**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*
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| **9.1-12.15.18** Visit 3 High School Classes* *10 minutes to set up*
* *1-3 hours/visit depending on travel time*
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| **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*
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| **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*
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| **11.12.18**Music Day! Be available to speak with prospective students. * *1 hour in afternoon*
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|  | **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, 12.17.18Required 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, 1.14.19Required 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*
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|  | **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*
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|  | **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*
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|  | **2.20.19**All ad hoc auditions to be completed by 2.20.19All undergraduate final decisions due by 5:00 pm* *1-3 hours of group deliberation (if necessary)*
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|  | **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)*
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| **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*
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|  |  | **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*
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