

# How to Register for Summer 2010

Please read and follow

Call or email Ruth Rhodes, Dean of Graduate Studies, if you need academic advising: 312-225-6288 ext. 231 or [rrhodes@vandercook.edu](mailto:rrhodes@vandercook.edu)

1. Carefully read the information provided on the graduate enrollment form that is posted on our website. This form is no longer personalized.
2. Select courses by referring to the class schedule (located on our website). You will also find several course selection options (band, choral, string) to help you select a balanced course load each summer, but you are not limited to these scenarios.
3. Remember, only 12 credits are allowed during each summer session (if you combine graduate school & MECA, they must total no more than 12 hours).

Those of you who are on the four- summer plan should select 8 residency credits for three summers, and 12 MECA credits for one summer to finish on time.

4. Mark the box on the left hand side of the enrollment form to indicate which course you want to take. Don't forget to register for the master's project, lecture recital, lecture demonstration, comprehensive written exam, or professional teaching portfolio, if this is your summer to complete them.
5. You **must** include the name of the applied instrument when you register. You cannot enroll for an applied instrument without stating the specific instrument you'd like to study.

If you plan to perform a graduate lecture recital as your exit requirement, **you must study your major instrument for two summers.** There will be no exceptions. You must perform a recital jury for permission to present a graduate recital. Please contact your applied instructor and Kevin Lepper, Director of Applied Studies, about the pre-recital audition. Only four recitals will be allowed each summer.

6. Write in the course numbers, titles and credits of the residency elective course(s) you are taking. Please do not leave these areas blank.
7. Double check your selections to be sure there are no conflicts with the class schedule, then sign and date the graduate registration form and send it to Dean Rhodes along with the completed tuition payment form.

8. Include full payment along with the registration form. If you have applied for a loan, you still must submit a \$100 deposit when you send the registration and payment forms. Newly admitted students for 2010 who submitted a \$100 deposit to the admissions office with the signed acceptance form are the only exceptions to this policy for their first summer.
9. Return the completed graduate registration and payment forms with check, money order or credit card number to the Graduate Dean by June 1st.
10. If you need housing, register for housing on the IIT website. There is a link from the VanderCook website to the IIT housing website for your convenience. You may also choose the ICO dormitory option. Check the VanderCook website for this information.
11. **Do Not** include housing money with VanderCook tuition money. VanderCook personnel cannot take care of any housing needs.
12. **Please keep your tuition payment and your housing payment separate.**
13. **Please keep your graduate residency tuition separate from your MECA tuition payments.**
14. Make arrangements for parking permits prior to arriving on campus. Please do so through the IIT Parking Services or through their website at [www.vandercook.iit.edu](http://www.vandercook.iit.edu).
15. **Please Do Not** include parking permit payments with your VanderCook tuition check.
16. Again, **DO NOT** include any IIT or ICO housing or IIT parking money with your VanderCook tuition check! Make IIT or ICO housing and/or parking payments directly with the appropriate IIT or ICO office.

**Please Remember:**

- **Keep graduate tuition and fees payments separate from MECA deposits and tuition payments.**
- **Keep graduate tuition and fees payments separate from housing and/or parking payments.**
- **Send VanderCook payments to VanderCook, IIT payments to IIT, and ICO payments to ICO.**