

# APPLIED MUSIC PROGRAM PRACTICE HOUR ADJUSTMENTS

\_\_\_\_\_ (last name)                      \_\_\_\_\_ (first name)                      \_\_\_\_\_ Student ID #

Applied Music **Section #** \_\_\_\_\_

*This form is to be used for hours **NOT** logged in the Music Library Time Keeper System or are logged incorrectly. Please do not duplicate hours for which you have successfully swiped in and out.*

List the date, room number, and EXACT time in and time out of the practice room (*do not round off*). For library verification it is very important that the information you give on this form is complete and accurate. Other explanations and info may be included in the body of the email submitted with this form.

1.	DATE	ROOM	TIME IN	TIME OUT	
	_____	_____	_____	_____	
	Login/out Error	System Down	Remote Location	Logged in Wrong Section	_____
2.	DATE	ROOM	TIME IN	TIME OUT	
	_____	_____	_____	_____	
	Login/out Error	System Down	Remote Location	Logged in Wrong Section	_____
3.	DATE	ROOM	TIME IN	TIME OUT	
	_____	_____	_____	_____	
	Login/out Error	System Down	Remote Location	Logged in Wrong Section	_____

**EXPLANATIONS:**

- Login/out Error means you forgot to login or out of a practice session. Provide the correct times.
- If the System was down for all students, indicate the login/out times you practiced.
- If you practiced in Marsee Auditorium (percussion or jazz bass) indicate the room.
- If you logged into the wrong section you **MUST** provide the section number for the class where the practice hours were credited.

***Incomplete forms will not be processed and will be returned to the student.***

**DO NOT** add rehearsal times with the accompanist on this form. Instead, sign the accompanist's Rehearsal Log. You must include the Applied Music Section Number on the form for hours to be added.

Complete this form then download it to your computer. It should be emailed to Dr. Teter for processing no later than 1:00 pm on **SATURDAY** for practice sessions in the preceding week. All times must match the daily practice room logs maintained by the Music Library staff. *You may only submit hours for verifiable times practiced ON CAMPUS. This form may be submitted daily if necessary.*

Email to: [dteter@elcamino.edu](mailto:dteter@elcamino.edu)