

A Message from the Pre-College Administration

Welcome new and returning students to the 2017-2018 school year!

By continuing your studies with us, we hope that you flourish through the same dedication and work ethic that helped you earn acceptance into the Pre-College Division.

Please feel free to contact us by phone at (212) 799-5000, ext. 241, or by email at the addresses below. We are happy to meet with you in our office, Room 219, by appointment.

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Artistic Director

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Room 219

60 Lincoln Center Plaza

New York, New York 10023

tel: (212) 799-5000, ext. 241

<http://precollege.juilliard.edu>

Office Hours:

Tuesday-Friday 9:30 AM - 5:30 PM

Saturday 8:30 AM - 5:30 PM

Summer Hours:

Monday-Thursday 9:30 AM - 5:30 PM

Communication & Important Websites

Pre-College Website – precollege.juilliard.edu

Students should visit the Pre-College website *at least* once per week. The website is our main resource for disseminating valuable, up-to-date information about the Division.

Juilliard Usernames and Passwords

Pre-College families are given a Juilliard user account, which allows students and parents to have access to Juilliard's online resources, such as email, WebAdvisor, and Canvas. These should be considered family accounts, and students should share their username and password with their parents or guardians. All information will be shared through Juilliard's online resources and can only be accessed via these credentials.

Password Management

To reset your password or recover a forgotten password, go to <http://pw.juilliard.edu>.

Juilliard Email Account

Pre-College correspondences will be sent to your Juilliard email account only. It is your responsibility to check this email regularly. Juilliard Pre-College email accounts should be shared by students with their parents; these are family accounts. Parents should also check this email frequently.

Instructions on how to link your Juilliard email account to a mobile device can be found here:

For iOS (Apple): http://precollege.juilliard.edu/?page_id=96722

WebAdvisor

WebAdvisor (<http://wa.juilliard.edu>) contains important information such as your grades, unofficial transcripts, and payment information. It should be checked frequently.

Please note that tuition bills will only be available through WebAdvisor and will not be mailed to you.

Your student and parent contact information can be updated through WebAdvisor.

CANVAS

Canvas (<http://courses.juilliard.edu>) is a course management system for class handouts, messages, course materials, quizzes, etc. Practice parts for the current orchestra concert cycle are available for download in Canvas.

Juilliard Library Online/Juilcat

Visit <http://library.juilliard.edu> to access the Juilliard library's catalog and score collection. Students can log-in to access Juilcat Plus, Juilliard's extensive online information resource with subscriptions to Naxos Music Library, Oxford Music Online, etc.

Piano Accompanists

Students must use Juilliard's Preparatory Division Accompanist List (PDAL), which is the resource for requesting piano accompanists for lessons, studio classes, recitals, competitions or other activities taking place at Juilliard. Pianists within the school who are not on the PDAL and outside pianists with no affiliation to Juilliard may not be used. The pianists on the PDAL will fill all accompanying needs within the school at no cost to the family. Visit <https://accompanists.juilliard.edu> to research, request, and contact Juilliard's PDAL accompanists. For more information and details on how to search for a PDAL pianist, visit http://precollege.juilliard.edu/?page_id=96698.

JUILLIARD FACILITIES AND RESOURCES

PRACTICE ROOMS

Practice rooms are available to registered students only on a first-come, first-serve basis. Because the number of practice rooms is limited, there is no guarantee that you will be able to find a room.

The Juilliard School utilizes a kiosk sign-in system for its practice rooms. With this system, students are able to sign in to rooms via conveniently located kiosks on the 4th and 5th floors. Students can also see room availability at any given time by logging in to rooms.juilliard.edu. If you leave your room for more than 15 minutes, the system will automatically forfeit and lock your room. For more information on how to reserve practice rooms, please go to www.juilliard.edu/practice-rooms.

Pre-College Practice Room Hours

Pre-College student IDs grant access to practice rooms during the hours below.

Saturdays – 8:00am – 11:00pm.

Sundays – 11:00am – 11:00pm.

Weekdays – 5:00pm – 12:00am.

Students who wish to practice before 5:00pm must come to the Pre-College Office to sign out a pass that will grant them access to practice rooms. We have a limited number of passes, so there is no guarantee that you will be able to practice on weekday afternoons.

Summer (June – August) – Pre-College students do not have access to practice rooms over the summer months.

Practice Room Regulations

- Students should not leave instruments or other valuables unattended in the practice rooms. Juilliard is not responsible for lost or stolen items. Please contact the security desk (212-799-5000, ext. 246) to report missing property.
- **Parents may not hold practice rooms for students. Violation of this policy will bar the parents from the building.**
- Students are not permitted to bring people from outside Juilliard to use the school's practice rooms.
- Food and beverages are not allowed in practice rooms.
- Pianos and harpsichords may not be moved.
- Music stands, piano stools, benches, and chairs may not be removed from their rooms.
- Any damage to pianos must be reported as quickly as possible. Please contact the Building Management Office (212-799-5000, ext. 311) or the security desk.
- Practice rooms are only to be used for practicing. You may not use the practice rooms to sleep, eat, socialize, or study.
- Instrumental majors, except pianists, are encouraged to obtain a personal folding music stand. The school cannot guarantee the availability of stands for individual practice or for chamber groups.
- Stands from 3rd and 5th floor orchestra rehearsal spaces are not to be removed under any circumstances.

COAT CHECK

A coat check service is available near the 1st floor elevators on Saturdays from 8am-7pm. Students are given a numbered ticket when checking any coats or bags. An attendant will retrieve your checked items when you return this ticket. Instruments may not be left in the coat check. Students may not enter the coat check room under any circumstances.

The coat check closes promptly at 7pm. Items left behind in the coat check room on Saturday after 7pm will be brought to the Office of Building Management (Room 232) the following Monday morning. Their hours of operation are Monday through Friday, 9am – 5pm.

LOST AND FOUND

Please report all thefts and lost items to the security desk or the Pre-College Office. You are strongly encouraged not to leave instruments, books, music, and valuables unguarded anywhere in the building. Students are advised to carry insurance for their instruments and other valuables. Any items returned to the Pre-College Office on Saturdays will be brought to the Building Management Office (Room 232) on the following Tuesday morning.

For all Lost and Found related inquiries, please contact the Building Management Office at (212)799-5000, ext. 311.

LILA ACHESON WALLACE LIBRARY

The Lila Acheson Wallace Library is located on the 5th floor. Food and drink are strictly prohibited in the library. Please be respectful of others and keep conversations to a minimum. Please do not re-shelve scores or books; shelving is done by the library personnel only.

Lila Acheson Wallace Library:

(212) 799-5000, ext. 265

library@juilliard.edu

Reading and Circulation Desk Hours:

Monday – Thursday: 8:30am – 9:00pm

Friday: 8:30am – 7:00pm

Saturday: 9:00am – 5:00pm

Sunday: 2:00pm – 7:00pm

Library Circulation:

- Students must have a valid student ID to enter the library. Please enter one at a time.
- Students may check out books and scores at the circulation desk with their Juilliard ID. Scores and books circulate for four weeks.
- After materials have been checked out for at least two weeks (14 days), students may renew them once either online or in person for an additional four weeks. Once an item is overdue, it cannot be renewed online.
- CDs, DVDs, and other audio/video media does not circulate to Pre-College students.
- Fines are charged at the rate of \$.25 per overdue item per day. There is no charge for the first day past the due date. The maximum fine for an overdue book is \$25.00.
- Students may not check anything out of the library if they owe more than \$5.00 in fines. Circulation privileges are restored when all fines are paid.
- Students may not register for classes or graduate from the Division if they have outstanding library fines.
- The loss of books or music must be reported to the library to prevent the accumulation of overdue fines. A service fee of \$25.00 will be charged in addition to the cost of replacing the lost item. Failure to return library items constitutes theft and will result in disciplinary action in accordance with school regulations.
- When the library is open, please return all materials to the circulation desk inside. The book drop to the left of the Library entrance is to be used *only* when the library is closed. Do not deposit fragile items in the book drop.

- When checking out a work with multiple parts, it is your responsibility to return the entire set intact. Incomplete scores will not be accepted for return. If one or more parts is lost, you will be held responsible for the cost of replacing the entire set.
- Students will be held responsible for any alterations to items checked out from the Library. This includes excessive pencil markings and taped pages. Please notify a library staff member of items in need of repair before checking them out.
- For access to Juilliard's online library catalog, please refer to <http://library.juilliard.edu/>

DINING HALL (JUILLIARD CAFÉ)

Location: The Rose Building Lobby Level

Phone: 212.671.4313

Email: dining@juilliard.edu

Juilliard offers a comprehensive meal program through our dining services provider, AVIFresh. The Juilliard Café, located on the plaza level of the Rose Building offers made-to-order deli sandwiches, has a full salad bar, grill station, and comfort food options in addition to grab-and-go items and a coffee bar.

Students can also go to the coffee bar located in the Irene Diamond building to get a grab-and-go items and made-to-order drinks.

Pre-paid meal plans and declining balance (debit) cards are available for purchase.

Café (Rose Building) Dining Hours for Saturday:

| | |
|--------------|--|
| Breakfast | 7:30 am – 11:00am |
| Brunch/Lunch | 11:00 am – 2:30pm |
| Snacks | 2:30 pm – 5:00pm (stations are closed, but self-serve snacks/sandwiches are available) |
| Dinner | 5:00 pm – 7:00pm |

Grab-and-Go (Diamond Building) Hours for Saturday:

To be determined

- The Juilliard Café can provide students with recital reception space and catering upon request.
- Vending machines with soda, juice, and snacks are available on the 1st, 2nd and 5th floors of the Juilliard Building.

JUILLIARD STORE (BOOKSTORE)

Telephone: (212) 799-5000, ext. 237

<http://thejuilliardstore.com>

The Juilliard Store is located on the south side of 66th Street between Broadway and Amsterdam Avenue. The store offers a wide variety of sheet music, clothing, stationary, souvenirs, historic and modern CDs, DVDs, and all texts and course materials required for Pre-College courses.

Hours of Operation:

Monday through Saturday: 10:00am – 6:00pm

Sunday: 12:00 – 5:00pm

STUDENT ACCOUNTS, BILLING, AND FINANCIAL AID

TUITION BILLS

The Fall 2017 semester tuition bill is posted in WebAdvisor in August. A separate bill for the Spring 2018 semester charges will be posted in December. Payment for the fall semester must be received by the Student Accounts Office no later than September 1, 2017. Registration for the Fall 2017 semester will be on Saturday, September 2, 2017. Students will not be permitted to register until payment has been received.

FINANCIAL AID

All students who wish to be considered for financial aid in the upcoming school year must submit a financial aid application. Financial aid awards are based on the applicant's financial need and academic progress within the Division. The financial aid application for the 2018-2019 school year is due April 30, 2018.

Questions regarding financial aid can be directed to the Financial Aid Committee at PCFinancialAid@juilliard.edu.

PAYMENT OPTIONS

- **Personal checks or money orders** should be made payable to "The Juilliard School" and mailed to
The Juilliard School
Student Accounts Office
60 Lincoln Center Plaza
New York, NY 10023-6588
- **Cash payments** must be made in person directly to the Student Accounts Office, Room 225.
Registration Day hours: Saturday, September 2 (8am-12pm)
Regular office hours: Monday – Friday (9am-5pm)
The Pre-College Office will not accept cash payments.
- **Wire and Bank Transfer**
Wire to: JP Morgan Chase – Not for Profit Group
270 Park Ave., 43rd Floor, New York, NY 10017
ABA (routing) number: 021 0000 21
SWIFT code (needed for international transactions): CHASUS33 or CHASUS33XXX
For credit to: The Juilliard School, Tuition and Fees Account
Account # 061-001465

The student's name and Juilliard ID# must be specified on the wire transfer. Your bank will charge a fee for the wire transfer and Chase Bank may charge a fee of up to \$20 for international wire transfers. Be advised that only the net amount in US dollars received by Juilliard will be credited to your account.

- **Online Payments**
You can make one-time payments (Pay-in-Full) through Tuition Management Systems (TMS) at <https://juilliard.afford.com> or via telephone at (800) 722-4867. Payments may be made from your US checking or savings account at no cost, however a convenience fee of \$10 will be assessed on all telephone transactions processed by a TMS representative.

MONTHLY PAYMENT PLAN

A deferred payment plan is also available through TMS. This plan gives you the option to pay for all of or a portion of your tuition and any additional fees in monthly installments. This interest-free, monthly payment option has an enrollment fee of \$30 per semester. The Fall semester plan requires four (4) monthly payments due on September 1, October 1, November 1 and December 1. Students must re-enroll for the Spring semester plan once they have received the Spring semester billing statement. Spring semester payments are due on January 1, February 1, March 1 and April 1.

You can enroll in the monthly payment plan online at <https://juilliard.afford.com> or by calling TMS at **(800) 722-4867**. *Please be advised that your first monthly payment must be received and recorded by TMS no later than September 1, 2017. TMS will assess a \$30.00 fee on all late payments. Enrollments for the Fall semester after September 1, 2017 will be charged an additional late payment fee of \$25 by Juilliard.*

TUITION AND FEES FOR THE 2017-2018 PRE-COLLEGE PROGRAM

| | |
|---------------------------------|--|
| Tuition for 2017-2018 | \$11,900.00 |
| | Includes all required classes and 30 private lessons |
| Additional fees, if applicable: | |
| Late payments | \$25 |
| Returned check | \$25 |
| Lost ID cards | \$50 |
| Graduation fee | \$75 (Due in January prior to graduation) |
| Additional fee for voice majors | \$550 |
| Elective Class (full year) | \$850 |
| Secondary Instruction | \$1,060 per semester (fifteen 30-minute lessons) or \$2,120 per year (thirty 30-minute lessons) |
| | \$2,120 per semester (fifteen 60-minute lessons) or \$4,240 per year (thirty 60-minute lessons) |

ACADEMIC POLICIES

ENROLLMENT AND ATTENDANCE POLICIES

Academic School Enrollment

Students in the Pre-College Division must also be enrolled in a full-time academic school. The name and contact information of each student's academic school must be provided to the Pre-College Office. Home-schooled students must provide verifiable contact information for their educational provider.

Attendance Policy

All classes in the Pre-College Division adhere to a strict attendance policy.

- Students or parents are responsible for notifying the Pre-College Office, private teachers, and chamber music coaches of all absences at least one week in advance.
- In the event of a sudden illness or emergency, the Pre-College Office, private teachers, and chamber music coaches must be notified of your absence by 9am on Saturday.
- **Two unexcused late arrivals** are equivalent to one unexcused absence. The administration can use discretion to excuse late arrivals given proper notification and circumstances.
- Students are in jeopardy of failing a course after accruing **three or more unexcused absences** without proper notification.
- Students are in jeopardy of failing a course after accruing **five or more absences**, which includes any combination of excused absences, unexcused absences, and accumulated late arrivals.

Absence Requests

Students must submit an absence request form at least one week in advance of any proposed absences. Unreported absences and those reported less than one week in advance are considered unexcused. Absence request forms are available in the office and on the Pre-College website (<http://precollege.juilliard.edu>). Once the form is submitted, students will receive an email on the Tuesday or Wednesday prior to the proposed absence granting approval.

EXCUSED Absences:

- Illness, injury, or family emergency (*Students must bring a note from a doctor or parent the following week.*)
- An outside musical performance or competition (*Students must obtain their major teacher's signature on their absence request form.*)
- Standardized Tests (SAT, PSAT, ACT, TOEFL, HS Entrance exams) – limit two per semester (*Students must bring in a copy of an official record from the testing organization that includes their name and testing date.*)
- College visit or entrance exam/audition (*Student must bring in a copy of a letter from the institution.*)
- Pre-College Recital (*Students are responsible for attending all classes, but are excused **two hours before** their recital starts and **one hour after** the recital ends. Please note that students are NOT excused for playing in their peer's recitals unless they request special permission from the Administration in advance.*)

UNEXCUSED Absences:

- Unreported absences
- Absences reported less than one week in advance
- Lessons with private teachers
- Conflicts with outside organizations, including academic schools, *unless explicitly approved by the Pre-College Office*

- Attending a friend's recital

[Illness or Emergency](#)

In unforeseeable circumstances, students or parents must contact the Pre-College Office, their private teacher, and chamber music coach by 9am on Saturday morning to communicate their absence.

[Absence from Lessons and Chamber Music Coaching](#)

Students are responsible for notifying their major teacher and chamber music coach in advance of any absences from lessons and coaching sessions, *even if it is due to a last minute illness or emergency*. Lessons may be made up at the availability and discretion of the private teacher.

[Absence from Ear Training, Music Theory, and Other Academic Classes](#)

Students are responsible for contacting their teachers to make up assignments and classwork. Some classes can be made up by attending coachings or other sections. Please contact the Pre-College Office for assistance.

[Absence from Orchestra](#)

Attendance at all rehearsals and performances is required. Attendance is taken 5 minutes prior to the start of rehearsal. Students will be considered late if they are not seated by this time. All rehearsals will begin promptly at the designated start time. Attendance is taken again after the break. Poor attendance affects seating assignments, semester grades, and participation in future concerts.

Orchestra members are required to report all anticipated absences (e.g. college auditions, competitions, SATs, etc.) to the Director of Performance Activities, Anna Royzman (aroyzman@juilliard.edu), as early as possible and preferably before the concert period begins. All absences must also be reported to the Pre-College Office at least one week in advance through an absence request form. These forms are available on the website or in the Office.

[Late Arrivals](#)

Students who are late for either half of a rehearsal will be marked late. Students who are not seated 5 minutes prior to the start of rehearsal will be marked late. Each incident of tardiness is equivalent to half of an unexcused absence and will have a negative effect on a student's grade. Special circumstances must be approved by the Office in advance.

[Illness or Injury](#)

Absences due to illness or injury must be reported to the Pre-College Office no later than 5:00pm on Friday. Please report last-minute emergencies at the earliest possible moment. Upon returning, students must submit a note signed by a parent, guardian or physician to verify the severity of the circumstances.

[Recital Conflicts](#)

If you are participating in a required chamber music recital, you are *only* excused for *30 minutes* before your own performance – *not the start of the entire concert*. If you volunteer to perform on a student recital other than your own, you must obtain permission from the Director of Performance Activities in advance to be excused. If you are giving a solo recital at Juilliard, you are excused for two hours before the recital and one hour afterward.

[Concerts or Dress Rehearsals](#)

There are absolutely **no** excused absences from concerts or dress rehearsals. Dress rehearsals are announced over the summer and are **mandatory**. Failure to appear at a dress rehearsal may result in removal from the

concert. Failure to appear at a concert will result in a failing grade and immediate placement on academic probation from the Pre-College Division. (See 1.19: *Academic Warning and Probation*)

Please refer to your ensemble's policy sheet for additional information.

Outside Musical Activities

Students may not participate in outside musical activities on Saturdays without permission from their major teacher. Such activities include auditions, competitions, recitals, and performances. Students must obtain their private teacher's signature on any absence request forms submitted for outside performance-related activities for the absence to be considered excused.

Please contact the office immediately if there is a conflict with a scheduled Pre-College performance.

PROGRESS AND ACADEMIC EXPECTATIONS

Grading System

At the close of each semester, grades are posted to WebAdvisor and become part of the student's permanent record. Grades are recorded as follows:

Letter grades

A+

A

A-

B+

B

B- A grade of B- or lower in the major area warrants performance probation

C+

C

C-

D A grade of D or lower in any academic subject warrants academic warning

F A grade of F in any academic subject warrants academic probation

Non-letter grades

I - incomplete

IA – insufficient attendance

P - pass

W - withdrawn

Grade Appeal Process

Any question regarding the accuracy of a grade must be addressed, in writing, by the student to the Director of Admissions and Academic Affairs.

The student will be advised to consult with the instructor in order to understand the computation of the grade; the instructor will document this consultation in writing to the student and the Pre-College Office. If the student has further concerns, the next step is to consult with the department head. It is the student's responsibility to keep the Pre-College Administration informed if the appeal proceeds beyond consultation with the instructor. Ultimate resolution, if warranted, rests with the Director of Admissions and Academic Affairs. The student will receive a written response to the appeal at each appropriate stage.

Standards of Academic Integrity

Academic integrity is at the center of all educational processes at The Juilliard School. Academic misconduct and dishonesty undermine the integrity of teaching and learning in our community. Such cases are taken seriously and will be resolved in a fair and consistent manner. All members of the Juilliard community should serve as models of honest and truthful behavior, be aware of the standards of academic integrity, and work to eliminate situations that could result in academic misconduct.

Definitions of Academic Misconduct and Dishonesty

Academic misconduct and dishonesty encompass all classroom, studio, and performance work and includes but is not limited to: plagiarism, unauthorized use of materials or resources ("cheating"), prohibited collaboration or consultation, use of fabricated or falsified information, interference with or sabotage of academic activity, unauthorized taking or receipt of materials or resources to gain an academic advantage, unauthorized recordings, bribery, submission of paper or academic work purchased or obtained from an outside source, and conspiracy to commit academic dishonesty.

Classroom Protocol

As a pre-professional institution with a mission to develop leaders in the performing arts, Juilliard expects its students to observe the normal courtesies practiced by a society of mature and responsible persons. The standards of the profession are in effect at Juilliard. Any classroom behavior that interferes with the instructor's ability to teach or distracts from the concentration of other students will not be tolerated. Such behavior may include: eating or drinking; talking to a neighbor in a disruptive manner; using electronic devices for nonacademic purposes, including a cell phone; inappropriate language; physical violence of any kind; and arriving late and/or leaving early. If actions detract from the learning of any other person in the class, the offender will be asked to leave class immediately. If the student continues to be disruptive and does not leave the room after being clearly told to do so, the teacher's report to the Director of Academic Affairs will place the student on disciplinary probation, with the potential of being dismissed from school.

Student Status

Students begin their studies at Juilliard in good standing and are expected to maintain that status throughout their programs of study at the School. Should a student's progress fall below departmental standards with respect to any aspect of the qualitative and quantitative review, the student will receive written notification of a change in enrollment status (warning or probation) as described below. Copies of such notifications are routinely shared with the primary teacher. In many cases, a personal conference with an appropriate school official will be part of the notification process.

Satisfactory Progress

Students are expected to apply themselves seriously to their studies and to conduct themselves in a manner consistent with the standards of The Juilliard School.

In order to maintain satisfactory progress, students must:

1. Receive a B or above in their major area of study and on their jury
2. Receive a C- or above in any other subjects

Warning/Probation

If a student receives a grade lower than the required minimum, s/he may receive a letter of "warning." Such a letter is normally issued at the close of the semester, but may be issued at any time during the academic year. A "warning" indicates a severe lapse in performance nearly warranting probationary status.

A student may be placed on probation at any time for significant problems in meeting the artistic, technical, and/or professional requirements of their major field of study, including an unprofessional attitude toward class attendance or for a serious breach of the Essential Elements of the Curriculum.

Academic Warning and Probation

Students will be placed on academic warning if they receive a grade of D or lower in any academic subjects. Failure to correct the grade(s) the following semester will result in probation. Failure to correct the grade(s) after one probationary semester may result in dismissal.

Performance Probation

Students will be placed on probation if they receive a B- or lower in their major. If a probationary grade is given in the fall semester, failure to receive a minimum of a B in the spring semester or as a jury grade may result in dismissal.

If a probationary grade is given either in the spring semester or on the student's jury at the end of the academic year, an additional jury will be assigned to the student at the end of the following fall semester. Failure to obtain a minimum of a B either as a semester grade or on the additional jury may result in mid-year dismissal.

Seniors (12th grade students) on performance probation may not enter a concerto competition. Non-senior (non-12th grade) students on performance probation may not enter a concerto competition or give a solo recital.

Dismissal

Students who do not meet Juilliard's standards may, at the School's discretion, be subject to dismissal. A student may be asked to withdraw because of a serious inability to meet the Essential Elements of the Curriculum. A student may also be asked to withdraw at any time if her or his attitude or conduct conflicts with the standards of the School, or if, by remaining, s/he endangers her/his own health or the health of others. Acts of cheating and vandalism are dismissible offenses (see Standards of Academic Integrity).

Students who are dismissed are generally notified in a personal conference with one of the Directors of the Division, as well as in writing.

Leave of Absence

Students who desire an extended leave of absence from the Pre-College Division for professional, medical, financial, or other personal reasons must make a written request to the Directors of the Division. Students must be in good academic standing to be eligible. A leave of absence may not exceed two consecutive semesters. Re-enrollment is only allowed in the fall semester pending approval of the student's major teacher and satisfactory completion of a performance examination in the previous spring semester. Students are advised to stay in contact with their teachers during the leave to facilitate this process. If students do not return to the Division after an approved two-semester leave, they will be automatically withdrawn from the school and must re-audition the following May. During a student's junior (11th grade) year of high school, a leave of absence for academic reasons will not be granted.

Withdrawal

Students who wish to withdraw from the Pre-College Division for any reason should make a written request to the Directors of the Division.

Notification of Return

All non-senior students who intend to continue their studies in the Division must submit a Notification of Return form to the Pre-College Office by **April 29, 2017**. The Notification of Return form will be posted to WebAdvisor in the spring semester.

In addition to the form, all students must submit a \$100.00 tuition deposit. *Failure to submit this form and deposit by the deadline may result in automatic withdrawal from the Pre-College Division.*

Change of Teacher Policy

The Directors of the Pre-College Division authorize all major teacher changes. In order to justify a change of studio, there must be a serious scheduling problem or personal issue between the student and the teacher. The student, current teacher, and proposed teacher must submit the proper forms for the change. A change of teacher may be requested only at the end of the academic year; the Division will not consider requests during the academic year.

Change of Teacher Procedure:

- 1) The student must first schedule a meeting with the Artistic Director or one of the other Directors before going to see any proposed faculty with whom s/he would like to study.
- 2) The student must obtain a Change of Teacher form from the Pre-College Office.
- 3) The current teacher must complete, sign, and return the appropriate page of the form to the Pre-College Office.
- 4) The proposed teacher must follow the same procedure *after* the current teacher has been notified of the change.
- 5) The remaining pages of the form must be returned to the office before the Directors may finalize the change.

Juries

Performance examinations are required in the spring semester of each academic year for all students except for seniors (12th graders) and voice majors. Juries serve as an opportunity for the studio department to evaluate a student's progress according to departmental technical standards and to offer the student a regular focused hearing similar in format to that of an audition – a staple of a professional career in the performing arts. All juries are graded by the studio faculty of each instrument. An average of the grades given by the adjudicating faculty will appear on the student's transcript in addition to a spring semester grade given by the student's major teacher. Each department has its own requirements for jury repertoire. It is the student's responsibility to discuss these requirements with his or her teacher.

Please note that most juries are scheduled during weekdays. The Pre-College Division will provide absence excuse letters upon request for those students whose juries are scheduled during school hours. These requests should be made in advance.

Graduation

All high school seniors are eligible to receive a certificate of graduation from the Pre-College Division provided they fulfill the following requirements:

1. Successful completion of all required course work
2. Satisfactory performance of a solo recital during the senior year
3. Recommendation by the faculty

A certificate of attendance will be awarded to students who do not fulfill one or more of the requirements listed above.

Official Pre-College Transcripts and Documents

Students may request official Pre-College transcripts, enrollment verification letters, and letters of recommendation through the Pre-College Office. Students can either request official transcripts in person for \$2.00 each or place a request online for \$7.50 each by visiting www.studentclearinghouse.org. All checks should be made payable to "The Juilliard School."

Elective Classes and Instruction on a Secondary Instrument

The Pre-College offers a series of elective classes and instruction on a secondary instrument or composition. A list of elective course descriptions will be posted on WebAdvisor. Students may sign-up for electives and secondary instruction beginning in August through WebAdvisor. There is no guarantee that all requests will be granted, and final enrollment depends upon scheduling and faculty availability.

If your request is approved, we will post a revised billing statement on WebAdvisor in October which will include the fee for elective classes and secondary instruction. Payment of this fee will be due immediately upon receipt of email notification from the Student Accounts Office.

Fees

The elective class fee is \$850 per year. This fee only applies to students taking non-required electives, such as conducting, history, group composition, etc.

| | |
|----------------------------|--|
| Secondary instruction fees | ½ hour weekly lesson = \$1,060.00 per semester, or \$2,120.00 per year |
| | 1 hour weekly lesson = \$2,120.00 per semester, or \$4,240.00 per year |

If you have any questions regarding billing or payments, please contact Frank Pulido in the Student Accounts Office by phone at 212-799-5000 ext. 579 or by e-mail at studentaccounts@juilliard.edu.

PERFORMANCE POLICIES

SOLO RECITALS

- A first-year student may not give a recital unless s/he is a senior
- Students may give only one solo recital per year
- One-hour recitals cannot exceed 45 minutes of music, including encores
- Half-hour recitals cannot exceed 20 minutes of music, including encores
- All seniors must give a solo recital in order to graduate
- A senior recital must contain at least 40 minutes of music

Recital Sign-up and Eligibility

Seniors (12th graders only) may sign-up for a recital on **Saturday, September 23, 2017**, beginning at 8:30am outside the Pre-College Office. Sign-up order is based on a random lottery. Seniors will be contacted in September with more information. All senior recitals must be booked by **October 7, 2017**. Seniors may give one-hour recitals during the fall or spring semester in either Paul or Morse Hall.

Returning Non-seniors (except pianists – see *Piano Recital Policies*) may sign up for a recital on **Saturday, October 14, 2017** beginning at 8:30am in the Pre-College Office. Sign-up order is based on a random lottery.

Non-seniors may give recitals:

1. in the Fall Semester (September 9, 2017 – January 13, 2018)
 - **Paul Hall** - Half-hour or One-hour
 - **Morse Hall** - Half-hour or One-hour
2. in the Spring Semester (January 20, 2018 – May 12, 2018)
 - **Paul Hall** - Half-hour *only*
 - **Morse Hall** - Half-hour or One-hour

Non-seniors must obtain verbal approval from their private teacher before signing up for a recital.

Piano Recital Policies

Solo piano recitals are considered a privilege. Not every student is allowed to give a solo piano recital. Eligibility for non-senior piano recitals is determined by faculty recommendations from previous spring semester's piano juries. Eligible students may sign up for recitals as follows:

1. Email the Performance Activities Coordinator by August 1, 2017 to sign up for a recital during the first three weeks of school (September 9, September 16, and September 23, 2017)
2. For recitals from October 7 through November 18, 2017 sign up order is based on random lottery. An email with detailed sign up instructions will be sent to eligible pianists in early August.
3. Please note that non-senior pianists may not give recitals after November 18!

Pre-College pianists may not perform any works that require two pianos on a recital in Paul Hall.

Recital Cancellation and Rescheduling

A fee may be charged for the cancellation or rescheduling of a confirmed recital. The following list indicates the specific charges according to each unique scenario:

1. Cancelling/rescheduling more than two months before the confirmed recital: **no charge**
2. Cancelling/rescheduling between one and two months before the confirmed recital: **\$30.00 charge**

3. Cancelling/rescheduling less than one month before the confirmed recital: **\$50.00 charge**
4. Cancelling/rescheduling due to medical reason (doctor's note required): **no charge**

Please Note:

1. All cancellation fees will be charged to the student's account.
2. Cancelled non-senior recitals may not be rescheduled until the next academic year.

Recital Reception Policy

The Pre-College Office can not provide reception space for Pre-College student recitals. You may contact the Juilliard Café, located in the adjacent Rose Building, at (212) 671-4313 to inquire about reserving their space. Students have also had receptions at local restaurants and catering halls.

PRE-COLLEGE ORCHESTRAL PROGRAM

There are three age-based orchestras in the Division. Orchestra is a required course for all wind, brass, string, percussion and harp majors and excellent progress is required to maintain good standing in the Division.

Please refer to your ensemble's policy sheet on Canvas for additional information.

CHAMBER MUSIC

Groups are formed by the Pre-College Office and the Chamber Music Chairperson over the summer based on age, playing level, faculty recommendation, and student requests.

Participation in chamber music is required for specific majors and is determined by the student's major teacher. Chamber group assignments will be available to students on registration day. We make an effort to assign everyone to a group, but cannot guarantee placement for every student from year to year.

Guidelines for Chamber Music Concerts

- Please instruct all family and friends to meet you in the lobby area after your performance. Guests are not permitted backstage during chamber music concerts.
- Only students playing on a chamber music concert or turning pages are permitted backstage. If you are not playing or turning pages, you will be asked to leave.
- Students who are waiting backstage to perform should keep the noise level at a minimum.

CONCERTO COMPETITIONS

The Pre-College holds a series of concerto competitions throughout the year. In order to enter a competition, a Pre-College student must:

1. meet the eligibility requirements listed for each competition
2. get approval from their major teacher
3. be in good academic standing in the Division

Winners of a 2016-2017 Pre-College Concerto Competition may not participate in a Pre-College concerto competition in 2017-2018. Students who have previously won two Pre-College concerto competitions will not be eligible to compete again. Please note that all competition dates are tentative and subject to change.

Students do *not* sign up for competitions. Sign-up sheets are sent directly to the faculty approximately one month prior to the competition date.

CONCERT ATTIRE

Orchestra Concert Attire

Men:

- Black suit or tuxedo jacket
- White shirt
- Black long tie (no bow ties)
- Black slacks or trousers
- Black shoes with long black socks

Women:

- Long black dress to the floor/ankle or formal, loose-fitting black pants with a plain black blouse
- Black stockings and black formal shoes - *no open-toed shoes or sandals*
- Sleeves should go to the wrist or at least past the elbow
- Necklines should be conservative, and no sleeveless or short sleeve tops should be worn

Students whose attire does not conform to these requirements may not be allowed to perform.

Recitals/Chamber Music Performance Attire

Men and Women:

- Semi-formal to formal concert attire. Chamber groups should coordinate their attire
- Do not wear sneakers, jeans, shorts, mini-skirts, etc.

Middle School Chorus Concert Attire

Boys:

- White button down shirt
- Long necktie of any color – *no bow ties!*
- Black slacks or trousers
- Black shoes with long black socks - *absolutely no sneakers!*

Girls:

- White tops can be blouses or plain shirts and must have sleeves – *no sleeveless tops!*
- Black bottoms: ankle-length skirt or loose-fitting formal pants - *no knee-length skirts!*
- Black stockings and black shoes - *no open-toed shoes or sandals*

High School Chorus Concert Attire

Men:

- Black or dark suit jacket
- White button down shirt
- Long necktie of any color – *no bow ties!*
- Black or dark slacks/trousers
- Black shoes with long black socks - *absolutely no sneakers!*

Ladies:

- Black tops: blouses or plain shirts, must have sleeves – *no sleeveless tops!*
- Black bottoms: ankle-length skirt/dress or loose-fitting formal pants – *no knee-length skirts or dresses!*
- Black stockings and black shoes - *no open-toed shoes or sandals*

CONCERT ETIQUETTE

Pre-College students work very hard for the opportunity to perform for the public, and disruptions such as constant traffic in and out of the hall, crying babies, talking, and excessive movement during concerts can ruin students' recitals.

The following policies are intended to enhance the experience of Pre-College concerts for the performers and audience and to promote a better understanding of the expected concert etiquette among the public. If you intend to invite people to any Pre-College concerts, please apprise them of these policies.

No child under 5 years of age is allowed in any of the Juilliard School's performance spaces. Anyone bringing young children over the age of 5 into a concert or recital hall should find a seat towards the back of the house to facilitate a quick exit should the child become disruptive. During performances, patrons are only permitted to enter recital and concert halls during applause between pieces.

RECORDING POLICIES

Recording of Performances

The use of any videotaping or sound recording equipment without written permission from the administration is strictly prohibited in all Juilliard performance spaces. Upon submitting a performance recording form, the Pre-College Division allows parents, and only parents, to record their own child's performances, including solo recitals, chamber music recitals, and Piano Performance Forums. Performance recording forms are available on the Pre-College website and in the office. The form must be signed and submitted *at least two weeks* before a performance.

Arrangements to have Juilliard audio or video record any performance may be made through the Recording Department.

Recording Copyright

All recordings from The Juilliard School's performance spaces are copyrighted and for personal use only. They cannot be reproduced or broadcast in any form, including on the internet or through any other electronic media, without the written permission of The Juilliard School and every person who performs on the recording. This includes recordings purchased from Juilliard's recording department as well as personally recorded audio and video.

The unauthorized use, copying, or broadcasting of any media may subject the user to legal penalties including damages, attorney's fees, and judicial sanctions.

Permission to record does **not** grant the right to post the recordings on YouTube, social media, or any other publicly viewed websites.

Juilliard Recording Department Services

The Juilliard Recording Department offers services for professional audio and video recording in Paul and Morse Halls. To arrange for a recording through Juilliard, you must contact the Recording Department *at least two weeks* before your recital. Please note that students must pay for recordings before their recital, or else it will not

be recorded. It is solely the student's responsibility to contact the recording department at least two weeks in advance for recordings of recitals. Requests made after the two week deadline will not be accommodated.

Juilliard Recording Department – Room 319
Open Monday – Friday, 9am – 5pm
(212) 799-5000, ext. 284

The Juilliard Recording Department is a professional recording facility. The studio is equipped for digital recording and editing, compact disc production, video recording and editing, and video and audio duplication for a fee. Reservations and appointments for studio time can be arranged by contacting the studio personnel. For information on current rates and availability, please call their office during business hours. *You are advised to schedule time well in advance.*

The Recording Department makes audio recordings of all chamber music recitals, composition concerts, chorus concerts, and orchestra concerts in Peter Jay Sharp Theater for the school archives. Students can obtain copies of recordings they participated in for a fee by contacting the Recording Department directly.

Rules for Recording Solo and Chamber Music Recitals (including Piano Performance Forum)

Parents of performers may use their own video and audio recording equipment, in accordance with the guidelines below:

- Tripods and microphone stands may *only* be used in **designated areas** of recitals halls.
 - **PAUL HALL** – There are two designated areas located in the wheelchair accessible locations in the back of Paul Hall on the far left and far right sections of the audience.
 - **MORSE HALL** – There is one designated area located in the center aisle in the rear of the hall.
 - **WILLSON THEATER** – Parents may use handheld video-recording equipment from the last row in the audience. Tripods are **not** allowed in Willson Theater.
- The use of extension cords and cables is strictly prohibited in all Juilliard performance spaces. All recording equipment must be battery operated.
- Parents are prohibited from recording their child's performance while sitting in the audience.
- Flash photography during any performance is prohibited.

Recording Orchestra Concerts

Individual recording of any kind at orchestra concerts in Peter Jay Sharp or Alice Tully Hall is **strictly prohibited**.

The Juilliard Recording Department makes audio recordings of all orchestra concerts for archival purposes. These recordings can be purchased directly from the Recording Department by contacting them at (212) 799-5000 ext. 284.

BORROWING INSTRUMENTS

The Juilliard School maintains a collection of instruments available for student use. Inquiries regarding string instrument loans must be made through the Pre-College Office only. The school's string collection is located in Room 315. The Pre-College Administration facilitates the use of these instruments.

Auxiliary wind and brass instruments are available for official Pre-College performances and rehearsals only. Requests to use these instruments must be made through the Pre-College Office.

ADDITIONAL POLICIES

JUILLIARD SECURITY AND SAFETY ON AND OFF CAMPUS

http://precollege.juilliard.edu/wp-content/uploads/Juilliard-Security-and-Safety-Pre-College-August-2017_Reduced-002.pdf

Working with Minors Policy

https://my.juilliard.edu/sites/my.juilliard.edu/files/wysiwyg-files/working_with_minors_policy_2017.pdf

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