

### **General Information**

The CMC office is located in room 210, School of Music. During the school year the office is open 9:00am to 4:00pm Tuesday through Saturday. Even though we see most of our families on Saturdays, please feel free to call during the week or make an appointment to come in if you have questions or concerns about the program.

### **What is a community music school?**

Community music schools were founded in this country in the late 1800's for the purpose of offering everyone high quality music training regardless of age, ability, ethnic origin or ability to pay. Throughout the United States there are hundreds of community music schools. Some are independent and some, like CMC are divisional schools within Universities or Colleges. CMC is a member of the National Guild of Community Schools of the Arts and one of a handful of community music schools who are fully accredited members of The National Association of Schools of Music (NASM)

### **How does CMC carry out the community school mission?**

Every student who wants a serious music program is welcome here. We are committed to supporting those students and families who cannot afford to pay the full tuition. In order to do this we spend a lot of time fundraising.

### **Is City Music Center part of Duquesne University?**

City Music Center of Duquesne University is a unit of Duquesne University's Mary Pappert School of Music. The faculty and Administration are Duquesne University employees. The Executive Director of CMC reports directly to the Dean of the School of Music. All financial transactions go through the University Business Office.

### **How long has City Music Center been at Duquesne?**

City Music Center was founded in September 1989.

### **How many students are enrolled at CMC?**

Our first semester enrollment was 89. Last year's enrollment exceeded 200.

### **Registration**

Students must complete a registration process for each academic year and for summer lessons. Faculty will not schedule lessons for a student until the registration process is completed.

### **Payment of tuition fees**

Tuition is due in full at the time of registration. Upon request a limited installment plan is available. Payment may be made by cash, check or Master Card/Visa. For more information regarding payment and fees, please see Policies and Procedures sheet

### **Scheduling lessons**

The core sequential theory curriculum makes CMC's program unique. We place each student into the theory sequence according to age and grade level. While studio faculty make every effort to keep private lesson times close to class times, for families with more than one child in the program a perfect schedule becomes more difficult.



### **City Music Center of Duquesne University**

Mary Pappert School of Music  
Pittsburgh, PA 15282-1800  
(412) 396-5872  
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### **City Music Center at the Anna L. Perlow School of Music**

of the J.C.C. of Greater Pgh.  
(412) 396-5872

## **Performance Classes and Student Recitals**

Performance is an important part of the program. Every Saturday at 1pm there will be a Performance Class in PNC Recital Hall. Students are chosen to participate by their teacher. As with any other class students and families are expected to stay for the duration. Throughout the year we also have scheduled three formal recitals and four dedicated Suzuki recitals

## **Exchange phone numbers and e-mails with your studio teacher.**

Clear and open communication is essential to a good working relationship with your teacher. From the beginning feel comfortable about asking the teacher questions regarding expectations, progress and practicing Parental involvement is critical to a child's success. Attend your child's lesson, take notes, ask question, be informed.

All communication about lesson times or cancellations must be directly with you teacher.

## **Evaluations**

Annual evaluations and juries are another important way that the faculty communicates with students and families. At the beginning of the fall term classroom teachers give each student a checklist of material to be covered. Mid and year-end evaluations and grades are sent home. At the end of the year the Musicianship faculty give all students recommendations for class placement for the following year.

Studio teachers go over expectations and goals at the beginning, middle and end of the year with students and parents. In late spring the piano and string department hold juries. Faculty give each student a written evaluation

## **COMMUNICATION WITH THE OFFICE**

### **Memos**

We want you to be informed. Every week we e-mail a parent/student memo. A hard copy of the Memo is also available on the hall table and on the bulletin board outside the office.

Please make sure we have a current e-mail address for you.

### **Change of teachers**

For any number of reasons a student or family may want to change teachers. The first step in this process is a discussion with the Director.

### **Change of Rooms**

Occasionally we need to change a room for a class or private lesson. This change is always posted on the bulletin board and on the room door. If a student is confused about the location of a class or studio please come to the office.

### **Safety**

We simply cannot be responsible for your child's safety. We count on parents to know when it is appropriate to leave a student by himself in the building. If your child is here alone, he may always use this office to contact parents or to ask for help.

### **Housekeeping**

George, the custodian has this place sparkling for us every Saturday. When you see him, thank him for all he does and please do your part in keeping the place tidy.

### **Use of Practice Rooms**

This is an "All Steinway" School. Every piano is precious. Practice rooms are for practice only. Please do not take food or drink into these rooms, do not put anything on top of the pianos and please do not "reserve" a practice room by parking yourselves and your belongings in the practice rooms.

## **Waiting, or the quality of life here on Saturday**

Waiting is a fact of life here on Saturdays but we hope that it can be enjoyable; get to know one another, read the paper, catch up with a book you haven't had time to read all week or, just stare into space! And please do make suggestions about how we can improve your time here on Saturday.

**But the most important message is...  
WELCOME.**