

**IMPORTANT INFORMATION**

**PLEASE READ CAREFULLY**

June 7, 2009

Dear Degree-in-Progress Student:

Please know that while you may be gone, you are not forgotten! I am writing to remind you that you still have certain obligations to meet in order to remain a student in good standing. They include:

- **Continuous registration each semester** with degree-in-progress status
- Maintaining an updated **Letter of Application** with the Office of Academic Affairs that outlines a proposed plan for the completion of your doctoral degree

Please be aware that Jenny Beck is no longer the Academic Program Coordinator. She has been succeeded by Caitlin Vincent (cvincen6@jhmi.edu). As always, feel free to contact my office if you have any questions.

Sincerely,

Paul Mathews  
Interim Associate Dean for Academic Affairs

# **ALL DEGREE-IN-PROGRESS STUDENTS SUMMER 2009**

## **CONTENTS OF THIS PACKET:**

- Key Dates
- Degree Recital Information
- Biographical Information Form and Return Envelope

Questions concerning the contents of this packet should be directed to the Office of Academic Affairs at [cvincen6@jhmi.edu](mailto:cvincen6@jhmi.edu) or 410-659-8100 ext. 4405.



## Fall 2009 Key Dates

**Tuesday, August 25**

Orientation begins

**Wednesday, August 26**

Ensemble Auditions begin

**Tuesday, September 1**

Open Registration

**Wednesday, September 2**

Classes and lessons begin

Add/Drop begins (faculty signatures required)

**Thursday, September 3**

Convocation

**Monday, September 7**

Labor Day – no classes, lessons or ensembles

**Friday, September 18**

Last day to Register or Add a course for Fall 2009

**Friday, September 25**

Last day to Drop a course with deletion

**Sunday-Tuesday, October 11-13**

Midterm Holiday

**Friday, October 16**

Last day to Withdraw from a course with a grade of 'W'

**Monday-Friday, November 16-27**

Pre-Enrollment for Spring 2010

(On-line and In-person)

**Tuesday, December 15**

Last day of classes

**Wednesday-Friday, December 16-18**

Final Exams

**Tuesday, December 22**

Grades due by 12:00 noon



Visit the Conservatory Registrar's Office Website:  
<http://www.peabody.jhu.edu/registrar>

Updated Master Schedule of Classes  
Academic Calendar  
Tuition & Fees  
Transcript Information

Visit the Johns Hopkins University  
**Integrated Student Information System (ISIS) Website:**  
<https://isis.jhu.edu>

View Courses  
View Your Grades  
View Your Class Schedule  
Update Your Contact Information

# Degree Recital Registration • 2009-2010

Please read carefully!

## Recital Registration First Semester

First semester recitals are to take place between Thursday, October 1 and Friday, December 11, 2009.

**A lottery will take place on Wednesday, September 16, 2009, 10am-4pm.**

At this lottery you will draw your appointment time for the degree recital registration. You will be given a list of available recital slots. Discuss possible dates with your major teacher, accompanist, and anyone else who may be a part of the intended program. Use the list of recital slots as a guideline and choose as many dates as possible. Confirm your teacher's availability and availability of all performers BEFORE you come in for your appointment.

**Registration** appointments for first semester recitals will take place on the following days:

Wednesday, September 23 and Monday, September 28, 10:30am - 12:30pm and 1:30 - 4:30pm.

## Recital Registration Second Semester

Second semester recitals are to take place between Monday, February 21, and Monday, May 10, 2010.

**A lottery will take place on Tuesday, January 26, 2010, 10am - 4pm.**

At this lottery you will draw your appointment time for the degree recital registration. You will be given a list of available recital slots. Discuss possible dates with your major teacher, accompanist, and anyone else who may be a part of the intended program. Use the list of recital slots as a guideline and choose as many dates as possible. Confirm your teacher's availability and availability of all performers BEFORE you come in for your appointment.

**Registration** for the second semester recitals will take place on the following days:

**Graduating students only:** Monday, February 1; Wednesday, February 3, and Friday, February 5,  
10am - 12:30 and 1:30 - 5:00pm.

**Degrees in progress:** Monday, February 8 and Wednesday, February 10, 10am - 12:30pm and 1:30 - 5:00pm.

*No recitals may be scheduled during exam and jury weeks in either semester or when classes are not in session.*

*All recitals must take place on campus.*

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**Recital Fees:** All students, regardless of performance major, must register on the above dates. Students failing to register on time will incur a \$50 late fee. There will be a \$50 drop/add fee for changing the date of any recital and \$25 fee for reprinting recital programs. **There will be an additional \$50 fee charged to students who fail to notify the Concert Office of the cancellation of a degree recital.**

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**Special Note to Conducting Students:** All conducting students who are giving recitals are required to consult with Linda Goodwin, Administrator of the Conducting Program, prior to taking part in the Recital Lottery and registration process. This consultation must take place BEFORE participating in the lottery.

**ALL CONDUCTING STUDENTS MUST TAKE PART IN THE LOTTERY PROCESS.**

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**Special Note to Percussion Students:**

**ALL PERCUSSION STUDENTS MUST TAKE PART IN THE LOTTERY PROCESS.**

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## Deadlines for Degree Recitals:

All graduating students must give their degree recital by **Sunday, May 2, 2010.**

All continuing students must give their recitals by **Monday, May 10, 2010.**