



Application for Private Music Lessons

Forms not completed in full will be returned to the student unprocessed

This section to be completed by the student

NAME

STUDENT ID #

SEMESTER/YEAR

MAJOR

TELEPHONE

EMAIL

PML CREDITS ALREADY TAKEN

I have contacted the instructor who has agreed to a regular meeting time that will fulfill my credits requested. I have read the policy & procedure on this form & understand I am responsible for it:

Student Signature

Check Number of Credits:		Private Lessons Contact Hours/Credit
<input type="checkbox"/>	0.5 credits	2.5 hours
<input type="checkbox"/>	1.0 credits	5.0 hours
<input type="checkbox"/>	1.5 credits	7.5 hours
<input type="checkbox"/>	2.0 credits	10.0 hours
<input type="checkbox"/>	2.5 credits	12.5 hours
<input type="checkbox"/>	3.0 credits	15.0 hours

Instructor Information

Name of Instructor

Instrument

Address

City

State

ZIP

Phone Number

email

ADVISOR SIGNATURE

MUSIC DEPARTMENT ADMIN DIRECTOR SIGNATURE

DATE

SIGNATURE OF CHAIR OF STUDENT'S MAJOR DEPT
REQUIRED: NON-MUSIC MAJORS & MUSIC MINORS ONLY.

STUDENT EXPLANATION OF HOW THIS PML IS NECESSARY TO STUDENT'S MAJOR
REQUIRED: NON-MUSIC MAJORS & MUSIC MINORS ONLY



Private Music Lessons

Instructions for Students

Deadline for Submission to Music Department : Three days before the end of Drop/Add

Who May Register for a Private Music Lesson

Music Majors are allowed unlimited private music lessons on their primary instrument or in their primary subject area as determined in consultation with the Chair of the Music Department. Private Music Lessons on secondary instruments or in secondary subject areas will be considered on a case-by-case basis and must be approved by the Chair of the Music Program.

Interdisciplinary Studies Majors: Students who have declared a major in Interdisciplinary Studies may register for up to 9 credits of private music lessons when lessons are an integral part of the student's degree program, with the approval of the Interdisciplinary Studies Department Chair.

Music Minors: Students with a minor in music may take up to 3 credit hours of private music lessons.

Students who have declared a major: are limited to three credits of private music lessons and may take private music lessons only if the lessons are considered essential to their degree by their major department chair.

Students who have not declared a major: May not take private music lessons

Special Restrictions

- No private lessons in voice will be approved for non-music majors. Students interested in studying voice should register for Naropa Chorus, which includes instruction in vocal technique.
- No student may take private music lessons in a subject currently covered by a Naropa course except music majors focusing in voice.

The Process

- First, see your advisor; he or she will provide you with a list of instructors who are approved to give lessons. Once you have contacted an instructor who has agreed to work you, fill in their information completely and obtain the signature of your advisor.
- If you are not a music major, you must obtain the signature of your major department chair as well. He or she will only sign your form if private music lessons are considered an essential part of your major.
- Send your completed form to the Music Department Administrator for processing. The deadline to submit your form is three days before the last day of drop/add.
- Music majors are approved as they submit requests. All other PML applications will be reviewed after the first day of classes for the semester. Non-majors will be approved as space permits.
- If you are approved, the Music Department Administrator will forward your application to registration. You cannot register yourself in music lessons
- Keep an eye on web registration to confirm that you have been registered in your music lesson
- You are responsible for contacting the instructor to plan a time to meet.

Dropping

- All drop/add, withdrawal, and refund policies apply. Approval and credit are not awarded retroactively.
- If you no longer wish to take the course, drop through web registration according to the standard drop/add and withdrawal schedule.

Payment

- Pay Naropa University the normal tuition rate. The University pays your instructor directly.