

## Spring Semester 2019 MCAD Advising and Registration Guide

Course schedules are now available on myMCAD! Log in to [my.mcad.edu](http://my.mcad.edu), click on the Registration tab and select the **Generate Course Schedule** link to view the Spring Semester 2019 course schedule.

Please see pages 3-7 of this guide for information about **Liberal Arts, courses for minors, workshops, and other opportunities available next semester.**

### *Before Advising Day*

- You have received an email containing the Spring Semester 2019 advising and registration schedule and a link to online registration instructions.
- Your degree audit is available under My Degree Progress on the Academic Advising tab on myMCAD. Check over your degree audit **before your advising appointment**. Bring any questions or discrepancies to the Records Office or the Student Affairs Office.
- **Declared freshmen, sophomores, juniors, and seniors (BFA and BS):** Your scheduled advising time will be posted on the Academic Advising tab of myMCAD as of **October 26, 2018**.

If you cannot meet with your advisor at the assigned time, contact your advisor and arrange for a new meeting to take place **before November 6, 2018**. You must have your advisor's clearance in order to register.

- **Undeclared students (BFA):** Make your advising appointment in person in Student Affairs beginning **October 29, 2018**. You will meet with an advisor during **Undeclared Advising, November 8-16, 2018**. You must have an appointment scheduled in order to register.
- **All students: Bring your laptop to your advising appointment.**

### *On Advising Day (November 6)*

- Declared freshmen, sophomores, juniors, and seniors will be advised on Advising Day.
- Declared freshmen, sophomores, juniors, and seniors will register online during Advising Day. Please pay attention to the registration schedule for your class standing.

**The following registration schedule will be strictly enforced. Bachelor of Science students are considered “declared” in their program. Please note that this schedule is based on earned, not projected, credits:**

<b><i>Class/major:</i></b>	<b><i>May begin online registration at:</i></b>
Declared Seniors (90+ earned credits as of Fall 2018)	9:00 a.m. on Tuesday, November 6
Declared Juniors (60-89 earned credits as of Fall 2018)	10:00 a.m. on Tuesday, November 6
Declared Sophomores (30-59 earned credits as of Fall 2018)	11:00 a.m. on Tuesday, November 6
Declared Freshmen (0-29 earned credits as of Fall 2018)	2:00 p.m. on Thursday, November 8
Undeclared Freshmen, Sophomores, and Juniors	Beginning 9:00 a.m. on Thursday, November 8* <i>*During advising appointments in Student Affairs</i>

### ***Post-Baccalaureate and Graduate Students***

- *Post-Baccalaureate Graphic Design, Post-Baccalaureate Interactive Design and Marketing, and Master of Arts in Graphic and Web Design*  
Advising and online registration will begin on Wednesday, October 24. Contact Lafe Smith with questions.
- *Master of Arts in Sustainable Design*  
Advising and online registration will begin on Monday, October 29. Contact Denise DeLuca with questions.
- *Master of Fine Arts*  
Advising and online registration will begin on Thursday, November 1. Contact Ellen Mueller or Kiley Van Note with questions.

**Online registration for all students will remain open until 6:00 p.m. on Friday, November 16.**

## **Course Content in Liberal Arts: Art History and Histories, Places, and Philosophies Courses**

All Liberal Arts Art History classes will require significant reading, writing, discussion, evaluative exercises, and will involve a research component.

All Liberal Arts HS and cross-listed AH/HS courses that fulfill the Histories, Philosophies, and Places requirement include at least one *significant* research project. The specific research project is determined by the teaching faculty, and may take the form of a traditional research paper, a researched comparative critical book review, a model research or grant proposal, a research presentation, a creative writing assignment or project grounded in research, among others.

### **Spring Semester 2019 Course Offerings for Minors**

**Art History  
Creative Writing  
Engaged and Public Art  
Teaching Artist**

Review the minor section of your degree audit carefully to determine course needs.

Course list is accurate as of October 26, 2018. Please see myMCAD for real-time course availability.

#### **Art History Minor**

##### ***Liberal Arts***

##### ***Course Code***

AH 1701 01  
AH 1702, all sections  
AH 2101 01  
AH 2103 01  
AH 2105 01  
  
AH 2107 01  
AH 3365 01  
AH 3657 01  
AH/HS 3500 01  
AH/HS 3618 01  
AH/HS 3722 01  
AH/HS 3729 01  
AH/HS 3864 01  
AH/HS 3875 01  
AH 4913 01

##### ***Course Title***

Introduction to Art and Design: History 1  
Introduction to Art and Design: History 2  
Interrogating Post Modernity: The Fine Arts since 1945  
Applied Arts and Designed Objects  
Print Culture, Art, and Communication in the Age of Mass  
Reproduction  
Photography, the Moving Image, and Digital Culture  
History of Animation  
History of Comic Art  
Visual Perspectives  
Documentary Film in Focus  
Asian Art History  
Art and Globalization in the Atlantic World  
Readings in Photographic Culture  
Readings in the Graphic Novel  
Art History Seminar

## **Creative Writing Minor**

### ***Liberal Arts***

***\*Fulfills Writing Intensive requirement if taken as a writing-intensive course.***

<b>Course Code</b>	<b>Course Title</b>
*AH 2101 01	Interrogating Post Modernity: The Fine Arts since 1945 (Chisholm)
*AH 2103 01	Applied Arts and Designed Objects (Gasterland-Gustafsson)
*AH 2105 01	Print Culture, Art, and Communication in the Age of Mass Reproduction (Lunning)
*AH 3365 01	History of Animation (Lunning)
*AH/HS 3729 01	Art and Globalization in the Atlantic World (Chisholm)
*AH 4913 01	Art History Seminar (Chisholm)
EN 1500, all sections	Writing and Inquiry
HS 3043 01	Magical Realism
HS 3045 01	Introduction to Poetry
HS 3065 01 and 02	Narrative and Storytelling
HS 3328 01	Folk and Fairy Tales
*HS 3420 20	Philosophy and Art (Caruso, online)
HS 3432 01	World Literature
HS 3915 01	Science Fiction and Fantasy
HS 3920, all sections	Creative Writing
HS 4910 01	Advanced Screenwriting
HS 4950 01	Advanced Poetry Workshop
HS 4960 01	Advanced Writers Workshop

## **Engaged and Public Art Minor**

### ***Design***

<b>Course Code</b>	<b>Course Title</b>
ILL 3020 01	Concepts and Metaphors

### ***Entrepreneurial Studies***

<b>Course Code</b>	<b>Course Title</b>
ES 3430 01	Human Factors

### ***Fine Arts***

<b>Course Code</b>	<b>Course Title</b>
FAS 3010 01	Art in Community
FAS 3030 01	The Body Eclectic
SC 3050 01	Sculpture Studio: Site and Non-Site

### ***Liberal Arts***

#### ***Course Code***

AH/HS 3722 01  
AH/HS 3729 01  
HS 3239 01  
HS 3353 01  
HS 3523 01

#### ***Course Title***

Asian Art History  
Art and Globalization in the Atlantic World  
The Human Animal  
Ethnography for Artists and Designers  
An Ethical Life

### ***Media Arts***

#### ***Course Code***

FILM 3020 01  
FILM 3050 01  
WMM 3010 01  
WMM 5040 01

#### ***Course Title***

Documentary Filmmaking  
Directing for Actors and Acting for Mediamakers  
Installation and Performance  
Advanced Web and Multimedia Seminar

### **Teaching Artist Minor**

#### ***Fine Arts***

#### ***Course Code***

FAS 3010 01  
ID 3517 01

#### ***Course Title***

Art in Community  
Teaching Artist Practicum

### ***Liberal Arts***

#### ***Course Code***

AH/HS 3722 01  
AH/HS 3729 01

#### ***Course Title***

Asian Art History  
Art and Globalization in the Atlantic World

## **Spring Semester 2019 Special Course Opportunities**

### **Entrepreneurial Studies**

#### **ES 1160 20**

**Color Marketing and Forecasting**

**1cr.**

Liz Pangerl

Online

January 22 – February 24

#### **ES 2100 01**

**Arts Entrepreneurship Essentials**

**1cr.**

Connie Rutledge

9:00 a.m. to 4:00 p.m.

Saturday, February 9, Sunday February 10,  
Saturday, February 16, and Sunday,  
February 17

## Spring Semester 2019 Online Courses

### ***Design***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
VC 4742 20	Digital Coloring for Comic Books (Meets weekly online, Wednesday 7:00-8:00 p.m.)	3cr.	Haberlin

### ***Entrepreneurial Studies***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
ES 1160 20	Color Marketing and Forecasting (January 22 – February 24)	1cr.	Pangerl

### ***Fine Arts***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
2D 3297 20	Experience Anatomy	3cr.	Sands

### ***Liberal Arts***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
HS 3357 20	The Natural World	3cr.	Pizza
HS 3420 20	Philosophy and Art	3cr.	Caruso
HS 3520 20	Current Events	3cr.	Johnson
HS 3920 20	Creative Writing	3cr.	Workman
HS 5010 20	Liberal Arts Advanced Seminar	3cr.	Pankonien

### ***Graphic and Web Design***

***(Open to undergraduates who have completed prerequisites)***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
GWD 6420 20	Typography	3cr.	Tejada
GWD 6620 20	Programming for the Web	3cr.	Korth

### ***Sustainable Design***

***(Open to undergraduates who have completed prerequisites)***

<b><i>Course Code</i></b>	<b><i>Title</i></b>	<b><i>Cr</i></b>	<b><i>Instructor</i></b>
SD 6500 20	Fundamentals of Sustainable Design	3cr.	Garcia
SD 6750 20	Creative Leadership	3cr.	Nowak
SD 6810 20	Packaging Sustainability	3cr.	Jedlicka

## Spring Semester 2019 Online Continuing Education Courses

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
2D 3206 20	Illustrating Ideas April 8 – May 14	1cr.	Mitchell
IDM 6611 20	Web Development: HTML January 22 – February 24	1cr.	Johnson
IDM 6612 20	Web Development: CSS February 25 – April 7	1cr.	Algeo
IDM 6613 20	Web Development Basics: Topics and Projects April 8 – May 14	1cr.	Algeo
VC 4207 20	Graphic Design Essentials with Adobe Creative Cloud February 25 – May 14	2cr.	Hutchings

Students may fulfill credits of their BFA degree requirements by taking credit-bearing courses through Continuing Education with advisor approval. During evening hours and Saturdays, or online, Fall and Spring semesters, full-time students may register tuition-free for no more than two credit-bearing Continuing Education classes per semester. (Total enrollment not to exceed 18 credits.) This discount is only available if the class is taken for credit and on a space-available basis. Continuing Education also offers a wide selection of non-credit workshops and short courses.

Please visit [mcad.edu/ce](http://mcad.edu/ce) for more details about all Continuing Education courses, including both online and classroom-based courses, that will be offered during Spring Semester 2019. The full list will be available in January 2019. For additional registration information, please contact Records in Morrison M103 or [records@mcad.edu](mailto:records@mcad.edu).

# Spring Semester 2019 Academic Calendar

Tuition and fees due for Spring 2019	January 4
Orientation for new students	January 18
Dr. Martin Luther King Jr. Day (No Classes)	January 21
Classes begin	January 22
Add/Drop period	January 22-28
Intent to Graduate forms due for May 2019 Graduates	February 8
Incomplete work from Fall Semester 2018 due to instructors	February 22
Spring Break	March 18-22
Advising Day for Summer and Fall 2019 (No Classes)	April 16
Summer and Fall 2019 Registration (Declared Undergraduates)	April 16-17
Undeclared Undergraduate Advising and Registration	April 18-26
Final day to withdraw from a Spring 2019 class	April 19
Last day of classes	May 14
May 2019 Commencement	May 18

## ***Closed Classes and Wait Lists***

If a class reaches the enrollment limit during registration, it closes. You may either select an alternate course or add yourself to a wait list. If space becomes available before classes begin, waitlisted students may be added to the class. If your registration status is still "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: **January 22-28, 2019**. All waitlisted registrations remaining at the end of the Add/Drop period will be deleted.

## ***Credit Overloads (schedules above 18 credits per semester)***

Any number of credits over 18 per semester is considered an overload. You must have a GPA of 3.0 or better and the approval of your advisor, department chair, and the Vice President of Academic Affairs to attempt an overload. Per-credit tuition charges will be added to the full-time tuition charge.

## ***Changing Your Class Schedule After Registration***

During registration, your class schedule will be immediately available on myMCAD. If you need to make a change to your schedule after your registration period closes, please come to the Student Affairs Office. After the tuition due date on **January 4, 2018**, any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **January 22-28, 2019**.

## ***The Add/Drop Period***

The Add/Drop period consists of the first five days of the semester: **January 22-28, 2019**. Internship contracts, Independent Study forms, Reduced/Extended Credit petitions, Audit forms and Add/Drop forms are due (with all required signatures) **by 5:00 pm on January 28**. **January 28** is the last day to qualify for a tuition refund on the basis of credit changes. If you turn in an Add/Drop form after **January 28**, no courses will be added to your schedule. A drop will count as a course withdrawal, and refunds for



reducing credits will follow published guidelines. Check with the Business Office for further details.

### ***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. If you are not a full-time student, you will be charged for the added class. Financial aid will not be altered and refunds will not be given for workshops that are dropped after the first (5) days of the current semester. You cannot change a one or two-credit class to an Audit after the regular Add/Drop period.

### ***Withdrawals***

From **January 29-April 19, 2019**, you can withdraw from an individual class or classes without impacting your GPA. You will receive a notation of "W" 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 completely from MCAD, you must see Jen Zuccola, Dean of Student Affairs, in room M104 and complete a Notification of Student Withdrawal form.

**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 its tuition return policy. This formula is applicable to any student who withdraws from all classes on or before April 19, 2019 for spring 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.

***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.

***First Day of Attendance***

All students are required to attend the first day of class. Faculty members have the option of submitting a drop form for students who fail to attend the first class session.

***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.

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