Summer 2015 MCAD Advising and Registration Guide

Course schedules are available on myMCAD! Log in to my.mcad.edu, click on the Registration Info tab and select the appropriate link to view or print a copy of the Summer and/or Fall 2015 course schedules.

Before Advising Day

- Your registration packet is available as of Friday, April 10 in the Records Office (M103). It contains a credit evaluation (CE) worksheet, a registration worksheet, an advising transcript and a four-semester planner. You will also receive an Advising and Registration Guide. The course schedule is available to view or print on myMCAD. Please be sure you are always working with the most up-to-date course information, as the course schedule now reflects updates in real time.

- Check over the credit evaluation (CE) worksheet. Bring any questions or discrepancies to the Student Affairs Office.

- **Declared students**: Your scheduled advising time will be posted on the Registration Info tab of myMCAD, as well as on the wall outside the Student Affairs Office starting on Friday, April 10. 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, 2015. You must have your advisor’s signature in order to register.

- **Undeclared students**: Please see Student Affairs to make an appointment to see an advisor during Undeclared Advising Week, April 13-17, 2015. You must have an appointment scheduled in order to pick up your registration packet.

On Advising Day (April 21)

Declared students only: bring the packet of registration materials to your advising appointment. Please make sure to get your advisor’s signature on your registration worksheet. Drop off your signed registration worksheet with Records Office personnel on Advising Day, April 21.

Class Registration

- **Graduate and Post-Baccalaureate Students**: Submit signed semester-learning contracts or registration forms, via your department, to the Records Office at any time through April 21.

- **Juniors and Seniors** (BFA & BSc programs): Drop off your signed registration worksheet with Records Office personnel on Advising Day, April 21. Registration forms are sorted and entered as follows: seniors, then juniors, following the alphabet rotation noted below. Please make sure to have an alternate studio class selected. Your schedule will be available on myMCAD no later than 5:00 p.m. on Thursday, April 23.

- **Sophomores and Freshmen** (BFA & BSc programs): Register in person in Auditorium 150 on Thursday, April 30. 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 30**  
(30-59.9 credits after SP 2015)

<table>
<thead>
<tr>
<th>Last Names</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-L</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>M-R</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>A-F</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>S-Z</td>
<td>2:00 p.m.</td>
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</tbody>
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**Freshmen: Thursday, April 30**  
(0-29.9 credits after SP 2015)

<table>
<thead>
<tr>
<th>Last Names</th>
<th>Time</th>
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<tbody>
<tr>
<td>G-L*</td>
<td>3:30 p.m.</td>
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<tr>
<td>M-R*</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>A-F*</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>S-Z*</td>
<td>3:30 p.m.</td>
</tr>
</tbody>
</table>

*All freshmen are asked to arrive at 3:30. You will be put in queue by alphabet group on a first-come, first-served basis when you arrive in 150.
Registration Information
Registration for degree-seeking students begins April 21 during Fall 2015 registration. All tuition for summer classes must be paid by May 22, 2015. After May 22, students wishing to add summer credits to their schedules must pre-pay the tuition, plus the late fee of $250.00, and present a receipt as proof of payment to the Records Office at the time of registration. For all other information regarding advising and registration procedures, see the Advising and Registration section at the beginning of this guide.

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 space has not become available by May 22, 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 – June 5, 2015).

The Add/Drop Period
The Add/Drop period consists of the first five working days of the semester: June 1 – June 5, 2015. Students are required to attend the first day of class. Instructors have the option of dropping a student who fails to attend the first class session. All internship and/or independent study contracts, reduced or extended credit petitions, audit forms and Add/Drop forms are due (with all required signatures) by 5:00 p.m. 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 undergraduate courses for Summer 2015 is $900.00 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, 2015. MCAD accepts payment in the following forms: cash, money order, personal check, VISA, MasterCard, or Discover. Any Summer 2015 tuition paid after the May 22 deadline is subject to a $250.00 late fee.

Withdrawals/Refunds
From June 6 – July 17, 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 $30 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 Jen Zuccola, Dean 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

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### Summer 2015 Academic Calendar and Registration Policies

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Advising Day for Summer and Fall 2015</td>
<td>April 21</td>
</tr>
<tr>
<td>Summer and Fall registration (all students)</td>
<td>April 21 - 30</td>
</tr>
<tr>
<td>Tuition and Fees due for Summer 2015</td>
<td>May 22</td>
</tr>
<tr>
<td>Summer 2015 classes begin</td>
<td>June 1</td>
</tr>
<tr>
<td>Add/Drop period</td>
<td>June 1 – 5</td>
</tr>
<tr>
<td>Final day to withdraw from a Summer 2015 class</td>
<td>July 17</td>
</tr>
<tr>
<td>Last day of Summer 2015 classes</td>
<td>August 7</td>
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</table>
its tuition return policy. This formula is applicable to any student who withdraws from all classes on or before July 17, 2015 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 Business 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 Business Office or the Director 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 are 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 $900.00 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. Please note that internship credits added and paid for after May 22 are subject to the $250.00 late fee.

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 7.

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.*