

## How to fill out your MM Degree Check or DMA/PhD Course Outline

1. Open up the fillable PDF file (MM Degree Check or DMA/PhD Course Outline).
2. Enter your information at the top (name, EID, major, etc.).
3. Open your specific degree plan online, found here:  
<https://music.utexas.edu/apply/graduate-admissions/graduate-degrees>.
4. Open your graduate degree planner to view your completed courses:  
[https://utdirect.utexas.edu/ogs/gdp/grad\\_pow.WBX](https://utdirect.utexas.edu/ogs/gdp/grad_pow.WBX)
5. Get out your copies of approved transfer courses (doctoral students only).
  - a. If you need a copy of your approved transfer courses, ask Erin!
6. Enter your coursework **IN DEGREE PLAN ORDER, NOT CHRONOLOGICAL ORDER**.
  - a. Look at how your degree plan is laid out and put your courses in that order on your form – for performance majors, that means the first courses you will list are your graduate instrument/vocal lessons.
  - b. Courses in which you earned lower than a C cannot be counted.
  - c. Undergraduate courses cannot be counted, even those taken due to a deficiency.
  - d. Because you're listing courses that count toward your degree, you may not list every course you've taken – that's OK. Just list the ones that count toward your degree.
  - e. If you're listing a course in progress, simply leave the space for your course grade blank. Otherwise, list the grade you earned.
  - f. If you have approved transfer courses (doctoral students only), list those transfer courses where they appear in your degree plan. For example, if you took a course at Indiana University that covers your MUS 381 requirement, list that IU course where the MUS 381 course should be listed in the degree plan. Don't just put all your transfer work at the end of the outline.
7. Save the PDF with your name.
8. Print and drop off at Erin's office (MRH 3.706) or email it to her at [erin.hanson@austin.utexas.edu](mailto:erin.hanson@austin.utexas.edu).
9. Erin will email you to let you know that either A.) your course outline/degree check is approved and you are cleared to take your comprehensive exams, B.) she has a question about your document, or C.) you are short a certain number of hours/courses, which she will outline.