

## VCU Jazz Ensembles: Student Schedule Instructions

Dr. Taylor Barnett, Director of Jazz Studies, [barnett@vcu.edu](mailto:barnett@vcu.edu)

**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 <[barnett@vcu.edu](mailto:barnett@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.

This software was created with the guidance of Prof. Antonio García, VCU's Director of Jazz Studies, under the leadership of Prof. Krzysztof "Krys" Cios, Professor and Chair of the Department of Computer Science (CS). Dr. Preetam Ghosh worked with CS students Jonathan Trowbridge and Kakim Fung on this software, which was then made operational by Robert "Mack" Stump with assistance from student Jeet Gajjar. Web-hosting assistance was provided by VCU Webmaster Sam Yerkes with additional recommendations from VCU Innovation Gateway's Dr. Ivelina Metcheva.

## Basic Information Screenshot

Basic Information   Schedule   Confirm

**Please enter all of the information below. All of the fields are required.**

First Name

Last Name

Email

Confirm Email

555-555-5555

Anytown NY

--Instrument--

Additional Instruments

I want to be in:

Only a Jazz Orch    Only a Small Jazz Ensemble    Both    A JO; but if I don't make that, an SJE    An SJE; if not, then a JO

I am a:

Freshman    Sophomore    Junior    Senior    Graduate

**Local Address:**

Street

City

State

Zip

<BasicInfoScreen72.jpg>

## Schedule Screenshot

Basic Information
Schedule
Confirm

Notes

**Drag and drop your conflict-times and unsure-times onto the planner to show when you are not or maybe available. (Click events on the schedule to remove them.) The remaining white spaces will be considered times you are definitely available for jazz ensembles. (Note that the VCU Jazz Orchestra I currently rehearses M/W 3:40-5:30p, the JO II T/TH 4:40-6:30p, and the Small Jazz Ensembles at times to be determined by this scheduling process.) 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.**

Not Available
Maybe Available

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					

&lt;ScheduleScreen72.jpg&gt;

## Confirm Screenshot

Basic Information   Schedule   **Confirm**

**Please confirm the information you have entered in the previous steps below. You will not be able to register until all of the fields are correctly filled out. To make changes go back to the step. To submit the form click the "Submit Registration" button at the bottom of this page.**

**Local Address:**

I want to be in:

Only a Jazz Orch  
 Only a Small Jazz Ensemble  
 Both  
 A JO; but if I don't make that, an SJE  
 An SJE; if not, then a JO

**Notes**

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					

**Submit Registration**

&lt;ConfirmScreen72.jpg&gt;