

Frequently Asked Questions: Academic Services

- **Where is Academic Services located and how can I reach them?**

Office: 105 in the Main Building

Hours: Monday-Friday, 8am-4pm

Phone: 612-874-3748

Email: academic_services@mcad.edu

Online: intranet.mcad.edu > Resources > Academic Services

- **Who works in Academic Services?**

David Bradberry, Director

Jeff Jones, Coordinator

Allison Vallant, Studio & Office Coordinator /

Nick Kovatch, Exhibition Services Technician

Figure Model Coordinator

- **I have missing or broken furniture or blinds in my classroom, where can I get more?**

Call or email Academic Services. Let us know what you need, when you need it and what room. We may be able to find something for you.

- **How do students get assigned a studio space?**

Studio space is limited, and is assigned each fall, based on such factors as seniority, course load, and major. Studios are also available for summer for eligible students. Fill out an application online or contact Allison in Academic Services for more info.

- **How can I reserve exhibition space for a critique or student installation?**

Stop by Academic Services to see what exhibition spaces are available for critiques, to fill out a MCAD Grounds request / personal proposal form, or to borrow installation tools and hardware. Media Equipment is available for checkout at the Media Center.

- **I need tools to install for a student exhibit or class critique, can I borrow them?**

Yes, we have a limited amount of installation equipment available for you to use, on a first come, first served basis. Let Academic Services know what you need ahead of time.

- **I need a pedestal or shelf for a student exhibit or class critique, do you have any?**

Yes, we do! Pedestals are kept near the 142 painting studios and by auditorium 150. They are available on a first come, first served basis. There should be a cart near the pedestals to help you move them. Please return them both when you are done!

- **There is a light bulb off in my exhibition space; can you fix it for me?**

Yes. We can adjust gallery lights in your exhibition space with prior notice, but you may feel free to reposition lights in your exhibition yourself, as well. All gallery bulbs are LEDs, make sure they are screwed in all the way.

- **The classroom I am in is way too cold, the sink in my classroom is not draining, or there is a light bulb out in my office/classroom, could you fix it for me?**

Facilities would be happy to assist you in these matters. Please contact them at 612-874-3749 or facilities@mcad.edu

- **I need a Figure Model for my class, can you schedule one for me?**

Yes! Allison coordinates figure model requests and schedules. Please fill out a Model Request form at least 14 days prior to your class date, either via email or in person. There is also an MCAD Model Lookbook with current figure models for your reference.

- **I am locked out of my classroom/office/would like to get into the space early, could you please let me in?**

Public Safety can assist gaining entry to locked classrooms or offices. They can be reached at 612-874-3700 or at extension 1700 from any on campus phone.

- **I need to checkout a van for a class field trip, can you reserve one for me?**

Public Safety coordinates all MCAD vehicle reservations and eligibility. You must apply to be on MCAD's approved insured drivers list to drive the vehicles. They also have a list of current drivers, if you would like to hire an eligible student driver.