IMPORTANT INFORMATION FOR 2016-17 - Please read carefully!

CLASSES BEGIN ON Wednesday, August 24th

Feel free to contact your returning students and begin lessons. New students will be assigned to an instructor by September 2nd and given contact information. Hopefully, new students will get in touch with you quickly. Private lessons should begin the week of September 5th, and continue until Jury exams on Wednesday and Thursday, December 7-8 totaling 12 lessons. Applied lesson fees will be paid at the new increased rate of $960 per student per semester. Students will continue to pay the Bursar's Office last year's rate of $800.

More information can be found online in the Artist Affiliate Handbook: http://music.emory.edu/home/people/handbook.html. Please review the information carefully and refer to it as needed.

Dr. Patricia Dinkins-Matthews will continue as the Recitals Coordinator organizing the required recitals for MUS 320 (lessons for Majors).

TEACHING SPACE

Martha Shockey will assign teaching space Schwartz, while Aimee McCarron will assign space in BRB. Please contact them via email (mshocke@emory.edu or aimee.mccarron@emory.edu) to make your request. INSTRUCTORS ONLY may reserve space until September 16th. Schedules will be posted on the studio doors on September 19th and students can begin to sign out practice time. You will probably begin lessons after you have called Martha 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.

Since we are continuing to evaluate our teaching and practice spaces and utilizing both buildings more efficiently, we appreciate your understanding if you are not assigned to your first choice teaching space. We will accommodate everyone’s requests as well as we can.

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REMINDERS FOR 2016-17:
1) Fees for students enrolled both as non-majors 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 any 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 the online Handbook.

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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 24th, and students can Drop/Add classes until Wednesday, August 31st. August 31st 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 2, 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 the area coordinator.

**FEES FOR MUSIC MAJORS (MUS 320)**

Emory College will provide a subsidy to students who are declared music majors, and the student is responsible for the remaining balance. This will not affect how you are paid – please do not accept payment from these students. This part of the fee for which the students are responsible 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 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.

Thank you as always for your contribution to the mission of the Music Department and Emory College. If you have any questions or problems, please do not hesitate to contact us.

Best wishes,

Richard Prior, Director of Orchestral Studies and Performance Studies.

For more information and further details, please refer to the “Artist Affiliate Handbook” posted on the Music Department website: [http://music.emory.edu/home/people/handbook.html](http://music.emory.edu/home/people/handbook.html).

cc: Derrick Montgomery, Academic Services Coordinator, BRB 236  
Kathy Summers, Office Manager, BRB 230  
Aimee McCarron, Administrative Assistant, BRB 230  
Martha Shockey, Music Dept. Office, Schwartz Center 210  
Bradley Howard, voice  
Gary Motley, jazz studies  
Paul Bhasin, winds and percussion  
Richard Prior, strings  
William Ransom, piano