

Private Study Registration Permission

Important Points:

- A. Late registration is NOT PERMITTED for Private Study.
- B. The JPER codes are for students in the Specialization in Jazz Studies. Students in other programs must submit a Substitution Request (Student General Request Form) to use JPER Codes
- C. There are 5 Steps:

- STEP 1:** Complete this form, leaving the course section blank.
- STEP 2:** Attach a copy of your email correspondence with the private study teacher granting you permission to study with him/her. (Note: Private Study faculty bios are available on the Private Study section of the website.)
- STEP 3:** Download your student record from the Concordia portal and attach it to this form.
- STEP 4:** Please deliver this form, acceptance email and student record to the Music office in GM 500.01. (Once approved, you will be "unblocked" so you can register. We will email you the course registration number.)
- STEP 5:** Register for the course on MyConcordia.ca

RULES: Students may register for a maximum of 6 credits in Music Private Study in any given academic year. Students admitted in the Major in Music (from 2013 on to present) may include a maximum of 12 credits of Private Study in their degree program. Students in the Major in Integrative Music Studies (admitted prior to 2013) and all students in the Specializations in Music Performance and Music Composition may include a maximum of 18 credits of Private Study in their degree program. Please note that this refers to the instrument or voice on which you auditioned. All students must consult with an academic advisor before being allowed to register for Private Study.

You must take a lesson during the first week of classes in September and/or January – this is important! Your relationship with your teacher is central to your program, and must be mutually acceptable.

Should you wish to change teachers, this must be done BEFORE THE DNE DEADLINE APPLICABLE TO THE COURSE CODE/NUMBER. Students do have the right to change teachers but this is done between terms or years. No change of a teacher is permitted past the DNE date.

Student Name: _____ ID#: _____
 Student e-mail: _____ phone: _____
 Student program: _____

First term (/2) or Full Year (/3)			Second term (/4)		
<u>Letter Code</u>	<u>Course number</u>	<u>Section</u>	<u>Letter Code</u>	<u>Course number</u>	<u>Section</u>

Teacher's name: _____ Teacher's name: _____
 contact: _____ contact: _____
 e-mail: _____ e-mail: _____

Advisor's signature: _____
Student signature: _____ **Date:** _____

Need help? Call the Music Department at 514-848-2424 ext. 4559 or email: