

Summer 2009 Academic Calendar

Tuition and fees are due May 22, 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. This statement serves as a receipt for the semester and is confirmation that each student is enrolled for the term.

Students wishing to add credits to their summer schedule after May 23 must pay in advance for those credits and present their receipt to the Records Office in order to register.

Advising Day for Summer and Fall 2009	April 21
Summer and Fall registration (all students)	April 21 – 22
Tuition and Fees due for Summer 2009	May 22
Summer classes begin	June 1
Add/Drop period	June 1 - 5
Final day to withdraw from a Summer 2009 class	July 10
Last day of summer classes	August 8
* Dates for Certificate of Graphic Design Classes	May 26 – August 12

Registration Information

Registration for degree-seeking students begins April 21 during Fall 2009 registration. All tuition for summer classes must be paid by May 22, 2009. After May 22, students wishing to add summer credits to their schedules must pre-pay the tuition and present a receipt as proof of payment to the Records Office at the time of registration. For all other information regarding advising day and registration procedures, see the Fall 2009 Course Catalog.

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 maybe added to the class. If space has not become available by June 1, you may attempt to add the class during the five-day Add/Drop period. If you are 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 (**June 1 - 5, 2009**).

The Add/Drop Period

The Add/Drop period consists of the first five working days of the semester: (**June 1 - 5, 2009**).

Students are required to attend the first day of class. Faculty members have the option of dropping a student who fails to attend the first class session. All internship contracts, independent study contracts, reduced or extended credit petitions, audit forms and Add/Drop forms are due (with all required signatures) by 5:00 pm on June 5.

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.

You cannot change a one or two-credit class to Audit after the regular Add/Drop period.

Tuition

Tuition for Summer 2009 is \$680.00 per credit. Non-credit tuition and tuition for special programs may vary; please see individual course listings for details. Payment of tuition is due May 22, 2009. MCAD accepts payment in the following forms: Cash, money order, personal check, VISA, MasterCard, or Discover.

Withdrawals/Refunds

From June 8 – July 10, 2009, you can withdraw from a class or classes without impacting your GPA. You will receive a notation of “W” on your transcript 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 from all classes, you must see Susan Calmenson, Vice President of Student Affairs and complete a Notification of Student Withdrawal form. June 5 is the last day to qualify for a tuition refund for all credits dropped. If you turn in an add/drop form after June 5, it will count as a course withdrawal, and refunds for reducing credits will follow the guidelines listed below:

Return of Tuition Formula: MCAD has adopted the Federal Return of Title IV Aid Formula mandated by the Reauthorization of Higher Education Act of 1998 as its tuition return policy. This formula is applicable to any student who withdraws from all classes on or before July 11, 2008 for summer term. Students who withdraw after this date will not be eligible for a reduction of charges. The percentage of reduction a student may be eligible to receive is based on the following formula: Days remaining in the semester divided by total days in the semester = percentage of tuition reduction.

Refund Policy for Students Who Withdraw: The date a student files a Notification of Student Withdrawal form determines the amount of tuition and fees that will be reduced. The Accounting Office calculates and determines all reduction amounts including financial aid, which will be canceled or prorated as required by the grant, loan or scholarship program involved. All refund amounts are subject to deductions for money owed to the College. For housing refunds, see the Housing Contract. Refunds are paid by check according to the Accounts Payable schedule. Any questions should be directed to the Accounting Office or the Vice President of Student Affairs. Financial aid is also recalculated and reduced based on the date of withdrawal. This could result in a balance due.

Financial Aid

Generally, financial aid is limited in the summer. However, you may be eligible for aid. Please see the Financial Aid Office to complete a Summer Aid Preference Form to see how taking aid in the summer will affect the rest of the school year.

Student refunds from financial aid: Some students deliberately take out more loans than is necessary to cover tuition expenses for their personal expenses while attending college. This generates a refund of excess financial aid. Refunds that are generated as a result of loans may take up to ten days to fully process through the school. All charges on a student’s account will be taken into consideration before any refund is generated throughout the year. During a semester any refund check may take up to one week to process. Checks are generated on the Accounts Payable schedule. You will be notified when your check is ready. Please bring photo I.D. when you pick up your check. At the end of the semester, any remaining refund check will be mailed to the permanent home address on file. Please contact the Records Office to update your address.

Independent Study

Independent study is available with full-time faculty in all areas of the college. Any student wishing to take independent study this summer must first obtain the necessary form from the Records Office. The summer tuition rate of \$680.00 per credit applies to independent study as well.

Internships

Students undertaking internship credits this summer must register and pay tuition fees. Information about internships is available in the Career Services Office.

Summer Support Areas

Degree-seeking students enrolled for multiple credits for the summer may request access to an academic support area (i.e. 3D Shop, computer labs, Library, Media Center, Print Shop) that is not necessarily related to their coursework. Access may only be granted upon the approval of the director of the support area in question. Access dates are June 1 – August 8.

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.

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.