
<td>2 credits</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>MP-110</td>
<td>Introduction to Music Production and Engineering</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PFSS-301</td>
<td>Survey of Mediterranean Musical Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-311</td>
<td>Survey of Bass Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-321</td>
<td>Survey of Brass Styles</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PFSS-331</td>
<td>Survey of Guitar Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-341</td>
<td>Survey of Drum Styles to the ’60s</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>
# PLAN YOUR SPRING 2019 SCHEDULE

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Credits</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFSS-342</td>
<td>Survey of Drum Styles since the ‘60s</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-351</td>
<td>Survey of Piano Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-361</td>
<td>Survey of Contemporary String Styles</td>
<td>2 credits</td>
<td>Spring Only</td>
</tr>
<tr>
<td>PFSS-362</td>
<td>Survey of American Roots Music Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-371</td>
<td>Survey of Vocal Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-381</td>
<td>Survey of Woodwind Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PFSS-385</td>
<td>R&amp;B, Funk, and Smooth Jazz Saxophone Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSIJ-211</td>
<td>Jazz Improvisational Techniques</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PSPR-381</td>
<td>Commercial Band Workshop</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PST-351</td>
<td>Stage Performance Techniques 1</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PST-351</td>
<td>Stage Performance Techniques 1</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSVC-131</td>
<td>American Diction for Singers</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>PSW-235</td>
<td>World Percussion for Nonpercussionists</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PSW-341</td>
<td>The Music of Ghana</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PSW-361</td>
<td>Brazilian Musical Styles</td>
<td>2 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>SW-325</td>
<td>The Music of John Lennon</td>
<td>2 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

## 3 Credit Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>LFRN-151</td>
<td>French 1</td>
<td>3 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>LJPN-171</td>
<td>Japanese 1</td>
<td>3 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>LMSC-130</td>
<td>Concepts of Mathematics</td>
<td>3 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>LMSC-271</td>
<td>The Body, Sound, and Inspiration in Performance and Beyond</td>
<td>3 credits</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>LSPN-161</td>
<td>Spanish 1</td>
<td>3 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>MTH-201</td>
<td>Introduction to International Music Therapy</td>
<td>3 credits</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>
## Curriculum Changes for Spring 2019

### Course Title Changes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>New Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCL-201</td>
<td>Women's Concert Choir</td>
<td>Treble Voices Concert Choir</td>
</tr>
<tr>
<td>LFRN-151</td>
<td>Introductory French 1</td>
<td>French 1</td>
</tr>
<tr>
<td>LFRN-252</td>
<td>Introductory French 2</td>
<td>French 2</td>
</tr>
<tr>
<td>LFRN-353</td>
<td>Intermediate French 1</td>
<td>French 3</td>
</tr>
<tr>
<td>LFRN-454</td>
<td>Intermediate French 2</td>
<td>French 4</td>
</tr>
<tr>
<td>LJPN-171</td>
<td>Introductory Japanese 1</td>
<td>Japanese 1</td>
</tr>
<tr>
<td>LJPN-272</td>
<td>Introductory Japanese 2</td>
<td>Japanese 2</td>
</tr>
<tr>
<td>LJPN-373</td>
<td>Intermediate Japanese 1</td>
<td>Japanese 3</td>
</tr>
<tr>
<td>LJPN-474</td>
<td>Intermediate Japanese 2</td>
<td>Japanese 4</td>
</tr>
<tr>
<td>LMSC-130</td>
<td>Concepts of Mathematics</td>
<td>Applications of Mathematics</td>
</tr>
<tr>
<td>LSPN-161</td>
<td>Introductory Spanish 1</td>
<td>Spanish 1</td>
</tr>
<tr>
<td>LSPN-262</td>
<td>Introductory Spanish 2</td>
<td>Spanish 2</td>
</tr>
<tr>
<td>LSPN-363</td>
<td>Intermediate Spanish 1</td>
<td>Spanish 3</td>
</tr>
<tr>
<td>LSPN-464</td>
<td>Intermediate Spanish 2</td>
<td>Spanish 4</td>
</tr>
<tr>
<td>PSVC-425</td>
<td>Advanced Vocal Improvisation Techniques</td>
<td>Techniques: Jazz</td>
</tr>
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</table>

### Course Number Changes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>New Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHAN-351</td>
<td>The Music of Miles Davis</td>
<td>MLAN-351</td>
</tr>
<tr>
<td>PW-461</td>
<td>Writing the Film Musical</td>
<td>SW-461</td>
</tr>
<tr>
<td>SW-282</td>
<td>Electronic Performing Songwriter Workshop</td>
<td>SW-381</td>
</tr>
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</table>

### Credit Changes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>New Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSEM-200</td>
<td>Effortless Mastery 1</td>
<td>3 credits</td>
</tr>
<tr>
<td>SMGT-311</td>
<td>Stage Management Production Practicum</td>
<td>2 credits</td>
</tr>
</tbody>
</table>

### Course Deletions

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP-210</td>
<td>Principles of Independent Record Production</td>
</tr>
<tr>
<td>MP-235</td>
<td>Collaborative Production</td>
</tr>
<tr>
<td>SW-234</td>
<td>Writing Children's Music</td>
</tr>
<tr>
<td>SW-245</td>
<td>Rock Songwriting Workshop</td>
</tr>
<tr>
<td>SW-326</td>
<td>The Songs of Paul Simon: The Art and Craft of an American Master</td>
</tr>
</tbody>
</table>
Directed Study Faculty - Professional Writing and Music Technology Division

**CM-398**

**Directed Study in Composition 1**
- Eleanor Aversa
- Alla Cohen
- Tamar Diesendruck
- Marti Epstein
- Scott Fessler
- Gregory Glancey
- Derek Hurst
- Alexandros Kalogerias
- Rosey Lee
- Yoon-Ji Lee
- Panagiotis Liaropoulos
- Andrew List
- Elena Lucas
- Michael Weinstein
- Skip Witmyer

NOTE: See instructor in first week to establish meeting times.

**CM-399**

**Directed Study Electronic Composition**
- Derek Hurst

NOTE: See instructor in first week to establish meeting times.

**CM-497**

**Directed Study in Composition 2**
- Eleanor Aversa
- Larry Bell
- Alla Cohen
- Beth Denisch
- Tamar Diesendruck
- Marti Epstein
- Scott Fessler
- Gregory Glancey
- Derek Hurst
- Alexandros Kalogerias
- Rosey Lee
- Thomas LeVines
- Andrew List
- Margaret McAllister
- Donald McDonnell
- Apostolos Paraskevas
- Francine Trester
- Gabriele Vanoni
- Clyde Witmyer

NOTE: See instructor in first week to establish meeting times.

**CM-498**

**Directed Study in Composition 3**
- Eleanor Aversa
- Alla Cohen
- Beth Denisch
- Tamar Diesendruck
- Marti Epstein
- Alexandros Kalogerias
- Dennis Leclaire
- Thomas LeVines
- Andrew List
- Elena Lucas
- Margaret McAllister
- Apostolos Paraskevas
- Francine Trester
- Gabriele Vanoni
- Michael Weinstein
- Julius Williams

NOTE: See instructor in first week to establish meeting times.

**CM-499**

**Directed Study in Jazz Composition**
- Scott Free
- Greg Hopkins
- Ayn Inserto
- Bob Pilkington

NOTE: See instructor in first week to establish meeting times.

**COND-498**

**Directed Study in Conducting**
- Michael Barrett
- Orlando Cela
- Peter Kokkinias
- Irina Georgieva
- Isaiah Jackson
- Genevieve Leclaire
- Francisco Noya
- Eric Stern
- Louis Stewart
- Julius Williams

NOTE: See instructor in first week to establish meeting times.

**CW-498**

**Directed Study in Contemporary Writing**
- Tsunenori Abe
- Kurt Biederewolf
- Joseph Carrier
- Ady Cohen
PLAN YOUR SPRING 2019 SCHEDULE

Amparo Edo Biol
William Elliott
Michael Farquharson
Christina Fisher
Gerald Gates
Daniel McIntyre
Renato Milone
Daniel Moretti
Andrea Pejrolo
Simone Scazzocchio
Loudon Stearns

NOTE: See instructor in first week to establish meeting times.

SW-398

Directed Study in Songwriting
Jon Aldrich
Erin Barra-Jean
Sarah Brindell
Ben Camp
Susan Cattaneo
Melissa Ferrick
Paula Gallitano
David Harris
Bonnie Hayes
Catherine Kewley
Scarlet Keys
Mark Simos
George Woods

NOTE: See instructor in first week to establish meeting times.

Special Section Listings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP-385</td>
<td>all sections - NOTE: This course meets every other week for four hours.</td>
</tr>
<tr>
<td>MP-441</td>
<td>all sections - NOTE: This course meets every other week for four hours.</td>
</tr>
<tr>
<td>MP-475</td>
<td>all sections - NOTE: This course meets every other week for four hours.</td>
</tr>
<tr>
<td>PSPC-341</td>
<td>all sections, note: The Thursday meeting meets every other week for four hours.</td>
</tr>
</tbody>
</table>
PLAN YOUR SPRING 2019 SCHEDULE

Bass
Tom Appleman
Whit Browne
Dave Buda
Dave Clark
Bruce Gertz
Lincoln Goines
Susan Hagen
Fernando Huergo
John Lockwood
Christopher Loftlin
Ed Lucie
David Marvuglio
Daniel Morris
Mike Pope
Joe Santerre
Oscar Stagnaro
Anthony Vitti

Brass
Lin Biviano
Ken Cervenka
Angel Subero
John Faieta
Greg Fritze
Marshall Gilkes
Phil Grenadier
Charlie Lewis
Tiger Okoshi
Jason Palmer
Tom Plsek
Gus Sebring
Jeff Stout
Michael Weinstein

Guitar
John Baboian
Sheryl Bailey
Larry Baione
Kevin Barry
Bruce Bartlett
Kevin Belz
Dan Bowden
Freddie Bryant
Sal DiFusco
David Fiuczynski
Tomo Fujita
Mick Goodrick (Prior Written Approval)
Charles Hansen
Craig Hlady
Thaddeus Hogarth
Richie Hart
Scotty Johnson
Julien Kasper
Jim Kelly
Don Lappin
Jeffrey Lockhart
Andrew Maness
Shaun Michaud
Jane Miller
Tim Miller
Amanda Monaco
Joe Musella
David Newsam
Lauren Passarelli
Rick Peckham
Kim Perlak
Jim Peterson
Jack Pezanelli
Joe Rogers
Randy Roos
Colin Sapp
Bruce Saunders
Ben Sher
Curt Shumate
Bob Stanton
Robin Stone
Joe Stump
Scott Tarulli
David Tronzo
Guy Van Duser
Jon Wheatley
Mark White
Mike Williams
Norman Zoccher

Hand Percussion
Eguie Castrillo
Ernesto Diaz
Joe Galeota
Jerry Leake
Mike Ringquist

Steel Pan
Gustavo Agatiello
Ed Saindon

Orchestral Percussion
Richard Flanagan
Thomas Schmidt

Marimba
Gustavo Agatiello
Richard Flanagan
Mike Ringquist
Ed Saindon
Thomas Schmidt
Nancy Zeltsman

Vibraphone
Gustavo Agatiello
Richard Flanagan
Yoron Israel
Ed Saindon
Thomas Schmidt

Piano
John Arcaro
Leo Blanco
Joanne Brackeen
Consuelo Candelaria-Barry
Robert Christopherson
Rebecca Cline
Jeff Covell
Suzanne Davis
Jennifer Elowsky-Fox
Laszlo Gardony
Tony Germain (Prior Written Approval)

Mandolin
Jason Anick
Joe Walsh

Oud
Simon Shaheen

Qanun
Simon Shaheen
PLAN YOUR SPRING 2019 SCHEDULE

Viola
Jason Anick
Sara Caswell
Beth Bahia Cohen
Chelsey Green
Sandra Kott
Sharan Leventhal
Simon Shaheen
Rob Thomas
David Wallace

Violin
Jason Anick
Beth Bahia Cohen
Sara Caswell
Chelsey Green
Matt Glaser
Sandra Kott
Sharan Leventhal
Simon Shaheen
Rob Thomas
David Wallace

Voice
Jeremiah Abiah
Kris Adams
Linda Balliro
Janie Barnett
Thomas Baskett
Alii Beaudry
Joey Blake
Sharon Brown
Andrea Capozzoli
Karen Carr
Corinne Chase
Carrie Cheron
Kristin Cifelli
Paula Cole
Peter Eldridge
Kathleen Flynn
Jeannie Gagne
Marcelle Gauvin
Robin Ginenthal
Bradford Gleim
Gabrielle Goodman
Ana Guigui
Lydia Harrell
Jamie Lynn Hart
Jodi Jenkins
David Jiles
Aubrey Johnson
Christiane Karam
Sarah Kervin
Elena Koleva
Jerome Kyler
Gwen Leathers
Stacey Lee
Phil Lima
Donna McElroy

Cassandre McKinley
Clare McLeod
Laurie Monahan
Duane Moody
Vanessa Morris
Nichelle Mungo
Taylor O'Donnell
Paul Pampinella
Janice Pendarvis
Dale Peiffer
Rene Pfister
Kaoruko Pilkinson
Nedelka Prescod
Jeff Ramsey
Ruthie Ristic
Dominic Sahagun
Steven Santoro Kowalczyk
Daniela Schachter
Cindy Scott
David Scott
Maggie Scott
Rebecca Shrimpton
Adrian Sicam
Lorree Slye
Didi Stewart
Stan Strickland
Gaye Tolan-Hatfield
Lisa Thorson
Iolina Tipp
Ashlee Varner
Nadia Washington
Alison Wedding
Patrice Williamson
Darcel Wilson
Kathryn Wright

Woodwind
Jackie Beard
Fernando Brandao
Peter Cokkinias
Edmar Colon
Rick DiMuzio
George Garzone
Dino Govoni
Jeff Harrington
Barbara LaFitte
Shannon LeClaire
Fred Lipsius
Jim Ogden
Mia Olson
Sarpay Ozagatay
Margaret Phillips
Wendy Rolfe
Harry Skoler
Bill Thompson
Frank Tiberi
Ed Tomassi
Lance Van Lente
Private Instruction and Recital Preparation Requirements

Students are required to register for private instruction each semester until they have completed all private instruction requirements for their major. To register for private instruction, please follow the steps outlined below:

- Select an instructor from the lists on pages 14-15 in this manual. If you need assistance in selecting an instructor, speak with your instrumental chair or advisor, or research instructors online at berklee.edu/faculty.
- In your second semester, you may register for either:
  - A 50-minute, 2-credit section of private instruction, or;
  - A 30-minute, 1-credit section of private instruction and a 1-credit instrumental lab.
- Nonperformance majors in semesters three and four must register for a 1-credit, 30-minute private instruction and a 1-credit instrumental lab.

Note: Private instruction (and for performance majors, recital preparation) will initially appear on your schedule with XXX as the course number. After final grades for the preceding semester have been submitted, a computer process will delete the XXX designation and assign a new course number that represents the highest level of private instruction and/or recital preparation that has been satisfactorily completed.

- When adding private instruction or recital preparation during check-in week or the add/drop period, the first meeting time will be for the week after the course has been added to your schedule. Therefore:
  - Students adding private instruction or recital preparation courses during the first week of classes will have their first lesson during the second week of classes.
- In order to register for a private instruction that is outside of your principal instrument family, you must request a waiver from the instrumental department chair of the lesson to be taken.
- You can only register for one private instruction (and for performance majors, one recital preparation) per semester. To add a second private instruction course in a term, instrumental chair approval is required. Your instrumental chair must enter a prerequisite waiver into the Colleague system before you can attempt to add the private instruction. An extra private instruction ($1,520 per credit) fee will be assessed whenever a second private instruction is taken within a single semester. Note: One recital preparation is allowed per semester.

- The total number of private instruction courses you may take is limited by your major. Taking more private instruction than allowed will cause an extra (per credit) fee above normal full-time tuition. The following details the maximum number of private instruction courses that can be taken within normal tuition by major.
  - Performance major: eight private instructions, six recital preparations
  - Music education, professional music, and songwriting: six private instructions
  - All other majors: four private instructions on a single principal instrument

- As mentioned above, songwriting and professional music majors may choose to take up to six private instructions (six total). For professional music majors, if the fifth and sixth private instructions are taken on a student's principal instrument, the private instructions are counted as levels five and six. Students have the choice to take these additional private instructions on a secondary instrument. (Songwriting majors may only choose the following secondary instruments: guitar, piano, and voice.) When these private instructions are taken on a secondary instrument, they will be counted as unleveled private instructions. Up to two private instructions (a primary and a secondary) can be taken concurrently without incurring extra charges until six cumulative private instructions have been reached.

Note: Private instruction taken while enrolled on a part-time basis is charged on a per-credit basis, and does not count toward the maximum private instruction courses allowed within full-time tuition. Private instruction courses in which non-passing grades are earned (“W”, “F”, “IF”) are counted toward the maximum allowed within full-time tuition.

The following chart lists the course numbers that should be used to register for lessons:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Private Instruction</th>
<th>Recital Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bass</td>
<td>PIBS-XXX</td>
<td>RPBS-XXX</td>
</tr>
<tr>
<td>Brass</td>
<td>PIBR-XXX</td>
<td>RPBR-XXX</td>
</tr>
<tr>
<td>Guitar</td>
<td>PIGT-XXX</td>
<td>RPST-XXX</td>
</tr>
<tr>
<td>Percussion</td>
<td>PIPC-XXX</td>
<td>RPPC-XXX</td>
</tr>
<tr>
<td>Piano</td>
<td>PIPE-XXX</td>
<td>RPPN-XXX</td>
</tr>
<tr>
<td>String</td>
<td>PIWD-XXX</td>
<td>RPWD-XXX</td>
</tr>
<tr>
<td>Voice</td>
<td>PIVC-XXX</td>
<td>RPVC-XXX</td>
</tr>
</tbody>
</table>

Performance Majors: Recital Preparation

Performance majors are required to take levels 1-6 of recital preparation (RPXX) simultaneously with levels 3-8 of private instruction (PIXX). Please see additional details on the next page. These courses consist of additional private study designed to develop
Performance Majors: Secondary Instruments

Performance majors who are proficient in more than one instrument may declare a secondary instrument. The minimum private instruction residency on a secondary instrument is two semesters of study. Students may declare only one secondary instrument. Students who wish to declare a secondary instrument need to see the department chair of that instrument to schedule an audition. Department chairs will schedule private lessons on secondary instruments and lessons outside their department.

Recital preparation (RPXX) courses on the secondary instrument support the Recital Preparation program. Preferential registration for private instruction (PIXX) and RPXX courses is provided for performance majors: principal instruments; first choice; and secondary instruments, second choice. To participate in ensembles on a secondary instrument, contact the Ensemble Department for an audition.

Instrumental Labs

Each instrumental department provides a variety of instrumental labs that focus on specific techniques, skills, and/or genres. These labs may or may not fulfill graduation requirements as determined by the individual student’s program of study and departmental requirements. Instrumental labs may be used as general electives in cases where they are not required. For more information, consult either the private instructor or the instrumental department.

Ensemble Information

Students are limited to registering for a specific number of ensembles during the registration period according to instrument. This is to provide all students with a fair opportunity to register for ensembles. Once all students’ assigned online registration times have passed, additional ensembles can be added.

Please refer to the chart below:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bass</td>
<td>2</td>
</tr>
<tr>
<td>Brass</td>
<td>3</td>
</tr>
<tr>
<td>Guitar</td>
<td>1</td>
</tr>
<tr>
<td>Percussion</td>
<td>1</td>
</tr>
<tr>
<td>Piano</td>
<td>1</td>
</tr>
<tr>
<td>String</td>
<td>3</td>
</tr>
<tr>
<td>Voice</td>
<td>2</td>
</tr>
<tr>
<td>Woodwind</td>
<td>3</td>
</tr>
</tbody>
</table>

For further information about ensembles, please contact the Ensemble Department, Room 108, 130 Massachusetts Avenue.
Additional Graduation Requirements

In addition to the requirements for graduation set out in the major grids and/or on My Degree Audit, the following are also required for graduation:

- Completion of the specified total credits required for graduation
- Completion of your principal instrument proficiency level specified by major
- Completion of a final project as required by your specific major
- Completion of at least 60 credits for degree and 48 credits for diploma at Berklee to satisfy the residency requirement
- Minimum cumulative grade point average (CumGPA) of 2.00 overall plus minimum cumulative grade point average of 2.70 in concentrate courses

Restrictions for General Elective Credit

- A maximum of four additional private instruction credits, beyond the amount required within each major, may be applied to the general elective credit requirements. (Professional music majors may only apply up to an additional two private instruction credits.)
- A maximum of eight additional ensemble and/or lab credits beyond the amount required for each major may be applied to the general elective credit requirements. (Professional music majors may only apply up to an additional six ensemble/lab credits.)
- A maximum of six additional liberal arts credits beyond the standard requirement may be applied to the general elective requirements for students in the degree program. A maximum of twelve additional liberal arts credits beyond the standard requirement may be applied to the general elective requirements for students in the diploma program.
- Courses taken through the ProArts Consortium that meet the standards of Berklee’s transfer credit policy for liberal arts requirements or electives will be accepted and counted toward graduation as appropriate. Courses that are not normally transferable may be taken through ProArts and applied to the general elective requirements.

The Liberal Arts Program at Berklee

Berklee’s liberal arts program emphasizes the interdisciplinary learning that artists and musicians need to succeed in today’s world, especially writing and communication, critical-thinking, and problem-solving skills. Liberal arts courses provide a cultural context for the arts being studied; relate performing arts to politics, literature, and science; encourage an appreciation for diversity; and prepare students to make the complex ethical choices they will face throughout their lives.

Liberal Arts Minors

A minor in liberal arts allows you to explore interests, develop skills, and gain knowledge that complements your music studies and your major. Each minor consists of four courses, usually 10–12 credits. Foundational courses and a selection of specified options are included in each minor. Courses taken to complete a minor may be used to fulfill other degree requirements as appropriate.

You may also complete an individualized minor in liberal arts. Students may propose a minor that is disciplinary (for instance, art history), interdisciplinary (for instance, Latin American Studies), or experiential. Disciplinary and interdisciplinary minors must include at least 12 credits of course work.

Experiential minors must have a minimum of 10 credits of course work and include at least two credit-bearing experiential programs that bear a relationship to the proposed course of study.

For more information, email liberalarts@berklee.edu or visit berklee.edu/liberal-arts.

Special Learning Opportunities

Berklee Study Abroad

Berklee’s exclusive study abroad program offers undergraduate students the opportunity to study at our international campus in Valencia, Spain. Students in Valencia will experience the rich culture of the Mediterranean and prepare to face the unique challenges in the global music industry.

Courses are offered from across the Berklee curriculum so that students from all majors may find the classes they need to meet their graduation requirements. Additionally, students can elect to pursue a minor in music technology, a program available only in Valencia.

All students at the Valencia campus have the opportunity to get hands-on experience in state-of-the-art recording studios and technology labs. The Valencia experience also offers international exposure through a variety of concerts at the Palau de les Arts and in other venues throughout the local community. Many students have become regular performers at renowned clubs in Valencia and other cities in Spain.

For more information, visit valencia.berklee.edu, email studyabroad@berklee.edu, or call 617-747-6600.

MBA Opportunity with Suffolk University

Students who successfully complete the music business/management program and earn a Bachelor of Music degree from Berklee may apply for acceptance to the Suffolk University Master of Business Administration (MBA) program for Berklee graduates.
Through a special arrangement, you may receive credit for your Berklee course work in the music business/management major towards an MBA from Suffolk. As much as a semester of the four-semester Suffolk program is eligible for course waiver consideration, saving you considerable time and cost in earning this valuable degree.

Acceptance to the MBA program and course waiver considerations are based on (1) the achievement of a 3.00 GPA or above, (2) a minimum grade of B in required courses, and (3) any additional requirements necessary for admission to Suffolk University.

This “fast track” program is intended to support your chosen career path in the music industry—whether entrepreneurial, marketing, or management—and put you in the job market as well prepared and quickly as possible.

For more information, contact Berklee’s Music Business/Management Department or the Office of Graduate Admissions at Suffolk University, or visit the Suffolk University website at suffolk.edu/business/graduate/65063.php. Suffolk University also holds information sessions several times during the year. You may contact the Suffolk Graduate Admissions Office at 617-573-8302.

ProArts Consortium

Berklee is a member of the ProArts Consortium. ProArts is an association of seven performing and visual arts schools: Berklee College of Music and Boston Conservatory at Berklee, Boston Architectural College, Emerson College, Massachusetts College of Art and Design, New England Conservatory, and the School of the Museum of Fine Arts at Tufts University. As members of the consortium, Berklee students, faculty, and staff have many resources available to them, including the following:

- All members of the Berklee community can access ProArts Connect (proartsconnect.org), an online resource for connecting across the ProArts schools where you can collaborate, find and post events, buy and sell, offer for services, and find housing.
- Members are free to use some facilities at each school, including all libraries and most media collections.
- Berklee students, faculty, and staff are eligible to take courses at any of the ProArts schools via the cross-registration program.

Participation in the ProArts cross-registration program is open during the fall and spring semesters. Some schools offer continuing education courses to faculty and staff during the spring, summer, and fall. You may register for courses during ProArts registration week as well as the add/drop period each semester. Please see proarts.org or the Office of the Registrar for details. If you are interested in taking courses at one of the consortium colleges, the following procedures should guide you through the process.

To Register for a Course at a ProArts Institution:

1. At proarts.org/cross-registration, familiarize yourself with the cross-registration rules and regulations at Berklee as well as at the school where you wish to enroll.
2. Obtain a ProArts Cross-Registration form at the Office of the Registrar or online at proarts.org.
3. Determine the course you wish to enroll in. Course listings can be found at proarts.org/datesandcourses.
4. Complete the ProArts Cross-Registration form, and obtain the signature of the registrar at Berklee.
5. Take your completed ProArts Cross-Registration form to the registrar of the host institution for approval.
6. Return your completed form to the Office of the Registrar at Berklee to complete the process.

Berklee staff and faculty who wish to enroll in a ProArts course must also complete the Tuition Waiver form through Human Resources. The Office of the Registrar needs to process the Tuition Waiver and ProArts enrollment forms at the same time.

Visit proarts.org/cross-registration for more information.

Cross-Registration Rules and Regulations

- Courses taken through the ProArts Consortium that meet the standards of Berklee’s transfer credit policy for liberal arts requirements or electives will be accepted and counted toward graduation as appropriate. Courses that are not normally transferable may be taken through ProArts and applied to the general elective requirements.
- If you wish to fulfill a Berklee music course requirement through ProArts, you must obtain written approval from the chair of your major before the start of the course.
- Faculty and staff are eligible to take one course per semester through ProArts.
- If you are a ProArts student taking a class at Berklee, please notify the Office of the Registrar if you need to make any changes to your classes.

Remember to add the ProArts course to your Berklee schedule. See the table below to determine the course number and section for adding a ProArts course to your Berklee schedule. The course number you choose must equal the same amount of credits that the course is worth at the host college. Adding a ProArts course to your Berklee schedule does not guarantee a space in the
host college course. However, it will save space on your Berklee schedule and increase your term credit load, which is important for financial aid concerns and SEVIS concerns for international students.

Berklee students enrolled in a ProArts class are responsible for attending the class and completing the coursework as they would a Berklee class. Any student who needs to withdraw from a class must notify both Berklee’s registrar and the registrar of the host school.

Please use the following course numbering system when registering for a ProArts course.

**Course Number**
- PA-005 = 0.5 credit course
- PA-001 = 1 credit course
- PA-015 = 1.5 credit course
- PA-002 = 2 credit course
- PA-025 = 2.5 credit course
- PA-003 = 3 credit course
- PA-004 = 4 credit course

**Section**
- 001 = Boston Architectural College
- 002 = Boston Conservatory at Berklee
- 003 = Emerson College
- 004 = Massachusetts College of Art and Design
- 005 = School of the Museum of Fine Arts at Tufts University
- 006 = New England Conservatory

Example: A three-credit course at Boston Architectural College would be PA-003-001.

**Exception:** For four-credit liberal arts courses offered through Emerson College, register for PA-003-003 (three credits). Only three credits are counted toward graduation.

**Berklee Career Center: Internships**

The objective of the Berklee Career Center is to take an active, purposeful role in helping students imagine and shape their careers. Using a structure of seven Career Communities, we provide expert guidance, cutting-edge resources, and professional development experiences to help our diverse body of students achieve their personal and professional goals. We strive to inspire students to think broadly not only about their career aspirations, but also about the far-reaching value of their skills. Through personalized internship advising, annual industry trips, and professional networking events, the Berklee Career Center connects students with influencers and employers to advance themselves in the creative industries.

To register for an internship course, students must follow the Career Center’s online internship step-by-step guide and attend an internship seminar. International students must obtain authorization from International Student Services on the Form I-20 prior to beginning an internship.

To review the internship step-by-step guide, visit berklee.edu/internships. For more on the Career Communities, visit berklee.edu/careers.
HOW TO REGISTER FOR SPRING 2019

Instructions for Online Registration

Before Your Assigned Online Registration Time

Access MyBerklee (my.berklee.edu)
To access registration options and resources, you'll need to log in to my.berklee.edu. Before your assigned online registration time, please visit the website and verify that you can log in. MyBerklee is accessible from any internet-connected computer with an up-to-date web browser. For Macintosh users, either the Safari (version 5.0.x or later) or Firefox (version 8.0 or later) browser is recommended. For PC users, Firefox (version 8.0 or later) is the most compatible, but Internet Explorer (version 8.x or later) is also supported.

To log in, click on the “Log In” button at the top right and enter your Berklee OnePass username and password. If you do not know your username and/or password, or if you have any difficulty accessing my.berklee.edu, contact the Student Computer Support Center on the lower level of 186 Massachusetts Avenue, email them at 8800@berklee.edu, or call them at 617-747-8800.

Once you’ve logged in, click on the blue Students button that will appear at the top right to access the Students menu.

Seek Out Advising
Seek registration advice from the Academic Advising office, with departmental advisors in the department of your major, or the Office of the Registrar.

Use Online Resources
It will be easier and take less time for you to complete your online registration if you research the courses you want to take in advance of your assigned online registration time. This will also allow you to seek any advising you require, request waivers, or perform other registration-related activities ahead of time.

- REGISTRATION MANUAL – Found at berklee.edu/online-registration-manual, the manual provides a full set of up-to-date course descriptions and the information and procedures that will help you in selecting and registering for your courses. Please review this information before your assigned online registration time.

- REGISTRATION AND CHECK-IN PROFILE SCREEN – Found under the Registration section on my.berklee.edu, this screen provides information about your academic records at Berklee, such as your instrument, major, assigned online registration time, academic advisor, and any restrictions that might impact your ability to register.

- MY DEGREE AUDIT – Found under the Academic Profile section on my.berklee.edu, this screen allows you to do an online Academic Evaluation (EVAL) to see what courses you have remaining in a specific program and major to determine the courses you need to include in your schedule.

- VIEW TRANSCRIPT – Found under the Academic Profile section on my.berklee.edu, this screen allows you to review your transcript online before selecting your classes. You can see what courses you’ve already taken, and make sure that you’ve met all prerequisites and other eligibility requirements for the courses you want to take.
MAJOR GRIDS - Found at berklee.edu/registrar/major-grids, these official grids are organized by catalog year and show the courses in a given single major or dual major that need to be taken in order to graduate. The grids detail the recommended sequence of courses for each semester you are in a major.

CURRENT SCHEDULE OF COURSES - Found at berklee.edu/introductionoverview/current-schedule-courses, the Current Schedule of Courses (PDF format) is a listing of sections and their corresponding instructors, days, and times, that is updated weekly through the first day of a semester's classes and available to download.

Registering for Courses

When to Register

Registration occurs online at my.berklee.edu. You will be assigned an “online registration time” which will be the earliest date and time you can register for courses for spring 2019. Online registration times are assigned to students by descending order of semester levels (highest to lowest) and within a semester level by the number of credits earned, and are scheduled for a time of day during the registration period when you are not in class.

You can find your assigned online registration time on your Registration and Check-In Profile screen, under the Registration section on my.berklee.edu. You cannot register before this time, but you can register anytime afterwards. However, courses fill up rapidly, so we strongly encourage you to register at your assigned time to maximize your options.

Search and Register for Classes

You’ve done your planning, know which courses you’d like to take, and your assigned online registration time is here. You are now ready to register for your courses online.

Log in to my.berklee.edu and select “Search and Register for Classes” under the Registration section.

Search and Register for Classes allows you to select classes by searching the course catalog.

1. Fill out search criteria to limit the search results to the courses you are interested in taking.
   a. Term (required) - choose term for courses for which you are searching.
   b. Location (required) - choose campus location from the drop-down menu.
   c. Academic Level (required) - choose from the drop-down menu.
   d. Subject (optional) - choose subject from the drop-down menu to limit results to subject chosen.
HOW TO REGISTER FOR SPRING 2019

e. Course Number (optional) - enter course number to limit results to course chosen.
f. Section Number (optional) - enter section number to limit results to section chosen.
g. Class Meeting Time (optional) - limit results to a specified time by using the provided drop-down menus.
h. Day of Week (optional) - select days on which you want your search results limited.
i. Course Title Keyword (optional) - enter a title or partial course title to limit results to courses that contain that title.
j. Instructor’s Last Name (optional) - enter an instructor’s last name to limit search results to those courses taught by the instructor entered.
k. Only Show Open Courses (optional) - select check box to toggle whether or not search results contain only open courses.

2. Click submit.
3. A result screen listing courses based on your criteria will be displayed.
4. Using the check boxes, select the classes that you would like to add to your schedule.
5. Click submit.
6. A confirmation screen will be displayed to verify the courses you selected.
7. Review information and click submit.
8. A result screen is displayed: The courses for which you are eligible will be added to your schedule with a status of “registered.”
9. For any course that you are prevented from registering for, a message describing the reason why you were prevented will be displayed.
10. Links to the other registration tools can be accessed under the Students menu link found at the top right side of the screen.

View/Change Schedule

Log in to my.berklee.edu and select “View/Change Schedule” under the Registration section.

View/Change Schedule displays classes for which you are registered and provides functionality to drop classes.

1. To drop a class, select the check box next to the course title.
2. Click submit.
3. A resulting schedule view will display courses for which you are registered.
HOW TO REGISTER FOR SPRING 2019

Registering for Private Instruction and/or Recital Preparation
Register for your Private Instruction and/or Recital Preparation before your other courses using Search and Register. See pages 14-17 for requirements, course codes, and available instructors.

Registering for Ensembles
Students are limited to registering for a specific number of ensembles during the registration period according to instrument. This is to provide all students with a fair opportunity to register for ensembles. Once all students’ assigned online registration times have passed, additional ensembles can be added. See page 17 for more information.

To view a current online listing of ensembles with open seats for your instrument, select the “Browse Ensembles” link under the Registration section. This report updates every five minutes, so make note of the ensembles with available seats and try to add them.

Experiencing Technical Difficulties?
If you’re running into technical problems when registering online, here are a few quick tips that may help solve them:

- Do not use the “Back” button on your browser. Use the menu items and links provided.
- Online registration does not support multiple tabs. Though you may be able to run multiple tabs, it is not recommended that you do so when registering online.
- The system may take up to 15 seconds to process your request, so be patient and do not click “Submit” more than once on each screen.
- When faced with error messages, sometimes quitting and restarting the browser and/or your computer before logging back in can help. Cookies, caches and other settings on your specific machine may need updating. You can also try a different browser, or if you have access, a different machine.

If you need additional assistance, please visit the Student Computer Support Center on the lower level of 186 Massachusetts Avenue, email them at 8800@berklee.edu, or call them at 617-747-8800. If you have problems registering due to academic issues, please visit the Office of the Registrar located at 939 Boylston Street, second floor (enter through 921 Boylston Street, third floor) or contact them at 617-747-2240.

Frequently Asked Questions about Registering for Courses

Q: A COURSE I WANT IS CLOSED. AM I OUT OF LUCK?
Maybe not. In general, you may not add a section of a course if the section has reached its maximum enrollment. In some instances, at the discretion of the course chair and instructor, the course chair may make an exception and grant a population waiver, which overrides the maximum number of students allowed, to let a student in a class. If you are granted a population waiver by the chair, the waiver is entered onto the computer by the chair, allowing you to add the course yourself online.

Q: I NEED TWO COURSES, BUT THEY MEET AT CONFLICTING TIMES. WHAT SHOULD I DO?
If you have permission from the instructors for both courses, you can register into two courses with a time conflict. First add one of the courses online yourself, and then add the overlapping course at the Office of the Registrar.

Q: HOW DO I SIGN UP FOR A COURSE IF I HAVEN’T COMPLETED THE PREREQUISITES?
In general, you may not add a course if you have not met the prerequisite requirements. Prior to registering, you should check the course descriptions to ensure you have the proper prerequisites, corequisites, ensemble ratings, and whether you are eligible to elect the course (“Electable by:“).

You must have a passing grade, transfer credit or credit by exam in the Colleague system to satisfy course prerequisites. It is assumed that courses in which you are currently enrolled will be passed and can, therefore, be used as prerequisites. You can count the courses you are currently enrolled in as passed courses to help you meet prerequisite requirements. (However, a nonpassing final grade for your current course may mean you are removed from a course(s) next term.)

However, if you do not have all the prerequisites for a course but still wish to take it, you can petition the course chair to waive the prerequisites restriction(s). Course chairs approve prerequisite waiver appeals at their discretion. When approved, course chairs need to enter a prerequisite waiver into the Colleague computer system before a student can register for the course. Prerequisite waivers are valid for one semester only.
AFTER YOU REGISTER

Payment of Tuition

For all information related to student accounts such as tuition and fees, tuition payment plans (Tuition Management Systems) and other methods of payment, third-party scholarships, refund checks and overpayment of tuition fees, Berklee’s collection policy, and more, visit berklee.edu/bursar.

Nonpayment of Tuition and Fees Collection Policy

By registering for classes at Berklee and agreeing to the Student Acknowledgement of Financial and Other Obligations (SAFO), you acknowledge financial responsibility for any and all charges and fees assessed to your student account. Student account balances are to be paid in full by the due date published. The student will be notified by email and home mailing address of any unpaid balance on the account. The student is also expected to periodically check his or her online account for any additional charges or loss/reduction in aid that resulted in an unpaid balance.

The Office of the Bursar will notify students during the semester via Berklee email to alert them to any past-due balance on their account. These email notifications should be understood to be official notifications of a past-due account and part of Berklee’s internal collection effort prior to assignment with an external collection agency. After the semester, notices will be sent to the preferred mailing address on file with the Registrar’s Office, advising the student of any unpaid balance. If payment has not been received once a semester has ended, that account will be considered delinquent and in default.

Should it be necessary to place a delinquent account with an outside collection agency, the student will be responsible for reimbursing the college for any collection agency fees, which may be based on a percentage at a maximum of 50 percent of the debt, and all costs and expenses, including reasonable attorney’s fees, that Berklee incurs in such collection efforts.

All payments that are received after the published deadline for any given semester will be subject to a $250 late payment fee.

Supplemental Tuition Insurance

Students also have the option to sign up for an additional tuition insurance program provided through Liberty Mutual Insurance that supplements Berklee College of Music’s student refund policy. If a student needs to withdraw during the semester due to an illness, pre-existing condition, mental health disorder, injury, or any other eligible reason, Liberty Mutual Tuition Insurance will supplement the college’s refund schedule so that 100 percent of insured tuition, room and board, and most fees are paid through Berklee. (Note: Pre-existing physical and mental health conditions are covered provided the student has not received treatment from a doctor for the condition in the 180 days preceding the first day of classes and the policy term.)

All enrolled students, as well as students studying abroad, are eligible for tuition insurance. Policies must be purchased prior to the first day of classes. The policy costs about one percent of your insured Berklee expenses and you can choose the specific tuition amount you want to insure, by semester or for the full year.

To enroll, visit libertymutual.com/berkleetuition to sign up for a policy online. For questions, email tuitioninsurance@libertymutual.com.

Financial Aid

There are many Berklee policies that may impact your eligibility for financial aid. All aid applicants should familiarize themselves with the following guidelines:

- All financial aid awards are based on full-time enrollment (12 credits). If you are enrolled for fewer than twelve credits, your aid may be reduced or canceled at the end of the add/drop period;
- Financial aid applicants must continue to make Satisfactory Academic Progress (SAP) in order to remain eligible for both federal and institutional financial aid;
- Pending aid cannot be credited to a student’s account. Please check your Berklee email account as the Office of Student Financial Services sends emails to students indicating what documents or forms are outstanding. You can view your aid and find missing documents and messages by logging into financialaid.berklee.edu. Most items that we request may be downloaded from berklee.edu/forms-and-other-downloads; and
- Students are required to complete an exit interview session per federal regulations if they withdraw from Berklee for any reason (i.e. graduation, withdraw during the semester, or simply do not return to Berklee) or enroll for less than six credits. For loan repayment information, Berklee College of Music students should contact the Office of Student Financial Services. (Boston Conservatory at Berklee students should contact the Conservatory’s Financial Aid Office.)

For more details regarding how your enrollment affects your financial aid eligibility, Satisfactory Academic Progress (SAP), student loan requirements and other policies, please visit us at berklee.edu/financial-aid or walk in and meet with a financial aid counselor from 9:00 a.m. to 5:00 p.m., Monday through Friday. For financial aid-related matters, please contact the Office of Student Financial Services at 617-747-2274 or at financialaid@berklee.edu.
AFTER YOU REGISTER

Student Health Insurance

To help students maintain their wellbeing, Berklee sponsors a Student Health Insurance Plan (SHIP). Most students are automatically enrolled in, and charged for, Berklee’s SHIP, which is underwritten by Blue Cross Blue Shield of Massachusetts and administered by Gallagher Student Health & Special Risk. Massachusetts requires that students participate in the school-sponsored plan or demonstrate coverage by a comparable plan.

Coverage for students beginning in the spring term will be from January 1, 2019, to August 14, 2019. Full coverage details are available at gallagherstudent.com/berklee.

To waive the SHIP, students must demonstrate comparable coverage each academic year. The waiver is submitted online through the Gallagher Student Health & Special Risk website. **For spring-entering students, the deadline for submitting a request to waive Berklee’s SHIP is February 1, 2019.**

Not all plans are acceptable, such as out-of-state Medicaid and HMO plans. To be comparable to the SHIP, alternate plans must provide coverage for a full range of preventive and specialty care in Massachusetts, not just for urgent care or emergencies. All plans must be in compliance with the Affordable Care Act.

International students cannot waive coverage unless insured through one of the following:

1. A parent/guardian/spouse’s health insurance plan offered through a U.S. employer;
2. Select government-sponsored programs; or
3. Mass Health or a plan purchased through the Massachusetts Health Connector

If you have any questions or would like to speak with a customer service representative, please contact Gallagher Student Health & Special Risk at 1-800-391-8057 or by going to gallagherstudent.com/berklee and clicking on the Customer Service link.
IMPORTANT POLICIES AND PROCEDURES

For further information on policy and procedures, please refer to the 2018-2019 Policy Handbook for Students.

Check-In

Students enrolled in their second semester and above are required to complete the check-in process online at my.berklee.edu before the start of each semester. Some students may have restrictions that they must first clear before they will be able to check in. These could include paying tuition in full, providing contact and emergency information, submitting state-required proof of immunizations, and clearing any holds. International students must also verify their immigration information.

Students should plan to begin the check-in process one month before the semester begins to ensure there is sufficient time to remove all restrictions and check-in by the check-in deadline. Note: Until a student has cleared all restrictions and checked in, they are not considered a student and will not be allowed to attend classes.

The college will assume that any students who do not check-in by the posted deadline will not be attending and the college will deregister them from the term and drop all their courses, making those seats available to checked-in students. Under special circumstances and in direct communication with the Office of the Registrar, a student may be allowed to check-in after the posted deadline. A $250 late fee will be assessed, and the student’s schedule will need to be rebuilt according to seat availability. No student will be allowed to check-in after the add/drop deadline at the end of the first week of classes.

Online check-in for the spring 2019 semester takes place from January 15 through January 18 at 11:59 p.m. EST.

Credit by Exam

The Credit by Exam option is available for many, but not all, courses. Students seeking to obtain Credit by Exam (CBX) for a course should first determine if CBX is an option for a particular course, obtain the information about completing the CBX, and apply to the course chair. The course chair is the final source of determination about all aspects regarding CBX in that particular department. The following limitations and stipulations apply:

- CBX is not available for courses in which both proficiency and participation are the criteria for credit.
- Courses passed by CBX are not counted as part of a semester’s course load.
- A minimum grade of “B” must be earned in exam and/or project assignments for CBX to be awarded.
- Courses for which a student received a grade of “F”, “I”, or “IF” are not eligible for CBX; in these cases, the policies governing Grade Change apply.
- Any necessary adding or dropping of courses due to obtaining CBX must be completed by the add/drop deadline.
- In order to graduate, a combination of enrollment and classroom participation in a minimum of 60 credits (Bachelor of Music degree), or 48 credits (Professional Diploma program) are required. All program requirements must also be completed in order to graduate.

Policy on Grades of Incomplete (“I”)

Under limited circumstances, a student may request a grade of Incomplete (“I”) from a course instructor in the final two weeks of the semester. A request for an Incomplete grade by the student can only be considered by the instructor when all of the following conditions are met:

- the student initiates the request for an Incomplete grade by the last day of the semester;
- the student must be passing the course at the time of the request;
- attendance in the course by the student has been satisfactory;
- a health condition, family or personal emergency, or other unavoidable documented emergency legitimately prevents the student from completing the required course work by the last day of the semester;
- the required work can reasonably be completed by the end of the sixth week of the following semester (whether or not the student is enrolled in that semester); and
- the Incomplete is not based on the student’s failure to complete work during the semester or used as a means to complete additional work in order to raise the grade in the course.

In all other circumstances, the appropriate grade earned by the student must be assigned by the instructor.

Please note:

- Grades of “I” are not calculated into the GPA.
- A grade of “I” is not a passing grade. A student will not receive credit for the class until a passing grade is submitted.
- The course cannot be used as a prerequisite for another course until a passing grade is submitted.
- The grade of “I” is not available for ensemble courses.
- Having an Incomplete grade for any course as of the third week of the next semester will prevent a student from being included on that term’s dean’s list.
- One or more grades of Incomplete can significantly add to a student’s workload the next semester.
- Last day to change an Incomplete awarded for fall 2018 is March 1, 2019 by 5:00 p.m. EDT.

Complete policy information can be found on page 23 in the Academic Policies section of the 2018-2019 Policy Handbook for Students, available online at berklee.edu/policy-handbook-students.
IMPORTANT POLICIES AND PROCEDURES

Audit Policy
Students are not allowed to audit any course within the curriculum. All students must be properly registered for all courses they attend by the end of the add/drop period. After the add/drop period concludes, faculty are asked to check updated course rosters and identify any students attending their courses who are not fully registered and send them to the Office of the Registrar to resolve registration issues.

Adding/Dropping Courses
The add/drop period at the beginning of each term is the first five days of the semester. During this time, students may add or drop courses to their schedule through my.berklee.edu. After the add/drop deadline, and no later than the end of the second week of classes, students may add a course only with the permission of the department chair and upon approval by the Office of the Registrar.

The add/drop deadline for the spring 2019 semester is January 28. The deadline to add a course with chair authorization is February 1.

Withdrawals

Withdrawal from Courses
After the deadline to drop a course has passed, students may withdraw from a course by submitting a Withdrawal from a Class form at the Office of the Registrar. A withdrawn course will remain on a transcript with a grade of “W” (Withdrawn) and is not eligible for a tuition refund or a replacement course.

Please note: Withdrawn courses are considered attempted courses and, as such, may affect a student’s satisfactory academic progress. Withdrawn courses are not considered when calculating a student’s GPA. If you receive financial aid or veterans’ benefits, withdrawal from a course(s) may reduce your eligibility for aid. If you are an international student, withdrawal from a course(s) may jeopardize your F-1 Visa status.

The deadline for withdrawing from a spring 2019 course is April 5.

Withdrawal from the College
Students who wish to withdraw from the college anytime after completing the check-in process are required to complete a Withdrawal from the College form, in order to be officially withdrawn from the term. There are three locations to do this:

1. U.S. citizens (or permanent residents) who are withdrawing from the college for any nonmedical reason must schedule an appointment with the Retention and Student Success Office at success@berklee.edu or with an academic advisor.

2. U.S. citizens (or permanent residents) who are withdrawing from the college for any medical reason must obtain medical documentation and schedule an appointment with a designated Health and Wellness staff member by calling 617-747-2310.

3. International students withdrawing from the college for either medical or nonmedical reasons must schedule an appointment with their international advisor. Please note that international students in F-1 status will affect their immigration status by withdrawing from the college.

Students withdrawing before the end of the fourth week of either the fall or spring semesters are entitled to a credit of part of their tuition: 80 percent if withdrawing during the first week, 60 percent if withdrawing during the second week, 40 percent if withdrawing during the third week, and 20 percent if withdrawing during the fourth week. After the fourth week, no credit will be made. No deduction is made for temporary absence, nor is any credit granted if students are suspended, dismissed, or leave the college without officially withdrawing.

Students also have the option to sign up for an additional tuition insurance program provided through Liberty Mutual Insurance. This coverage supplements Berklee College of Music’s student refund policy. More information can be found at berklee.edu/bursar/tuition-insurance.

Financial aid awards may be prorated upon withdrawal from the college. Contact the Office of Student Financial Services for more information.

Students are encouraged to communicate with the Office of Retention and Student Success regarding their academic standing as it relates to their withdrawal from the college (medical or nonmedical).

Repeated Courses
Students may enroll in most courses for a second or subsequent time. (No required music production and engineering course, required electronic production and design course, and certain other music technology courses can be repeated without department approval). When a course is taken more than once, only the highest grade earned for the course is used to determine the cumulative grade point average (CumGPA) and the concentrate grade point average (CGPA). In addition, only the highest grade in a repeated course will count as completed credit for Satisfactory Academic Progress (SAP) while all attempts of the course will count as attempted credit. Repeated courses appear on the student’s record for each term the course was taken with the grade received and the term grade point average. Credits earned from repeating a course cannot be counted toward graduation.

Please note: this policy does not apply to ensembles, instrumental labs, and nonlevelled private instruction,
all of which may be repeated with each grade counted in the CumGPA, CGPA and applicable toward graduation (up to certain limits – please see Restrictions for General Elective Credit on pages 18).

Declaration of Major/Minor

All students are required to declare a major field of study by their third semester credit standing. To ensure an appropriate graduation timeline, it is strongly advised that the declaration of major paperwork be submitted prior to your assigned online registration time during your second semester.

Declaration for most majors must be completed by the end of check-in week, which is the Friday before the start of classes. If approved, the declaration of major will be effective for that semester. Declaration/Change of Major/Minor forms received after this date will be effective, if approved, for the following semester.

Please visit the departments directory (berklee.edu/departments-a-z) for more definitive declaration instructions since some majors have an earlier declaration deadline and specific requirements for declaration.

To begin the process of declaring a major or minor, you should visit the departmental office of the appropriate major or minor (performance majors begin with their instrumental department). The Declaration/Change of Major/Minor form must be completed at the major department and then be submitted to the Office of the Registrar. The Declaration/Change of Major/Minor form can be found at berklee.edu/registrar/registration-forms.

Following is a list of majors and suggested entry courses. The entry courses provide an overview of the respective majors and begin to build a foundation for courses that follow in the major.

Note: Some of these courses have prerequisites. Be sure to check the course description for details.

<table>
<thead>
<tr>
<th>Major</th>
<th>Entry Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Writing and Production</td>
<td>AR-112 Arranging 2, LMSC-208 Principles of Musical Acoustics, ISKB-211 Basic Keyboard 1 (not required for piano principals)</td>
</tr>
<tr>
<td>Composition</td>
<td>CM-211 Tonal Harmony and Composition 1, CP-210 The Art of Counterpoint, CM-103 The Composer’s Toolkit: Shaping Sound in Time, CM-357 Introduction to Electroacoustic Music for Composers, ISKB-211 Basic Keyboard 1 (not required for piano principals)</td>
</tr>
<tr>
<td>Jazz</td>
<td>AR-112 Arranging 2, AR-228 Survey of Jazz Composition and Arranging, ISKB-211 Basic Keyboard 1 (not required for piano principals)</td>
</tr>
<tr>
<td>Music Education</td>
<td>ME-111 Introduction to Music Education, ME-152 Computer Applications for Music Education (highly recommended)</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>MTH-201 Introduction to International Music Therapy, LSO-211 General Psychology, ISGT-231 Guitar Class for Music Therapists 1, ISPC-231 Percussion for Music Therapy</td>
</tr>
</tbody>
</table>

Film Scoring

CM-211 Tonal Harmony and Composition 1 (required in second semester), CP-210 The Art of Counterpoint, FS-221 Introduction to Film Scoring, ISKB-211 Basic Keyboard 1 (not required for piano principals)
IMPORTANT POLICIES AND PROCEDURES

ILVC-210  Elements of Vocal Technique for Non-Voice Principals (not required for voice principals)
MTH-311  Psychology of Music
Performance
PFSS-XXX  Approved Styles Survey (The course code is determined by your principal instrument; see Major Grid.)
PSXX-XXX  Performance Studies
Professional
Music
Does not have a special entry course; see department advisor in the Professional Music Department.
Songwriting
SW-111  Essentials of Songwriting
SW-211  Songwriting 1
SW-221  Lyric Writing 1
ISKB-211  Basic Keyboard 1 (not required for piano principals)

ESL Policies

English as a Second Language
All degree and diploma students for whom English is a Second Language and whose entering Berklee English assessment or TOEFL score places them in an ESL course are required to enroll in that course in their first semester. All degree and diploma students must continue to enroll in an ESL course in subsequent semesters until they attain proficiency as defined as ready to enroll in LENG-111 Writing and Communication. No first semester student is permitted to drop any required course without the written authorization of the course chair.

LENG-111 Writing and Communication
All degree students are required to enroll in LENG-111 Writing and Communication in their first semester, unless they have received appropriate transfer credit or are enrolled in an English as a Second Language course. All degree students who have received transfer credit for LENG-111 will be required to select another liberal arts course for their first semester.

Graduation Requirements

Ordinarily, at least four semesters of full-time study must be spent at Berklee to qualify for the diploma or degree. Furthermore, all candidates seeking to graduate in a specific major field must attain at least a 2.70 CGPA in that major and must complete a required project in the chosen area of concentration, as described and approved by the department chair. In addition, an overall CumGPA of 2.00 must also be attained to graduate.

In addition to successful completion of all required courses, proficiencies, projects, recitals, etc., students must complete a minimum number of credits to qualify for graduation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>96</td>
</tr>
<tr>
<td>Degree</td>
<td>120</td>
</tr>
<tr>
<td>Music Education</td>
<td>128</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>122</td>
</tr>
</tbody>
</table>

Dual Majors

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>126</td>
</tr>
<tr>
<td>Degree</td>
<td>150</td>
</tr>
<tr>
<td>Dual degree including</td>
<td>158</td>
</tr>
<tr>
<td>Music Education</td>
<td></td>
</tr>
<tr>
<td>Dual degree including</td>
<td>152</td>
</tr>
<tr>
<td>Music Therapy</td>
<td></td>
</tr>
</tbody>
</table>

Graduation requirement grids for each major are available online at berklee.edu/registrar-major-grids-search. Assistance in academic planning is available at the Academic Advising office and from departmental advisors. See berklee.edu/registrar/requirements-graduation for more information.

Participating in the Annual Commencement Ceremony

Berklee's main commencement ceremony takes place each May and is intended to celebrate students who graduated the previous fall or spring semesters, as well as students expected to graduate during the following summer semester. Undergraduate students who graduate in the summer may participate in the May ceremony, provided that at the end of the spring they:

1. have 16 or fewer course credits remaining (13 credits for diploma students);
2. have no course sequences that would require enrollment in more than a single semester; and
3. have the ability and intent to complete all remaining requirements in the summer immediately following the ceremony.

In order to participate in the May ceremony, students who have not satisfied all their program requirements by the end of the spring semester must demonstrate their ability to finish over the summer by submitting a course plan to the graduation specialist. All others will be celebrated at the commencement ceremony the following year.

For each degree or diploma received, a student is eligible to participate in one and only one commencement ceremony.

Participating in the commencement ceremony does not mean all graduation requirements have been satisfactorily completed. Degrees and diplomas are officially conferred only upon completion of all academic requirements.
IMPORTANT POLICIES AND PROCEDURES

Student Accountability

- Students are responsible for keeping their own accurate records of completed courses, grades received, and other academic documents. Students can check and verify their records anytime on my.berklee.edu by using "View Transcript" and other academic record links under the Academic Profile section.

- Berklee uses several methods of communicating information to students about events, activities, announcements, and daily updates, including Berklee email, the berklee.edu dashboard, and bulletin board postings. The primary methods of communication are Berklee email and Berklee Hub dashboard. Students are responsible for checking their Berklee email account and their dashboard on a daily basis for information.

Semester Level Calculation

Semester level is determined by the program of study (Bachelor of Music degree or Professional Diploma) and the total number of credits a student has earned. It is not determined by the number of semesters a student has been enrolled. The following is a chart of semester levels with credits earned.

<table>
<thead>
<tr>
<th>Semester Level</th>
<th>Credits earned Diploma</th>
<th>Credits earned Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-11</td>
<td>0-14</td>
</tr>
<tr>
<td>2</td>
<td>12-23</td>
<td>15-29</td>
</tr>
<tr>
<td>3</td>
<td>24-35</td>
<td>30-44</td>
</tr>
<tr>
<td>4</td>
<td>36-47</td>
<td>45-59</td>
</tr>
<tr>
<td>5</td>
<td>48-59</td>
<td>60-74</td>
</tr>
<tr>
<td>6</td>
<td>60-71</td>
<td>75-89</td>
</tr>
<tr>
<td>7</td>
<td>72-83</td>
<td>90-104</td>
</tr>
<tr>
<td>8</td>
<td>84+</td>
<td>105+</td>
</tr>
<tr>
<td>9 (dual majors)</td>
<td>96-107</td>
<td>120-134</td>
</tr>
<tr>
<td>10 (dual majors)</td>
<td>108+</td>
<td>135+</td>
</tr>
</tbody>
</table>

Exceeding the maximum credit load will result in an extra credit fee. The fee is based on the number of credits over the maximum ($1,560 per credit).

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) policy is intended to provide early identification of students requiring additional academic support, and governs the eligibility of all students for enrollment and financial aid.

All students are required to consistently meet or exceed the following three SAP standards each semester:

- A cumulative grade point average (CumGPA) of 2.00
- A cumulative credit completion percentage (CumCCP) of 70 percent, calculated by cumulative credit hours completed divided by cumulative credit hours attempted
- The completion of graduation requirements within 150 percent of the published length of the degree or diploma program, e.g., complete the 120-credit degree program within 180 attempted credits.

Failure To Meet SAP Standards

Students who fail to meet or exceed any one of the SAP standards for the first time will be placed on suspension warning. Students in suspension warning status are given one additional semester of enrollment and financial aid eligibility to meet SAP standards.

Failure to achieve SAP standards for a second time will result in academic suspension from the college and a loss of financial aid eligibility.

Full and Part-Time Policy

The college’s primary commitment is to full-time study and does not allow for the unrestricted enrollment of part-time students. All students are considered full-time and charged the full-time diploma or degree tuition, unless a student meets certain criteria and is authorized to enroll part-time by the college.

The maximum credit load within full-time tuition for each program is:

- Bachelor of Music degree program: 16 credits
- Professional Diploma program: 13 credits

Exceeding the maximum credit load will result in an extra credit fee. The fee is based on the number of credits over the maximum ($1,560 per credit).

Maximum Extra Credits per Term

Students may register for up to four extra credits each term and will be charged per credit for each extra credit. Diploma students may register for up to 17 credits and degree students may register for up to 20 credits.

First-semester entering students and transfer students generally may not exceed the registration credit limit of their programs. Students wishing to register for more than four extra credits who have demonstrated high academic achievement and/or high musical proficiency should seek approval from the director of academic advising in the Academic Advising office or the major department chair.

Part-Time Status

For undergraduate students, part-time status is defined as enrollment in fewer than 12 credits with authorization by the college. It is the student’s responsibility to request authorization for part-time status by the posted deadline - the last day of the check-in period for that semester - to be effective for the same semester. Part-time study is charged on a per-credit basis. Students receiving any financial aid who are requesting part-time status must
IMPORTANT POLICIES AND PROCEDURES

review the college’s policy on part-time attendance and aid to determine how part-time status will affect their awards. Students may contact the Office of Student Financial Services with questions regarding the impact on their individual financial aid awards.

Note: Part-time status may be granted for domestic students if requested and approved by the deadline only under the following special circumstances:

- A student who has completed at least one full-time semester at Berklee may study part-time during the summer semester.
- A student who has fewer than 12 credits required for graduation remaining. (Authorization is required for all students by the Office of the Registrar. See berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.)
- A student who has fewer than 24 credits required for graduation remaining, including sequential courses which require the student to enroll for at least one semester beyond the semester for which part-time status is being requested. (Authorization is required for all students by the Office of the Registrar. See berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status.)
- Students enrolled only in internship courses approved by the college. Internships done in conjunction with an internship course approved by the Career Center generate academic credit and involve a substantial workload commitment, often comparable to full-time study. Internships may or may not include compensation. It is the responsibility of international students to contact International Student Services to confirm eligibility for part-time and receive work authorization. Practicums offered through the Music Therapy and Music Education Departments are not managed by the Career Center. (Authorization is required for all students by the Career Center.)
- Students enrolled only in Music Education Practice Teaching/Seminar. Practicums supervised by the Music Education Department involve a substantial workload commitment, comparable to full-time study. A minimum of 450-clock hours practice teaching and weekly seminars are required. (Authorization is required for all students by the Music Education Department.)
- Students enrolled only in the Music Therapy Internship supervised by the Music Therapy Department. This post-course work experience extends through two semesters and involves 1,040 hours of full-time music therapy experience at a clinical site approved by the American Music Therapy Association. Students enrolled in the first semester of the internship are considered to be active Berklee students throughout the completion of the internship in the second semester. (Authorization is required for all students by the Music Therapy Department.)
- A student may be eligible for a reduced course load (below 12 credits) as a reasonable accommodation for a documented disability. The college Disability Services office makes the determination of this accommodation based on a review of documentation and interview with the student. The request for part-time enrollment and documentation of the disability should be submitted to Disability Services. (Disability Services will provide the authorization for the part-time enrollment to the Office of the Registrar.)
- A graduate of Berklee College of Music returning to take additional coursework.

All students must be authorized for part-time status for the spring term.

Students need to submit an online Part-Time Status Request form found at berklee.edu/registrar/registration-forms to request authorization for part-time enrollment status. Requests for part-time authorization must be received by January 18, 2019, for the spring term.

Part-Time Attendance Policy for Students in F-1 Nonimmigrant Status

The Student and Exchange Visitor Information System (SEVIS) requires schools to report the number of credits F-1 students enroll in each semester. The Department of Homeland Security (DHS) regulations require students in F-1 nonimmigrant status to attend college on a full-time basis and define that for undergraduate students as at least 12 required credit hours per semester.

Part-time enrollment is only allowed:

- for the final semester when students have no sequences and fewer than 12 credits to complete;
- for a documented medical condition; or
- for annual vacation (and the student must meet Berklee College of Music’s part-time enrollment criteria).

Final Semester

The student’s degree audit must show fewer than 12 credits needed to complete and no prerequisite sequences (for example, PIVC-211 and PIVC-212) remaining.

To request part-time status based on a final semester, students should complete the online Part-Time Status Request Form for International Students found at
Documented Medical Condition
A student may enroll part-time if medical documentation from a licensed medical doctor (defined by the DHS as a doctor of osteopathy, doctor of medicine, or licensed clinical psychologist) is submitted to Disability Services. A medical letter is valid for only one semester.

Documentation must be current and on official stationery from the doctor's office or hospital, and must include all of the following:

1. The semester for which the letter is applicable (spring, summer, or fall) and year
2. The diagnosis and severity of the condition or illness
3. A statement that the medical condition/illness warrants enrollment in less than 12 credits
4. Specific types of coursework that should be avoided due to the condition
5. The doctor's original signature and U.S. medical license number

Submission options:
1. Submit the original letter to Disability Services.
2. Mail the original letter to Berklee, 1140 Boylston Street, MS-939-DS, Boston, MA 02215.
3. The medical provider may fax the letter to 617-747-2091.
4. The medical provider may email the letter from his or her office email account to disabilityservices@berklee.edu.

F-1 regulations permit up to 365 days for part-time enrollment due to medical reasons while in F-1 status.

To request part-time status based on a documented medical condition, students should schedule an appointment with Disability Services (berklee.edu/disabilityappointment) to submit and review required medical documentation. Based on a review of the medical documentation, Disability Services will approve or deny the request for a reduced course load, which results in part-time student status.

If the request is approved, Disability Services will notify ISS and provide them with a copy of the medical documentation. ISS will then determine eligibility for part-time status under F-1 regulations and will issue a new I-20, as appropriate.

Students who are approved by Disability Services but do not qualify for part-time status under F-1 regulations will be notified by ISS that they must maintain full-time enrollment. DHS allows students to be part time for medical reasons for no more than one year during the student's entire time of study in the U.S.

Students who take a medical leave of absence (zero credit enrollment) in the fall are not eligible for Berklee-sponsored health insurance until their next enrolled term.

Annual Vacation
F-1 regulations require enrollment in two semesters per calendar year (January–December). Berklee offers three semesters (spring, summer, and fall) each year. Students are expected to enroll full-time in the semester immediately following a declared vacation. Students who wish to enroll at Berklee College of Music during their annual vacation semester must meet the college's part-time criteria:

- **Summer:** The student must have been enrolled full-time in the spring and intend to enroll in the fall. To request part-time status based on an annual vacation in the summer, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms.

- **Fall:** The student must have been enrolled in spring and summer, and have fewer than 24 credits with a prerequisite sequence remaining to meet graduation requirements. To request part-time status based on an annual vacation, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms and a Vacation form with an international advisor. A new I-20 with vacation remarks will be issued, and the vacation will be reported to DHS.

- **Spring:** The student must have been enrolled in the previous fall term and either the spring or summer the year before, and have fewer than 24 credits with a prerequisite sequence remaining to meet graduation requirements. To request part-time status based on an annual vacation, students must complete the online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms and a Vacation form with an international advisor. A new I-20 with vacation remarks will be issued, and the vacation will be reported to DHS.

Students in their first or second semester of undergraduate study in the U.S. may be permitted to complete fewer than 12 credits if they are having initial difficulties with the English language or reading requirements, or are...
unfamiliar with American teaching methods. Students must be registered for 12 credits and receive a recommendation from their teacher(s) and authorization from their international advisor prior to withdrawing below 12 credits, and they must resume full-time attendance at the next available semester.

When students do not have 12 required credits remaining and cannot complete their program in the current semester due to prerequisites, they will need to enroll in classes not required for their program in order to maintain F-1 status. Students are responsible for their academic decisions. Therefore, Berklee College of Music strongly encourages students to plan their coursework with an academic and international student advisor each semester to develop an immediate and a long-term study plan that will maximize their meeting DHS enrollment requirements during their course of study.

Any international student wanting to enroll in fewer than 12 credits must submit an online Part-Time Status Request Form for International Students found at berklee.edu/registrar/registration-forms to request authorization for part-time enrollment.

Failure to maintain full-time status has serious implications, such as inability to have an I-20 signed, loss of work permission, and/or being required to leave the U.S. It is the responsibility of each student to maintain status.

Students authorized for part-time status by the published deadline will be charged on a per-credit basis.