

RECITAL SCHEDULING PROCESS

Student gets **Approval Form** from Music office, Advisement Center, or online; also obtains the ***Required Student Recital Checklist sheets***

Student's **studio instructor, composition instructor, or Commercial Music division coordinator 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 out proof** of registration.

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

Scheduling keeps the Approval Form for its records.

Successful recital!