

## *Spring 2010 Academic Calendar*

Tuition and fees are due **January 4, 2010**. All payment arrangements must be finalized by this date.

Students must validate their registration by obtaining their Paid Fee Statement from the Business Office, Room M21. This statement serves as a receipt for the semester and is confirmation that each student is enrolled for the term.

Orientation for new students	January 15
Required Enrollment Authorization for Spring 2010	January 15 - 16
Classes begin	January 19
Add/Drop period	January 19 - 25
Intent to Graduate forms due for Spring 2010 graduates	February 5
Incomplete work from Fall 2009 semester due to instructors	February 19
Spring Break	March 29 – April 2
Final day to withdraw from a Spring 2010 class	April 16
Undeclared Majors Advising Week	April 12 - 16
Advising Day for Fall 2010 ( No Classes )	April 20
Fall 2010 Registration	April 21 - 22
Last day of classes	May 11
Commencement 2010	May 15

# ***ADVISING DAY & PRE-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 your CE worksheet. Bring any questions or discrepancies to the Student Affairs Office.
- Your scheduled advising time will be posted on the wall near the Records 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 November 10, 2009**.
- You must have your advisor's signature in order to register. If your advisor assignment does not match your major, please contact the Student Affairs Office.

## ***Advising Day (November 10)***

Bring the packet of registration materials to your appointment. Please make sure to get your advisor's signature for all course selections, including alternates.

## ***Class Registration (November 10 - 12)***

**Graduate Students** should submit their signed semester-learning contracts to the Records Office at any time through November 10.

**Post Baccalaureate** students should bring their signed registration forms to the Records Office at any time through November 10.

**Bachelor of Science** (Visualization) students should bring their signed registration forms to the Records Office at any time through November 10.

**Juniors and Seniors** (BFA program) should bring their signed registration forms to the Records Office immediately after their advising appointments on November 10. Students should be sure to check their mailbox on November 11 for notification of spring semester schedule conflicts. Staff will be available in the Student Affairs Office from 1:00 – 5:00 PM on November 11 to assist with any registration issues. After registration has been completed, a schedule of courses for which you have been registered and/or waitlisted will be placed in your student mailbox.

**Sophomores and Freshmen** (BFA program) will register in the College Center, second floor of the Main Building on Thursday, November 12. 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. Check with the Records Office if you are unsure of your class standing. The following registration schedule will be strictly enforced:

**Sophomores**  
(30-59.9 credits after FA 2009)  
Thursday, November 12  
Last Names:

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

**Freshmen**  
(0-29.9 credits after FA 2009)  
Thursday, November 12  
Last Names:

M-R     1:15 pm  
A-F     2:00 pm  
S-Z     2:45 pm  
G-L     3:30 pm

### ***Closed Classes and Wait Lists***

If a class reaches the enrollment limit during registration, 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 are added to the class in the order in which they were placed on the wait list. If you are listed as “waitlisted” when classes start, the **only** way to add the class is with an Add/Drop form, during the Add/Drop period (January 19 - 25, 2010).

### ***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 class schedule will be put in your student mailbox. Upon finalizing payments with the Business Office 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 Add/Drop period (January 19 - 25, 2010).

### ***The Add/Drop Period***

The Add/Drop period is the first five attendance days of the semester: **January 19-25, 2010**. 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 January 25. January 25 is the last day to qualify for a tuition refund on the basis of credit changes. If you turn in an Add/Drop form after January 25, it will count as a course withdrawal, and refunds for reducing credits will follow published guidelines. Check with the Business 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 Audit after the regular Add/Drop period.

### ***Withdrawals***

From January 26 – April 16, 2010 you can withdraw from a class or classes without affecting 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 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 dropping a student who fails to attend the first class session.

### ***Immunization Forms (for new students only)***

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

***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.*

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