

## Spring Semester 2024 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 Semester 2024 course schedule.

Please see pages 5-7 of this guide for information about courses applicable to minors and other course opportunities available next semester.

### *Before Advising Day*

- **Watch your MCAD email** for an email from Student Affairs containing the Spring 2024 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](#) or the [Student Affairs Office](#).
- 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.
- **Declared BFA and BS sophomores, juniors, and seniors:**
  - Your scheduled advising time for **Advising Day (October 31)** will be posted on the Academic Advising and Registration tabs of [myMCAD](#) as of **October 20, 2023**.
  - Your advising appointment will occur as posted on myMCAD, with the potential of meeting remotely, at your scheduled time. Please be prompt, and plan for your appointment in advance by identifying your course preferences for next semester.
  - If you cannot meet with your advisor at the assigned time, contact your advisor and arrange a new meeting to take place **before October 31, 2023**. You must have your advisor's clearance in order to register.
- **All first-year BFA and BS students (0-29 earned credits) and all undeclared sophomores will have group advising meetings with Tannah Frawley, October 24 – November 3.** Please contact Tannah at [tfrawley@mcad.edu](mailto:tfrawley@mcad.edu) with any questions about your advising appointment.

**On Advising Day (October 31)**

- Declared BFA and BS 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.**

**Please note that this schedule is based on earned, not projected, credits:**

<b>Class/major:</b>	<b>May begin online registration at:</b>
Seniors (90+ earned credits as of Fall 2023)	11:00 a.m. on Tuesday, October 31
Declared Juniors (60-89 earned credits as of Fall 2023)	2:30 p.m. on Tuesday, October 31
Declared Sophomores (30-59 earned credits as of Fall 2023)	4:00 p.m. on Tuesday, October 31
All First-Year Students – Declared and Undeclared (0-29 earned credits as of Fall 2023)	9:00 a.m. on Wednesday, November 8
Undeclared Sophomores (30-59 earned credits as of Fall 2023 who have not yet declared a major)	9:00 a.m. on Wednesday, November 8

**Graduate Students**

- *Master of Arts in Creative Leadership*  
Advising and online registration will occur beginning on Monday, October 23.  
Contact Diane Ragsdale with questions.
- *Master of Arts in Graphic and Web Design*  
Advising and online registration will occur beginning on Monday, October 23.  
Contact Lafe Smith with questions.
- *Master of Arts in Sustainable Design*  
Advising and online registration will occur beginning on Monday, October 23.  
Contact Dawn Keene with questions.
- *Master of Fine Arts*  
Advising and online registration will occur beginning on Monday, October 23.  
Contact Sarah Petersen or Kiley Van Note with questions.

**Online registration for all students will remain open until 6:00 p.m. on Thursday, November 9.**

Students who need to make schedule changes after registration will be able to do so on [myMCAD](#) beginning Monday, November 20, 2023 and ending Friday, January 5, 2024 at 5:00 p.m. (the Spring 2024 tuition deadline).

## How to Interpret Course Listings in the Course Schedule

### AH 1701 - Introduction to Art and Design - 3 Credit(s)

The objective of this course is to familiarize students with the major stylistic, thematic, cultural, and historical transformations in art history from prehistoric times to the nineteenth century. This course helps students develop critical tools for the interpretation and understanding of the meaning and function of art objects, architecture, and design artifacts within their original historical contexts. Class sessions consist primarily of lecture with some discussion. Students take in-class examinations and complete short essay assignments.

AH 1701 01 01/18/2022 - 05/10/2022 Mo 9:30AM - 12:00PM 150 HF Erickson, Luke



**Arrow 1** points to the heading which contains the course number, title, and number of credits.

**Arrow 2** points to the course description. Any prerequisites will be specifically listed at the end of the paragraph.

**Arrow 3** points to the row containing the section number, start and end dates, day(s) of the week, start and end times, room number and/or online or HyFlex, and faculty name.

## To search for online or HyFlex courses in myMCAD:

On the Registration tab, go to the Course Search link.

Set the Term menu to the appropriate term, and Division to the appropriate division.

In the Campus menu, select MCAD.

In the Building menu, select Online Learning.

Click Search and review the search results.

## How to Interpret Room Numbers in the Course Schedule

### HyFlex

#### Room number: HF

These courses will have a room number of HF **plus** an on-campus room number. Courses taught on campus in a room outfitted with HyFlex technology allow students to attend any class session in person or remotely. Students can engage in all coursework regardless of how they choose to attend class.

### Online

#### Room number: OLA or OLS

**OLA: Asynchronous online:** Class is delivered online with no/minimal synchronous meeting times.

**OLS: Synchronous online:** Class is held online, and everyone attends at a specified time.

***Times for synchronous courses are in Central standard/daylight time.***

### On-Campus

#### Room number of an on-campus space

Will have a campus room number only. Scheduled to meet on campus.

## **Spring Semester 2024 Course Offerings for Minors**

**Advertising**  
**Animation**  
**Art History**  
**Creative Writing**  
**Engaged and Public Art**  
**Entrepreneurship**  
**Graphic Design**  
**Print Paper Book**  
**Teaching Artist**

Please visit [the Academic Advising resource page on the Intranet](#) for information about the minors currently offered at MCAD. You can find information about each major here as well.

This resource page contains information about how to declare a minor, course requirements and other details pertinent to each minor, and information about who to contact if you have more questions about a particular minor.

Compare the course requirements to the courses offered this semester, plus the completed courses on your degree audit, to determine your specific course needs.

## Online Undergraduate Courses

*Faculty and course offerings subject to change.*

*Courses may be offered as online asynchronous (OLA) or online synchronous (OLS):  
check course schedule for full details.*

### **Spring Semester 2024**

#### **Design**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
ILL 3031 20	Digital Painting: Value (1/16-2/15)	1cr.	King
ILL 3032 20	Digital Painting: Color (2/20-3/28)	1cr.	King
VC 4742 20	Digital Coloring for Comic Books	3cr.	Haberlin

#### **Foundation Studies**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
FDN 1412 20	Sophomore Seminar	1cr.	TBA
FDN 1412 21	Sophomore Seminar	1cr.	McCartney
FDN 1412 22	Sophomore Seminar	1cr.	McCartney

#### **Liberal Arts**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
AH 1702 20	Introduction to Art and Design: History 2	3cr.	Dandona
CPW 3920 20	Creative Writing	3cr.	Hlavacek
HS 5010 20	Liberal Arts Advanced Seminar	3cr.	Pankonien
SO 2340 20	Introduction to General Psychology	3cr.	Theis
SO 3520 20	Current Events	3cr.	Johnson

#### **MA – Graphic and Web Design**

*(Open to undergraduates who have completed prerequisites)*

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
GWD 6420 20	Typography	3cr.	Fink
GWD 6460 20	User Experience Design	3cr.	Brown
GWD 6610 20	Web Development	3cr.	O'Brien
GWD 6620 20	Programming for Web	3cr.	Korth

#### **MA - Sustainable Design**

*(Open to undergraduates who have completed prerequisites)*

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
SD 6500 20	Fundamentals of Sustainable Design	3cr.	Garcia
SD 6510 20	Systems Thinking	3cr.	Silverman
SD 6750 20	Creative Leadership	3cr.	Bauman
SD 6810 20	Packaging Sustainability	3cr.	Jedlicka

## **Spring Semester 2024 Continuing Education Courses**

BFA 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 see [Continuing Education](#) for details about all Continuing Education courses that will be offered during Spring Semester 2024. The full list will be available in January 2024. For additional registration information, please contact the [Records Office](#).

## Spring Semester 2024 Academic Calendar and Registration Policies

Tuition and fees due for Spring 2024	January 5
Orientation for new students	January 12
Spring 2024 classes begin	January 16
Add/Drop period	January 16-22
Incomplete work from Fall Semester 2023 due to faculty	February 16
Advising Day for Summer and Fall 2024 (no classes)	April 9
Summer and Fall 2024 Advising and Registration	April 9-18
Final day to withdraw from a Spring 2024 class	April 12
Last day of Spring 2024 classes	May 7
Intent to Graduate forms due for December 2024 graduates	May 7
May 2024 Commencement	May 11

### Closed Classes and Wait Lists

If a class reaches the enrollment limit during registration, it closes. You may either select an alternate course or place yourself on a wait list. If space becomes available during registration, waitlisted students may be added to the class. Waitlists will be dropped after registration and students will be asked to register for courses with available seats. If you are interested in a full class and space has not become available by January 5, you may attempt to add the class during the five-day Add/Drop period: **January 16 – 22, 2024.**

### 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, you may make changes to your own registration on myMCAD from November 20 through January 5. After the tuition due date on January 5, 2024, any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **January 16 – 22, 2024.**

### The Add/Drop Period

The Add/Drop period consists of the first five class days of the semester: **January 16 – 22, 2024.** 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 22. January 22 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 January 22 will count as a course withdrawal, and refunds for reducing credits will follow published guidelines. Check with Student Accounts for further details.

### First Day of Attendance

It is particularly important that students attend the first meeting of all courses whether online, in-person, or HyFlex; failing to attend the first class can impact your enrollment in the course and can have consequences for financial aid.



### **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.

### **Costs of Course Materials**

Students should budget to spend approximately \$300 per course for related materials, on average. Required materials will be listed on myMCAD within the registration information for courses, where possible. In selecting required course materials, MCAD faculty strive to select the best value materials for the lowest cost, eliminate unnecessary course materials, and allow for the maximum flexibility for student purchase options.

### **Withdrawals**

From January 23 – April 12, 2024, 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, 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 12, 2024, for fall 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.