

MUEN Registration for Faculty

As of October 1, 2020, faculty will have additional time to approve ensemble requests. You may approve or deny student requests to register for your ensembles before and during the regular class change period through 11:59 pm on the 6th academic day of the term. Please be aware that students can only request ensembles during the open registration period for the term. This will allow faculty additional time once student registration closes to approve requests. Only ensembles **approved** by the 11:59 pm on the 6th academic day of the term will be added to student schedules. Students who wish to add an ensemble after the class change period ends will need to petition the Faculty Subcommittee on Administration. Ensemble registrations will be entered in the database on the 7th academic day of the term to prevent academic overloads.

The screenshot shows the 'Instructor Menu' with four main sections: 'Instructor Menu', 'Advisor Menu', 'Department Menu', and 'Academic Program & Resource Information'. Under the 'Instructor Menu' section, the option 'Submit Final Grades - End of Term - Apply to Classes ONLY' is circled in red. Other options include 'Give Approval to Register for Your Classes Only', 'GER Assessment', 'View Your Schedule', 'Classes Taught & Scheduled (Since Fall 1986)', 'Submit Final Grades - Outstanding I/P/INRs', 'Administrative Instructor Menu', 'SELECT TERM', and 'Ensemble Requests'.

(1) From the Instructor Menu select Ensemble Requests

Select Term

The screenshot shows a dropdown menu with 'Fall 2016' selected. Below the dropdown is a 'Submit' button.

(2) Select term

List of MUEN courses with requests for Fall 2016

Subj	Numb	Title	
[Select]	MUEN 245	CHAMBER MUSIC	Pending Requests
[Select]	MUEN 290	SYMPHONY ORCHESTRA	Pending Requests
[Select]	MUEN 225	TROMBONE ENSEMBLE	Pending Requests

Select New Term

(3) Select the ensemble you wish to review

Ensemble Requests for SYMPHONY ORCHESTRA for Fall 2016

The screenshot shows the 'Ensemble Requests for SYMPHONY ORCHESTRA for Fall 2016' page. It includes instructions on how to use the 'Submit' button and a table of student requests. The 'Submit' button is highlighted in red.

Accept	Reject	LU ID	Name	Degree	Student Request Date	Accept Date	Reject Date
<input type="checkbox"/>	<input type="checkbox"/>	L01187756	McManus, Bea (Beatrice Mairead)	BMUS		12-AUG-2016	
<input type="checkbox"/>	<input type="checkbox"/>	L00165794	Norman, Anne (Anne S.)	BMUS	12-AUG-2016		
<input type="checkbox"/>	<input type="checkbox"/>	L00726879	Schellenberg, Rick (Rick A.)	BMUS			26-JUL-2016
<input type="checkbox"/>	<input type="checkbox"/>	L01186791	Waters, Wini (Winifred Shan)	BA		12-AUG-2016	
<input type="checkbox"/>	<input type="checkbox"/>	L01188788	Wronski, Matthew (Matthew Robert)	BA		12-AUG-2016	

Number of students accepted 3

Select another ensemble course

(4) Follow the instructions on the screen to accept/reject student requests. Students will receive e-mails when you click Submit. Use the e-mail dis list noted at the top to contact accepted students.