

**The Roomview Reservation System will be closed
November 25 thru January 3**

Students who need to make self-recordings for competitions, graduate school auditions, etc., during semester break during these dates:

Monday, November 30 through Friday, December 4 8am through 5pm

Monday, December 7 through Friday, December 18 8am through 5pm

Make a request in Roomview BEFORE it closes on November 25

Process for student to follow:

- Submit a Roomview request BEFORE November 25
- Information to include in your request
 - your name/instrument
 - accompanists name if applicable
 - what recording is for and when the recording is due
- Limit time to 1.5 hours per request
- I will process your request when received and send confirmation to you
- The day of your reservation, find the copy room monitor in Music Practice North or South, near the Avenue C entrances
- They will have access to Roomview, confirm your reservation, and will let you in your assigned space (having your confirmation available in your phone would be wise!)

Music practice buildings will be open for use over Fall break. Hours will be posted by the Building Operations Manager.