



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

Date

Check Number of Credits:		Private Lessons Contact Hours/Credit
	0.5 credits	2.5 hours
	1.0 credits	5.0 hours
	1.5 credits	7.5 hours
	2.0 credits	10.0 hours
	2.5 credits	12.5 hours
	3.0 credits	15.0 hours

Instructor Information

Name of Instructor

Instrument

Mailing Address

City

State

ZIP

Current Phone Number

Current email

ADVISOR SIGNATURE

DATE

SCHOOL OF THE ARTS ADMIN SPECIALIST SIGNATURE

DATE

INTD FACULTY COORDINATOR SIGNATURE
(required for INTD students only)

DATE



Private Music Lessons Instructions for Students

Who May Register for Private Music Lessons

Music Majors are allowed to take up to 3 credits of Private Music Lessons per semester, up to a total of 18 credits, on their primary instrument, or in their primary subject area, as determined in consultation with the Faculty Coordinator of the Music Program. 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 Faculty Coordinator of the Music Program.

Interdisciplinary Studies Majors: Students who have declared a major in Interdisciplinary Studies may register for up to 3 credits of Private Music Lessons per semester, up to a total of 9, when lessons are an integral part of the student's degree program, with the approval of the Interdisciplinary Studies Faculty Program Coordinator.

All Other Students: All non-Music or non-Interdisciplinary Studies students may take up to 3 credit hours of Private Music Lessons total.

Special Restrictions

- Only Music majors focusing on voice as their primary instrument will be allowed to register for private voice lessons. All other 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.

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 with you, fill in their information completely and obtain the signature of your advisor.
- Send the completed PML form to the School of the Arts Administrative Specialist for processing.

Deadlines:

- Students with a declared Music major must submit their Private Music Lesson forms by the last day of the previous semester in order to receive priority registration. There are a limited number of Private Music Lesson credits available each semester. Music majors are strongly encouraged to submit their PML forms by this priority registration deadline to ensure the opportunity to take Private Music Lessons.
- After the PML priority registration deadline, forms will be processed on a first-come, first-serve basis for all Music and non-Music students alike. Forms submitted after this priority registration deadline **must** list an instructor from the "Approved PML Faculty" list, available from your advisor. The final deadline to submit a PML form is three days before the last day of drop/add.
- If you are approved, the School of the Arts Administrative Specialist will forward your application to Registration. You cannot register yourself in Private Music Lessons.
- Keep an eye on your schedule in MyNaropa to confirm that you have been registered in your Private 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 it through MyNaropa according to the standard drop/add and withdrawal schedule.

Payment

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

Revised 10/27/2011