

MINNEAPOLIS
COLLEGE of ART and DESIGN

Add/Drop Policies and Procedures – Spring 2025
Records Office

The Add/Drop period for **Spring Semester 2025** is **January 21 – January 27, 2025**. When the semester 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 Spring 2025 classes is 11:59 p.m. on January 27, 2025. The Add/Drop Courses 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 full-semester class after January 27, 2025. Late adds for full-semester courses will not be accepted under any circumstances! See below for more information about workshops.

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

If you drop a class after **January 27, 2025**, 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". You will also be charged a course withdrawal fee. A withdrawal 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. See the Student Handbook for details.

Can I be put on a waitlist for a class?

No. Waitlists will only be temporarily collected during registration in November 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
(Creative Entrepreneurship)

Olaf Kuhlke

Design
(Comic Art, Graphic Design, Illustration, Product and Furniture Design)

Erik Brandt

Fine Arts
(Drawing and Painting, Fine Arts, Fine Arts Studio, Print Paper Book, Sculpture)

Howard Quednau

Foundation Studies

Jay Gould

Media Arts
(Animation, Filmmaking, Media Arts, Photography, Web and Multimedia Environments)

Katherine Turczan

Liberal Arts

Gerald Ronning

Graduate Students

See your program director

