

ALL MUSIC FACULTY MEMBERS

At the beginning of each term, the Registrar's Office communicates with all faculty members requesting a report of attendance for specific dates due to state and federal mandates. It is the expectation of Music at Simpson that all full and part-time music faculty will comply with requests from the Registrar's Office in this regard.

Note: If a student is not officially registered for a course, the student should not attend the class. Faculty should make note not only of registered students who are missing, but also students who are in attendance and not enrolled.

APPLIED MUSIC FACULTY MEMBERS

At the beginning of EACH term, it is imperative that members of the faculty who teach applied music review rosters for all sections of applied music carefully. Pay special attention to the number of credits for which each student is enrolled and verify that all students are in the appropriate sections. This must be early in each semester. Students are able to correct registration errors until the 5th day of classes (the last day to add/drop a class) each term.

Departmental procedure for verifying attendance EACH semester

All faculty (ft and pt) who teach applied music must do the following:

- Verify the accuracy of your roster in all sections of applied music on the **FIRST DAY** of the term (Tuesday). Please note: waiting until Tuesday in the fall allows the Registrar's Office to move piano and voice students from the Z sections to your roster.
 - o If you discover an error or omission, contact the student immediately to remedy the situation, stressing the importance of correcting the registration immediately due to the approaching last day to add/drop date. Then, monitor the roster for correction.
- By the **FIRST FRIDAY** of each term, print a hard copy of your roster for all sections of applied music. Sign and date the rosters attesting to their accuracy. If you still have an inaccurate roster, please indicate that in writing and what steps have been taken to remedy the inaccuracy.
- Deliver your signed and dated rosters to your AREA COORDINATOR no later than 3 p.m. on the first Friday of each term. You may scan them, deliver them in person, or drop them in your area coordinator's mailbox.
- If, after the add/drop date has passed, a student still needs to correct a registration, YOU are responsible for working with them to process the appropriate petition through the Registrar's Office for a late add.

Please note: If a student is not enrolled in applied music, you should not teach a lesson for them. Until they enroll, they are not charged the additional lesson fee. If you are a part-time faculty member or a full-time faculty member being paid overload for teaching applied music, you WILL NOT be compensated unless the student is enrolled.