ADD/DROP
Policies and Procedures

The Add/Drop period for **Spring Semester 2019** is **January 22 – January 28, 2019.** You may add and drop classes **only** during this five-day period.

To drop a class:
Pick up an Add/Drop form at the Records Office. Complete the form, printing your name clearly, and include both the title and course number of the class you wish to drop. You do not need the instructor's signature to drop a class during the Add/Drop period. Return the signed form to the Records Office **no later than 5:00 p.m. on January 28, 2019.**

To add a class:
Pick up an Add/Drop form at the Records Office. Complete the form, printing your name clearly, and include both the title and course number of the class you wish to add. Bring the Add/Drop form to the first class meeting and **obtain the instructor's signature on the form**. Return the signed form to the Records Office **no later than 5:00 p.m. on January 28, 2019.**

Adding one or two credit workshops:
You can add or drop any one or two credit class during the first week of that particular class. 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 (5) days of the semester. You cannot change a one or two credit workshop(s) to Audit after the regular Add/Drop period.

What if I cannot find an instructor whose signature I need?
If you absolutely cannot obtain the instructor's signature (for example, if the instructor is not on campus during the Add/Drop period), you may obtain the department chairperson's signature instead. ***Current Department Chairs are:***

Design:	**Erik Brandt**	**Liberal Arts:**	**Gretchen Gasterland-Gustafsson**
Fine Arts:	**Howard Quednau**	**Arts Entrepreneurship:**	**Stephen Rueff**
Media Arts:	**Stevie Rexroth**		

If both the instructor and the department chair are unavailable, you must make special arrangements with the Records Office before **January 28, 2019.**

What if I want to drop a class after the Add/Drop period (January 28)?
If you drop a class after **January 28, 2019,** it will count as a withdrawal. You must obtain your instructor's signature to withdraw from a class. 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. Remember that MCAD requires students to complete 60% of attempted credits in order to graduate.

What if I want to add a class after the Add/ Drop period (January 28)?
You cannot add a class after January 28, 2019, with the exception of one or two credit workshops (see above). **Late adds will not be accepted under any circumstances.**

What if I am waitlisted for a class?
If you still wish to take the class, you may try to add it with an Add/Drop form during the Add/Drop period (see "to add a class" above). You must turn in a signed Add/Drop form if you plan to take the class- **simply obtaining the instructor's verbal permission is NOT enough!** If you no longer wish to take the class, do nothing. **All remaining waitlists as of 5:00 p.m. on January 28, 2019 will be dropped.**

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 in the Morrison Building, M103, at 612.874.3727 or records@mcad.edu.