

ADVISING DAY & REGISTRATION INFORMATION

Before Advising Day

- Your registration packet contains this course schedule booklet, a credit evaluation (CE) worksheet, a registration worksheet, an advising transcript and a four-semester planner.
- Check over the credit evaluation (CE) worksheet. Bring any questions or discrepancies to the Student Affairs Office.
- Your scheduled advising time will be posted on the intranet & wall outside the Student Affairs office one week prior to Advising Day.
- If you cannot meet with your advisor at the assigned time, contact your advisor and arrange a new meeting to take place **before April 21, 2009**. You must have your advisor's signature in order to register.

On Advising Day (April 21)

Declared students bring the packet of registration materials to your advising appointment. Please make sure to get your advisor's signature on your registration worksheet

Class Registration

- **Graduate Students:** Submit signed semester-learning contracts to the Records Office at any time through April 21.
- **Bachelor of Science (Visualization):** Bring signed registration forms to the Records Office immediately after scheduled advising appointments on April 21.
- **Juniors and Seniors (BFA program):** Bring signed registration forms to the Records Office immediately after advising appointments on April 21.

Registration forms are sorted and entered as follows: seniors, then juniors following the alphabet rotation noted below. Please make sure to have at least two advisor-approved alternate classes (one studio, one liberal arts) selected. A schedule of courses for which you have been registered and/or waitlisted will be placed in your student mailbox on April 22

- **Sophomores and Freshmen (BFA program): Register in person in the College Center on Thursday, April 23.** If you cannot attend registration, you may have a friend register for you. Make sure you have chosen alternate classes and have no financial holds. The following registration schedule will be strictly enforced:

Sophomores: Thursday, April 23
(30-59.9 credits after SP 2009)

Last Names:

G-L 8:30 am
M-R 9:30 am
A-F 10:30 am
S-Z 11:30 am

Freshmen: Thursday, April 23
(0-29.9 credits after SP 2009)

Last Names:

G-L 1:30 pm
M-R 2:00 pm
A-F 2:30 pm
S-Z 3:00 pm

Closed Classes and Wait Lists

If a class reaches the enrollment limit during registration, it closes. You may either select an alternate course or ask to be placed on a wait list. If space becomes available before classes begin, wait-listed students may be added to the class. If you are still listed as "waitlisted" at

the time the class starts, the **only** way to add the class is with an Add/Drop form, during the five-day Add/Drop period: **August 24 – 28**

Credit Overloads (schedules above 18 credits per semester)

Any number of credits over 18 per semester is considered an overload. You must have a GPA of 3.0 or better and the approval of your advisor, Department Chair, and the Registrar to attempt an overload. Per-credit tuition charges will be added to the full-time tuition charge.

Changing Your Course Schedule After Registration

After registration, a printout of your preliminary course schedule will be put in your student mailbox. Upon finalizing payments in Accounting and receiving your Paid Fee Statement, you will receive your final schedule. Any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **August 24 – 28**

The Add/Drop Period

The Add/Drop period consists of the first five days of the semester: **August 24 – August 28**. Internship contracts, Independent Study forms, Reduced/Extended Credit petitions, Audit forms and Add/Drop forms are due (with all required signatures) by 5:00 pm on August 28. August 28 is the last day to qualify for a tuition refund on the basis of credit changes. If you turn in a Add/Drop form after August 28th, it will count as a course withdrawal, and refunds for reducing credits will follow published guidelines. Check with the Accounting Office for further details.

Add/Drop Policy for one or two-credit classes

You can add or drop a one or two-credit class during the first week of the class. If you are not a full-time student, you will be charged for the class. Financial aid will not be altered and refunds will not be given for workshops that are dropped after the first (5) days of the current semester. You cannot change a one or two-credit class to an Audit after the regular Add/Drop period.

Withdrawals

From August 31 – November 13, you can withdraw from an individual class or classes without impacting your GPA. You will receive a notation of “W” for the class and be charged a \$25 processing fee. You may not add credits or courses after the Add/Drop period. If you wish to withdraw completely from MCAD, you must see Susan Calmenson, Vice President of Student Affairs, in room M104 and complete a Notification of Student Withdrawal form.

First Day of Attendance

All students are required to attend the first day of class. Faculty members have the option of submitting a drop form for students who fail to attend the first class session.

Immunization Forms (for new students only)

Failure to file an Immunization form will result in unenrollment from the College according to state regulations. Affected students will be given ample notice of potential unenrollment. Diphtheria and Tetanus boosters must have been administered within the last ten (10) years. Please note that this applies only to students born after 1956.

Fall 2009 Academic Calendar

Tuition and fees are due August 13, 2009. All payment arrangements must be finalized by this date.

Students must validate their registration by obtaining their Paid Fee Statement from the Accounting Office during Required Enrollment Authorization. This statement serves as a receipt for the semester and is confirmation that each student is enrolled for the term.

Orientation for new students	August 22 - 23
Required Enrollment Authorization for Fall 2009	August 21 - 23
Classes begin	August 24
Add/Drop period	August 24 - 28
Labor Day Holiday (No Classes)	September 7
Intent to Graduate forms due for December 2009 Graduates	September 11
Incomplete work from Spring 2009 Semester due to Instructors	September 25
Undeclared Majors Advising Week	November 2 - 6
Advising day for Spring 2010 (No Classes)	November 10
Spring 2010 Registration	November 11 - 12
Final day to withdraw from a Fall 2009 Class	November 13
Thanksgiving Break	November 25 - 27
Last day of classes	December 11
Commencement 2009	December 11

Non-Discrimination Policy

MCAD admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of creed, religion, race, color, ancestry, ethnic origin, sex, affectional preference, disability, age, marital status, in the administration of its employment, educational and admissions policies, scholarship and loan programs, or other College-administered programs.

Disclaimer

Information contained in this publication pertains to College regulations, curricula, fees and services and is subject to change without notice subsequent to action by the Board of Trustees. MCAD reserves the right to cancel any class with less than 10 enrolled degree-seeking students or to change the times, dates and instructor assignments of courses if necessary.

Special grant awards such as Alumni Dependent grants and diplomatic or foreign scholar dependent grants must be claimed by those eligible at the time of registration; no adjustments will be made retroactively.

Students are responsible for the information contained in this bulletin regarding policies and procedures, as well as for information in the Student Handbook regarding: registration, payment, grading policies, graduation requirements, changes in course schedule, and other official notices.
