New Student Information
Course selection and registration for first-year and transfer students

SCHEDULE OF CLASSES
Please consult the online Schedule of Classes, available on the web at class-schedule.reed.edu for a dynamic and searchable listing of courses offered this year.

PLANNING YOUR COURSES
First-year students
Your first year gives you the opportunity to both explore areas of study in which you may be interested, and to satisfy some of the requirements for your degree. You can build a foundation for advanced study by taking introductory courses that serve as prerequisites for advanced courses in particular fields.

Transfer Students
It is particularly important that you be aware of which group, divisional, and departmental requirements you still must meet for graduation. Divisional requirements are listed in the catalog at the beginning of the course listings for each division except for Mathematics and Natural Sciences, and Philosophy, Religion, Psychology, and Linguistics, which have only departmental requirements.

DECIDING ON A MAJOR
First-year students
It is not a problem if you have not yet decided on a major. Many students come to Reed without a major in mind. Many who have a major in mind change their major after being in college, sometimes after taking a course to fill a requirement and finding a new field that engages their interest. Because subjects are often treated quite differently at Reed than they were in high school, students may also find that their preconceptions change when they are exposed to different areas.

Transfer Students
You are required to declare a major when you complete 13 units. If you plan to graduate in fewer than three years, you should discuss plans for the major with your adviser.

MAJORING IN SCIENCE
Generally speaking, students majoring in mathematics and the natural sciences have more room in their schedules for non-science courses in their junior and senior years, and students in the humanities and social sciences have more room for electives during their first two years.

First-year students
If you think you might be interested in majoring in one of the sciences, we strongly recommend that you begin that major in the first year.

Transfer Students
If you think you will major in one of the sciences, you must begin or continue that major right away. Your choice and sequence of science classes will depend on the transfer credit you have earned.

LANGUAGE STUDY
If you plan to major in any of the departments in the Division of Literature and Languages, you must begin language study early (right away for transfers) because the division requires two units of third-year level literature courses, not in translation, in a language other than the major.

SPECIAL OPPORTUNITY TO STUDY ARABIC
Reed students may study Arabic language at Lewis and Clark College. Classes are scheduled on Mon/Wed/Fri at: 11:30am – 12:30pm (ARB 101), and at 10:20-11:20am (ARB 201). These courses are available at no cost to the student and transportation is provided (approx. 30 minutes each way). Space is limited. Register for the course with Ben Bradley, Recorder (Elliot 311). Inquire with Professor Kambiz GhaneaBassiri for information about the courses.

COURSES WITH RESERVED SEATS
The courses listed below and to the right have seats reserved for new students. Once those seats are taken, you must obtain the instructor’s approval, complete and submit an Add/Drop form to register.

FALL 2017

<table>
<thead>
<tr>
<th>Subj</th>
<th>Crse</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART</td>
<td>170</td>
<td>Intro Drawing</td>
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<tr>
<td>ART</td>
<td>181</td>
<td>Architectonic Structures</td>
</tr>
<tr>
<td>ART</td>
<td>182</td>
<td>Material Objects</td>
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<tr>
<td>ART</td>
<td>190</td>
<td>Art &amp; Photography I</td>
</tr>
<tr>
<td>ART</td>
<td>195</td>
<td>Digital Imaging/Processing</td>
</tr>
<tr>
<td>ART</td>
<td>201</td>
<td>Intro Art History (2 sections)</td>
</tr>
<tr>
<td>CSCI</td>
<td>121</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>ECON</td>
<td>201</td>
<td>Intro Economic Analysis (2 sections)</td>
</tr>
<tr>
<td>MATH</td>
<td>141</td>
<td>Intro Probability &amp; Stats (2 sections)</td>
</tr>
<tr>
<td>PHIL</td>
<td>201</td>
<td>Logic (2 sections)</td>
</tr>
<tr>
<td>PHIL</td>
<td>202</td>
<td>Intro Metaphysics</td>
</tr>
<tr>
<td>POL</td>
<td>240</td>
<td>Intro Int’l Relations (2 sections)</td>
</tr>
<tr>
<td>POL</td>
<td>260</td>
<td>Intro Amer Politics &amp; Pub Pol (1 lecture &amp; 4 conference sections)</td>
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<tr>
<td>POL</td>
<td>280</td>
<td>Intro Political Theory (1 sections)</td>
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<tr>
<td>REL</td>
<td>115</td>
<td>Religion &amp; Philosophy Pre-Imperial China</td>
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<tr>
<td>THEA</td>
<td>203</td>
<td>Acting Laboratory</td>
</tr>
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SPRING 2018

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<thead>
<tr>
<th>Subj</th>
<th>Crse</th>
<th>Title</th>
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<tbody>
<tr>
<td>ANTH</td>
<td>201</td>
<td>Topics: Anth of Global Health (4 sections)</td>
</tr>
<tr>
<td>ART</td>
<td>170</td>
<td>Intro Drawing</td>
</tr>
<tr>
<td>ART</td>
<td>171</td>
<td>The Figure</td>
</tr>
<tr>
<td>ART</td>
<td>173</td>
<td>Intaglio Printmaking</td>
</tr>
<tr>
<td>ART</td>
<td>180</td>
<td>Art and Language</td>
</tr>
<tr>
<td>ART</td>
<td>196</td>
<td>Digital Video/Interactive Art</td>
</tr>
<tr>
<td>ART</td>
<td>201</td>
<td>Intro Art History (2 sections)</td>
</tr>
<tr>
<td>CSCI</td>
<td>121</td>
<td>Computer Science I</td>
</tr>
<tr>
<td>ECON</td>
<td>201</td>
<td>Intro Economic Analysis (3 sections)</td>
</tr>
<tr>
<td>MATH</td>
<td>141</td>
<td>Intro Probability &amp; Stats (3 sections)</td>
</tr>
<tr>
<td>PHIL</td>
<td>201</td>
<td>Logic</td>
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<tr>
<td>PHIL</td>
<td>203</td>
<td>Intro Ethics</td>
</tr>
<tr>
<td>PHIL</td>
<td>204</td>
<td>Intro Epistemology</td>
</tr>
<tr>
<td>POL</td>
<td>220</td>
<td>Comparative Politics (2 sections)</td>
</tr>
<tr>
<td>REL</td>
<td>116</td>
<td>Religion &amp; Philos Early Imperial China</td>
</tr>
<tr>
<td>REL</td>
<td>131</td>
<td>Intro Hinduism (1 section)</td>
</tr>
<tr>
<td>THEA</td>
<td>203</td>
<td>Acting Laboratory</td>
</tr>
</tbody>
</table>

COURSE LOAD
The normal course load at Reed is 3 to 4.5 units per semester. Most students carry 3.5 to 4 units each semester. 4.5 units is an extremely rigorous course load. We recommend that first-year students take 3 to 4 units in their first semester.
COURSES NOT OPEN TO FIRST-YEAR STUDENTS
In some departments such as English, sociology, and anthropology (except ANTH 201), courses are not open to first-year students except in unusual cases when the instructor gives permission. For most of these courses, sophomore standing or completion of Humanities 110 is a prerequisite.

SEMESTER AND YEAR COURSES
Reed courses are taught by semester courses or year courses. Year courses are designated by a Y in the section number in the schedule. Fall courses are indicated by an F and spring courses by an S. Be sure to sign up for courses in both fall and spring semesters when you register. Students have an opportunity later in fall to change spring registration, should you and your adviser decide it’s a good idea.

GENERAL COLLEGE AND DISTRIBUTION REQUIREMENTS
Information is available in the college catalog on the web at www.reed.edu/catalog. A list of courses that meet group requirements, and a list of courses with no prerequisites is available on the registrar’s website at: www.reed.edu/registrar/registration_info.

DIVISIONAL REQUIREMENTS

Division of the Arts:
Art, dance, music, and theatre
1. Satisfactory completion of two units of a second-year college foreign language course. Waiver of the divisional foreign language requirement may be granted in cases where proficiency is demonstrated through examination. Two units of foreign language course work may be used toward satisfying the college-wide Group D requirement. Proficiency cannot be used to satisfy Group D.
2. Approval of all independent study (481) courses by the division. The opportunity for independent study is ordinarily offered only to juniors and seniors who have done extensive work in the area.

Division of History and Social Sciences:
Anthropology, economics, history, political science, and sociology
Any three of the following must be completed before the senior year.
1. Anthropology 211 and one additional upper-division anthropology course.
2. Any two one-unit Reed College economics courses, or the equivalent.
3. Any two one-unit Reed history courses, or the equivalent.
4. Sociology 211 and one other sociology course.
5. One introductory political science course (220, 240, 260, or 280) and any other political science course, but no more than one course from Political Science 280-298 and 380-415.

Division of Literature and Languages:
Classics, Chinese, creative writing *, English, French, German, general literature, Russian, and Spanish
1. One unit in the Division of the Arts.
2. Two units in a single literature outside of the major. English majors may not satisfy this requirement with courses in which the readings are in translation. Majors in departments other than English may satisfy the requirement with two courses in English literature at the 200 level or higher; two 300-level courses in a second non-English literature, read in the original language; or two units of a single 300-level literature, read in translation.

SAMPLE PROGRAMS FOR FIRST-YEAR STUDENTS
Below are sample programs to guide you as you think about your own schedule of classes for the coming year. Your program may vary from these, and your adviser will assist you in your final course choice. These are intended to be illustrative, not prescriptive. Placement in math, music, economics, and language courses will be determined by exams and/or interviews during orientation. The designation Y refers to a year-long course, F to a fall course, and S to a spring course.

SCIENCE MAJOR
1. HUM 110 (Y)
2. BIOL 101 (F)/102 (S), CHEM 101 (F)/102 (S), or PHYS 101 (F)/102 (S) (Biology majors are encouraged to take both biology and chemistry courses. Most physics majors take math as well as physics.)
3. Math course (F, S)
4. Possibly a .5 unit course such as DANC 111 (F), 112 (S)

LITERATURE MAJOR
1. HUM 110 (Y)
2. Foreign language (Y)
3-4. Science (F, S) courses or 1-2 of the following: MUS 111 (F), PHIL 200-level (F, S) course, Introductory POL (F, S) course, PSY 121 (F), and 122 (S), REL 100-level (F, S) course, ART 161, 201, (F, S) etc.

PSYCHOLOGY MAJOR
1. HUM 110 (Y)
2. PSY 121/122 (F, S)
3. A math or science course, a language, social science, or music course
4. Possibly a .5 unit course

HISTORY AND SOCIAL SCIENCE
1. HUM 110 (Y)
2. ECON 201 (F, S) or one introductory POL (F, S) course
3. A math, science, language, or music course
4. Possibly a .5 unit course

THE ARTS
1. HUM 110 (Y)
2. ART 201 (F, S) or MUS 111 (F) or THEA 200-level (F, S)
3. A foreign language (Y)
4. Possibly a 100-level art course (F, S), DANC 111 (F), or MUS 105 or 107 (F, S)

UNDECIDED
1. HUM 110 (Y)
2. A math or science course
3. A language, social science, religion, or music course
4. Possibly a .5 unit course

Questions? For more information, contact us in Eliot Hall, 3rd floor, at registrar@reed.edu, or call (503) 777-7793
WELCOME TO THE SOLAR SYSTEM
Reed's Student Online Registration System

SOLAR REGISTRATION INSTRUCTIONS

System specifications
This system will work best with current versions of Safari, Firefox or Chrome. If you have trouble accessing this application with any of these browsers, check with Computer User Services.

1. A Personal Identification Number (PIN) is required to log on to the SOLAR System. Your new PIN will be issued to your adviser prior to each registration period (i.e. April and October.)
   You must meet with your academic adviser to review your course selections and to get your PIN.

   Review the most up-to-date version of the Schedule of Classes at reed.edu/registrar/registration_info.html
   and new course descriptions at reed.edu/registrar/registration_info.html

The system will be available for continuing student registration Monday, April 18, through Wednesday, August 23, 2017.

Navigating the SOLAR System

3. Find courses using a variety of search and sort options, e.g. by department, course number, day/time, instructor, or available seats.
4. Select a course to find out more information about it, such as prerequisites, or to access the on-line Catalog for a course description click the title of the course in the searchable subject block. A link to new course descriptions is above.
5. Add the course by clicking the "ADD" button to the right of the course listing. The system will prompt you to add all components of the course.
6. Drop a course by clicking the "DROP" button. The system will deliver a second prompt to ensure you've chosen the correct course.
7. FINALIZE your registration!!! Click the "Finalize" link at the top of the page. This will ensure that you are registered correctly and prevent others from tampering with your schedule.
8. Print a copy of your schedule by clicking on the "Daily view" button on the top of the page and print the pop-up page as you would in any other program: select "Print" from the "File" menu.

NOTE: You can check your schedule at any time through IRIS.
Access IRIS at iris.reed.edu

Error Messages, Things You Can't Do in SOLAR, and Help
SOLAR will deliver an error message and prevent you from registering for a time conflict, an overload of five or more units, a course with class level restrictions (e.g. senior only), and courses that require instructor/chair permission. When SOLAR is available, approval for the following can be recorded as an override by the instructor through IRIS. Once an override is entered you can use SOLAR to register:
   • for an instructor permission-only course
   • a course with prerequisites you have not met
   • a course that conflicts in time with another course
   • a course with class level restrictions

You must submit a completed add/drop or humanities conference change form to the Registrar's Office to make the following changes:
   • to register for a course for reduced unit value (e.g. lab or lecture only)
   • to enroll in an independent study course
   • to change the conference assignment of any humanities (HUM) course

You must submit the requisite form to the Registrar's Office in order to:
   • change your adviser
   • take a course for the Credit/No Credit grade option
   • request credit for one semester of a year course
   • declare your major
   • request approval of transfer credit
   • request a copy of your transcript

Need help with the SOLAR System while you're on-line? Click the "HELP" button at the top of the screen. Contact the Registrar's Office at extension 7296 or email registrar@reed.edu with any questions, concerns, or problems you may have about the SOLAR System. We are happy to assist you.
GENERAL REGISTRATION INFORMATION

1. REGISTRATION SCHEDULE
Registration for continuing students for fall 2017 and spring 2018 will take place beginning Monday, April 18. Registration for continuing students will be available via SOLAR through Wednesday, August 23. The first day of classes is Monday, August 28.

2. DEADLINES
It is very important to pay attention to the different deadlines for making changes in your schedule. Students who miss a deadline for a change to their schedule must petition the Administration Committee for a waiver of policy. If the committee approves the change, they may levy a fine for late processing. Please keep in mind the following course change deadlines:

<table>
<thead>
<tr>
<th>To register late:</th>
<th>Fall</th>
<th>Spring</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Fri.</td>
<td></td>
</tr>
<tr>
<td>To add a course:</td>
<td>Fri.</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>To change sections:</td>
<td>Fri.</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>To request reduced unit value:</td>
<td>Fri.</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>To drop a semester course-without the grade of W:</td>
<td>Mon.</td>
<td>Oct. 2</td>
</tr>
<tr>
<td>To take a leave of absence:</td>
<td>Mon.</td>
<td>Nov. 6</td>
</tr>
<tr>
<td>To withdraw from a semester course with the grade of W:</td>
<td>Mon.</td>
<td>Nov. 6</td>
</tr>
<tr>
<td>To change a course to Credit/No Credit:</td>
<td>Mon.</td>
<td>Nov. 6</td>
</tr>
<tr>
<td>To drop a year course without the grade of W:</td>
<td>Mon.</td>
<td>Nov. 6</td>
</tr>
<tr>
<td>To withdraw from a year course-with the grade of W:</td>
<td>Mon.</td>
<td>Feb. 26</td>
</tr>
</tbody>
</table>

3. ADDING AND DROPPING COURSES
Students are responsible for all courses for which they register. Failure to attend a class does not result in a course being dropped from a student's schedule. Students wishing to make changes to their schedule once classes begin must fill out an official Add/Drop form (available at Eliot 311 and at http://www.reed.edu/registrar/forms.html). Students must submit the completed form, with the requisite signatures, to the Registrar's Office by the relevant deadline.

Course changes submitted after SOLAR closes become official only when a signed and completed Add/Drop form is returned to and processed in the Registrar's Office. Students are responsible for all work in the course until the change is processed.

Check your schedule any time on IRIS at iris.reed.edu to see that the change has been processed.

4. CHANGING SECTIONS
A Section Change form (available at Eliot 311 and at http://www.reed.edu/registrar/forms.html) must be completed, signed, and submitted to the Registrar's Office by the relevant deadline in order to change to a different section of a course. The deadline for section changes is the same as the deadline for adding a course. The student and instructor signatures are required.

5. CREDIT/NO CREDIT ENROLLMENT
Only juniors and seniors may enroll in a class for credit/no credit, and they must complete the Credit/No Credit form. The deadline to change a course to credit/no credit is the same as the deadline to withdraw from a course. Students may take only elective classes on this basis, and no more than two units may count toward the degree. Credit/No credit classes must be taken outside the major department, cannot be used to meet group, major or division requirements, and must be completed at the level of C or better to receive credit. Courses offered only on a credit/no credit basis do not count toward the 2-unit maximum.

6. UNDERLOADS AND OVERLOADS
A normal full-time schedule is defined as 3 to 4.5 units per semester or 6 to 9 units per year exclusive of physical education. A minimum of 30 units is required for graduation.

An underload is any semester schedule of fewer than 3 units. Students wishing to enroll in an underload and pay reduced tuition must petition the Administration Committee by the end of the second week of classes, with support from their adviser. Students wishing to enroll in an underload later in the semester with no reduction of tuition must submit to the Registrar’s Office an Add/Drop form signed by their adviser and one of the deans in Student Services.

An overload is any semester schedule over 4.5 units. Students must petition the Administration Committee in order to register for an overload. A petition is required for each semester in which an overload is requested.
7. **Multiple Section Classes**
For classes with multiple sections, students will be registered for the section they select during the registration period. After the close of registration, sections may be balanced as evenly as possible within the constraints of students' schedules. **Students must attend the section that appears on the registration confirmation received after registration, and should check IRIS to confirm their registration.**

8. **Registration for Thesis**
Students must have formally declared a major and have been certified as having passed the Junior Qualifying exam before registering for thesis.

9. **Registration for Independent Study 481**
A completed Add/Drop form is required for enrollment in an independent study. The course number for independent study is 481. Only the course title, subject, and number are required on the Add/Drop form (e.g., BIOL 481, HIST 481), with the instructor's signature. All independent study courses must be approved by the division before registration will be finalized, but the Add/Drop form must be submitted by the deadline to add.

10. **Credit for One Semester of a Year Course**
Credit in a year-long course normally is granted only after the completion of the work of both semesters. With the instructor's permission, credit will be recorded for one semester once a completed Credit for One Semester form is signed and filed in the Registrar's Office.

11. **Physical Education Requirement**
Six quarters of P.E. must be completed before a student may be considered for graduation. This requirement should be completed before the Junior Qualifying exam. Take care to sign up for the correct quarter when choosing a PE class. SOLAR is available for enrollment in PE according to the following schedule.

**Fall 2017**
- **1st quarter: PE 101**
  - August 28 - October 13
  - Add PE 101 classes via SOLAR through August 23.

- **2nd quarter: PE 102**
  - October 23 - December 6
  - Add PE 102 classes via SOLAR through October 22.

**Spring 2018**
- **3rd quarter: PE 103**
  - January 22 - March 9
  - Add PE 103 classes via SOLAR through January 21.

- **4th quarter: PE 104**
  - March 19 - April 27
  - Add PE 104 classes via SOLAR through March 18.

12. **Senior Year Requirements**
Seniors must complete no fewer than 6 units during their thesis year. The six units, however arranged, (e.g., 2 units first and 4 units second semester) constitute a full-time academic load and require payment of full-time tuition for both semesters. Seniors are responsible for completing all requirements, including those specific to the thesis year. Seniors must take at least one non-thesis unit in a thesis semester. Due to federal regulations, students on financial aid may be required to enroll in a minimum of three units to be considered full-time. Any change in registration should be considered carefully in light of the fulfillment of graduation requirements.

13. **Junior Declaration of Major**
Students who have completed or are in the process of completing 16 units toward graduation must declare their major in order to register.

14. **Required Signatures**
Certain signatures are required for the different activities associated with registration. Forms without the requisite signatures will be returned to students unprocessed. The instructor's signature is always required for adding and dropping classes once classes have begun; while SOLAR is available for registration, instructor signatures are required for independent study, classes taken for reduced unit value, and permission to complete one-half of a year-long course.

15. **Faculty Advisers**
Returning students may change advisers at any time, by completing a Change of Adviser form. Students must choose a new adviser if their adviser has left Reed or is on sabbatical or leave, or an adviser will be assigned over the semester break. Faculty may not serve as academic advisers in their first year at Reed, and juniors and seniors must have an adviser in their major department. In some cases, the thesis adviser is the academic adviser; check with the department and division.

16. **Creative Writing**
Students must submit a sample of their writing and obtain the instructor's permission to register for creative writing courses. Refer to the creative writing web page for more information: [http://www.reed.edu/creative_writing/](http://www.reed.edu/creative_writing/). Once the instructor submits online approval for students admitted to the class, students may add the class on SOLAR.

17. **Year-Long Courses**
Year-long courses are designated with a section code that begins with “Y.” These courses have different deadlines than semester courses, as noted on the academic calendar.
PRIVATE MUSIC PROGRAM AND ENSEMBLES

Denise VanLeuven, Director of Private Music Instruction
Extension: 7472

Music Performance Credit
All students participating in music performance (Music 101, 104, 105, 107, 108, 109) must register for the course through SOLAR, or with a completed drop/add form during the first two weeks of each semester. These courses are graded Credit/No Credit, and carry variable unit credit: one-half credit or zero credit for one semester.

MUS 101 FNC 0.0 unit
MUS 101 FCR 0.5 unit

1. Pre- and co-requisites: To qualify for academic credit, students must have taken or be currently enrolled in a one-unit course at level 111 or above at Reed. The only exception is Chamber Orchestra, Music 104; refer to the description for MUS 104 in the catalog. For each unit at 111 or above, students can receive two half-units of credit for a music performance course, one-half unit per semester. If the co-requisite course is dropped, the credit for music performance will be relinquished and the performance course continued for zero credit.

2. Unit limits: No more than one-half unit may be taken for credit each semester. There is no limit to the number of performance courses that may be taken for zero credit. No more than two units may be earned for the same music performance course.

3. Degree credit: Music performance units apply toward the quantity requirement of 30 units for graduation, but not toward the Group A or Group X requirements.

Private Music Lessons/MUS 101
Lessons in most instruments and in voice are offered. See the college catalog for a complete listing.

1. Registration: In addition to registering through SOLAR or the Registrar's Office (i.e. by drop/add form), all participants in Music 101 must complete the Music Schedule Form found at reed.edu/music. Paper copies are available in the Practice Suite Lobby or PAB 102. Whether or not Music 101 is taken for credit, timely enrollment enables students to receive the full number of lessons.

Drop Policy: Students enrolled for credit who later choose to drop the course must complete a drop/add form, adhering to the published deadlines.

2. Cost: The semester cost for twelve 45-minute lessons is $500. The Business Office will bill students within the first month of the semester. Arrangements for other than immediate payment must be made with the Business Office upon receipt of the bill. Limited scholarship aid is available and generally is disbursed according to need. Non-need-based funds are sometimes available. All interested students should meet with the director at the beginning of the semester. Fees for one set of lessons per term are waived for junior and senior music majors.

3. Cancellations: Lessons that are canceled by the college or the instructor will be re-scheduled. Students who must cancel a lesson should notify the instructor as soon as possible. Instructors will try to re-schedule a student-canceled lesson, but may be unable to do so.

4. Dropped lessons: Students who arrange for lessons and later drop them will be charged the following: after one lesson, charged for two; after two lessons, charged for four; after three lessons, charged for six; after four lessons, charged for eight, after five lessons, charged for ten; after six lessons, charged for twelve. No refund can be made if a student drops after mid-semester.

5. Grading: Music 101 is graded on a Credit/No Credit basis only. (This does not count in the optional CR/NC courses open to juniors and seniors.) In addition to regular attendance, students are expected to practice each week and to show satisfactory progress during the semester in order to earn credit. Students taking the course for one-half unit are encouraged to participate in at least one informal student performance.

6. Use of Practice Facilities: Practice rooms in the Performing Arts building are available 24 hours a day to students enrolled in music courses. All current members of the Reed community (student, faculty, and staff) are invited to use the facility from 8:30 a.m. until 11:00 p.m. daily. The use of electronic equipment (e.g., amplifiers) is limited to specific practice rooms and should be cleared through Denise VanLeuven.