Online Music Lesson Registration Instructions

REQUEST A REGISTRATION FORM

https://www.coloradocollege.edu/music/

- New piano and voice students – placement is required. Click the appropriate link, complete requested information and follow the instructions. A registration form will be sent once you have been assigned to an instructor.
- All others – Click here and select a lesson or class.
- Do you have questions?

In order to receive the correct registration form, please indicate on the questionnaire whether or not you are requesting financial aid.

- Music major - 1st lesson each semester on full scholarship; 2nd lesson on half scholarship and may request financial aid for balance.
- Music minor - 1st lesson each semester on full scholarship and may request financial aid for 2nd lesson.

After completing the questionnaire, you will receive an email which appears in your inbox as follows:

Adobe Sign <echosign@echosign.com> | Music Lessons
Your signature is required on BrinkA-L.FA-MU110-Voice

IMPORTANT NOTE FOR FINANCIAL AID REQUEST

The registration form includes your request for financial aid and is completed in 3 steps.

1. You will complete the information in the highlighted fields at the top of the form, enter your signature, and click the blue button at the end of the form to return the form to the Music department.
2. We will enter the amount of your financial aid award and the balance due and return the form to you. Please watch your email for the notification!
3. In order to complete your registration, you must enter your initials and signature in the highlighted fields and click the blue button at the end of the form.

See screen shots below:
Click on blue “review and sign” button to start online registration form.

Check to make sure you have the correct form:
- Private lessons or class?
- Financial aid request?
- Correct course and instructor?

If this is not the correct form, please go back to the Music Department homepage, and resubmit the request questionnaire.

https://www.coloradocollege.edu/music/

**ANSWER ALL PROMPTED FIELDS**

Complete fields for contact information.

Choose grade track. (Please note that it is to your advantage to take lessons for a grade as you are evaluated on your effort, participation and progress.)

Continue to answer all prompted fields.

If you are not requesting financial aid, you will be prompted to enter your initials in the fields to give permission to charge the lesson fee to your student account and to acknowledge the lesson policies.
Create signature. (if one is not already created)

Click blue apply button.

IMPORTANT: After applying your signature, click on the blue “click to sign” button (or “apply” on mobile phone) to return document to Music Department.

Look for an email with this confirmation message.

If you are not requesting financial aid, this completes your registration. It is recommended that you download a copy of the completed registration form for your records.

If you are requesting financial aid, the Music Department will complete the financial aid portion and return form back to you.

FOLLOW ALL PROMPTS TO COMPLETE YOUR REGISTRATION!
Review your financial aid award and balance (which will be billed to student account).

Accept or Decline Financial Aid.

Note that selecting Decline will cancel your registration. You will be prompted to enter your signature to confirm.

Enter your initials to give permission to charge the lesson fee to your student account.

Initial policies as directed.

Click initial box (create initials if prompted - same procedure as creating signature)

**TIP:** After clicking to apply initial, tab or click “next” arrow to have initials appear. Repeat for every initial box prompted.

Sign and click blue apply button.

**IMPORTANT:** After applying your signature, click on the blue “click to sign” button (or “apply” on mobile phone) to return document to Music Department.
You’ll receive email confirmation that your registration was completed and submitted!

It is recommended that you download a copy of the completed registration form for your records.