

REQUIRED RECITAL SCHEDULING PROCESS

Student gets Required Recital Approval Form from School of Music office, C550 HFAC; also obtains *Required Student Recital Checklist* sheets.

Student's private lesson teacher, composition instructor, or commercial music faculty signs the form, approving student to schedule a recital.

Student takes the signed form to Advisement Center to flag the recital class; registers for the appropriate recital at earliest convenience; prints proof of registration.

Student takes signed form and proof of registration to HFAC Scheduling during priority recital scheduling; gets HFAC Scheduling signature; schedules recital; gets set-up packet.

Scheduling keeps the Approval Form for its records.

Successful recital!