

**SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
SPRING 2012**

PRIVATE INSTRUCTION

Community Music School Instructors are classified under the following headings:

STUDENT INSTRUCTOR

Music majors in the Department of Fine and Performing Arts. Student Instructors teach only in their area of expertise, and are mentored by their applied professors and the CMS Director.

PART TIME ASSISTANT INSTRUCTOR

Assistant instructors have earned a bachelor's degree in their area of expertise, and have extensive teaching experience.

GRADUATE STUDENT INSTRUCTOR

Graduate students in the Department of Fine and Performing Arts. Graduate Student Instructors have already earned an undergraduate degree in their area of expertise, and many have extensive teaching experience.

PROFESSIONAL INSTRUCTOR

Professional music educators from the community who are not otherwise affiliated with Southeastern, and part-time faculty with the Department of Fine and Performing Arts. All part-time music faculty hold a master's degree. All other Professional Instructors hold at least one degree in their area of expertise and have extensive teaching experience.

FACULTY/ARTIST

Music faculty from the Department of Fine and Performing Arts. CMS instructors under this classification are full-time faculty in the department, and choose to be classified for CMS instruction as either "Faculty" or "Artist." Faculty and Artist instructors are available under limited circumstances.

CLASSES

Full semester tuition includes:

PRIVATE INSTRUCTION – 13 WEEKS (instrumental or voice)

30-minute lessons assumed unless noted

FEES (Based on 30 minute lesson time)

Student Instructor rate	\$250	Professional Instructor rate	\$320
Part-Time Asst Instructor	\$260	Assoc Instructor Rate	\$340
Graduate Student Instructor rate	\$280	Full Faculty/Artist Rate	\$400

Recital performance (optional) \$10 (to be paid by April 20, 2012)

\$20 late registration fee will apply to all registrations received after January 15

ADDITIONAL CLASSES – 10 weeks (optional)

***All of the following classes will only be offered if there are four or more students registered.
Tuition for these classes is due before the first class, and is nonrefundable.
Refunds will only be given if the class does not make.***

Theory class instruction ----- \$25 (if added to instrument or voice private lessons)
\$125 (if taken alone)

A description and schedule of the new theory classes are posted under the link "Classes"

Chamber Music (by placement) -----	\$25
Choir -----	\$25
Fiddling Group Class -----	\$125
Beginning Group Piano I -----	\$125
Beginning Group Piano II -----	\$125
Beginning Violin Group Class (Livingston Literacy Center) --	\$125
Beginning Group Piano (Livingston Literacy Center) -----	\$125

A description and schedule of these classes are posted under the link "Ensembles"

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REGISTRATION AND TUITION POLICY

REGISTRATION OPTIONS

- Use the "Spring 2012 online registration" link on our website to submit your registration form on line
- Scroll down for a printable registration form.

Mail your completed registration form to:

Southeastern Community Music School
SLU 10817
Department of Music and Dramatic Arts
Hammond, LA 70402

Or bring your form to one of the following:

Department of Music and Dramatic Arts
Main Office

Community Music School Office
Pottle Music Building Annex
Room A253

Please make check payable to:

CMS or Community Music School

If you have more than one family member studying at the CMS, be sure there is a registration form for EACH student. Registration forms must be filled out each semester.

ONCE YOUR FORM HAS BEEN RECEIVED

If you are a returning student, you will be contacted by your instructor for scheduling.

If you are a new student, you will be assigned an instructor who will contact you for scheduling a few days prior to the beginning of the semester.

TUITION POLICY

There are two (2) payment options for CMS tuition.

- 1) Full payment on or before the first lesson
- 2) Half payment due on or before the first lesson - **balance due by Friday, March 23.**
- 3) Recital fee (if performing at the recital) – **due by Friday, April 20.**

Payments may be mailed to CMS 10817, Hammond, LA 70402, or delivered in person to the CMS office. If you wish to pay via credit card, you may do so by calling our office (985 549 5502).

NOTE: If you begin lessons after the first week, your tuition will be pro-rated to reflect the actual number of scheduled lessons, however a \$20 late registration fee will still apply. In addition, no refunds are given for CMS tuition, though tuition can be credited towards the following semester under certain circumstances.

CONTACT INFORMATION

Office location: Pottle Annex A253
Office hours: Mon-Fri 9:00 a.m.-5:00 p.m.
Phone: 985-549-5502
Email: CMS@selu.edu
CMS Director: Jivka Jeleva

**SOUTHEASTERN LOUISIANA UNIVERSITY
COMMUNITY MUSIC SCHOOL
Spring 2012**

PRIVATE LESSON SCHEDULE

JANUARY 23 (13 WEEKS)

CLASSES AND ENSEMBLES

JANUARY 30 (10 WEEKS)

ENSEMBLES

Hammond campus:

CHOIR	Mon	4:00	Pottle Room TBA
FIDDLING GROUP CLASS	Mon	5:00	Pottle Room TBA
CHAMBER MUSIC	TBA	TBA	Location TBA (by placement)
BEGINNING GROUP PIANO 2	Tue	6:30	Rm A286
BEGINNING GROUP PIANO I	Thurs.	6:30	Rm A286
NORTHLAKE COMMUNITY BAND	Tue	7:00	Rm A162

Livingston Center:

BEGINNING VIOLIN GROUP CLASS	Sat.	10:30
BEGINNING PIANO GROUP CLASS	Sat.	11:30

THEORY CLASSES (Hammond campus)

Adult theory class	Mon	5:30pm	Rm 124
Beginning Theory	Tue	5:30pm	Rm 124
Intermediate Theory	Wed	5:30pm	Rm 124
Advanced Theory	Thurs	5:30pm	Rm 124

OTHER HIGHLIGHTS

February 20 – 24 – Mardigras Break (no lessons this week)

April 6 - 13 – Spring Break (no lessons this week)

May 7- 11 – Recital Week

Tentative Calendar for Spring 2012

Week of:	Lesson #	Theory	Ensembles
January 23	1		
January 30	2	1	1
February 6	3	2	2
February 13	4	3	3
February 27	5	4	4
March 5	6	5	5
March 12	7	6	6
March 19	8	7	7
March 26	9	8	8
April 2	10	9	9
April 16	11	10	10
April 23	12		
April 30	13		
May 7	Recital Week		

Mail List ____ Roster ____

**COMMUNITY MUSIC SCHOOL
SPRING 2012 REGISTRATION FORM**
(One form per student)

Student name _____ Parent name _____
Age _____ Phone (home) _____
School _____ Phone (work) _____
Instrument _____ Phone (cell) _____
Instrument _____ Email address _____
Address _____ City _____ Zip _____

Preferred Instructor (if applicable) _____ 30 min ____ 60 min ____
Preferred Instructor (if applicable) _____ 30 min ____ 60 min ____

Location (please circle) SLU Campus St. Tammany Center Livingston

ENROLLMENT FOR CLASSES AND ENSEMBLES (check all that apply)

Adult Theory	Mon	5:30	Rm TBA	_____
Beginning Theory	Tue	5:30	Rm TBA	_____
Intermediate Theory	Wed	5:30	Rm TBA	_____
Advanced Theory	Thurs	5:30	Rm TBA	_____
Beginning Group Piano 1	Thurs	6:30	Rm A286	_____
Beginning Group Piano 2	Tue	6:30	Rm A286	_____
Community Band	Tue	7:00	Rm A162	_____
Choir	Mon	4:00	Rm TBA	_____
Fiddling Group Class	Mon	5:00	Rm TBA	_____
Chamber Music	TBA	TBA	Location TBA	_____
Beginning Violin Group Class	Sat.	10:30	Livingston Center	_____
Beginning Piano Group Class	Sat.	11:30	Livingston Center	_____

A minimum of ½ the balance due will need to be received on or before the first lesson.

Any remaining balance will be due **Friday, March 23, 2012.**

Recital performance (optional) \$10 (to be paid by April 20, 2012)

CMS STUDENTS UNDER 18

List all persons responsible for picking up the student after lessons.

Does the student have permission to leave the SLU Music Building? ____ For what reason(s)?

*******ABSENCE POLICY (Excerpt)*******

I agree to give my instructor at least a 3 hour notice for a cancellation. If not, the instructor is not obligated to offer a make-up lesson (though may choose to do so). _____ (Initial)

***** Office Use Only *****

Date Received _____ Lesson/Time _____
Misc. Discounts/Scholarships _____ Total Tuition _____
Payment _____ Date _____ Check#/Cash _____ Balance _____
Payment _____ Date _____ Check#/Cash _____ Balance _____