MINNEAPOLIS
COLLEGE of ART and DESIGN

Summer Term and Fall Semester 2023
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 2023 course schedules.

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 Summer and Fall 2023 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 sophomores, juniors, and seniors, and all BS students:**

  o Your scheduled advising time for **Advising Day (April 11)** will be posted on the Academic Advising and Registration tabs of myMCAD as of **April 3, 2023**.

  o 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.

  o If you cannot meet with your advisor at the assigned time, contact your advisor and arrange a new meeting to take place **before April 11, 2023.** You must have your advisor's clearance in order to register.

- **All first-year BFA students (0-29 earned credits) and all undeclared sophomores will be advised through Student Affairs, April 3 – April 18.** Please contact Tannah Frawley at tfrawley@mcad.edu with any questions about your advising appointment.

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On Advising Day (April 11)

- Declared BFA sophomores, juniors, and seniors and all BS students 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:

Class/major:	*May begin online registration at:*
Seniors (90+ earned credits as of Spring 2023)	11:00 a.m. on Tuesday, April 11
Declared Juniors (60-89 earned credits as of Spring 2023)	1:00 p.m. on Tuesday, April 11
Declared Sophomores (30-59 earned credits as of Spring 2023)	2:00 p.m. on Tuesday, April 11
BS first-year students (0-29 earned credits as of Spring 2023)	3:00 p.m. on Tuesday, April 11
All BFA first-year students (0-29 credits, regardless of major status) and all BFA undeclared students	12:00 p.m. on Wednesday, April 19

Graduate Students

- *Master of Arts in Creative Leadership*
  Advising and online registration will begin on Monday, April 3. Contact Diane Ragsdale with questions.

- *Master of Arts in Graphic and Web Design*
  Advising and online registration will begin on Monday, April 3. Contact Lafe Smith with questions.

- *Master of Arts in Sustainable Design*
  Advising and online registration will begin on Monday, April 3. Contact Dawn Keene with questions.

- *Master of Fine Arts*
  Advising and online registration will begin on Tuesday, April 4. Contact Sarah Petersen or Kiley Van Note with questions.

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

Students who need to make schedule changes after registration will be able to do so on myMCAD beginning Monday, May 1 at 9:00 a.m. and ending Friday, May 19 at 5:00 p.m. for Summer 2023 and Friday, July 14 at 5:00 p.m. for Fall 2023.

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.

Summer and Fall Semester 2023 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.

Summer Term 2023

Fine Arts

Course Code	Title	Cr	Faculty
DRPT 3303 20	Drawing Through a Lens	3cr.	Sands

Liberal Arts

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

Fall Semester 2023

Foundation Studies

Course Code	Title	Cr	Faculty
FDN 1412 20	Sophomore Seminar	1cr.	McCartney
FDN 1412 21	Sophomore Seminar	1cr.	McCartney

Liberal Arts

Course Code	Title	Cr	Faculty
AH 1702 20	Introduction to Art and Design: History 2	3cr.	Dandona
CPW 3905 20	Writing for Screen and Performance	3cr.	Mayers
CPW 3920 20	Creative Writing	3cr.	Hlavacek
SO 2340 20	Introduction to General Psychology	3cr.	Theis
SO 3317 20	Myth, Ritual, and Symbolism	3cr.	Pankonien
HS 5014 20	Liberal Arts Advanced Seminar: Community	3cr.	Pankonien

MA – Graphic and Web Design
(Open to undergraduates who have completed prerequisites)

Course Code	Title	Cr	Faculty
GWD 6405 20	Design in Context	3cr.	Echeverria
GWD 6610 20	Web Development	3cr.	TBA

MA - Sustainable Design
(Open to undergraduates who have completed prerequisites)

Course Code	Title	Cr	Faculty
SD 6500 20	Fundamentals of Sustainable Design	3cr.	TBA
SD 6510 20	Systems Thinking	3cr.	Jedlicka
SD 6600 20	Innovation Tools and Techniques	3cr.	Ruyle

Fall Semester 2023 Continuing Education Courses

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 Fall Semester 2023. The full list will be available in July 2023. For additional registration information, please contact the Records Office.

Summer Term 2023
[Academic Calendar](#) and Registration Policies

Advising Day for Summer and Fall 2023	**April 11**
Summer and Fall 2023 registration (all students)	**April 11-20**
Tuition and fees due for Summer 2023	**May 26**
Summer 2023 classes begin	**June 5**
Add/Drop period	**June 5-9**
Final day to withdraw from a Summer 2023 class	**July 21**
Last day of Summer 2023 classes	**August 11**

Registration Information
Summer 2023 registration for degree-seeking graduate students begins April 3 and for degree-seeking undergraduate students begins April 11, concurrent with Fall 2023 registration. All tuition for summer classes must be paid by May 26, 2023. After May 26, students wishing to add summer credits to their schedules must pre-pay the tuition, plus the late fee of $250.00, and the Records Office will obtain payment confirmation from Student Accounts 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 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 May 19, you may attempt to add the class during the five-day Add/Drop period **(June 5 – June 9, 2023).**

The Add/Drop Period
The Add/Drop period consists of the first five class days of the semester: **June 5 – June 9, 2023.** 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 9.

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 2023 is $1755.00 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 26, 2023. MCAD accepts payment in the following forms: cash, money order, personal check, VISA, MasterCard, or Discover. Any Summer 2023 tuition paid after the May 26 deadline is subject to a $250.00 late fee. **No refunds will be issued to students after the 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/Refunds

From June 10 to July 21, 2023, 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 9 is the last day to qualify for a tuition refund for all credits dropped. Any course dropped after June 9 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 21, 2023 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 be 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 $1755.00 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 Development Office. Please note that internship credits added and paid for after May 26 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, studios) 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.

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 2023
[Academic Calendar](#) and Registration Policies

Tuition and fees due for Fall 2023	**August 1**
Orientation for new students	**August 19-20**
Fall 2023 classes begin	**August 21**
Add/Drop period	**August 21-25**
Labor Day (no classes)	**September 4**
Incomplete work from Spring Semester 2023 due to faculty	**September 22**
Advising Day for Spring 2024 (no classes)	**October 31**
Spring 2023 Advising and Registration	**October 31- November 9**
Final day to withdraw from a Fall 2023 class	**November 10**
Last day of Fall 2023 classes	**December 8**
Intent to Graduate forms due for May 2024 graduates	**December 8**
December 2023 Commencement	**December 8**

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 August 1, you may attempt to add the class during the five-day Add/Drop period: **August 21 – August 25, 2023.**

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 May 1 through July 14. After the tuition due date on August 1, 2023, any changes to this schedule must be made with an Add/Drop form during the five-day Add/Drop period: **August 21 – August 25, 2023.**

The Add/Drop Period
The Add/Drop period consists of the first five class days of the semester: **August 21 – August 25, 2023.** 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 25. August 25 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 25 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
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.

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 August 26 – November 10, 2023, 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 November 10, 2023, 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
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preference, disability, age, marital status, in the administration of its employment, educational and admissions policies, scholarship and loan programs, or other College-administered programs.

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