

Frequently Asked Questions: Academic Services

MCAD's exhibition spaces provide approximately 1,500 linear feet of potential installation space for students. The welfare of students, faculty, and staff is a prime consideration in authorizing and scheduling any installations. We are required by law to observe the rules and regulations of the Minneapolis Fire Department, OSHA and other agencies.

• Where is Academic Services located?

Office: 133 (south side, first floor of the Main Building, near the 3D Shop and loading dock)

Phone: 612-874-3748

Email: academic_services@mcad.edu

Office Hours: Monday - Friday, 8am - 4pm

• Who works in Academic Services?

David Bradberry, Director

Jeff Jones, Coordinator

Madeline, Exhibition Services Technician

Donna Meyer, Office & Studio Coordinator

• How do I get a studio space?

Please apply for a studio by filling out an Academic Year Studio Application located on the Academic Services Intranet page: <https://intranet.mcad.edu/department/academic-services>. For more information contact Donna Meyer: dmeyer235@mcad.edu.

• How can I reserve critique space for my class?

Email dmeyer235@mcad.edu or stop by Academic Services to see what spaces are available. Scheduling is on a first-come/first-served basis.

• How can I set up an appointment to get help installing an art piece?

To make in-person installation/general support appointments, go to Places and Spaces, click *Academic Services Support* to reserve your own time slot or email Madeline Garcia at madeline_garcia@mcad.edu.

• I need tools to install for a student exhibit or class critique; can I borrow some of yours?

Yes, we have a limited amount of installation equipment and hanging hardware available for check out and must be returned after use. We also have Hanging hardware available to use.

• I need a pedestal for a student exhibit and class critique, do you have any?

Yes, pedestals are located in the hallway next to the first-floor painting studios (near the south entrance restrooms) and in the first floor cutting area (near the free shelf). They are available on a first come, first served basis. Please return them when you are done. There are carts available near the loading dock by the 3D Shop to use to transport the pedestals.

• I need a shelf for a student exhibit and class critique, do you have any?

Yes, shelves are located near the indoor garages by the 150 Auditorium. They are available on a first come, first served basis. Please return them when you are done.

• I need Glass for my critique, do you have any?

Standard glass sizes are free for students to use: 8x10, 8.5x11, 11x14, 11x17, 17x22, 13x19, 16x20, 20x24. Glass is located on shelves in the first floor cutting studio (near the free shelf).

• I need additional track lights or need help lighting my artwork, who can help me?

Please email Jeff Jones jjones@mcad.edu. Let him know what you need, when you need it and what space you need it in.

• I am missing furniture in my classroom, where can I get more?

Email Jeff Jones: jjones@mcad.edu. Let him know what you need, when you need it and what room you need it in.

• I have a burned-out light bulb in my office/classroom; can you change it for me?

Facilities would be more than happy to assist you in this matter (612-874-3749).

• The classroom I am in is way too cold; could you turn up the heat?

Facilities would be more than happy to assist you in this matter (612-874-3749).

• The sink in my classroom is not draining and/or the water won't turn on, could you fix that for me?

Facilities would be more than happy to assist you in this matter (612-874-3749).

• I am locked out of my classroom AND my office, could you please let me in?

Please call Public Safety (612-874-3700) for assistance gaining entry to locked classrooms or offices. Public Safety can also be reached at extension 1700 from any on campus phone.