

The University of Toledo (UToledo)  
Community Music Program (CMP)  
Student Information Sheet

\_\_\_\_\_ Semester \_\_\_\_\_ Year

### Philosophy & Administration

We want to offer each student enrolled in the CMP a positive learning experience and the highest quality in musical education. We accept students at all skill levels and do not discriminate on the basis of age, race, gender, or income level. CMP is coordinated by Chair of the UToledo Department of Music, Dr. Lee Heritage, (email: lee.heritage@utoledo.edu, 419-530-5062). Please read the following paragraphs carefully, as you will interface with him during your time as a CMP student.

### Student Registration

All CMP students need to register prior to their first lesson. Instructors will not be paid for students who are not registered. Students may register and prepay for lessons online:

<http://www.utoledo.edu/al/svpa/music/communitymusic/cmppayment.html>

Or, students may contact our Business Office at 419-530-5072 to make other arrangements.

### Scheduling

When a potential student contacts the UToledo Music Office to request private lessons, the appropriate UToledo student will be contacted with the contact information of the potential student/ guardian. Scheduling of lessons is arranged directly between the instructor and pupil. Instructors must contact students by telephone within a 24-hour period of receiving their contact information. Once the initial lesson is scheduled, the instructor must immediately inform Dr. Heritage of the time and date of that first lesson in writing. In all instances where written confirmation is required, it must be received by the instructor no later than 10:00 AM on the day of the lesson.

