# Recital Sign-Up Procedure

Student registers for a recital course.

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Student selects a date with Program Area Coordinators and Applied Instructors.

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Once a date is agreed upon, the Program Area Coordinator books the final recital date with Lana Womble. Program Area Coordinator, Applied Instructor, Lana Womble, and Director of Graduate Studies (if applicable) all sign form **after** a date has been chosen and booked.

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Student decides if to get recording or not. Graduate students are **required** to have a recording of their final recording.

If having a recording → Student takes the form to Meg Galvis, pays for the recording, and acquires signature on the form.

If NOT having a recording → Check the "NO" box on the form.

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Deposit form in Dr. Matthusen's mailbox by 5:00 p.m. on the following dates:
**for FALL semester recital:Oct. 1st || for SPRING semester:** Feb. 1st
Forms with missing date information and signatures will not be accepted.

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Student provides Meg Galvis with program information **two** weeks before the recital date.