Registering for Applied Music Lessons

General Information Regarding Applied Lesson Registration
- Prior to registering for applied music lessons, students must be given permission from the Music & Entertainment Industry Studies Department. Once permission is approved, students will be notified via their CU Denver email to register through UCD Access.
- Students will not be given permission to register for applied music lessons until enrollment in PMUS 1500 General Recital has been verified.
- The MEIS Office will begin to send emails regarding approved applied lesson permissions in June for the Fall semester and January for the Spring semester.
- To receive permission for lessons, students must complete the “Applied Lesson Request Form” (below) and submit it to the MEIS Office in ARTS 288. Students will not be asked to obtain permission from faculty prior to submitting the form.
- Once a student receives permission for their lesson, they must log on directly to UCD Access to register for their assigned course and section.
- Students can request up to two preferred lesson times. For example, Request #1: Mondays before 1:00, Request #2: Tuesdays or Thursdays from 11:30-4:00. Students may also request an applied lesson instructor. The MEIS Department will work to accommodate all requests with available faculty, but faculty requests cannot be guaranteed.

Information For Performance, Singer/Songwriter, and Audition Track Students (Music Business or Recording Arts)
- Students must be registered for PMUS 1500 General Recital and an ensemble as co-requisites, as well as at least 7 credit hours in addition to their applied music lesson. Co-requisites will be strictly enforced and students will be administratively dropped from their applied lesson if not properly registered.

Information For Non-Audition Track Students (Music Business or Recording Arts)
- Non-Audition Track students must complete Music Theory II, Ear Training & Sight Singing II and Piano Class II prior to taking Applied Lessons.
- Students must be registered for PMUS 1500 General Recital as a co-requisite as well as at least 7 credits in addition to the applied lesson credits. Co-requisites will be strictly enforced and students will be administratively dropped from their applied lesson if not properly registered.
- Students enrolling in their first semester of non-audition track applied lessons must declare a primary instrument. The primary instrument should be the instrument on which the student is most proficient. Students must complete both required semesters of applied lessons on the same instrument. Students will not be required to study both semesters with the same instructor if there are multiple instructors available.

Applied Lesson Request Form

Last Name: ___________________ First: ___________ Student ID #: ___________

E-mail Address: ___________________ Phone: ___________________

Semester: □ Fall 20______  □ Spring 20______  Have you previously enrolled in lessons? □ Yes □ No

Emphasis/Track: □ Performance  □ Music Business, Audition Track  □ Recording Arts, Audition Track
□ Singer/Songwriter  □ Music Business, Non-Audition Track  □ Recording Arts, Non-Audition Track

Primary Instrument: ___________________ *Accompanying Instrument (S/S students only): ___________________

Day/Time Request (1st choice): ___________________ Day/Time Request (2nd choice): ___________________

Instructor Request (1st choice): ___________________ Instructor Request (2nd choice): ___________________

□ I have registered for PMUS 1500 General Recital. (Please note: students will not be approved to register for applied lessons until enrollment in PMUS 1500 is verified). Students must have also passed the previous semester of General Recital, if applicable.

Student Signature: ___________________ Date: ___________

After completing the section above, please hand deliver this form to the Music & Entertainment Industry Studies Department in ARTS 288.

-------------------------------------------------------- FOR OFFICE USE ONLY--------------------------------------------------------

Date Received: ___________ Initials: ________ Assigned Teacher: ___________ Processed: ________