Please review this information sheet carefully for policies, instructions, and deadlines, and new changes beginning in the 2018-2019 academic year.

DEADLINES

Private lesson approval and registration requires additional planning and coordination:
- **Submit** your lesson request no later than **TUESDAY, AUGUST 28th**, one week before the semester begins on **TUESDAY, SEPTEMBER 4th**.
- **Check** your Albert Student Center to make sure you are registered for the course by **TUESDAY, SEPTEMBER 4th**.
- **Confirm** a lesson time no later than the first week of the semester on **FRIDAY, SEPTEMBER 7th**.

The final cut off for submitting requests is **11:59 PM on TUESDAY, AUGUST 28th**.

**Complete** all registration changes and corrections by the last day of the Add/Drop Period: **MONDAY, SEPTEMBER 17th**. *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**AFTER THE ADD/DROP DEADLINE:** Classes are withdrawn with a W; there are no credit changes, instructor changes, adds, drops, or swaps.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.

INSTRUCTIONS

All PRIMARY and SECONDARY PRIVATE LESSON requests will occur online at the [MPAP MAJOR LESSON REQUEST FORM](http://bit.ly/MPAPMajorsLessonRequest) 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:** Beginning Fall 2018, FILM SCORING and COMPOSITION LESSONS REQUESTS ARE THROUGH THE [MPAP MAJOR LESSON REQUEST FORM](http://bit.ly/MPAPMajorsLessonRequest).

**PLEASE TURN OVER FOR POLICIES AND CATALOG NUMBERS**

Updated 6-4-18
You are responsible for reviewing your registration for accuracy and completing all registration corrections/changes before the Add/Drop deadline: **MONDAY, SEPTEMBER 17th**

- 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 $126 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 during the add/drop period 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 10th** to inquire about switching instructors.

**CATALOG NUMBERS**

**Private Voice**

*Please refer to special instructions on other side*

- MPAVP-UE 1410 / MPAVP-GE 2410 (Non Vocal Performance Majors)
- MPAVP-UE 1111 / MPAVP-GE 2111 (Vocal Performance Majors)

**Private Composition, Film Scoring, Songwriting**

*Please refer to special instructions on other side*

- MPATC-UE 1021 / MPATC-GE 2321

**Private Brass**

- MPABR-UE 1111 / MPABR-GE 2111

**Private Jazz**

*Including Jazz Brass, Jazz Guitar/Bass, Jazz Piano, Jazz Sax, Jazz Drumset*

- MPAJZ-UE 1070 / MPAJZ-GE 2370

**Private Piano (Classical)**

- MPAPE-UE 1056 / MPAPE-GE 2356

**Private Strings (Classical)**

- MPASS-UE 1111 / MPASS-GE 2111

**Private Percussion**

- MPAPS-UE 1111 / MPAPS-GE 2111

**Private Woodwind**

- MPAWW-UE 1111 / MPAWW-GE 2111