VCU Jazz Ensembles: Student Schedule Instructions

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This is the required process for providing your schedule-availability and contact information for VCU jazz ensembles (big bands and combos). If you do not upload your data by the announced deadline, you may not be placed in ensemble(s). *This process does not register you for credit for the actual ensemble courses.*

You can see screenshots of the three online screens on the pages following, if you like.

Time and Place
- Wait for the announced day and time when your data is welcome. Any data you upload prior to that point may be erased when the previous students' data is cleared in preparation for the new semester.
- **Visit <http://www.jazzschedule.vcu.edu/Registration/Register>** (use Google Chrome or Firefox)
- Read the initial page, and click agreement to the terms.

Basic Information
- Enter your contact information. It would be helpful if you would enter your phone in the format shown.
- Choose your instrument. If you play additional instruments on which you wish to be considered for ensembles (including woodwind doubles), please enter them into the additional space.
- Be sure to select clearly your preferences regarding ensembles.
- When you have completed your entries, select the "Schedule" tab at the top of the page. (You will have an opportunity to confirm the correctness of your entries later in the process.)

Schedule
- As stated atop the Schedule page, drag, drop, and enlarge your conflict-times (pink) onto the planner-grid to show when you are *not* available *for the entire semester.* Blank areas mean you *are* available. Be sure to include classes, work, and other unmovable obligations.
- Once inserted, drag each box to the appropriate length (as short as a half hour or as long as provided). Do not merely leave a one-hour box for a 90-minute conflict!
- Then drag and drop your unsure-times (yellow), if any, onto the planner and adjust their length. You may not have any; but if you do, these are likely tentative ensembles and lesson-times that are pending their own auditions or scheduling.
- If there is additional scheduling information you wish to share with the Director of Jazz Studies, please type it into the Notes section at upper left.
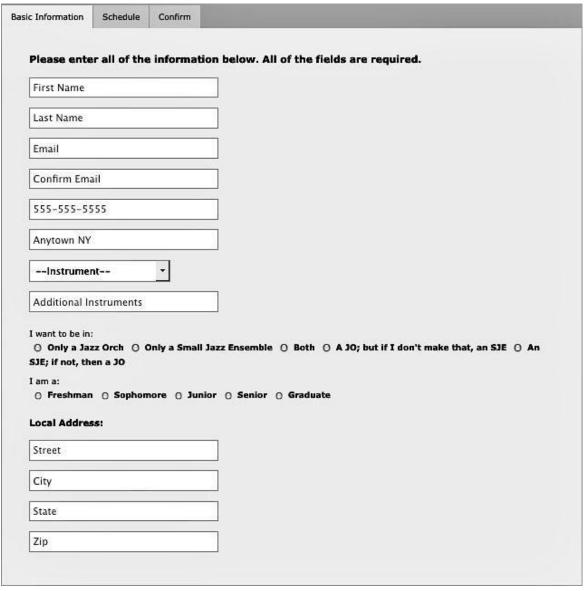- When you have completed your entries, select the "Confirm" tab at the top of the page.

Confirm
- Here you will confirm that you have entered in all required information correctly. When ready, click on "Submit Registration" at the bottom of the page.

Thereafter
- If your schedule changes or becomes more clear, do not attempt to edit your online grid. Instead, e-mail Prof. Barnett <barnettt@vcu.edu> with your updated information.
- Watch your e-mail for the announced list of students placed in ensembles (typically posted a day later on the bulletin boards outside MC 2014 and SPAC B28). Students listed therein must register for the appropriate Jazz Orchestra or Small Jazz Ensemble by the conclusion of add/drop. Make sure to register for the correct section! If you have registered for any section under which your name does not appear on the list of approved jazz ensemble students, you must drop your earlier registration so as not to receive an F in that course.

Basic Information Screenshot

<BasicInfoScreen72.jpg>

Schedule Screenshot

<ScheduleScreen72.jpg>

Confirm Screenshot

<ConfirmScreen72.jpg>