IMPORTANT INFORMATION FOR 2014-15:

As Fall approaches, we welcome you to another year at Emory University.

CLASSES BEGIN AUGUST 27

Please feel free to contact your returning students and begin lessons. New students will be assigned an instructor by September 5 and given contact information. Hopefully, new students will get in touch with you quickly. Private lessons should begin the week of September 8, and continue until Jury exams on Wednesday and Thursday, December 10-11 totaling 12 lessons. Applied lesson fees will continue at $800 per student per semester.

Information that was previously mailed to you can now be found online under ‘Artist Affiliate Handbook:' http://www.music.emory.edu/faculty/concentration.html. Please review the information carefully and refer to it as needed.

REMINDeRS FOR 2014-15:
1) Fees for students enrolled both as nonmajors in MUS 310 and music majors in MUS 320 will be posted to the student’s financial bill and instructors will be paid via payroll. The letter you receive from Kathy Summers will list MUS 320 students, MUS 310 students, and your chamber ensemble(s) for the semester. First payment will be deposited at the end of September.

2) Non-credit Students: all non-credit students should pay you directly, in full at the beginning of the semester. See syllabus posted in this Handbook.

3) Prof. Gary Motley continues as the MUS 320 Student Recitals Coordinator. Please contact him at gmotley@emory.edu or 404-727-1068 with questions related to recital assignments or other performance details.

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PAYMENT

ALL PAYROLL QUESTIONS SHOULD BE DIRECTED TO KATHY SUMMERS AT ksummer@emory.edu or 404-727-1442.

IMPORTANT: Classes begin Wednesday, August 27, and students can Drop/Add classes until Wednesday, September 3. September 3 is the final deadline for Applied Music 310/320 enrollment. Following Drop/Add, you will receive a letter from the Music Department listing your students enrolled in MUS 320 and MUS 310, and any Chamber Ensembles you coach. If this does not match your records, please let us know as soon as possible.

In order to be paid, you MUST sign and return a copy of this letter to Kathy Summers noting any changes.

If you wish to add students to your studio for Fall semester after September 4, please feel free to do so, but let them know that they will not be able to get credit for this semester's lessons. If you have any questions or concerns regarding this deadline, please don’t hesitate to contact me.
FEES FOR MUSIC MAJORS (MUS 320)
Emory College will provide a half-subsidy ($400) to students who are declared music majors, and the student is responsible for the other half ($400). This will not affect how you are paid – please do not accept payment from these students. This $400 fee will be automatically placed on their Emory College tuition bill when they are registered for MUS 320.

FEES FOR NON-MUSIC MAJORS (MUS 310)
Emory College will automatically post the lesson fee ($800) to the student’s tuition bill when they are enrolled in MUS 310. You will be paid through payroll, just as you are for music majors. Please do not accept payment from any student enrolled in lessons for credit.

TEACHING SPACE
You may reserve teaching space in the Schwartz Center by contacting Martha Shockey via email (mshocke@emory.edu). Annie Carey (acarey@emory.edu) will continue to reserve teaching space in the Burlington Road Building. INSTRUCTORS ONLY may reserve space until September 19.
Schedules will be posted on September 22 and students can begin to sign out practice time. You will probably begin lessons after you have called Martha or Annie but before the schedule sheets are posted on the doors. Feel free to claim your teaching space during this time lag. We want to be sure that you have adequate time to coordinate your teaching schedule and reserve space before the schedules are posted for student signup.

Reminder: Please use Emory space for teaching Emory students only.

Teaching space in the Schwartz Center is at a premium. We will accommodate everyone’s requests as well as we can. We appreciate your understanding in the event that we cannot provide you with your first choice of teaching space.

Thanks as always for your contribution. If you have any questions or problems, please do not hesitate to contact me at 404-727-6442 or dthores@emory.edu.

Best,

Deborah Thoreson
Dir. of Performance Studies

For more information and further details, please refer to the “Artist Affiliate Handbook” posted on the Music Department website: http://www.music.emory.edu/faculty/concentration.html

cc: Lindsay Fisher, Academic Services Coordinator, BRB 236
Martha Shockey, Music Dept. Office in the Schwartz Center
Annie Carey, Music Office in Burlington Rd. Bldg
Bradley Howard, voice
Gary Motley, jazz studies
Nikk Pilato, winds and percussion
Richard Prior, strings
William Ransom, piano