An online form was introduced last academic year to be used in requesting private lessons in Brass, Jazz, Piano, Percussion, Strings, and Woodwinds. Please see below for details.

**DEADLINES**

Private lesson approval and registration requires additional planning and coordination:

- **Submit** your lesson request no later than **MONDAY, JANUARY 15th**, one week before the semester begins on **MONDAY, JANUARY 22nd**.
- **Check** your Albert Student Center to make sure you are registered for the course by **MONDAY, JANUARY 22nd**.
- **Confirm** a lesson time no later than the first week of the semester on **FRIDAY, JANUARY 26th**.

The final cutoff for submitting requests is **11:59 PM on MONDAY, JANUARY 22nd**.

**Complete** all registration changes and corrections by the last day of the Add/Drop Period: **SUNDAY, FEBRUARY 4th**. **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**AFTER THE ADD/DROP DEADLINE:** Classes are withdrawn with a W; there are no credit changes, instructor changes, adds, drops, or swaps.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 **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

**COMPOSITION LESSONS** – Do not fill out the above form

- **Film Scoring Lessons**: Please refer to the Albert notes for MPATC-UE 1021/GE 2321
- **Songwriting Lessons**: 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.
- **All other Composition Lessons**: Please refer to the Albert notes for MPATC-UE 1021/GE 2321

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

Updated 10-19-17
POLICIES

- **You are responsible for reviewing your registration** for accuracy and completing all registration corrections/changes before the Add/Drop deadline: **SUNDAY, FEBRUARY 4th.**
  - Notify Joyce Yin at jy41@nyu.edu immediately of any errors.

- 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 $105 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 Joyce Yin at jy41@nyu.edu no later than **MONDAY, JANUARY 29th** 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**
MPAPE-UE 1056 / MPAPE-GE 2356

**Private Strings**
MPASS-UE 1111 / MPASS-GE 2111

**Private Percussion**
MPAPS-UE 1111 / MPAPS-GE 2111

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