

Community Music School @ USC! Music for Your Life!

Welcome to the University of South Carolina School of Music Community Music School (CMS)! We are committed to offering the best and most diverse study programs for people of all ages and we endeavor to provide students with the highest quality teaching and learning experiences. We believe that music study is one of the most self-motivating, life affirming and enjoyable activities, and we strive to provide a positive and encouraging environment for all persons.

Please take a moment to read the following policies regarding study in the CMS. These policies exist to create a user-friendly and misunderstanding-free environment for students, parents and teachers.

All lessons take place in the USC School of Music building located adjacent to the Koger Center for the Arts at 813 Assembly Street. Students under the age of 18 should not be left unsupervised within the School of Music building or outside grounds for any reason at any time. The CMS, CMS teachers, USC and the USC School of Music do NOT assume responsibility or liability for any loss or damage of whatever kind, including bodily injury, arising from your participation in the Community Music School.

Student Practice Guidelines

All students are required to provide their own instruments for study. (information about instrument rental and/or purchase is available on our website or from your CMS teacher) AT each lessons, students will receive a lesson assignment detailing what is to be practiced during the coming week. Students are encouraged to practice for shorter periods each day (as little as 10 minutes each day will make a difference for a beginner!) rather than one longer session the day before the lesson. Parents of children 10 and under are encouraged to attend all lessons and to practice with their child at home. All parents of Suzuki students are required to attend and participate in all private and group lessons and to practice at home with their child. Music study and practice can be a wonderful sharing time for students and parents. While parent involvement is encouraged, parents are urged to be supportive and not overly aggressive in their demands on students.

Make-up Policies

1. Any lesson missed by the teacher will be made up. If the teacher must reschedule a lesson, the student should be notified 24 hours in advance. The missed lesson may be made up in several ways:
 - (1) adding additional time to future lessons (i.e. adding 15 min. to the next two lessons)
 - (2) scheduling an hour-long lesson on a future date, or
 - (3) rescheduling the lesson for another day and time
2. If the student must miss a lesson, the teacher should be contacted at least 24 hours before the scheduled lesson. With 24 hours advance notice given, the teacher can

reschedule **1 lesson** for an excused absence by the student per semester. Without at least a full day's notice, for any reason, the student will forfeit the lesson. Only illness or family emergencies will be considered excused absences. Other conflicts, such as birthday parties, family vacations, etc., are not considered excused absences and will not be made up. Messages for teachers must be left directly with your teacher's voicemail.

3. Students are expected to be on-time for their lessons. Teachers are expected to wait 10 minutes for a student who might be late. If the student arrives LESS than 10 minutes late, they will receive a lesson for the remainder of their time slot (the lesson will still end on-time). If a student does not arrive after 10 minutes, the teacher is NOT required to stay any longer to wait. This lesson will be considered a "no-show" and will not be made up.

Lesson Payment

Full lesson payment is due prior to the first lesson - see the website or current brochure for fees and deadlines.

Payment arrangements must be approved by the CMS Director prior to beginning any lessons. Financial Aid is available on a limited basis. A Financial Aid Application Form can be found on the CMS website or by contacting the CMS director at cms@mozart.sc.edu.

Refunds

No refunds will be made after the 2nd week of lessons. If a request for a refund is made before lessons begin, a full refund minus a \$15 processing fee will be granted. Otherwise, the amount refunded will be prorated in addition to the processing fee charged. There will be no refunds for classes after the first class. Please note that refunds will be made by university check and that this can take up to several weeks.

In an Emergency

If USC closes due to weather or any other emergency, CMS lessons and classes will be cancelled. These lessons and classes are NOT required to be made up by CMS teachers. Every effort will be made to notify students as soon as possible of the cancellation. If you are unsure whether classes have been cancelled, please contact your teacher directly, check the USC Homepage, www.sc.edu or call the School of Music at (803)777-4281.

Parking

Metered parking is available near the School of Music. Parking is also available in the Carolina Coliseum lot and in lots near the Music Building. These lots are usually safe to use after approximately 5:00pm. Please note that these parking lots are often closed for special events. The CMS does not have any control to waive University Parking Tickets.

Student Discipline

CMS teachers reserve the right to discontinue or terminate lessons for student disciplinary reasons. All CMS students are expected to behave with the highest respect to the School of Music facilities, CMS teachers, and other CMS students. CMS teachers reserve the right to immediately end any lesson due to disciplinary problems of any student. Disciplinary infractions of any kind will be referred first to the parents, and, if

continuing, to CMS supervisors for disciplinary action. Disciplinary action may involve termination from the CMS program.

Recitals

The CMS sponsors end-of-semester recitals twice a year. Students have the opportunity to prepare and perform on these recitals as a celebration of their accomplishments during the year. Students will perform at the discretion of their assigned CMS teacher.

Lesson Renewals

See current brochure for re-enrollment fees and deadlines. While the CMS endeavors to create positive growing experiences by maintaining student/teacher relationships throughout a student's study in the CMS, periodic teacher reassignments may occur due to graduation of CMS teachers. Continuing students receive first priority in re-enrollment and teacher assignments.

Concerts/Music Events in the Community

The USC School of Music, Koger Center for the Arts, Columbia Museum of Fine Art, Carolina Center, Columbia College, Trinity Cathedral and local churches all sponsor music events of varied kinds. While many events are free of admission charge, you should call for schedules and ticket information. Part of a musical education involves hearing and seeing live music and parents and students are encouraged to attend concerts.

- USC School of Music 803.777.4280
 - USC School of Music Events Calendar: www.music.sc.edu
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