

MINNEAPOLIS  
COLLEGE of ART and DESIGN

## Add/Drop Policies and Procedures – Summer 2024 Records Office

The Add/Drop period for **Summer Term 2024** is **June 3 – June 7, 2024**. When the term begins, you may add and drop classes **only** during this five-day period.

MCAD students are responsible for the information contained in this handout. If you have any questions or concerns about adding or dropping classes, please contact the [Records Office](#).

### To add or drop a class:

Locate the Add/Drop Courses Form on [myMCAD](#), on the Registration tab under Add-Drop and Course Withdrawal Forms. Follow the form instructions to indicate the course(s) you'd like to add and/or drop, and submit the form.

- **The deadline to add and drop Summer 2024 classes is 5:00 p.m. on June 7, 2024. The form on [myMCAD](#) will not be available after the deadline.**
- Department chair/program director approval is required to add a class.
- No permission is required to drop a class during the Add/Drop period. However, if you are dropping a class without replacing the credits, the Financial Aid Office will receive your Add/Drop Courses Form. They will contact you if the credit reduction creates any problems with your aid. If there are no problems, the drop will be forwarded to the Records Office for processing.

### What if I want to add a class after the Add/ Drop period?

**You cannot add a class after June 7, 2024. Late adds will not be accepted under any circumstances!**

### What if I want to drop a class after the Add/Drop period?

If you drop a class after **June 7, 2024**, it will count as a withdrawal. You will use the Course Withdrawal form on [myMCAD](#), which will route to your department chair/program director for approval. The class will appear on your transcript with a grade of "W". This does not affect your GPA, but the class will count as attempted credits. MCAD [requires](#) students to complete 60% of attempted credits in order to meet satisfactory academic progress requirements and graduate.

### Can I be put on a waitlist for a class?

No. Waitlists will only be temporarily collected during registration in April 2024. After that, students can choose courses with open seats, or try to add a course during Add/Drop. If you try to add a course during Add/Drop, you **must** complete an Add/Drop Courses Form-- **simply obtaining verbal permission is NOT enough!**

### Adding one or two credit workshops:

You can add or drop any one- or two- credit class during the first week of that class, submitting an Add/Drop form as described above. If you are not a full-time student, you will be charged for the workshop(s). Financial Aid will not be altered and refunds will not be given for a workshop that is dropped after the first five (5) days of the semester. You cannot change a one or two credit workshop to Audit after the regular Add/Drop period.

### Chairs and directors for each academic area:

Arts Entrepreneurship (Entrepreneurial Studies, Creative Entrepreneurship)	Olaf Kuhlke
Design (Comic Art, Furniture Design, Graphic Design, Illustration, Product Design)	Erik Brandt
Fine Arts (Drawing and Painting, Fine Arts, Fine Arts Studio, Print Paper Book, Sculpture)	Regan Golden-McNerney
Foundation Studies	Melissa Rands
Media Arts (Animation, Filmmaking, Photography, Web and Multimedia Environments)	Katherine Turczan
Liberal Arts	Gerald Ronning
Graduate Students	See your program director