

IMPORTANT INFORMATION REGISTRATION, DEADLINES & FINANCIAL MATTERS!



TO: All Graduate Students
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How to Navigate this Document: The first section of this document contains a summary of registration deadlines and liability information to serve as a quick guide only. The remainder of the document contains further details on deadlines, plus other important registration and financial information. **It is your responsibility to read through the ENTIRE document, and to retain it for your reference.**

Every semester, a handful of students over- or under-enroll. The consequences of this are serious: for under-enrolled students, this includes loss of visa status and all financial support; for over-enrolled students, this includes financial liability for the extra credits, which will not be covered by any Departmental support. It is your responsibility to check and double-check SOLAR to verify that you have enrolled for the right number of credits.

IMPORTANT!

We are now advising students to be fully and properly registered by DAY 5 of the semester.

Although Day 15 is the absolute deadline for proper registration, we are advising that you be fully and properly registered by Day 5 of the semester to avoid issues with tuition liability or visa issues. And – be sure to register for something prior to the first day of classes to avoid a late fee. Further details on deadlines and processes are below.

Quick Guide to Deadlines

January 25: Final day of “regular” registration. If you register after this date, a \$50 late registration fee is charged. You must register for some credits by this date to avoid the late registration fee.

January 26: First day of classes. A late fee starts to be charged for those who have not registered for anything before this day.

Between January 26 – February 1: Students can make any changes on SOLAR (such as adding, dropping, adjusting credits or sections) without a W (withdrawn) or incurring tuition liability.

February 2 – February 6 (Day 10 of classes) at 4pm: Students can still make any changes on SOLAR up through 4pm on February 6, however - tuition liability may be incurred for dropped credits starting on February 2. Please see the Adds, Drops, and Swaps Information and Guidelines section later in this document regarding tips. Please also see the Tuition Liability Schedule section, for at this point it increases each week. Any courses dropped after 4pm on February 6 will result in a W (withdrawal) for the course (a W will not affect your GPA).

Between February 7 – 4pm on February 13: This is the time period for swaps, which can only be done by petition. Any other changes also require a petition during this period. Further details are below under “Adds, Drops and Swaps.”

February 13, 4pm (Day 15 of classes): Absolute deadline for registration. All students MUST be enrolled properly by 4pm on this date. If not, students will lose any financial support they have been awarded (tuition scholarships, TAs) and will be required to pay their own tuition. International students would also be in violation of their status. In

addition, the Graduate School may not allow you to register after this date unless you have a medical excuse, and a form is required for registration.

If you withdraw from a class or classes after Day 15, the W will remain and no adjustments to liability will be made. This could cost you several hundreds of dollars and could cause you to lose your scholarship and TA.

Guidelines For Registration

Web Enrollment & Registration: You can register via the Solar System at www.stonybrook.edu/solarsystem. Use your Stony Brook NETID and your current password. If you are signing on to the Solar System for the first time, you will need your SBID# and your PIN as the initial password (this is your DOB, mm/dd/yy). The system will force you to change your password before you can proceed to enroll. If this does not work, you can click on Report a problem and they will email you a temporary password.

If you experience registration problems on SOLAR, you must resolve these problems with the Registrar's office prior to day 15 of classes. **The Graduate School will not waive policies or deadlines for students who fail to register properly due to their misunderstanding of the registration process.** If you lose financial support because you are not registered full-time by close of business on Day 15, there is nothing the Music Department can do to help you.

Number of Credits: Full-time enrollment for is 9 graduate credits for all G1, G2, G3, G4, and G5 students.

Holds Glossary: The Graduate School's website has a [Holds Glossary](#) that can help you understand what the codes stand for, along with a description of the hold. In SOLAR, you can view the relevant office to contact for each hold, as well as the semester the hold will take effect.

Musicianship: If you test out of MUS 505 in the Fall, or MUS 506 in the Spring, you **MUST** complete registration changes (such as dropping the musicianship course and adjusting credits as needed) by Day 5.

OAE Courses: If you have a hold to take an OAE (Oral Academic English) course, you must enroll in that course. If the section you need is full, you should attend the first class, as the instructors reassess language skills and may place you in a different course level.

Lessons: Sign up for your teacher's section (click on "View All" to see all sections) and the correct number:

- MM students register for MUS 571 for their lessons.
- DMA students register for MUS 671 for their lessons.
- MA Composers register for MUS 523 for their lessons.
- PhD Composers register for MUS 623 for their lessons.

Practicum (for MM and DMA students): MM and DMA students are REQUIRED to register for Practicum EVERY SEMESTER they are registered full-time. Sign up for your teacher's section (click on "View All" to see all sections) and the correct number:

- MM students register for MUS 590.
- DMA students register for MUS 690.

How to Handle Time Conflicts or Fitting in All Classes into 9 Credits: The work-around is to take a course as an independent study (MUS 599), which permits fewer credits. Here are examples of these situations:

- MUS 505 or 506 may have a time conflict with other courses (because of the way they are scheduled). In these cases, you would take one of these courses as MUS 599 under Perry Goldstein's section.
- Sometimes students need more classes than they have room for regarding credits in order to be at exactly 9 graduate credits. You would take one course as MUS 599, which permits fewer credits.
 - *Example:* If you need to be registered for exactly 9 graduate credits, but you need to enroll in a seminar that is for 3 credits and it puts you over 9 graduate credits, you will instead enroll in MUS 599 under that seminar instructor's section.
- MUS 599 must ALWAYS be for at least one credit when used for these purposes (0 credits for this is not permitted).

- You **must** submit a MUS 599 form to the Graduate Program Coordinator in order that we keep proper track of this.
 - The form is in the Student Resources section of the Music department's website, and requires the signature of the instructor.
 - This form does not register you for the course; it is for the Music office to keep track of registration internally. You still need to make the credit changes, and should make credit changes no later than the first week to avoid tuition liability.

TAs and Tuition Scholarships: If you have a tuition scholarship and/or a teaching assistantship, be aware of these policies:

- If you are not registered full-time (9 graduate credits) by 4pm on Day 15 of classes, you **will lose** your TA or your tuition scholarship.
- Tuition Scholarships **only** cover Graduate Courses; if you enroll for an undergraduate course (courses numbered below 500), you must pay for the credits yourself, and you will lose your tuition scholarship or TA.
- At the current time, all G5 students (doctoral students advanced to candidacy) are automatically awarded full tuition scholarships for a total of six semesters starting with their first G5 semester, provided they are registered properly and full-time by 4pm on Day 15 of classes.

Adds, Drops, and Swaps Information and Guidelines

General Petition Information:

- If you need to make a change that requires the submission of a Retroactive Add, Retroactive Drop, Retroactive Credit, or Retroactive Section change form, please contact **BOTH** Judy Lochhead and Monica Winchell. We will advise you regarding your registration changes, and will provide you with the necessary steps in order to make the changes.
- If you are an international student, do **not** drop courses that bring you below full-time status (9 credits). Contact Judy Lochhead or Monica Winchell if you have any questions about this!

Making changes after Day 5:

If you need to make changes after Day 5 and before 4pm on Day 15: It is always best to ***edit down or drop first*** before editing up or adding! And – **do this in one session!**

Example 1: You need to add a course, and reduce another course's credit amount – such as adjusting MUS 599 to be 1 credit instead of 0 credits, and reducing MUS 671 (lessons) by 1 credit.

- It is important that you edit ***down*** first, before editing up – in one session!
- You would select “edit a course” and edit MUS 671 DOWN one credit, and then select MUS 599 and edit it UP from 0.00 to 1.00 credit. Then, select “finish editing.”
- If SOLAR prompts you to finish editing after editing down, do that, then do “edit a course” again to edit up.

Example 2: You need to drop a 2-credit course and a 1-credit course, in order to add in a 3-credit course.

- You would DROP both the 2-credit course and the 1-credit course, and click “finish dropping”. Now, at 6 credits, you would ADD the 3-credit course in a separate transaction – but it would need to be done in the same session. Don't wait days to add the 3-credit course in, as that may result in tuition liability.

Swaps between February 7 through 4pm on February 13:

- During this time, swaps are only done by petition (via several offices). Please note that administrative and department offices are not open on the weekends or on federal holidays.
- A swap is when you will end up with the same number of total graduate credits that you started with.
 - *Example:* swap MUS 502 (3 credits) for MUS 504 (3 credits).
 - It can also be when you reduce a variable credit course by one credit and increase another variable credit course by one credit.
- **Please note that during this period, a swap is only considered a swap when it is one in ONE petition transaction.** Adding a course one day, and then petitioning to drop a course (of equal credits) on another day, with separate petitions, will **not** be considered a Swap by the Graduate School or Registrar.
- The Graduate School will notify the Registrar of “No W, No Liability” for approved swaps.

Tuition Liability Schedule

Sunday, February 1 is the last day to drop a course without tuition liability. Please note that administrative offices (Music Department, Graduate School, Registrar) are closed on weekends. Any courses dropped starting on this day may incur tuition liability – please view the liability schedule on the Academic Calendar below.

Academic Calendar Tuition Liability (found [here](#)):

Tuition Liability Deadlines: For detailed information on tuition, fees, and/or other financial information, please visit the [Student Accounts/Bursar's Office](#).

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Fees % Refunded	Last day of Tuition % Applies
On or Before 2/1/2026	0%	100%	100%	*Sun, 2/1/2026
2/2/2025–2/8/2026	30%	70%	70%	Sunday, 2/8/2026
2/9/2025–2/15/2026	50%	50%	50%	Sunday, 2/15/2026
2/16/2025–2/22/2026	70%	30%	30%	Sunday, 2/22/2026
On or after 2/23/2026	100%	0%	0%	

*Last day to drop/withdraw without tuition liability. Offices are closed on weekends. Students may process via SOLAR and/or contact their respective college/school.

Scholarship Postings

If you have a tuition scholarship, this will post about 2-3 days after the 30% liability start date, and once you are registered for 9 graduate credits.

For Staller, Kalish, Neumiller, Belari, Gelber, Roth, Manecke, Marburger, Goldstein scholarships (as noted in your offer letter): These work differently from “regular” tuition scholarships, and may take longer to post, particularly in Fall semesters. However, any late payment fees that show up for unpaid tuition that is to be covered by the scholarship will be waived once the scholarship is processed.

Leave of Absence

If you decide to take a Leave of Absence (LOA) and you have registered prior to the start of the semester, you **MUST withdraw from your courses** or you will have to pay full tuition, even if you have a tuition scholarship. (Students rescind their scholarships during leaves of absence, which means you would be responsible to pay your own tuition if you do not withdraw from courses.)

If you plan to request a Leave of Absence for Spring 2026, contact **BOTH** Judy Lochhead and Monica Winchell of your Leave of Absence intentions **by January 26, 2026**.

New York State Residency

A reminder: for entering students who are U.S. citizens but not New York State residents, the tuition scholarship will cover tuition at the out of state rate for the first year only.

- The Graduate School policy is that all domestic and permanent resident graduate students receiving financial assistance must be New York State residents as soon as possible.
- Generally, domestic and permanent resident students can achieve New York State residency by the start of their second year of study – as long as you have taken steps to make New York your documented residence **as soon as you arrive in New York (this was explained at orientation)**.

- If you show the University that you are still dependent on your out-of-state parents, or provide a non-NYS address on your tax return, you will not be eligible for in-state tuition. Failure to do this will be costly.

By the end of the Spring semester of your first year, you must have proof that you established New York State residency at the start of your studies, or you will be billed for the difference between the in-state rate (covered by your scholarship) and the out of state rate.

Important information:

- Deadlines, basic requirements for proof of residency, FAQs, and the application link can be found [here](#).
- Graduate/Professional Students – additional factors and guidelines can be found [here](#).

Please note that the Music Department does not set the policies given by the Residency area of Student Accounts. This means that we cannot change them, and the Department has no leverage with the Graduate School, University, or State of New York to ask for flexibility in the administration of these rules. The Music Department also does not change residency statuses for students. Please contact Student Financial Services with specific questions relating to the application for residency or related policies. **Contacting Student Financial Services after you get in trouble will be too late.**

Health Services

For entering students, you **must** make sure that you submit the documents required for Health Services as soon as possible. There will be a hold on your account preventing making registration changes when they note your documents were received, but before they are processed. Therefore, you must get these documents submitted to them as soon as possible to avoid any issues caused by the registration block. Questions on this requirement or procedures would need to be directed to Student Health Services – their contact information can be found [here](#).