

Summer and Fall 2018 MCAD Advising and Registration Guide

Course schedules are available on myMCAD! Log in to my.mcad.edu, click on the Registration tab and select the Generate Course Schedule link to view or print a copy of the Summer and/or Fall 2018 course schedules.

Please see pages 3-7 of this guide for information about courses applicable to minors, online courses, and special opportunities available next semester.

Before Advising Day

- You have received an email from Records containing the Fall 2018 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 sophomores, juniors, and seniors (BFA and BS):** Your scheduled advising time will be posted on the Academic Advising and Registration tabs of myMCAD as of **March 30, 2018**.

If you cannot meet with your advisor at the assigned time, contact your advisor and arrange a new meeting to take place **before April 10, 2018**. You must have your advisor's clearance in order to register.

- **Undeclared students and all freshman students (BFA and BS):** Please see Student Affairs to make an appointment to see an advisor during **Undeclared and Freshman Advising, April 12-20, 2018**. You must have an appointment scheduled in order to register. Appointments are made in person in Student Affairs beginning **April 2, 2018**.
- **All students: Bring your laptop to your advising appointment, and prepare in advance by identifying your course preferences for next semester.**

On Advising Day (April 10)

- Declared sophomores, juniors, and seniors will be advised on Advising Day.
- Declared sophomores, juniors, and seniors will register online during the advising appointment.

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:

<i>Class/major:</i>	<i>May begin online registration at:</i>
Declared Seniors (90+ earned credits as of Spring 2018)	9:00 a.m. on Tuesday, April 10
Declared Juniors (60-89 earned credits as of Spring 2018)	10:00 a.m. on Tuesday, April 10
Declared Sophomores (30-59 earned credits as of Spring 2018)	11:00 a.m. on Tuesday, April 10
Undeclared Sophomores and Juniors AND Declared and Undeclared Freshmen (0-29 earned credits as of Spring 2018)	Advising appointment. See Student Affairs to schedule your appointment.

Graduate and Post-Baccalaureate Students

- *Master of Arts in Graphic and Web Design*
Advising and online registration will occur beginning on Monday, March 26. Contact Lafe Smith with questions.
- *Master of Arts in Sustainable Design*
Advising and online registration will occur beginning on Monday, April 2. Contact Cindy Gilbert with questions.
- *Master of Fine Arts*
Advising and online registration will begin on Wednesday, April 4. Contact Tom DeBiaso or Kiley Van Note with questions.
- *Post-Baccalaureate Graphic Design and Interactive Design and Marketing*
Advising and online registration will occur beginning on Monday, March 26. Contact Lafe Smith with questions.

**Online registration for all students will remain open until
6:00 p.m. on Friday, April 20.**

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 2018 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 March 30, 2018. Please see myMCAD for real-time course availability.

Art History Minor

Division: 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 3377 01

AH/HS 3430 20

AH 3600 01

AH/HS 3606 01

AH/HS 3624 01

AH/HS 3665 01

AH/HS 3728 01

AH/HS 3839 20

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

History of Illustration

Neuroaesthetics

History of Filmmaking

World Film: Art Film and Independents

Gender, Art, and Society

Art in the Cities

African American Art

The Body in Art and Visual Culture (online, Summer 2018)

Bauhaus Design

Readings in Contemporary Art

Readings in the Graphic Novel

Creative Writing Minor

Division: Liberal Arts

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

Course Code	Course Title
*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/HS 3430 20	Neuroaesthetics (Caruso)
AH/HS 3665 01	Art in the Cities
*AH/HS 3728 01	African American Art (Chisholm)
*AH/HS 3839 20	The Body in Art and Visual Culture (Dandona, online, Summer 2018)
*AH/HS 3862 01	Bauhaus Design (Gasterland-Gustafsson)
*AH/HS 3867 01	Readings in Contemporary Art (Chisholm)
AH/HS 3875 01	Readings in the Graphic Novel
EN 1500, all sections	Writing and Inquiry
HS 3045 01	Introduction to Poetry
HS 3065 01	Narrative and Storytelling
HS 3525 01	History of Rock and Roll (Ronning)
HS 3905 01	Beginning Screenwriting
HS 3916 01	Literature of the Americas
HS 3920 01 and 02	Creative Writing
HS 3920 20	Creative Writing (online)
HS 4950 01	Advanced Poetry Workshop

Engaged and Public Art Minor

Design

Course Code	Course Title
GRD 3070 01	Design Systems
ILL 3020 01 and 02	Concepts and Metaphors
ILL 3050 01 and 02	Editorial Illustration

Entrepreneurial Studies

Course Code	Course Title
ES 3354 01	Futures for Societies and Individuals
ES 3370 01	Financing Innovation
ES/HS 3853 01	Economics for Artists and Designers
ES 3857 01	Aesthetics of Sustainability

Fine Arts

Course Code	Course Title
FAS/SC 3020 01	Installation
PPB 3040 01	Site-Specific Print

Liberal Arts

Course Code

AH/HS 3325 01
AH/HS 3624 01
AH/HS 3665 01
AH/HS 3728 01
HS 3233 01
HS 3317 20

Course Title

Native American Art
Gender, Art, and Society
Art in the Cities
African American Art
Ecological Issues
Myth, Ritual, and Symbolism (online)

Media Arts

Course Code

PH 3035 01
VC 4690 01
WMM 5040 01

Course Title

Documentary Style
Street Lab (Summer 2018)
Advanced Web and Multimedia Seminar

Teaching Artist Minor

Liberal Arts

Course Code

AH/HS 3325 01
AH/HS 3624 01
AH/HS 3728 01
HS 3340 01
HS 3530 01

Course Title

Native American Art
Gender, Art, and Society
African American Art
Introduction to General Psychology
Teaching Artist: Theory and Methods

Fall Semester 2018 Special Course Opportunities

Media Arts

Course Code

ANIM 3063 01

Title

Surround Sound Mixing
October 8 – November 5

Cr

1cr.

Instructor

Cunningham

FILM 3062 01

Sound Design for Time-Based Media
August 27 – October 1

1cr.

Cunningham

WMM 3085 01

Experimental Sound Design
November 12 – December 10

1cr.

Severns

Summer Term 2018 Online Courses

Fine Arts

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

Liberal Arts

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

Post-Baccalaureate

(Open to undergraduates who have completed prerequisites)

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
IDM 6730 20	Experimental Interaction	3cr.	Stefanski

Fall Semester 2018 Online Courses

Fine Arts

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

Liberal Arts

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
AH/HS 3430 20	Neuroaesthetics	3cr.	Caruso
HS 3317 20	Myth, Ritual, and Symbolism	3cr.	Pankonien
HS 3352 20	The Five Senses	3cr.	Pizza
HS 3520 20	Current Events	3cr.	Johnson
HS 3920 20	Creative Writing	3cr.	Workman
HS 5010 20	Liberal Arts Advanced Seminar	3cr.	TBA

Post-Baccalaureate

(Open to undergraduates who have completed prerequisites)

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
IDM 6610 20	Web Development: HTML and CSS	3cr.	O'Brien
IDM 6710 20	Web Design: Principles	3cr.	Hutchings

MA – Graphic and Web Design

(Open to undergraduates who have completed prerequisites)

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
GWD 6405 20	Design in Context	3cr.	Tejada

MA - Sustainable Design

(Open to undergraduates who have completed prerequisites)

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
SD 6510 20	Systems Thinking	3cr.	McNamara
SD 6700 20	Visual Communications for Sustainability	3cr.	Garcia

Fall Semester 2018 Online Continuing Education Courses

<i>Course Code</i>	<i>Title</i>	<i>Cr</i>	<i>Instructor</i>
CSID 6631 20	Web Development: PHP and MySQL October 1 – November 4	1cr.	Algeo
CSID 6632 20	Web Development: Wordpress November 5 – December 14	1cr.	Algeo
CSMA 9340 20	Game Concept and Design August 27 – September 30	1cr.	O'Neill
CSMA 9342 20	Game Mechanics October 1 – November 4	1cr.	O'Neill
CSMA 9344 20	Game Development November 5 – December 14	1cr.	O'Neill
CSSD 1163 20	Biomimicry for Designers October 1 – November 4	1cr.	Mead
IDM 6611 20	Web Development: HTML August 27 – September 30	1cr.	O'Brien
IDM 6612 20	Web Development: CSS October 1 – November 4	1cr.	O'Brien
IDM 6613 20	Web Development Basics: Topics November 5 – December 14	1cr.	O'Brien
VC 4207 20	Graphic Design Essentials October 1 – December 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 for more details about all Continuing Education courses, including both online and classroom-based courses, that will be offered during Fall Semester 2018. The full list will be available in July 2018. For additional registration information, please contact Records in Morrison M103 or records@mcad.edu.

Summer Term 2018 Academic Calendar and Registration Policies

Advising Day for Summer and Fall 2018	April 10
Summer and Fall 2018 registration (all students)	April 10-20
Tuition and Fees due for Summer 2018	May 25
Summer 2018 classes begin	June 4
Add/Drop period	June 4-8
Final day to withdraw from a Summer 2018 class	July 20
Last day of Summer 2018 classes	August 10

Registration Information

Registration for degree-seeking students begins April 10 during Fall 2018 registration. All tuition for summer classes must be paid by May 25, 2018. After May 25, 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 25, 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 4 – June 8, 2018**).

The Add/Drop Period

The Add/Drop period consists of the first five class days of the semester: **June 4 – June 8, 2018**. Students are required to attend the first day of class. Instructors 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 8.

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 2018 is \$999.00 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 25, 2018. MCAD accepts payment in the following forms: cash, money order, personal check, VISA, MasterCard, or Discover. Any Summer 2018 tuition paid after the May 25 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 9 to July 20, 2018, 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 see Jen Zuccola, Dean of Student Affairs, and complete a Notification of Student Withdrawal form. June 8 is the last day to qualify for a tuition refund for all

credits dropped. If you turn in an add/drop form after June 8, it 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 20, 2018 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 is available with full-time faculty in all areas of the college. Any student wishing to take independent study this summer must first obtain the necessary form from the Records Office. The summer tuition rate of \$999.00 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 25 are subject to the \$250.00 late fee.

Summer Support Areas

Degree-seeking students enrolled for multiple credits for the summer may request access to an academic support area (i.e. 3D Shop, computer labs, Library, Media Center, Print Shop) that is not necessarily related to their coursework. Access may only be granted upon the approval of the director of the support area in question. Access dates are June 4 – August 10.

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.

Fall Semester 2018 Academic Calendar and Registration Policies

Tuition and fees due for Fall 2018	August 1
Orientation for new students	August 25-26
Fall 2018 classes begin	August 27
Add/Drop period	August 27-31
Labor Day (No Classes)	September 3
Intent to Graduate forms due for December 2018 graduates	September 14
Incomplete work from Spring Semester 2018 due to faculty	September 28
Advising Day for Spring 2019 (No Classes)	November 6
Spring 2019 Advising and Registration	November 6-16
Final day to withdraw from a Fall 2018 class	November 16
Last day of Fall 2018 classes	December 14
December 2018 Commencement	December 14

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 27 – August 31, 2018.**

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, 2018, any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **August 27 – August 31, 2018.**

The Add/Drop Period

The Add/Drop period consists of the first five days of the semester: **August 27 – August 31, 2018.** 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 31. August 31 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 August 31, it 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 September 1 – November 16, 2018, 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 November 16, 2018, 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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