

DEGREE STUDENT REGISTRATION INFORMATION

SUMMER AND FALL 2014

CORCORAN
COLLEGE of ART + DESIGN

OFFICE OF THE REGISTRAR

Office Hours

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 5pm
Friday	9am – 5pm

ON MYCORCBOARD YOU WILL FIND:

- Your **ACADEMIC PLAN**
- Up to date **COURSE OFFERINGS** and **CANCELLATIONS**
- **GRADES** (posted at the end of the semester)
- Your **ADVISOR**
- Your **UNOFFICIAL TRANSCRIPT**

Students who intend to **complete all academic degree requirements in Summer or Fall 2014** should submit an [Application for Degree](#) by April 25, indicating term in which ALL ACADEMIC REQUIREMENTS WILL BE COMPLETE.

DATES TO KNOW

March 24-March 28	Review Academic Plan and course schedule on My Corcboard to prepare for advising session
March 31 (M)	Registration begins rising Graduate Students
April 7 (M)	Registration begins rising/continuing Seniors
April 9 (W)	Last day to withdraw with a grade of "W"
April 14 (M)	Registration begins rising Juniors
April 21 (M)	Registration begins rising Sophomores/AFA
April 25 (F)	Summer/Fall advising/registration ends
May 14 (W)	Last day of classes
May 15 (Th)	Make-up date ONLY for Thursday classes cancelled due to inclement weather
May 16 (F)	Make-up date ONLY for Friday morning classes cancelled due to inclement weather
May 17 (Sa)	Commencement

Check the [Academic Calendar](#) for more important deadlines!

To LOG IN to MyCorcboard:

- Go to mycorcboard.corcoran.edu
- Click on Login.
- Enter your Login ID and your password (if you need your password reset, click Forgot My Password on the Login page and follow the prompts, or contact help_desk@corcoran.org from your Corcoran.edu email address.)
- Click Log In.

To find COURSE SECTIONS (where you can search available courses for the next semester):

- Click on the Course listed in your Academic Plan to see if there are available sections in the upcoming terms
- OR**
- Click the "Find Courses" quicklink from your MyCorcboard Home tab or "Section Search" under the Search tab.
 - Choose the semester from the "Period" drop-down menu.
 - Enter the information you'd like to search, eg. GD1010, in the Course Code field or GD for all graphic design courses. Leaving all boxes blank will give you the entire schedule.
 - Click on the Course title hotlink to view the course descriptions and prerequisites.
 - **Be sure to include the correct course code ID, section letter, and credit status (eg. GD1010 B, for credit) on your registration form!**

To find your ADVISOR:

- Once you are logged in, click the "View Schedule" quicklink.
- Your advisor will be listed at the bottom of the page.

SEE THE [STUDENT HANDBOOK](#) FOR DETAILED REGISTRATION, TUITION AND FEES AND FINANCIAL AID POLICIES.

REGISTRATION POLICIES

SEE [REGISTRATION POLICIES](#) IN THE STUDENT HANDBOOK FOR DETAILED POLICIES.

Courses listed in the online Schedule of Classes may be canceled if enrollment is insufficient. The College reserves the right to change the class schedule and adjust the individual section enrollment as necessary.

Students are responsible for registering properly and meeting tuition deadlines. Initial registration and all adjustments except section switches require an advisor signature. Students should confirm their enrollment on MyCorcboard (including add or drop) before the first day of classes. Incomplete Registration Forms will NOT be processed and the student may be held responsible for any consequences, both academically and financially, that may result. Incomplete information includes, but is not limited to, student's signature, advisor's signature, instructor's signature (if required), incomplete course information, missing course prerequisites, and departmental approval.

SCHEDULE ADJUSTMENT

After initial registration, students need to file an Add, Drop, or Withdrawal Form to make any schedule changes, including adding or dropping classes, changing class sections, and/or changing credit status within a class. Course additions made after the add period require written permission from a Dean or the Director of Academic Advising.

"Retroactive credits" will not be awarded to students who report that they attended classes but were not on the official class rosters after the last day to add. All classes for which a student is enrolled past the last day to drop will remain part of the student's permanent academic record.

REPEATING COURSES

Undergraduate elective studio courses may be repeated once for credit, but academic courses, including graduate courses, may not be repeated for credit. Graduate students need permission from their chairs or program director in order to use graduate studio courses as electives.

COURSE SUBSTITUTIONS

Course substitutions are available to students who need to take a course within the College in place of a requirement. In all cases, departmental approval is needed and a signed Course Substitution Form must be recorded with the Registrar. Course substitutions are revoked if the student does not complete the approved coursework within the specified semester.

AUDIT POLICY

Full-time undergraduate degree students who wish to audit a credit course may do so as long as their academic load, including the credit hours the auditing course normally carries, does not exceed the maximum full-time load of 18 credits. **Students may audit only one course per semester.**

With approval, graduate students may register to audit courses. In addition to the \$250 audit fee, students are responsible for any lab fees.

Audits have no bearing on completion of degree, financial aid, or minimum enrollment requirements for F-1 status.

INDEPENDENT/DIRECTED STUDY POLICY

Directed studies are appropriate only if 1) the project content cannot be covered in an existing course 2) the student's department deems it of substantive value to the student's education goals and interests, and 3) the project work will be done outside of regularly scheduled class time. **Students cannot take more than three credits of directed studies per semester.**

CONSORTIUM REGISTRATION

SEE [EDUCATIONAL PARTNERSHIPS & PROGRAMS](#) IN THE STUDENT HANDBOOK FOR DETAILED POLICY.

CCAD students have the opportunity to enroll in courses at participating Consortium institutions. All requests must be received by the Consortium coordinator at least two weeks prior to the start of the semester.

ACADEMIC LOAD

SEE [GENERAL ACADEMIC POLICIES](#) IN THE STUDENT HANDBOOK FOR DETAILED POLICY.

The full-time load for Bachelor's students is 12 to 18 credits per semester. Students must have written permission from the Dean of Students or the Director of Academic Advising to register for fewer than 12 credits. Bachelor's students must receive written permission to exceed 18 credits per semester, which incurs additional tuition costs.

The minimum load for MA students is 6 credits. The minimum load for MAT students is 9 credits. Special permission is required to drop below minimum enrollment. Full time load for graduate students is 9 credits.

Please be advised that students who drop below minimum enrollment may lose eligibility for Financial Aid.

ATTENDANCE POLICY

SEE [GENERAL ACADEMIC POLICIES](#) IN THE STUDENT HANDBOOK FOR DETAILED POLICY.

Students are expected to attend all class sessions and course-related activities for each course in which they register. *Three absences (two during the summer semester) within a given class, or 20% of the semester, are grounds for an automatic failure of the class.* In exceptional circumstances, the Department Chair, at his or her discretion, may approve emergency absences for medical or other legitimate reasons. Although students may miss up to two class sessions, they are not relieved of the obligation to fulfill all course assignments, including those that can only be fulfilled in class. Students who fail to participate (because of absences) in a course in which participation is a factor in evaluation, or students who miss an examination without approval, may be penalized according to the weighted value of the missed work as stated in the course syllabus.