

Lawrence University Conservatory of Music

Student Visit/Lesson Report

To report to the admission office regarding a prospective student meeting or visit please **EITHER** complete this form and send via campus mail to Wilson House **OR** make comments using voyager:

1. Open bannerweb.lawrence.edu in a new web browser
2. Log-in with your User ID and PIN
3. Select *Admissions*
4. Select *Prospective Student Information*
5. Search for the student using the available fields. If you are unsure how to spell a student's name use the first few letters followed by the % sign. It may be helpful to limit your search with other information you know about the student such as the state they are from (use postal abbreviations).
6. Select the student from the resulting list. Use the information on the student's detail screen to ensure you have selected the correct student.
7. Click *Add a Comment* in the upper right-hand corner
8. Use the drop-down menu under *Contact Type* to select *XCB -- Miscellaneous*.
9. Type your comments.
10. Click *Add Comment – You're Done*

If you are having trouble adding a comment in voyager please call admissions X6500

Student's Name: _____ Instrument: _____

Did this student play for you? YES NO

If you heard the student, based on their work with you today, please rate their musical ability from 1-12 keeping in mind all aspects including technical ability, artistry, potential for development, etc.

1	2	3	4	5	6	7	8	9	10	11	12
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Additional Comments: (If the student did not play for you please be sure to comment on your opinion of their musical sophistication based on your conversation)

Faculty (Please Print): _____

Please return this form via campus mail to Nathan Ament in Wilson House