

REVISED 5/31/17



Hello Colleagues,

We are so excited to have you join us this summer for the **2017 CMP Workshop at NIU July 17-21**. I am writing to you as the instructor of record for **MUED 680: Workshop in Music**, the graduate course for which you have requested enrollment. This a contract course that has been set up with special permissions. You are already registered for the workshop through ILCMP, but in order for you to be officially enrolled in the graduate class associated with the workshop, you will need to be in the NIU system as either a current MM student or a "student at large". Once in the system, you will be given a NIU Z-ID number and we can officially enroll you for this summer's course.

**To become a Student at Large:**

This process requires you to fill out an online application for NIU, and provide your transcripts or copy of your diploma. This application is free and takes about 20 minutes to complete. First, you will create an account and then you will apply as a student at large. Information can be found at this link:

<http://www.grad.niu.edu/grad/admissions/atlarge/index.shtml>

You will need to submit scanned copies or pdfs of your unofficial transcripts or diploma in response to an email from the grad school when they receive your application.

When you have completed this process and received an NIU zID number, email that to James Brown, School of Music Advisor, at [jbrown35@niu.edu](mailto:jbrown35@niu.edu) and he will enroll you.

**Previous Students at Large/MM Students who have not taken graduate courses in at least three terms:**

You will need to submit a re-entry application to NIU.

[http://www.niu.edu/grad/\\_pdf/Reentry-Request-Form.pdf](http://www.niu.edu/grad/_pdf/Reentry-Request-Form.pdf)

When you have completed this process, email your Z-ID to James Brown, School of Music Advisor, at [jbrown35@niu.edu](mailto:jbrown35@niu.edu) and he will enroll you.

We look forward to working with you this summer and know it will be a meaningful experience for all! Prior to the class, please read the first five chapters of our required textbook: ***Shaping Sound Musicians***. The textbook can be purchased from the NIU bookstore, Amazon.com or through the Wisconsin Music Educator's Association (WMEA).  
[http://wmeamusic.org/files/2016/03/ShapingSoundMusicians\\_OrderForm.pdf](http://wmeamusic.org/files/2016/03/ShapingSoundMusicians_OrderForm.pdf)

One additional note for students at large: *you can ignore any and all communications from NIU Health Services regarding the need for proof of immunization*. This does not apply to our course and you will not be impacted in any way negatively by not responding to the request if you are a student at large and not officially enrolled in a degree program at NIU.

Please let me know if and how I can assist you further. We ask that you complete the registration process as soon as possible but no later than Monday, July 10<sup>th</sup>.

Sincerely,

Mary Lynn Doherty, Ph.D.

Northern Illinois University Coordinator of Music Education

ILCMP Committee

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