

## Spring Semester 2021 MCAD Advising and Registration Guide

**Course schedules are now available on myMCAD! Log in to my.mcad.edu, click on the Registration tab and select the Generate Course Schedule link to view the Spring 2021 course schedule.**

**Please see pages 3-7 of this guide for information about courses applicable to minors and other course opportunities available next semester.**

### *Before Advising Day*

- You have received an email containing the Spring 2021 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. Look at your degree audit **before your advising appointment**. If you have any questions or notice discrepancies, contact the Records Office at [records@mcad.edu](mailto:records@mcad.edu) or the Student Affairs Office at [student\\_affairs@mcad.edu](mailto:student_affairs@mcad.edu).
- **Declared undergraduates (BFA and BS):** Your scheduled advising time for **Advising Day (November 3)** will be posted on the Academic Advising and Registration tabs of myMCAD as of **October 26, 2020**.

If you cannot meet with your advisor at the assigned time, contact your advisor and arrange a new meeting to take place **before November 3, 2020**. You must have your advisor's clearance in order to register.

- **Undeclared freshmen, sophomores, and juniors (BFA):** Please use the Learning Center Appointments utility on intranet.mcad.edu to make an appointment to see an advisor during **Undeclared Advising, October 26 – November 6, 2020**. You must have an appointment scheduled in order to register. Make your appointment online beginning **October 26, 2020**.
- **All students: Your advising appointment will occur remotely, at your scheduled time. Please be prompt, and plan for your appointment in advance by identifying your course preferences for next semester.**
- Advising appointments and registration will occur separately. Meeting with an advisor and obtaining clearance to register are required steps in the registration process. Students will not be able to register without an advisor's clearance.

**On Advising Day (November 3)**

- Declared freshmen, sophomores, juniors, and seniors will be advised and will later register online at scheduled times on Advising Day.

**The following registration schedule will be strictly enforced. All Bachelor of Science students are considered “declared” as Entrepreneurial Studies majors.**

**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>
Seniors (90+ earned credits as of Fall 2020)	12:00 p.m. on Tuesday, November 3
Declared Juniors (60-89 earned credits as of Fall 2020)	2:00 p.m. on Tuesday, November 3
Declared Sophomores (30-59 earned credits as of Fall 2020)	4:00 p.m. on Tuesday, November 3
Declared Freshmen (0-29 earned credits as of Fall 2020)	5:00 p.m. on Tuesday, November 3
Undeclared Undergraduate Students	9:00 a.m. on Wednesday, November 11

***Graduate Students***

- *Master of Arts in Graphic and Web Design*  
Advising and online registration will occur beginning on Monday, October 26. Contact Lafe Smith with questions.
- *Master of Arts in Sustainable Design*  
Advising and online registration will occur beginning on Monday, October 26. Contact Denise DeLuca with questions.
- *Master of Fine Arts*  
Advising and online registration will begin on Thursday, October 29. 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 13.**

## **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 2021 Course Offerings for Minors**

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

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

Course list is accurate as of October 23, 2020. Please see myMCAD for real-time course availability.

#### **Advertising Minor**

##### ***Arts Entrepreneurship***

**Course Code**

ADV 3020 01

**Course Title**

Integrated Advertising

##### ***Design***

**Course Code**

GRD 2000 01, 02, and 03

**Course Title**

Graphic Design 1

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

**Course Code**

AH 2105 01

**Course Title**

Print Culture, Art and Communication in the Age of Mass  
Reproduction

HS 3353 01

Ethnography for Artists and Designers

**Media Arts**  
**Course Code**  
WMM 3020 01

**Course Title**  
Web and Screen

**Art History Minor**

**Liberal Arts**  
**Course Code**

AH 1701, all sections  
AH 1702, all sections  
AH 2101 01  
AH 2103 01  
AH 2105 01

AH 2107 01  
AH/HS 3440 01  
AH/HS 3500 01  
AH/HS 3618 01  
AH/HS 3665 01  
AH/HS 3722 01  
AH/HS 3728 01  
AH/HS 3868 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  
Curation and Conservation: Science in the Gallery  
Visual Perspectives  
Documentary Film in Focus  
Art in the Cities  
Asian Art History  
African American Art  
Readings in Contemporary Design  
Readings in the Graphic Novel  
Art History Seminar

**Creative Writing Minor**

**Liberal Arts**  
**Course Code**

\*AH 2101 01  
\*AH 2105 01  
\*AH 2107 01  
\*AH 3394 01  
\*AH/HS 3440 01  
\*AH/HS 3665 01  
\*AH/HS 3728 01  
\*AH 3731 01  
AH/HS 3875 01  
\*AH 4913 01  
EN 1500, all sections

**Course Title**

Interrogating Post Modernity: The Fine Arts since 1945  
(Chisholm)  
Print Culture, Art, and Communication in the Age of Mass  
Reproduction (Lunning)  
Photography, the Moving Image, and Digital Culture  
(Hoagland)  
Focus on Film: Science Fiction (Caruso)  
Curation and Conservation: Science in the Gallery  
(Dandona)  
Art in the Cities (Caruso)  
African American Art (Chisholm)  
Art in the Age of Empire (1789-1949) (Dandona)  
Readings in the Graphic Novel  
Art History Seminar (Chisholm)  
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 3432 01	World Literature
*HS 3630 01	Race and Ethnicity in the United States (Ronning)
HS 3915 01	Science Fiction and Fantasy
HS 3920 20 and 21	Creative Writing
HS 4950 01	Advanced Poetry Workshop
*HS 5010 01	Liberal Arts Advanced Seminar (Hoagland)

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

### **Engaged and Public Art Minor**

#### ***Arts Entrepreneurship***

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

#### ***Design***

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

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

<b><i>Course Code</i></b>	<b><i>Course Title</i></b>
FAS 3010 01	Art in Community
FAS/SC 3020 01	Installation

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

<b><i>Course Code</i></b>	<b><i>Course Title</i></b>
AH/HS 3665 01	Art in the Cities
AH/HS 3722 01	Asian Art History
AH/HS 3728 01	African American Art
HS 3353 01	Ethnography for Artists and Designers
HS 3523 01	An Ethical Life
HS 3630 01	Race and Ethnicity in the United States

#### ***Media Arts***

<b><i>Course Code</i></b>	<b><i>Course Title</i></b>
FILM 3020 01	Documentary Filmmaking
FILM 3050 01	Directing for Actors and Acting for Mediamakers
PH 3035 01	Documentary Style
WMM 3010 01	Installation and Performance
WMM 5040 01	Advanced Web and Multimedia Seminar

### **Entrepreneurship Minor**

#### ***Arts Entrepreneurship***

**Course Code**  
ES/HS 3852 01

**Course Title**  
Creating and Running a Business

### **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 3728 01  
HS 2340 01

**Course Title**  
Asian Art History  
African American Art  
Introduction to Psychology

### **Spring Semester 2021 Continuing Education Courses**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>
CSDE 9478 20	Motion Illustration February 22 – April 4	1cr.
CSDE 9488 20	Motion Illustration 2 April 5 – May 11	1cr.
CSMA 4800 20	Concept Art for Film, Animation, and Games February 22 – May 11	2cr.
CSSD 6501 20	Fundamentals of Sustainable Design: Foundation for Practice January 19 – February 21	1cr.
CSSD 6502 20	Fundamentals of Sustainable Design: Frameworks and Application February 22 – April 4	1cr.

CSSD 6503 20	Fundamentals of Sustainable Design: Transformational Change April 5 – May 11	1cr.
IDM 6611 20	Web Development: HTML January 19 – February 21	1cr.
IDM 6612 20	Web Development: CSS February 22 – April 4	1cr.
IDM 6613 20	Web Development Basics: Topics April 5 – May 11	1cr.
VC 4207 20	Graphic Design Essentials February 22 – May 11	2cr.

Students may fulfill credits of their BFA degree requirements by taking courses through Continuing Education for credit 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 Continuing Education classes for credit per semester. (Total enrollment is 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 that will be offered during Spring Semester 2021. The full list will be available in January 2021.

For additional registration information, please contact Records at [records@mcad.edu](mailto:records@mcad.edu).

## Spring Semester 2021 Academic Calendar and Registration Policies

Tuition and fees due for Spring 2021	January 8
Martin Luther King Jr. Day – no classes	January 18
Spring 2021 classes begin – MAGWD and MASD classes	January 19
Add/Drop period for MAGWD and MASD classes	January 19-25
Orientation for new students	January 21-22
Spring 2021 classes begin – BFA, BS, and MFA classes	January 25
Add/Drop period for BFA, BS, and MFA classes	January 25-29
Incomplete work from Fall Semester 2020 due to faculty	February 26
Advising Day for Summer and Fall 2021 (no classes)	April 14
Summer and Fall 2021 Advising and Registration	April 14-23
Final day to withdraw from a Spring 2021 class	April 23
Intents to graduate due for August and December 2021	May 12
Last day of Spring 2021 classes	May 12
May 2021 Commencement	May 15

### Closed Classes and Wait Lists

If a class reaches the enrollment limit during registration, it closes. You may either select an alternate course or ask to be placed on a wait list. If space becomes available before classes begin, wait-listed students may be added to the class. If you are still listed as “waitlisted” at the time the class starts, the only way to add the class is with an Add/Drop Courses form, during the five-day Add/Drop period. Please note that in Spring Semester 2021, the Add/Drop period for courses in the **MAGWD and MASD programs** will be **January 19 – January 25, 2021**, and the Add/Drop period for courses in the **BFA, BS, and MFA programs** will be **January 25 – January 29, 2021**.

### 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

After registration, your class schedule will be available on myMCAD. If you need to make a change to your schedule, please contact the Student Affairs Office at [student\\_affairs@mcad.edu](mailto:student_affairs@mcad.edu). After the tuition due date on January 8, 2021, any changes to this schedule must be made with an Add/Drop Courses form during the five-day Add/Drop period. Please note that in Spring Semester 2021, the Add/Drop period for courses in the **MAGWD and MASD programs** will be **January 19 – January 25, 2021**, and the Add/Drop period for courses in the **BFA, BS, and MFA programs** will be **January 25 – January 29, 2021**.



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

The Add/Drop period consists of the first five days of the semester. Please note that in Spring Semester 2021, the Add/Drop period for courses in the **MAGWD and MASD programs** will be **January 19 – January 25, 2021**, and the Add/Drop period for courses in the **BFA, BS, and MFA programs** will be **January 25 – January 29, 2021**.

Internship contracts, Independent Study forms, Reduced/Extended Credit petitions, Audit forms and Add/Drop Courses forms are due (with all required signatures and approvals) by 5:00 pm on the final day of the add/drop period for the degree program in which the course occurs. The final day of the add/drop period for your degree program is the last day to qualify for a tuition refund on the basis of credit changes.

Students may not add courses after the end of Add/Drop, except as noted below. Any course dropped after the final day of the add/drop period will count as a course withdrawal, and refunds for reducing credits will follow published guidelines. Check with the Business Office for further details.

### **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.

### **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 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 26 – April 23, 2021 for MAGWD and MASD programs, and from January 30 – April 23, 2021 for BFA, BS, and MFA programs, 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 contact Jen Zuccola, Vice President of Student Affairs, at [jzuccola@mcad.edu](mailto:jzuccola@mcad.edu) 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 23, 2021 for spring semester. 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.

#### **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 faculty 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.