

# Private Instruction Sections

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## Private Instruction

The registration for Private Instruction and Recital Preparation will be conducted as follows:

- During the Registration period, any student who has selected a day, time and instructor can expect to attend the first lesson during the first week of classes.
- During the Add/Drop period, any student who makes **ANY** change to the private instruction should expect to have the first lesson during the week after the change. Therefore:
  - Students making changes during the first week of classes will have the first lesson during the second week of classes.
  - Students making changes during the second week of classes will have the first lesson during the third week of classes.
- Students will register for a specific section of Private Instruction or Recital Preparation that secures the desired faculty member, as well as a day, time, and room.
- Students will register into level "XXX."
- Private Instruction will appear on the Registration Statement, such as - PIBS-XXX-009 J. Cassidy Monday 3:00 PM.
- After final grades for the preceding semester have been submitted, a computer program will be run to assign the proper level to private instruction. The official schedules each student receives at the Check-in period (prior to the start of classes) will reflect the proper level of Private Instruction and, if appropriate, Recital Preparation.
- All Percussion Family Private Instruction and Recital Preparation are listed under a single Instrumental Family heading - PIPC for Private Instruction and RPPC for Recital Preparation.

The following chart lists the course numbers that should be used to register for private instruction or recital prep.

<b>Instrument</b>	<b>Private Instruction</b>	<b>Recital Prep</b>
BASS	PIBS-XXX	RPBS-XXX
BRASS	PIBR-XXX	RPBR-XXX
DRUMSET	PIDR-XXX	RPDR-XXX
GUITAR	PIGT-XXX	RPGT-XXX
HAND PERCUSSION	PIHP-XXX	RPHP-XXX
PERCUSSION	PIPR-XXX	RPPR-XXX
PIANO	PIPN-XXX	RPPN-XXX
STRINGS	PIST-XXX	RPST-XXX
WOODWIND	PIWD-XXX	RPWD-XXX
VIBRAPHONE	PIVB-XXX	RPVB-XXX
VOICE	PIVC-XXX	RPVC-XXX

Along with the course numbers above, students should have an instructor chosen from the lists on pages 33-34. At your registration appointment, the registration staff person will help select an open section with your desired instructor that fits your schedule. Please have alternative faculty names ready in case your initial instructor has no remaining open sections that fit your schedule. If you need help in choosing a private instruction and/or recital prep instructor you can speak with your specific Department Chair or advisor, or you can research instructors on-line at:  
<http://www.berklee.edu/faculty/default.html>

Students will not be able to register for a Private Instruction or Recital Preparation that is not within their instrumental family without a "Prior Written Approval Form" signed by the Department Chair of the lesson to be taken.

Students will not be able to register for more than one Private Instruction and one Recital Preparation per semester, *within their instrumental family*, without a "Prior Written Approval Form" signed by the Department Chair.

