Music Conservatory Students: Read the following instructions carefully to sign up for Fall 2013 Juries.

FILL OUT A TYPED JURY FORM

Jury forms are online. Click on this link to jury forms and follow these instructions:

1. Type in the information requested on the top of the form. You can find the course number for your applied lessons by looking up your current classes in RU Access. Leave the date and time blank; this information will be added when you sign up for your jury time or when your jury time is assigned.

2. Print at least one copy of the completed typed form. Make sure you correctly filled in all required information on the jury form. You may want to print two copies and keep a copy for yourself or make a note of the pieces that you will present. You will not be able to save a copy of the completed form to the CCPA website – save it to a flash drive. **Handwritten forms will not be accepted.**

3. **Obtain your teacher's signature**. If your teacher will not be in town before jury forms are due on November 22, an email **listing your repertoire and stating your teacher's approval directly from your teacher to you** will suffice in lieu of a signature. In that case, you should print out the email and bring it to the office along with your typed form. Do not have your teacher email me directly. For example, this exchange is acceptable in lieu of a signature:

   Dear Prof. Jones,
   I plan to play Mozart Concerto No. 3 first and second movements and the prelude from Bach Partita No. 3. Is this okay?
   Jane Student

   Dear Jane,
   Yes, I approve your jury rep.
   Betty Jones

   This is not:

   Dear Prof. Jones,
   Do you approve my jury form?
   Jane Student

   Dear Jane,
   Yes.
   Betty Jones

   Make sure that the email message contains your name, your teacher's name, and your repertoire. It is much easier to have your teacher sign your form – plan ahead to accomplish this step.

SIGN UP FOR A JURY TIME

1. Bring the typed, signed form to Madi in the Music Conservatory Office, room 926 by **5:00pm on Friday, November 22**. Failure to meet the deadline will result in grade penalties for specific program areas; check the Music Conservatory Handbook available here for guidelines.

2. In some cases, your jury time will be assigned. If that is the case for you, check the Important Announcements board for your jury time and day. If not, you will sign up for a time with Madi after turning in your typed, signed jury form. You cannot choose a jury time without having turned in a typed, signed form.

3. Jury schedules will be posted by Monday, December 2.

DO I HAVE TO TAKE A JURY?

Undergraduate and graduate Classical Guitar, Piano, and Voice Performance majors, and undergraduate, graduate, and diploma String Performance majors are required to take a fall jury examination, with the exception of students registered for applied lesson level 312, 314, or 414, or students performing a required degree recital.

All Jazz Studies majors are required to take a fall jury except those registered for applied lesson level 374. Click here for the jury form.

Piano minors are required to take a fall jury, except for Music Ed Choral majors in PIA 201, who are not required to take a jury.

All Orchestral Studies majors at both the graduate and diploma levels will take an orchestral excerpt jury during each semester of registered excerpts lessons (including the semesters of any required recitals). Orchestral Studies majors must prepare eight excerpts for the jury, only two of which may be repeats from any previous semester. Click here for the jury form.

Performance Diploma students do not play a jury, with the exception of strings.

Brass, Harp, Percussion, and Woodwind Performance majors do not take a fall jury.

Music Education majors do not take a fall jury. Double majors should check the requirements for their classical performance degree and follow those guidelines.

Students in ELP courses who have not yet started their major program may be required to take a jury. Check the Music Conservatory Student Handbook for guidelines.

WHAT CAN I PLAY ON MY JURY?

Students should review their jury requirements in the Music Conservatory Student Handbook, available here.

Artist-Teachers of String Performance majors enrolled in applied 311, 313, 413, 451, and 453 (the semesters prior to a required recital) have the option of requiring those students to sign up for two consecutive jury slots as a pre-recital jury.