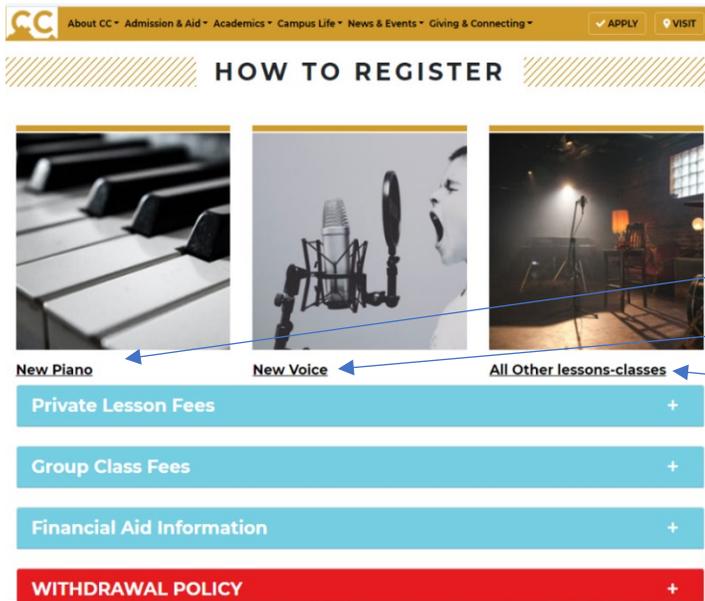


Online Music Lesson Registration Instructions



REQUEST A REGISTRATION FORM

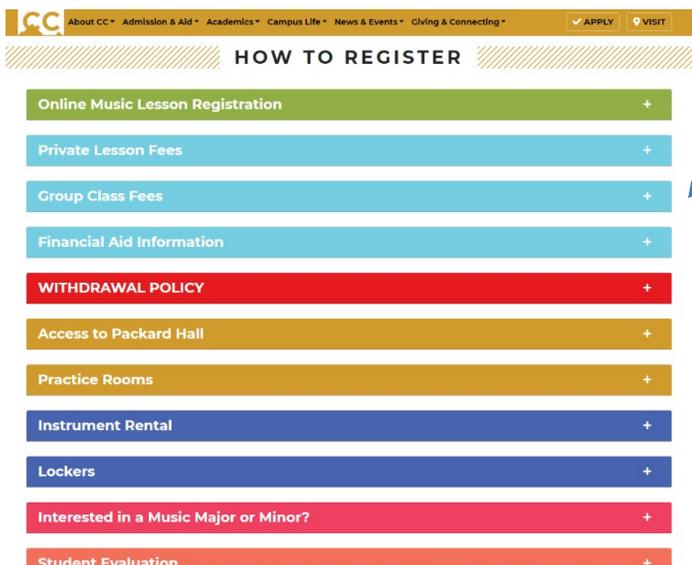
During open registration period go to lesson webpage:

<https://www.coloradocollege.edu/academics/dept/music/lessons/index.html>

- **New piano** (*never taken piano lessons at CC*)
- **New Voice** (*never taken voice lessons at CC*)
- **All Other lessons-classes**

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.

Lesson Resources/Questions about how to register?



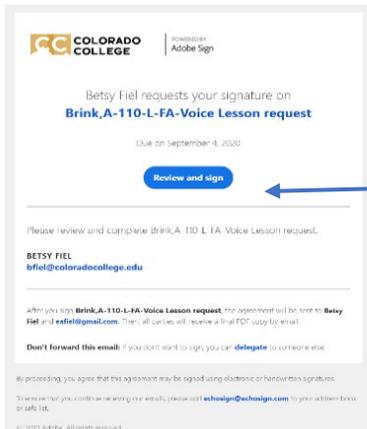
Note: To receive the correct registration form, indicate whether or not you are requesting financial aid.

Music Major/Minors

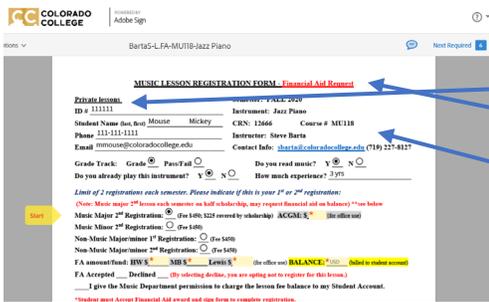
- Music major - 1st lesson each semester on full scholarship; 2nd lesson on half scholarship and may request financial aid for balance.
- Music minor - 1st lesson each semester on full scholarship and may request financial aid for 2nd lesson.

*You must be a declared Music major or minor **prior** to registration in order to register as a major or minor and receive the lesson scholarship.*

After requesting a registration form, you will receive an email from "musiclessons" CC email. This is your registration form.



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/academics/dep>

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](#).

MUSIC LESSON REGISTRATION FORM - Financial Aid Request

Private lesson: Semester: FALL 2020
 ID #: 111111 Instrument: Jazz Piano
 Student Name (see form) Mouse Mickey
 Phone: 312-123-1234 Course #: MU118
 Email: mmouse@coloradocollege.edu Instructor: Steve Harte
 Contact Info: sharte@coloradocollege.edu (719) 227-8127

Grade Track: Grade: Pass/Fail
 Do you read music? Yes No
 How much experience? 3/25

Limit of 2 registrations each semester. Please indicate if this is your 1st or 2nd registration:
 (Note: Music major 2nd lessons each semester on half scholarship, may request financial aid on balance) **see below
 Music Major 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$225 (added to student account)**
 Music Minor 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**
 Non-Music Major/minor 1st Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**
 Non-Music Major/minor 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**

FA accepted: Declined (by selecting decline, you are opting out to register for the lesson.)
 I give the Music Department permission to charge the lesson fee balance to my Student Account.

*Student must Accept Financial Aid award and sign form to complete registration.

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.

Music Major 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$225 (added to student account)**
 Music Minor 1st Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**
 Music Minor 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**
 Non-Music Major/minor 1st Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**
 Non-Music Major/minor 2nd Registration: (see form 122 covered by scholarship) **REGISTRATION FEE: \$450 (added to student account)**

I give the Music Department permission to charge the lesson fee to my Student Account.
 *Acknowledgment of policies and signatures is required to complete registration.

POLICIES - READ CAREFULLY AND INITIAL:

- Registration is on a semester basis. The deadline is Friday of the 2nd week of the semester.
- The lesson fee covers 12 lessons of 40 minutes apiece (or the equivalent).
- The student and instructor are responsible for scheduling the first lesson within the first two weeks of the semester.
- Students may drop after two lessons and receive an 80% refund within the first block of the semester.
- The withdrawal form must be obtained from the music office - a registrar's drop/add slip may not be used.
- No refund will be given for lessons withdrawn after the first block of the semester.

I understand the lesson policies.

MAJORS AND MINORS

- Declared music majors receive full scholarship for one set of lessons and half scholarship for a second set of lessons each semester.
- Declared music minors receive full scholarship for one set of lessons each semester, for a total of four semesters.

The following applies:
 I understand that if I do not meet concert attendance requirements (10 for majors, 5 for minors) for the semester, I will be ineligible for scholarship in the following semester.
 I understand that if I do not complete all requirements of the major/minor prior to graduation, my student account will be retroactively charged for any lessons taken in the department that were covered by scholarship.

Signature: Click here to sign
 Email: sflaf@coloradocollege.edu

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.

If you **ARE** requesting financial aid, you will be prompted to sign and submit so the financial aid award can be completed by the Music dept. The form will then be emailed back to student to "accept" financial award, initial policies, sign and submit.

Signature: Scooby Do
 Email: scoobydo@gmail.com

Signature: Steve Harte
 Email: sharte@coloradocollege.edu

Signature: Click here to sign
 Email: sflaf@coloradocollege.edu

Create signature. (if one is not already created)

Click blue apply button.

Brink,A-110-L-FA-Voice Lesson request

FINANCIAL AID

- Financial aid is available for students receiving academic financial aid and may be requested during registration.
- Students are required to write a thank you note to the donor.
- Students receiving such aid will be evaluated for attendance and participation in their lessons before subsequent aid will be offered for future semesters.

I understand the above stated conditions of financial aid eligibility.

MAJORS AND MINORS

- Declared music majors receive full scholarship for one set of lessons and half scholarship for a second set of lessons each semester.
- Declared music minors receive full scholarship for one set of lessons each semester, for a total of four semesters.

The following applies:

I understand that if I do not meet concert attendance requirements (10 for majors, 5 for minors) for the semester, I will be ineligible for scholarship in the following semester.

I understand that if I do not complete all requirements of the major/minor prior to graduation, my student account will be retroactively charged for any lessons taken in the department that were covered by scholarship.

Click to change

Signatures:  Email: scooby@gmail.com

Signatures:  Email: lifef@coloradocollege.edu

Signatures:  Email: eafel@gmail.com

Agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

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're all set

You finished signing "Brink,A-110-L-FA-Voice Lesson request".

We will email the final agreement to all parties. You can also [download a copy of what you just signed.](#)

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confirmation

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.

FINANCIAL AID REGISTRATION FORM

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!

COLORADO COLLEGE POWERED BY Adobe Sign

BartaS-L-FA-MU118-Jazz Piano Next Required 6

MUSIC LESSON REGISTRATION FORM - Financial Aid Request

Private lessons Semester: FALL 2020
 ID # 111111 Instrument: Jazz Piano
 Student Name (last, first) Mouse Mickey CRN: 12666 Course # MU118
 Phone 111-111-1111 Instructor: Steve Barta
 Email mmouse@coloradocollege.edu Contact Info: sbarta@coloradocollege.edu (719) 227-8127

Grade Track: Grade Pass/Fail Do you read music? Y N
 Do you already play this instrument? Y N How much experience? 3 yrs

Limit of 2 registrations each semester. Please indicate if this is your 1st or 2nd registration:
 (Note: Music major 2nd lesson each semester on half scholarship, may request financial aid on balance) **see below

Music Major 2nd Registration: (Fee \$450; \$225 covered by scholarship) AC&SM: \$* (for office use)
 Music Minor 2nd Registration: (Fee \$450)
 Non-Music Major/minor 1st Registration: (Fee \$450)
 Non-Music Major/minor 2nd Registration: (Fee \$450)

FA amount/fund: HW \$* MB \$* Lewis \$* (for office use) BALANCE: * USD (billed to student account)
 FA Accepted Declined (By selecting decline, you are giving your consent to register for this lesson.)

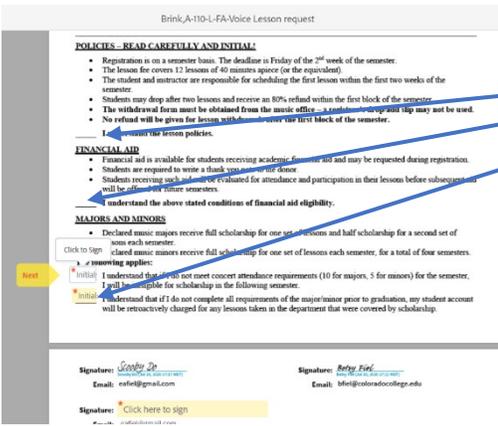
I give the Music Department permission to charge the lesson fee balance to my Student Account.
 *Student must Accept Financial Aid award and sign form to complete registration.

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.



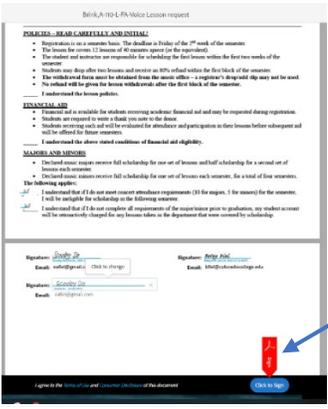
Initial policies as directed.

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

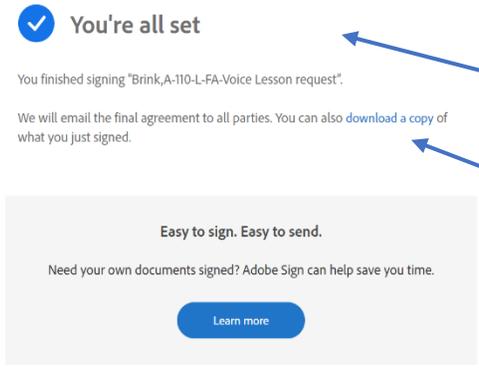
TIP: After clicking to apply initial, tab or click "next" arrow to have initials appear. Repeat for every initial box prompted.



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.

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- Stay organized
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