

## Summer Term and Fall Semester 2020 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 Summer Term and Fall Semester 2020 course schedules.

Please see pages 3-8 of this guide for information about courses applicable to minors, online courses, and special opportunities available next semester.

### *Before Advising Day*

- You will receive an email from Student Affairs containing the Summer and Fall 2020 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**. Contact the Records Office or the Student Affairs Office if you have questions or notice discrepancies.
- **Declared freshmen, sophomores, juniors, and seniors (BFA and BS):** Your scheduled advising time for **Advising Day (April 14)** will be posted on the Academic Advising and Registration tabs of myMCAD as of **April 6, 2019**. All advising appointments will take place remotely.
- **Undeclared freshmen, sophomores, and juniors (BFA): Undeclared Advising will occur with Student Affairs staff April 8-24, 2020.** You will receive an email containing instructions for booking a remote advising appointment via Learning Center Scheduler. You must have an appointment scheduled in order to obtain clearance to register. Make your appointment online beginning **April 7, 2020**.
- **All students: Prepare in advance by identifying your course preferences for next semester.**

### *On Advising Day (April 14)*

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

**The following registration schedule will be strictly enforced. Bachelor of Science students are all 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>
Declared Seniors <b>(90+ earned credits</b> as of Spring 2020)	11:00 a.m. on Tuesday, April 14
Declared Juniors <b>(60-89 earned credits</b> as of Spring 2020)	1:00 p.m. on Tuesday, April 14
Declared Sophomores <b>(30-59 earned credits</b> as of Spring 2020)	2:00 p.m. on Tuesday, April 14
Declared Freshmen <b>(0-29 earned credits</b> as of Spring 2020)	3:00 p.m. on Tuesday, April 14
Undeclared Undergraduate Students	9:00 a.m. on Thursday, April 23

### ***Graduate Students***

- *Master of Arts in Graphic and Web Design*  
Advising and online registration will occur beginning on Monday, April 6. Contact Lafe Smith with questions.
- *Master of Arts in Sustainable Design*  
Advising and online registration will occur beginning on Monday, April 6. Contact Denise DeLuca with questions.
- *Master of Fine Arts*  
Advising and online registration will begin on Friday, April 10. Contact Ellen Mueller or Kiley Van Note with questions.

**Online registration for all students will remain open on myMCAD until 6:00 p.m. on Friday, April 24.**

**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.

**Fall Semester 2020 Course Offerings for Minors**

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

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

Course list is accurate as of April 3, 2020. Please see myMCAD for real-time course availability.

**Advertising Minor**

**Arts Entrepreneurship**

**Course Code**

ADV 2000 01  
ES/HS 3242 01  
PD 3360 01

**Course Title**

Introduction to Advertising  
Writing for the Voice  
Understanding Marketplaces and Users

**Design**

**Course Code**

GRD 2000 01 and 02

**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

**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 3325 01  
AH/HS 3624 01  
AH/HS 3681 01  
AH/HS 3725 01  
AH/HS 3839 01  
AH/HS 3862 01  
AH/HS 3867 01  
AH/HS 3875 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  
Native American Art  
Gender, Art, and Society  
Topics in Cinema: Artists' Film and Video  
Islamic Art  
The Body in Art and Visual Culture  
Bauhaus Design  
Readings in Contemporary Art  
Readings in the Graphic Novel

## **Creative Writing Minor**

### ***Liberal Arts***

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

\*AH 1701 04  
\*AH 1702 02  
\*AH 2101 01  
  
\*AH 2103 01  
  
\*AH 2107 01  
  
\*AH/HS 3725 01  
\*AH/HS 3839 01  
\*AH/HS 3862 01  
AH/HS 3875 01  
EN 1500, all sections  
ES/HS 3242 01  
HS 3045 01  
HS 3065 01 and 02  
HS 3509 01  
\*HS 3525 01  
\*HS 3627 01  
HS 3905 01  
HS 3916 01  
HS 3918 01  
HS 3920 20 and 21  
HS 4960 01

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

Introduction to Art and Design History 1 (Dandona)  
Introduction to Art and Design History 2 (Dandona)  
Interrogating Post Modernity: The Fine Arts since 1945  
(Chisholm)  
Applied Arts and Designed Objects (Gasterland-  
Gustafsson)  
Photography, the Moving Image, and Digital Culture  
(Hoagland)  
Islamic Art (Chisholm)  
The Body in Art and Visual Culture (Dandona)  
Bauhaus Design (Gasterland-Gustafsson)  
Readings in the Graphic Novel  
Writing and Inquiry  
Writing for the Voice  
Introduction to Poetry  
Narrative and Storytelling  
Introduction to the Theatrical Process  
History of Rock and Roll (Ronning)  
Queer Media (Hoagland)  
Beginning Screenwriting  
Literature of the Americas  
Children's Literature  
Creative Writing  
Advanced Writers' Workshop

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

## **Engaged and Public Art Minor**

### ***Arts Entrepreneurship***

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

ES 3354 01  
ES/HS 3370 01

ES/HS 3853 01  
ES 3857 01

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

Futures for Societies and Individuals  
Funding Creative Ventures: Writing Grants and Project Proposals  
Economics for Artists and Designers  
Aesthetics of Sustainability

### ***Design***

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

GRD 3070 01  
ILL 3020 01 and 02  
ILL 3050 01

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

Graphic Design 3  
Concepts and Metaphors  
Editorial Illustration

### ***Fine Arts***

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

PPB 3040 01

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

Printmaking and the Public Sphere

### ***Liberal Arts***

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

AH/HS 3325 01  
AH/HS 3624 01  
AH/HS 3725 01  
HS 3233 01  
HS 3239 01  
HS 3317 20

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

Native American Art  
Gender, Art, and Society  
Islamic Art  
Ecological Issues  
The Human Animal  
Myth, Ritual, and Symbolism (online)

### ***Media Arts***

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

WMM 5040 01

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

Advanced Web and Multimedia Seminar

## **Entrepreneurship Minor**

### ***Arts Entrepreneurship***

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

ADV 2000 01  
ES 1935 01  
ES/HS 3025 01  
ES/HS 3370 01

ES/HS 3852 01  
ES/HS 3853 01  
ES 3857 01

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

Introduction to Advertising  
Biological Systems  
Creative Analytics: Seeing Numbers  
Funding Creative Ventures: Writing Grants and Project Proposals  
Creating and Running a Business  
Economics for Artists and Designers  
Aesthetics of Sustainability

**Teaching Artist Minor**

**Liberal Arts**

**Course Code**

AH/HS 3325 01

AH/HS 3624 01

AH/HS 3725 01

HS 2340 01

HS 3530 01

**Course Title**

Native American Art

Gender, Art, and Society

Islamic Art

Introduction to Psychology

Teaching Artist: Theory and Methods

**Fall Semester 2020 Special Course Opportunities**

**Fine Arts**

**Course Code**

FIB 1800 01

FIB 1800 02

**Title**

Fiber: The Stitched Surface

**Cr Faculty**

1cr. Wirth

*Weekend workshop schedule:*

*Section 01 meets for three days:*

Friday, August 28 9:00 a.m. - 1:00 p.m.

Saturday, August 29 9:30 a.m. - 5:30 p.m.

Sunday, August 30 9:30 a.m. - 5:30 p.m.

*Section 02 meets for three days:*

Friday, August 28 1:00 p.m. - 5:00 p.m.

Saturday, August 29 9:30 a.m. - 5:30 p.m.

Sunday, August 30 9:30 a.m. - 5:30 p.m.

PPB 2520 01

PPB 2520 02

The Folded Book: Accordions and Concertinas

1cr. Wirth

*Weekend workshop schedule:*

*Section 01 meets for three days:*

Friday, November 13 9:00 a.m. - 12:00 p.m.

Saturday, November 14 9:30 a.m. - 5:30 p.m.

Sunday, November 15 9:30 a.m. - 5:30 p.m.

*Section 02 meets for three days:*

Friday, November 13 1:00 p.m. - 4:00 p.m.

Saturday, November 14 9:30 a.m. - 5:30 p.m.

Sunday, November 15 9:30 a.m. - 5:30 p.m.

SC 2100 01	The Constructed Textile: Weaving Workshop	1cr.	Monick-Isenberg
	Saturdays 12:00 p.m. – 5:00 p.m. September 12 September 26* October 3 October 10 October 17 *no class September 19		

### **Summer Term 2020 Online Undergraduate Courses**

#### **Fine Arts**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
VS 1152 20	Visual Journals: A Space of Possibility	3cr.	Hoisington

#### **Liberal Arts**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
AH/HS 3839 20	The Body in Art and Visual Culture	3cr	Dandona
HS 5010 20	Liberal Arts Advanced Seminar	3cr.	Pankonien

### **Fall Semester 2020 Online Undergraduate Courses**

#### **Fine Arts**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
2D 3303 20	Drawing through a Lens	3cr.	Sands

#### **Liberal Arts**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
HS 3317 20	Myth, Ritual, and Symbolism	3cr.	Pankonien
HS 3520 20	Current Events	3cr.	Johnson
HS 3920 20	Creative Writing	3cr.	Hlavacek
HS 3920 21	Creative Writing	3cr	Workman
HS 5010 20	Liberal Arts Advanced Seminar	3cr.	Pankonien

#### **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 6405 20	Design in Context	3cr.	Llorente
GWD 6610 20	Web Development	3cr.	TBA

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

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

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>	<b>Faculty</b>
SD 6510 20	Systems Thinking	3cr.	McNamara
SD 6700 20	Visual Communications for Sustainability	3cr.	Robbins

### **Fall Semester 2020 Online Continuing Education Courses**

<b>Course Code</b>	<b>Title</b>	<b>Cr</b>
CSDE 9305 20	Comic Art Crash Course September 28 – November 1	1cr.
CSDE 9478 20	Motion Illustration: The Fundamentals September 28 – November 1	1cr.
CSDE 9478 20	Motion Illustration 2: Moving Forward November 2 – December 11	1cr.
CSMA 4800 20	Concept Art for Film, Animation, and Games September 8 – November 15	2cr.
IDM 6611 20	Web Development: HTML August 24 – September 27	1cr.
IDM 6612 20	Web Development: CSS September 28 – November 1	1cr.
IDM 6613 20	Web Development Basics: Topics and Projects November 2 – December 11	1cr.
VC 4207 20	Graphic Design Essentials September 28 – December 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 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 Fall Semester 2020. The full list will be available in July 2020. For additional registration information, please contact Records at [records@mcad.edu](mailto:records@mcad.edu).

# Summer Term 2020

## Academic Calendar and Registration Policies

<b>Advising Day for Summer and Fall 2020</b>	<b>April 14</b>
<b>Summer and Fall 2020 registration (all students)</b>	<b>April 14-24</b>
<b>Tuition and fees due for Summer 2020</b>	<b>May 22</b>
<b>Summer 2020 classes begin</b>	<b>June 1</b>
<b>Add/Drop period</b>	<b>June 1-5</b>
<b>Final day to withdraw from a Summer 2020 class</b>	<b>July 17</b>
<b>Last day of Summer 2020 classes</b>	<b>August 7</b>

### Registration Information

Registration for degree-seeking students begins April 14 during Fall 2020 registration. All tuition for summer classes must be paid by May 22, 2020. After May 22, students wishing to add summer credits to their schedules must pre-pay the tuition, plus the late fee of \$250.00, and present a receipt as proof of payment to the Records Office at the time of registration. For all other information regarding advising and registration procedures, see the Advising and Registration section at the beginning of this guide.

### 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, waitlisted students may be added to the class. If space has not become available by May 22, you may attempt to add the class during the five-day Add/Drop period. If you are listed as “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 (**June 1 – June 5, 2020**).

### The Add/Drop Period

The Add/Drop period consists of the first five class days of the semester: **June 1 – June 5, 2020**. Students are required to attend the first day of class. Faculty have the option of dropping a student who fails to attend the first class session. All internship and/or independent study contracts, reduced or extended credit petitions, audit forms and Add/Drop forms are due (with all required signatures) by 5:00 p.m. on June 5.

### 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. You cannot change a one or two-credit class to Audit after the regular Add/Drop period.

### Tuition

Tuition for undergraduate courses for Summer 2020 is \$1068.00 per credit. Non-credit tuition and tuition for special programs may vary; please see individual course listings for details. Payment of tuition is due May 22, 2020. MCAD accepts payment in the following forms: cash, money order, personal check, VISA, MasterCard, or Discover. Any Summer 2020 tuition paid after the May 22 deadline is subject to a \$250.00 late fee. **No refunds will be issued to students after the Add/Drop period.**

### Withdrawals/Refunds

From June 6 to July 17, 2020, you can withdraw from a class or classes without impacting your GPA. You will receive a notation of “W” on your transcript 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 from all classes, you must contact Jen Zuccola, Vice President of Student Affairs, and complete a Notification of Student Withdrawal form. June 5 is the last day to qualify for a tuition

refund for all credits dropped. Any course dropped after June 5 will count as a course withdrawal, and refunds for reducing credits will follow the guidelines listed below:

**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 July 17, 2020 for summer 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 term divided by total days in the term = 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.

### **Financial Aid**

Generally, financial aid is limited in the summer. However, you may be eligible for aid. Please see the Financial Aid Office to complete a Summer Aid Preference Form to see how taking aid in the summer will affect the rest of the school year.

**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 term, any remaining refund check will be mailed to the permanent home address on file. Please contact the Records Office to update your address.

### **Independent Study**

Independent study may available with full-time faculty. Any student wishing to take independent study this summer must first obtain the necessary form from the Records Office. The summer tuition rate of \$1068.00 per credit applies to independent study as well.

### **Internships**

Students undertaking internship credits this summer must register and pay tuition fees. Information about internships is available in the Career Services Office. Please note that internship credits added and paid for after May 22 are subject to the \$250.00 late fee.

### **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.

## Fall Semester 2020 Academic Calendar and Registration Policies

<b>Tuition and fees due for Fall 2020</b>	<b>August 1</b>
<b>Orientation for new students</b>	<b>August 22-23</b>
<b>Fall 2019 classes begin</b>	<b>August 24</b>
<b>Add/Drop period</b>	<b>August 24-28</b>
<b>Labor Day (no classes)</b>	<b>September 7</b>
<b>Incomplete work from Spring Semester 2020 due to faculty</b>	<b>September 25</b>
<b>Advising Day for Spring 2021 (no classes)</b>	<b>November 3</b>
<b>Spring 2021 Advising and Registration</b>	<b>November 3-13</b>
<b>Final day to withdraw from a Fall 2020 class</b>	<b>November 13</b>
<b>Last day of Fall 2020 classes</b>	<b>December 11</b>
<b>Intent to Graduate forms due for May 2021 graduates</b>	<b>December 11</b>
<b>December 2020 Commencement</b>	<b>December 12</b>

### 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 form, during the five-day Add/Drop period: **August 24 – August 28, 2020.**

### 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 come to the Student Affairs Office. After the tuition due date on August 1, 2020, any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **August 24 – August 28, 2020.**

### The Add/Drop Period

The Add/Drop period consists of the first five class days of the semester: **August 24 – August 28, 2020.** 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 August 28. August 28 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 August 28 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 August 29 – November 13, 2020, 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, 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 November 13, 2020, 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.

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