KENT STATE UNIVERSITY

ONLINE MASTER OF MUSIC IN
MUSIC EDUCATION
AT KENT STATE

Welcome and congratulations on your acceptance!

Welcome to the Hugh A. Glauser School of Music and Kent State University!

The material in this viewbook outlines the next steps following your acceptance. It will also inform you of resources available through Flashline and how to schedule an advising appointment with your Academic Advisor, Jenna Bice.

This viewbook will cover the following information:

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Welcome from your Faculty Coordinator and Academic Advisor

Thank you for choosing Kent State University's Master of Music in Music Education online degree program, one of the world's largest programs of its kind. We are delighted that you are attending our program, as it is over a decade in existence, with hundreds of satisfied graduates! You will learn from some of the country's finest music teacher educators in all areas of specialty. Many of our faculty have published multiple research articles, textbooks, book chapters, and journal articles.

Kent State University is synonymous with music education and some of the leading voices in the field have earned degrees here. The program is flexible and convenient, and allows you to remain in the teaching position you love. You will also have the opportunity to choose areas of specialization, from instrumental to choral, general music, jazz, and popular music.

We are dedicated to helping you design a program that provides you with exciting new perspectives in your teaching right from the beginning. The faculty, staff, and I look forward to helping you start your journey to becoming a master music educator!

Warm Regards,
Dr. Venesile

Welcome to Kent State University, ranked in the top tier of best national universities by the U.S. News and World Report! My name is Jenna Bice and I am your Academic Advisor. I am a proud Kent State alumna and I am very excited to get to know you! We will be working together while you complete your Master of Music in Music Education online degree.

The Master of Music in Music Education curriculum at Kent State University has been designed to provide you with knowledge and skills that will support your personal career goals. You will work with highly qualified and respected professors chosen for their wealth of knowledge and teaching expertise.

As your Advisor, I recognize my responsibility to provide you with the best support through your time with our program. Kent State University is recognized for its history of proud alumni who have become leaders in the field. I am happy you are here to join us and become part of our heritage through this Master of Music in Music Education online degree program.

Go Flashes,
Jenna Bice
jbice@kent.edu | 330-672-2418
Schedule an Appointment

Student Checklist

The beginning of your academic journey through the Master of Music in Music Education Program at Kent State University is approaching quickly! Below is a Student Checklist for you to review. This will help ensure all necessary items have been taken care of so that you can begin with confidence and assurance.

- ✓ Visit the MMME Student Orientation Site on Blackboard

- ✓ Have you spoken with your Academic Advisor, yet? Schedule an advising appointment with your Academic advisor, Jenna Bice. This appointment is important because your Academic Advisor will welcome you to the program and review expectations, relay important information, and share strategies on how to be successful in the online program. She is your main point of contact for any concerns or issues requiring attention.

- ✓ Setting up your KSU Student & Email Accounts – Your KSU Student ID number (9-digit code beginning with 810 or 811) will be given to you by the Office of Graduate Studies. You will need this to set up your KSU Student & Email Accounts. ***All communications with KSU must be completed using your @kent.edu email address.***

- ✓ Course Registration – You will be sent instructions on how to register yourself in courses. Please ensure you communicate with Jenna if you have any concerns or questions regarding registration.

- ✓ Textbooks – Textbook information can be retrieved each semester through your Flashline account. Please complete the following steps:
    - Hover over the "Student" tab on the left side and find the "Resources" category
    - Select "Course and Registration"
    - Click "View or Print Course Schedule and Purchase Textbooks"
    - Select the appropriate Term
    - Finally, click on "purchase books from Kent State University Bookstore"
        - You are not required to purchase the books here, but this will provide the information

- ✓ Financial Aid – If you are using Financial Aid, please check in with the One Stop Office at (330) 672-6000 or visit the website: https://www.kent.edu/onestop to ensure you have completed all of the necessary documents and have not missed any steps. Have your KSU Student ID ready when you call!

Technical Requirements

To be successful in this program, you must have access to a computer, reliable internet connection, browsers compatible with Blackboard Learn, and a current version of Microsoft Office.
It is recommended your computer meet or exceed the hardware standards below:

Minimum Hardware Specifications:

- Intel Core Processor
- 4GB RAM

How to buy (student discount)

- Dell: Buy directly from Dell (online)
- Apple: Buy directly from the KSU Apple Store (online)

Software, Players (free or student discount)

- Office 365 (Word, Excel, PowerPoint)
- KSU FortiClient VPN (to access KSU Library databases. For more information on this, please CLICK HERE)
- Adobe Reader
- Adobe Flash Player

Student Support Services

Academic Advisor
Jenna is available to address any concerns or questions you may have throughout the program. She is available from before your first course until graduation, providing you with registration assistance and program support.
Phone: 330-672-2418
Email: jbice@kent.edu

Technical Support Team
The Technical Support Team provides 24/7 live technical support to ensure your online experience is as seamless and convenient as possible.
Phone: 330-672-4357
Online Support Center: https://support.kent.edu/

Writing Commons
The Writing Commons supports KSU students with any projects that include writing. Feel free to book an online appointment at any time.
Phone: 330-672-1787
Email: writing@kent.edu
http://www.kent.edu/writingcommons

Section Instructor
Your Section Instructor is the liaison between you and the faculty. They are available to provide support based on your educational needs. You will be introduced to your Section Instructor at the beginning of each course.

Faculty
KSU's Faculty develops the curriculum and works directly with your Section Instructor to ensure that the content and delivery of each course is of the highest quality. The Lead Faculty will introduce him or herself at the beginning of each course.

Library
Access to a number of scholarly journals, books, research databases, and more. Please know we also have a Performing Arts Library specialized in the arts. For this specific library, please visit: https://www.library.kent.edu/performing-arts-library
Phone: 330 672 3150 – Central Library
http://www.library.kent.edu/

Graduate Studies
The Office of Graduate Studies is a resource to help with all questions pertaining to academic standing, the graduate catalog, and other information specifically for graduate students. The link provides important forms – especially if you need to take an approved leave of absence.
Phone: 330-672-1911
Email: graduatestudies@kent.edu
https://www.kent.edu/graduatestudies/academic-policies

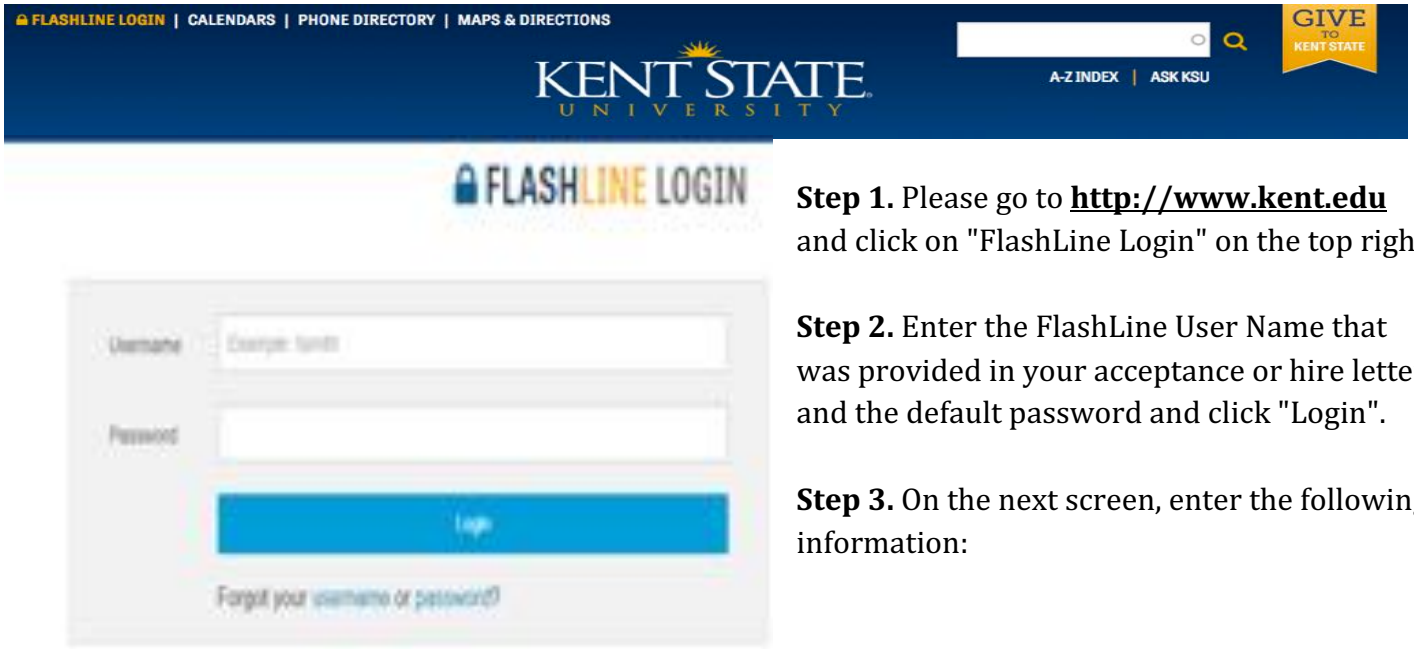
Using Flashline
Kent State's Online Portal

The FlashLine portal provides Kent State students with a variety of resources and information, all accessible in one location. That is why it's important to make signing in to FlashLine part of your daily routine. Important university announcements and advisories are displayed in FlashLine, as well as recent news headlines, weather and campus events. Students can utilize FlashLine to check for new e-mail, review grades or class schedules and confirm registration for classes.

To log into FlashLine for first time, you must include this one-time setup to receive access to campus resources, such as the FlashZone wireless network and VPN. You will need to use your FlashLine user name and the default password. Your FlashLine user name is everything before the "@" symbol in your Kent State email address which is on your acceptance or hire letter. For example, if your Kent State email address is **jdoe@kent.edu**, then your FlashLine user name would be jdoe.
The formula for the default password is mmmyyxxxxx (all lower case), where:

- mmm = first three letters of the birth month
- yy = last two digits of the birth year
- xxxxx = last five digits of your Kent State ID Number

If you need assistance locating your Kent State ID Number it can be located on your acceptance or hire letter or you can call the Registrar's Office at 330-672-3131
The following steps will get you logged in to FlashLine for the first time:

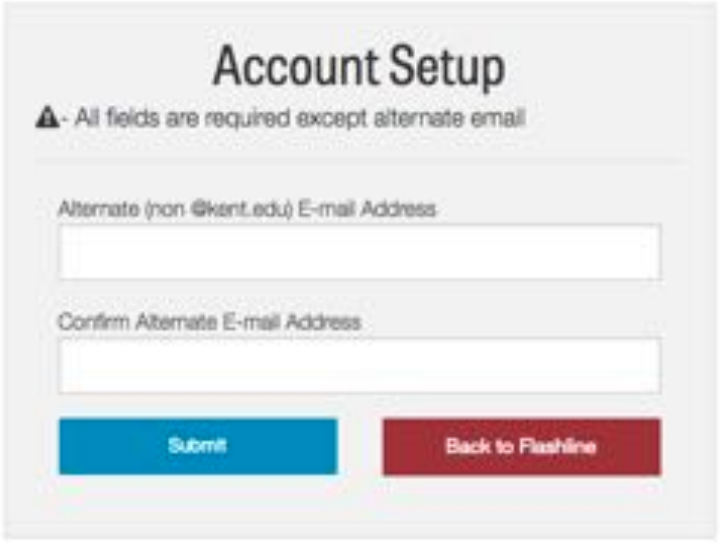


Step 1. Please go to **http://www.kent.edu** and click on "FlashLine Login" on the top right

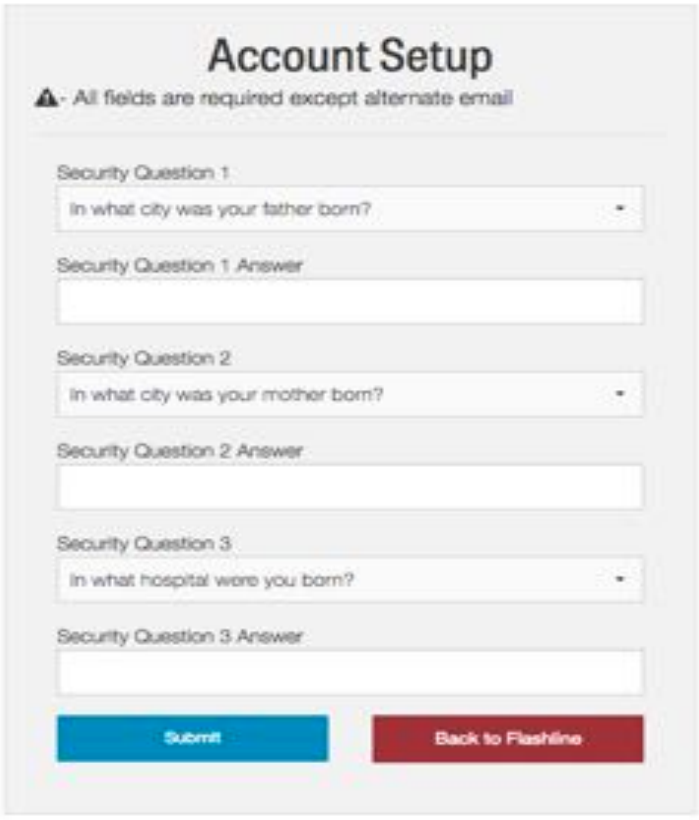
Step 2. Enter the FlashLine User Name that was provided in your acceptance or hire letter and the default password and click "Login".

Step 3. On the next screen, enter the following information:

• An alternate email address: this will be used to send a temporary password in the event you forget your FlashLine password. This will not be used for marketing purposes. If you do not have one, **click here for instructions on how to create one.**



• Answer 3 security questions. If you should forget your password in the future, you will be able to reset your password by providing the answers to these questions. **NOTE:** If you forget your password and are unable to provide the answers to your security questions, you can request that a password be sent to your Alternate Email address, or you may have to visit a campus location for password reset assistance.



• Set your password (see criteria in the graphic below) and click **Submit.**

3. Once you have clicked Submit, you will be presented with a "Success" dialogue box. Click OK and you will be logged directly into FlashLine.

You should now be able to log into FlashLine, email and all other services at Kent State University. If you are still unable to log in and change your password, please call the Helpdesk at 1-330-672-4357 so we can work through some additional verification and provide you with a password reset. Please have your acceptance or hire letter when you call.

If you need further assistance, please contact the Registrar's office at 330-672-3131.

Kent State University uses your @kent.edu email address for all official notifications from the university. For this reason, it is important to check your Kent State email daily. All electronic communications sent to you will be via your @kent.edu email address. The KSU Email Account can be accessed through your Flashline account. It can also be accessed directly here.

KSU Advising

KSU Advising is how you schedule an advising appointment with Jenna. These appointments can be used to talk about resources available on campus, questions about upcoming class schedules, or any other reason.

Jenna is here to help you acclimate to Master of Music in Music Education program and feel connected to the Kent State University community.

You can access this site in two different ways. The first, by clicking here and using your Flashline login.

The second way to access KSU Advising is by following these steps:

1. Scroll over the **Student** tab in the left column
2. Under Resources, select **Advising and GPS**
3. Click on **Schedule Advising Appointment**
4. Click **Schedule an appointment with an advisor** – located at the top of the page
5. In the please select a group option, you'll select **Master of Music in Music Education**
6. You'll now answer the question about how Jenna can be of use to you
7. Select the best date and time that works with your schedule
8. In the notes section, please include your phone number or Skype name if you'd like to meet remotely
9. Finally, confirm the appointment
10. An automatic email will be sent confirming the appointment to your @kent.edu

Should you need to make edits to this appointment, please log back into and delete your appointment and select a new time that works better for you. If none of these times work with your schedule or no appointments are available, please check the following morning. Appointment can only be made two weeks out.

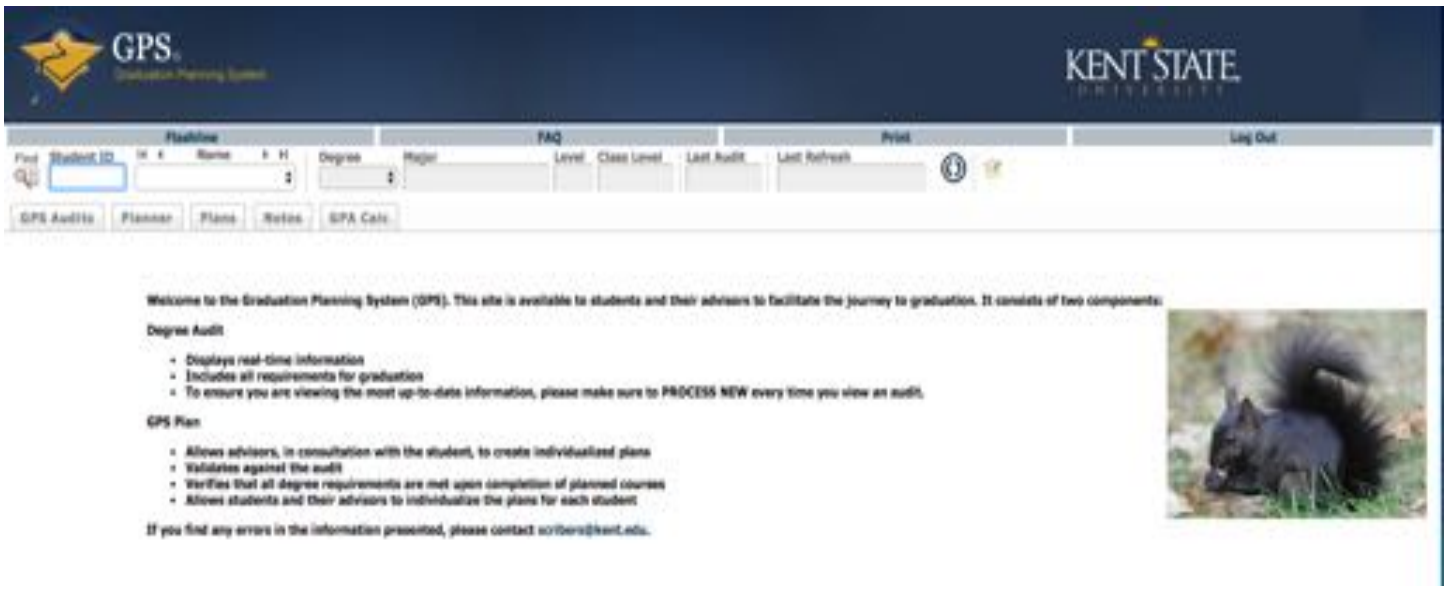
GPS – Graduation Planning System

GPS (Graduation Planning System) is a user-friendly system to monitor your progress. This system will show you which classes in the Master's degree you are currently registered in, the courses you still need to complete, and which classes are already completed. For more information about GPS, please click here

You can access GPS by logging into your Flashline and following these steps:

1. Scroll over the **Student** tab in the left column
2. Under Resources, select **Advising and GPS**
3. Click on **GPS Audit and Plan**

When running the Audit, you should always click the "Process New" button to ensure that the most up-to-date audit data are being viewed. For a video tutorial – click here



Online Learning Environment

Your online course is delivered through the Blackboard Learning Management Platform. Blackboard is accessible via https://learn.kent.edu/ .Your login credentials will mirror those of the student information system: (https://login.kent.edu/). The following components will become available to you in Blackboard over the coming:

Welcome to Blackboard Learn!

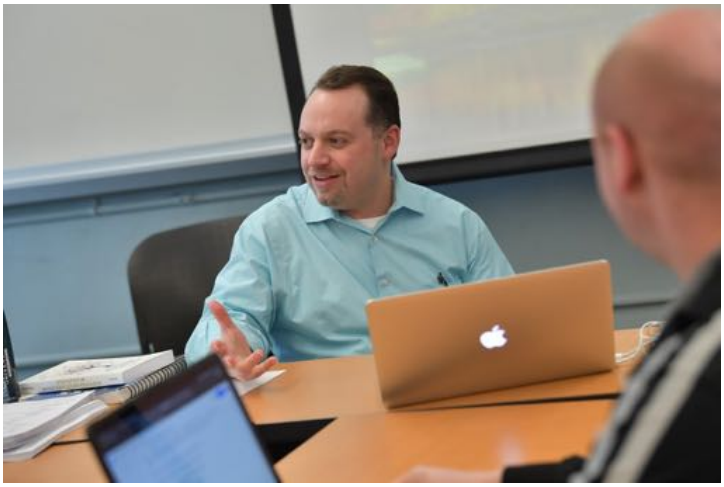
All courses in the Master of Music in Music Education Program use Kent State University's online learning management system, Blackboard Learn.

To access Bb Learn, login with your KSU userid and password: https://learn.kent.edu

Getting Started with the Course Environment:

1. **Course Menu** — The course menu includes links to the content of the course.
2. **Content Frame** — The content frame is the main area of the browser window where content items are displayed. Weekly course content is automatically released Sundays at 12:01 am.
3. **Support** — A link to the KSU HelpDesk (for phone or email support) and a link to Blackboard resources (self-help) can be found here.

Registrar and Bursar Information



Registration

You will be sent instructions on how to register for classes in Flashline. Students will register themselves for all semesters.

Payment

Deadlines for payment can be found at: http://www.kent.edu/bursar/payment-due-dates

If your schedule was canceled for non-payment, you may attempt to re-register for classes by logging into FlashLine, selecting Student/Resources/Courses and Registration/Add or Drop a Course.

For any financial inquiries please contact the Bursar's Office at 330 672 2626 option 1 or bursar@kent.edu

Payment Options: https://www.kent.edu/bursar/payment-options-overview

Financial Aid

Your Student Support Specialist is prohibited from accessing or providing any financial aid information. Please contact Student Financial Services for assistance: 330 672 2972 or finaid@kent.edu .

Dropping and Withdrawing from Classes

If you need to drop a course, connect with Jenna as soon as possible.

Drop Deadlines & Refunds:

Percentage of Tuition Credit	Deadlines
100% Tuition Credit	Second Day of Course
80% Tuition Credit	Sixth Day of Course
65% Tuition Credit	Ninth Day of Course
60% Tuition Credit	Twelfth Day of Course
0% Tuition Credit	Thirteenth Day of Course and beyond

* Deadlines are subject to change each term
* You are unable to withdraw from a course after the fifth week
* You will be sent drop deadlines each term

Please always contact Jenna before withdrawing or dropping a course. She is here to help with all academic needs and concerns. Her phone number is 330-672-2418 and her email is jbice@kent.edu

KENT STATE UNIVERSITY | Hugh A. Glauser School of Music