**2018-2019 Important Internal Dates/Deadlines**

Undergraduate Recruitment and Application Review

**Updated Fall 2019 Application Deadlines** [**here**](https://www.colorado.edu/music/admissions/prospective-undergraduates#deadlines)

\*\*\*Remember, all CO residents are required to audition live.\*\*\*

Support tools for tasks below can be found [here](https://www.colorado.edu/music/undergraduate-recruitment-resources).

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| **Recruitment** | **Audition/Portfolio Review** | **Yield** |
| **9.1-10.1.18**  MASS EMAIL: Thank prospects for interest in your studio. Invite them to [visit campus](https://www.colorado.edu/music/admissions/visit-college). 1-2 messages.   * *10-15 minutes* |  |  |
| **9.1-12.15.18**  Visit 3 High School Classes   * *10 minutes to set up* * *1-3 hours/visit depending on travel time* |  |  |
| **9.1-12.15.18**  Offer Masterclasses to HS grades 11 & 12 on and/or off campus if you’re able.   * *1-3 hours to plan* * *1-3 hours to complete* |  |  |
| **10.15-11.30.18**  MASS EMAIL: Prompt prospects to [complete the College of Music Application](https://www.colorado.edu/music/admissions/prospective-undergraduates#apply) before 12.1.18 (priority application deadline).  Email prospects 1 time, no more than that, to complete application.   * *10-15 minutes* |  |  |
| **11.12.18**  Music Day! Be available to speak with prospective students.   * *1 hour in afternoon* |  |  |
|  | **11.15-12.17.18**  Review Priority applicant Pre-screenings! All pre-screening decisions for submitted recordings are due by 12:00 p.m. on Monday, 12.17.18  Required for students:  Flute, Voice, Musical Theatre, Jazz Guitar,  Composition  *If you “strongly suggest” pre-screening from applicants, you owe them feedback on submitted recordings by 12.17.18*   * *1-3 hours of review* |  |

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| **Recruitment** | **Audition/Portfolio Review** | **Yield** |
| **1.3-1.25.19**  MASS EMAIL: Prompt prospects to [complete the College of Music Application](https://www.colorado.edu/music/admissions/prospective-undergraduates#apply) before 2.1.19 (final Application deadline).  All recorded auditions are due 2.1.19!  Email prospects 1 time, no more than that, to complete application.   * *10-15 minutes* | **12.15.18-1.14.19**  Review Regular applicant Pre-screenings! All pre-screening decisions for submitted recordings are due by 12:00 p.m. on Monday, 1.14.19  Required for students:  Voice, Musical Theatre, Jazz Guitar,  Composition  *If you “strongly suggest” pre-screening from applicants, you owe them feedback on submitted recordings by 1.14.19*   * *1-3 hours of review* |  |
|  | **1.15.19-2.15.19**  Review all recorded auditions. All final decisions on recorded auditions are due by 12:00 p.m. on 2.15.19   * *1-3 hours of review* |  |
|  | **February 2, 9, 16**  Undergraduate live auditions. Plan to be available and on-campus 9:00 a.m. - 5:00 p.m. | **2.3-3.1**  EMAIL: Thank students for auditioning!   * *10-15 minutes* |
|  | **2.20.19**  All ad hoc auditions to be completed by 2.20.19  All undergraduate final decisions due by 5:00 pm   * *1-3 hours of group deliberation (if necessary)* |  |
|  | **2.28.19**  All undergraduate scholarship requests submitted to Jim Austin by 12:00 p.m. on 2.28.19.   * *1-3 hours of group deliberation (if necessary)* |  |
| **3.1.19-5.1.19**  Offer Masterclasses to HS grades 9-11 on and/or off campus if you’re able.   * *1-3 hours to plan* * *1-3 hours to complete* |  | **4.1-4.15**  MASS EMAIL: Congratulate all admitted undergraduate students and welcome them to your studio! Offer to answer questions and respond to questions within 72 hours.   * *5 minutes/email response* |
|  |  | **5.6.18**  MASS EMAIL: Welcome students who have accepted their offer of admission to your studio. They have now confirmed (as of 5.1.19) and will enroll over summer!   * *10-15 minutes* |