

APPLIED MUSIC FORMS

Please make sure to complete and submit (to Dr. Nagatani) the following forms by their due dates. These forms are crucial in marking your progress and status in the Applied Music Program and failure to submit these forms may result in your being dropped from the program.

MUSIC 181-184 GUIDELINES

FOR NEW APPLIED STUDENTS ONLY. This form explains what is required of both the student and the private teacher. Please note the cancellation policy. Our private teachers are very busy professionals and may have a long commute to/from ELAC. Please respectfully notify your private teacher if you must cancel a lesson at least 24 hours in advance. No make-up lessons are required by the teacher should you fail to do so.

Please bring this form with you to your first lesson. Make sure that you both read this before signing at the bottom. Once you both have signed and dated the form, please make TWO photocopies (one for each of you for your records), and submit the ORIGINAL copy to Dr. Nagatani.

MONTHLY ATTENDANCE REPORT FORM

There will be four to five of these forms that you must submit each semester, one at the end of each month. This form requires both your and your private teacher's signatures after every lesson. This ensures that you receive eight full hours of one-on-one instruction per semester, and that your private teacher gets paid for those eight hours.

Unless your teacher agrees to keep it with them, you must bring this form to every lesson. Please submit this completed form to Dr. Nagatani at the end of each month, and print out a new form for each successive new month.

STUDENT PROGRESS REPORT FORM

There will be two of these forms that you must submit each semester, one at midterm, and one by the final week of classes. These forms are crucial in helping us track your progress throughout the semester, as well as determine what grade you will receive at the end of the semester. To make sure that these forms are submitted by the due dates, please bring this form to your teacher at least one or two weeks BEFORE the week it is due. While this form must be completed by your teacher, you are responsible for making sure it is submitted.

MIDTERM: due by end of the 8th week of classes.

FINAL: due by end of the last week of classes.