



May 21, 2019

Hello Colleagues,

We are so excited to have you join us this summer for the CMP Workshop at NIU June 17-21, 2019. I am writing to you as the instructor of record for **MUED 680: Seminar in Music Education**, the graduate course for which you have requested enrollment. This is 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 you can officially enroll you for this summer's course.

To become a **Student at Large/Non-Degree Seeking Student**:

This process requires you to fill out an online application for NIU, and provide your transcripts or copy of your diploma. The application has a \$10 fee 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: <https://www.niu.edu/grad/admissions/at-large/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, you will need to register for/enroll in MUED 680 (Section 1 – Mary Lynn Doherty). You do this through MyNIU: <https://myniu.niu.edu/>.

**Previous Students at Large or MM Students who have not taken graduate courses in at least three terms (prior to last summer):**

You will need to submit a re-entry application <https://www.niu.edu/grad/pdf/Reentry-Request-Form.pdf> (email to [gradsch@niu.edu](mailto:gradsch@niu.edu)). When you have completed this process, you will need to register for/enroll in MUED 680 (Section 1- Mary Lynn Doherty). You do this through MyNIU: <https://myniu.niu.edu/>.

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 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: 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 Wednesday, June 12<sup>th</sup>**.

Sincerely,  
*Mary Lynn Doherty, Ph.D.*  
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