Please review this information sheet carefully for policies, instructions, and deadlines, and new changes for the 2019-2020 academic year.

Private lesson approval and registration requires additional planning and coordination:
- **Submit** your lesson request no later than **TUESDAY, AUGUST 27**, one week before the semester begins on **TUESDAY, SEPTEMBER 3, 2019**.
- **Check** your Albert Student Center to make sure you are registered for the course by **TUESDAY, SEPTEMBER 3rd**.
- **Confirm** a lesson time no later than the first week of the semester on **FRIDAY, SEPTEMBER 6th**.

The final cut off for submitting requests is **11:59 PM on TUESDAY, AUGUST 27th**.

**Complete** all registration changes and corrections by the last day of the Add/Drop Period: **MONDAY, SEPTEMBER 16th. This includes instructor changes, credit changes, adds, drops, swaps.**

**AFTER THE ADD/DROP DEADLINE:** Classes are withdrawn with a W; there are no credit changes, instructor changes, adds, drops, or swaps.

**MISSING REGISTRATION DEADLINES CAN IMPACT DEGREE COMPLETION AND GRADUATION.**

All PRIMARY and SECONDARY PRIVATE LESSON requests will occur online at the [MPAP MAJOR LESSON REQUEST FORM](link here) WITH THE FOLLOWING EXCEPTIONS:

**VOCAL LESSONS** – Do not fill out the above form
- **Vocal Performance Majors:** Please contact your advisor with any questions regarding advisement and registration.
- **Departmental Majors who are not Vocal Performance Majors:** Please refer to the Albert Notes for MPAVP-UE 1410/GE 2410

**SONGWRITING LESSONS** – Do not fill out the above form. Please email the following to Phil Galdston at phil.galdston@nyu.edu: Recordings of and lyrics to three songs to which you’ve significantly contributed (the quality of the recording/performance is irrelevant), a description of your contributions, and a brief statement of your songwriting goals. Include your NET ID #, degree program, and expected year of graduation.

**A change from previous semesters for SCREEN SCORING and COMPOSITION LESSONS:** Request these lessons through the [MPAP MAJOR LESSON REQUEST FORM](link here).
- **You are responsible for reviewing your registration** for accuracy and completing all registration corrections/changes before the Add/Drop deadline: **MONDAY, SEPTEMBER 16th**.
  - Email MPAP-Registration-Services@nyu.edu if there are errors in your lesson registration.
- If the private lesson course and instructor name are not listed in your Albert Student Center, you may not begin the private lessons.
- Instructors are not required to provide make-up lessons for absences due to late registration.
- Upon registration, a Non-Refundable Registration Fee of $128.52 will be charged to your bursar’s account and can be paid by contacting the Bursar’s office. The fee is non-refundable, even if the course is dropped before the semester begins, during the add/drop period, and/or if you end up not taking any lessons.
- **You are responsible for contacting your instructor** to set up a lesson time and confirming a lesson time before the end of the first week of the semester.
  - Using your NYU email, begin typing the instructor’s name into the “To” field and their name and email address should appear.
- If you and the instructor do not have a confirmed lesson time by the end of the first week: you are responsible for contacting **MPAP-Registration-Services@nyu.edu** no later than **MONDAY, SEPTEMBER 9th** to inquire about switching instructors.

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**PRIVATE LESSONS: 2 CREDITS (30 min lesson/week); 3 CREDITS (60 min lesson/week)**

**Vocal Lessons**
- Please refer to special instructions on other side -
  - MPAVP-UE 1111 / MPAVP-GE 2111 (Vocal Performance Majors Only)
  - MPAVP-UE 1410 / MPAVP-GE 2410 (All Other MPAP Majors)

**Composition Lessons**
- Please refer to special instructions on other side –
  - MPATC-UE 1021 / MPATC-GE 2321

**Brass Lessons**
  - MPABR-UE 1111 / MPABR-GE 2111

**Jazz Lessons**
- Including: Jazz Brass, Jazz Guitar/Bass, Jazz Piano, Jazz Sax, Jazz Drumset -
  - MPAJZ-UE 1070 / MPAJZ-GE 2370

**Percussion Lessons**
- Classical only. For Jazz/pop drumset, register under JAZZ -
  - MPAPS-UE 1111 / MPAPS-GE 2111

**Piano Lessons**
- Classical only. For Jazz/pop piano, register under JAZZ -
  - MPAPE-UE 1056 / MPAPE-GE 2356

**String Lessons**
- Classical only. For Jazz/pop strings, register under JAZZ -
  - MPASS-UE 1111 /MPASS-GE 2111

**Woodwind Lessons**
  - MPAWW-UE 1111 / MPAWW-GE 2111

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Updated 03-25-19