

CSUSB DEPARTMENT OF MUSIC
COLLABORATIVE PIANIST POLICY, Fall 2025

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Office Hours: by appointment, please email

PLEASE READ THE FOLLOWING CAREFULLY. IT CONTAINS
IMPORTANT INFORMATION

YOUR MUSIC

After consulting with your teacher regarding your assigned repertoire for the semester, you must arrange to provide me with copies of your music.

You have two options

You can choose to make copies of your scores. When making copies, ensure that they are **double-sided and hole-punched**. If they are not, they will not be accepted. Ensure there are no sections of the music missing - please check that all of the piano part made it onto the copy.

OR

Turn in a hard copy of your music. I will return it to you at the end of the semester.

The deadline to submit music for the Fall semester is **Thursday September 11th at 5pm**. Please make sure to hand in ALL your music for any repertoire classes AND music major Recital AND juries by this date. If you are working on repertoire from a previous quarter, please let me know.

You can either slide your music under the office door, pin it to the pinboard outside the office, or hand it to me in person. Please make sure to include your name and contact information. **My office is PA 211 (upstairs by the tables).**

It is your responsibility to communicate with your studio instructor in a timely manner to finalize repertoire. **Music handed in after September 11th at 5pm will not be accepted. No exceptions.**

A NOTE ON EDITIONS

Please consult with your studio teacher regarding appropriate editions. Please note that many editions on free sites such as IMSLP are unacceptable. If you have questions, please feel free to reach out to me.

SCHEDULING REHEARSALS

Students who are music majors and enrolled in private lesson instruction (not independent study) are eligible to schedule a rehearsal time by using the sign-up sheet on the door of PA 211. Please only sign up for one slot.

The sign-up sheet is posted by 4pm on the Thursday before the forthcoming week.
Example: *For the week beginning Monday September 22 the sign up will be posted by Thursday September 18.*

Sign-ups are first come first served, and the sign-up sheet will remain available until all slots are taken. I do not accept rehearsal requests by email. Occasionally I may assign students individual times (for example if they have an upcoming recital/major performance). I will advise you if this is the case.

If you cannot find a time that works for your schedule, please try to switch with another student.

Please make sure you sign up for a rehearsal well in advance of any performances. Otherwise, you will have to perform without a pianist. **It is your responsibility to plan accordingly.**

LOCATION OF REHEARSALS/SICKNESS POLICY

Rehearsals will be in my studio, PA 211, unless otherwise posted.

If you are sick, please email me and I will reschedule you when you are feeling better.

Please do not come to a coaching if you are feeling unwell.

FEES

There is no cost to you for regular department activities i.e. rehearsals, juries, repertoire classes, music major recitals etc.

Junior and Senior recitals that take place during normal working hours (ie that end before 530pm on weekdays) are not subject to fees. If you wish to hold your recital during the evening, this is subject to a recital fee. Please contact me for current rates.

JUNIOR AND SENIOR RECITALS

Any student choosing to use the staff Collaborative Pianist must confirm their availability at least six weeks prior to the recital. Do not schedule a recital until you have discussed the date with both your pianist and your teacher.

The dress rehearsal shall not exceed 45 minutes for a junior recital or 60 minutes for a senior recital.

It is strictly prohibited to post any audio/video of your recital without written permission.