

# Table of Contents

*Transitioning (7-13)*

<b>Moving through the Transition from High School to College</b>	7-8
<b>Your First-Year Student: Frequently Asked Questions &amp; Answers</b>	8-9
<b>Upper-Class Students, College Life &amp; Student Development</b>	10-11
Sophomore Year	
Junior Year	
Senior Year	
<b>Resources for Transfer Students</b>	11

*Parent Resources (13-16)*

<b>Making the Most of Your Visits to MICA</b>	13
Parent & Family Weekend	
Commencement	
<b>Travel Planning &amp; Using the Academic Calendar</b>	13
<b>On-Campus Mailing Addresses</b>	13
<b>Special Delivery: Sending Care Packages</b>	14
<b>Communicating in a Crisis</b>	14
<b>Family Educational Rights and Privacy Act (FERPA)</b>	14
<b>Guide to MICA's Websites &amp; Publications</b>	14-15
<b>Celebrating Your Student's Success: Hometown Press Releases</b>	16
<b>About the Parents Council</b>	16

*Academic Life (18-23)*

<b>Curriculum Overview</b>	18
<b>Academic Advising</b>	19
Foundation Year Academic Advising	
Declaring a Major & Upperclass Academic Advising	
Advising for Transfer Students & International Student Advising	
<b>Academic Resources &amp; Support</b>	20-21
Learning Resource Center (LRC)	
The Writing Studio	
Decker Library	
Media Resources Collection	
<b>Broadening Your Student's Horizons</b>	21-23
Baltimore Student Exchange Program	
Domestic Exchange Program	
MICA in New York Summer Intensive	
MICA Summer Study Abroad Programs	
New York Studio Program	
Semester Study Abroad Exchange Programs	
Exhibition Development Seminar	
Institutional Partnerships	
<b>Academic Policies</b>	23

# Table of Contents

*Financing Education (25–30)*

<b>Financial Aid</b>	25
<b>Applying for Financial Aid</b>	25–26
<b>Tuition Insurance</b>	26
<b>Competitive Scholarships for Returning Students</b>	26
<b>Student Employment Under the Federal College Work-Study Program</b>	26
<b>The MICARD: Frequently Asked Questions &amp; Answers</b>	27
<b>Student Account Services: Frequently Asked Questions &amp; Answers</b>	27–30
<b>Requirements for Third Party Sponsors</b>	30

*Student Affairs (32–37)*

<b>Student Affairs</b>	32
<b>Student Activities</b>	32
<b>Counseling Center</b>	32
<b>Health Services</b>	32–33
<b>Office of Diversity &amp; Intercultural Development</b>	33
<b>Community Arts Partnerships</b>	33
<b>Dining Services</b>	34
<b>What’s Happening on Campus?</b>	34–35
<b>Residence Life &amp; Off-Campus Housing</b>	35
<b>Exploring Beyond MICA’s Campus</b>	35–36
Transportation & Shuttle Services	
<b>Student Policies</b>	36
<b>Parental Notification</b>	36
<b>Campus Safety</b>	36
<b>Campus Emergency Notification System</b>	37

*Life After MICA (39–41)*

<b>The Joseph Meyerhoff Center for Career Development</b>	39–40
Major Café	
Art Specific Jobs & Internships	
www.MICAnetwork.com	
Exploring Your Options Programming	
Career Counseling	
Professional Development Workshops & Informations Sessions	
Graduate School Counseling	
Grants, Fellowships & Residencies	
Grant & Fellowship Advising	
<b>Life After MICA</b>	41
The MICA Alumni Network	

*Appendix (43–49)*

<b>Undergraduate Academic Calendar 2009-2010</b>	43–45
<b>Parents Council Members</b>	46–47
<b>Websites &amp; Phone Numbers</b>	48–49

# Welcome to MICA

July 2009

Dear MICA Parents,

It is a pleasure to offer a hearty welcome to new MICA parents and to welcome back returning parents. I am pleased to have had the privilege to meet and speak with many of you.

MICA is fortunate to have as its students many of the best young artists in the country. They did not gain the skill, motivation, talent, intelligence, and accomplishment that earned them a place at one of the nation's top colleges of art and design by themselves. Your support and encouragement were critical to getting them here, and your encouragement and support remain essential to their college success.

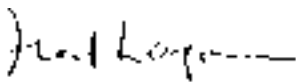
Over the years at MICA, our students mature and grow as people and as artists. While they evolve into accomplished adults, the nature of their relationship with you will also change. As a parent of college-age children, I understand that it can be difficult to know how you can most effectively help your sons and daughters to become more independent, especially as you find yourselves playing a less central role in their daily lives.

MICA has long recognized the important role parents play in our students' development, and we have created a number of programs and resources to keep you informed and make it easy for you to communicate with us. This handbook is one of those resources. It is full of helpful advice and is based on more than 25 years of feedback from parents.

Our most successful graduates are those who not only develop their artistic and intellectual skills while they are at MICA, but also acquire the self-confidence, maturity, and independence to do what they want with the abilities they possess.

We hope the information in this handbook is helpful to you as you foster your student's growth at MICA. I hope you will read it and keep it as a reference.

With warm regards,



Fred Lazarus  
*President*

*Transitioning*



# Moving through the Transition from High School to College

By Patricia Farrell-McLaughlin, MSW, LCSW-C Director of Counseling

The day your son or daughter leaves for college is one of the most memorable days in your family's life. It is the beginning of an exciting transition for the student and the family they leave behind. It is a time to embrace new challenges and experiences. College students are young adults, but your student still needs and wants your involvement in his or her life.

As with any transition, there will be times of joy and sadness. The key to moving through this transition will be to offer support and understanding to your student (and yourself), but also to have the patience and self-control to allow them to succeed—and even fail from time to time—on their own terms. We are suggesting that once again as parents you engage in that difficult balancing act that allowed your student to learn to walk, ride a bike, and now pack up and go off to college feeling confident and competent. Allowing your student to traverse the complexities of college life will increase and solidify his or her chances of succeeding at college and at work and at life beyond the college years.

## Expectations

One of the most common sources of conflict between college students and parents is when their expectations differ. It is very likely that you and your student share some of the same aspirations. However, your paths to these goals may differ. Our best advice: be clear about your expectations. Tell your student you expect him or her to do

his or her best. Set expectations about class attendance, financial concerns, staying in touch, and the use of alcohol and drugs. In addition, do not be afraid to restate your values. Your student undoubtedly knows what you hold dear, but it's okay to remind them of these things as you leave them at college for the first time.

*Do your best to learn the artist's language. One of the most interesting books on this topic, *The Rise of the Creative Class* by economist Richard Florida, provides an insightful view of the role and status of the artist in society.*

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You and your student will be concerned about some of the same things during the first year, such as overall happiness and success, both academically and socially. And while you may be concerned about what kind of job they will end up with after four intensive years at MICA, they may be worried about waking up in time for tomorrow's class and thinking, "How will I ever get all this work done?" Your student may also be worried about their level of competency compared to other students, especially in studio classes where every student seems to be "the best" in the class. Even if students sometimes feel intimidated by the talent of their classmates, they can be reassured that they earned their way into MICA through their own hard work and talent. And,

in fact, hard work and persistence may trump genius in the real business world of fine artists, graphic designers, illustrators, and animators.

We know that understanding the art world is an important part of supporting your student, so take some time to ask them questions and do your best to learn the artist's language. One of the most interesting books on this topic, *The Rise of the Creative Class* by economist Richard Florida, provides an insightful view of the role and status of the artist in society. The book may reassure you and your student that living and working as an artist in America is as important for the country's economic growth as it is for the individual artist to make art and live his or her dream. *Art News* and *Art Calendar* are two periodicals that you may also find helpful in keeping up with trends in the world of the "creative class."

## What's helpful?

The following is a short list of the most useful things parents can do to help themselves and their students during the early days at MICA:

- On move-in day be prepared to experience conflicting emotions—yours and theirs.
- Write, email, or phone even if your student doesn't always respond. Even if they act like they don't care or need to hear from you, most students love the contact. Care packages are always appreciated.
- Do not be surprised by the "everything is going wrong" call. You may get one of these calls during the first semester. Let your student rant and vent. You may not feel better, but they will. Then encourage them to think about who on-campus s/he might talk with for support. Remember that students grow in confidence and competence when they do the problem-solving themselves.
- Trust your student. You've brought him/her this far. Even if you think they have not heard a thing you've said in the last few years, don't believe it. Osmosis alone—just being in your family—has taught them more than they might admit at this point in their lives and even without knowing it, they will use these lessons, these bits of wisdom, especially during these first, early days of their adult lives.
- Be interested in their work, their professors, and their new friends.
- Keep a copy of the *MICA Academic Bulletin* and the *MICA Inside/Out Guide* handy so you can refer to it if your student needs help negotiating academic and administrative policies. Help them learn to use the information in the Bulletin to solve problems they might experience. The Undergraduate Academic Policies and Policies and Academic Resources sections in the *Academic Bulletin* are useful in answering questions about academic and behavioral issues. To receive a copy of the Academic Bulletin, contact David Hart at [parentscouncil@mica.edu](mailto:parentscouncil@mica.edu) or 410-225-2321. This information is also available at [www.mica.edu](http://www.mica.edu).
- Keep this booklet handy for important phone numbers and departments (located on the inside back cover). You never know when you might want to remind your student of a staff member who could be helpful and how to reach that person. Encourage your student to make the call rather than making it yourself. (This is an opportunity for your student to learn to advocate for him or herself—an invaluable tool.)

## We can help

There are many free resources available to MICA students, including our counseling center, staffed by full-time and part-time professional counselors and a part-time psychiatrist; the Mount Royal Medical Associates health care center; and a well-educated Residence Life staff, available to assist with housing or roommate concerns. In most circumstances, we recommend that students seek out help for themselves, but if they are unwilling to do so, do not hesitate to let the appropriate professional staff know about your student's condition or situation.

## Your First-Year Student: Frequently Asked Questions & Answers

### How can my student find out if she or he is meeting a faculty member's academic expectations?

Students are encouraged to speak directly with faculty if they are uncertain about the grading process, how they are doing in a class, or other concerns including incomplete assignments or multiple absences. Encourage your student to talk with the professor before or after class in these situations instead of the student waiting to hear from the faculty member. Some faculty members mail academic warning notices to students if they are not doing well by the midpoint in the semester. Final grades are posted online at the end of the semester.

## What if my student doesn't get along with his or her roommate?

In the case of serious roommate conflicts, the Office of Residence Life and Off-Campus Housing will initially bring all of the residents together for a roommate mediation. If the mediation is not successful, the Residence Life staff will make every attempt to identify other solutions, including roommate switches. However, please be aware that residence halls are typically at full capacity and options for switching rooms may be limited.

## How does my student's meal plan work?

In general, students are able to use their meal plan at the Meyerhoff House Dining facility, Café Doris in the Fox Building, or at the Gateway Café. Five meal options are offered each day, from early morning breakfast to late-night dining, so your student can eat according to his or her schedule. Students should choose which meals they will eat since they have a limited number of meals on their meal plan. If your student runs out of meals, they can contact Student Accounts to determine how many more meals are required for the semester, and then you can place additional meals on your student's account. For more information about the MICA meal plan, please contact Parkhurst Dining Services at 410-225-2577.

## Does MICA discuss safe city living with students?

The Office of Campus Safety provides information during Orientation to help students learn about living in an urban environment. In addition, the Office of Campus Safety and the Office of Student Affairs provide timely information via email on any patterns of crimes that take place on campus or in the Bolton Hill neighborhood to help students take appropriate safety precautions. Students are encouraged to take full advantage of the evening shuttle that provides transportation between campus buildings and student housing each evening. For more information on the shuttle, contact Transportation Services at 410-225-2340.

## How can my student become more involved and connected on campus?

The Student Activities Office is a good place for your student to learn about the many options of becoming involved on campus—whether attending a large MICA student function or getting connected with a smaller student organization. The Community Arts Partnerships office also offers opportunities for students to volunteer in the Baltimore community, another great way to meet people and become connected to other students and the larger community.

## What happens if my son or daughter becomes ill while at MICA?

Each student pays a health services fee that allows him or her to receive medical attention at Mount Royal Medical Associates health care center, located on Mount Royal Avenue across from the Commons Residence Hall. If your son or daughter is too ill to walk over to the health care center, she or he can contact the residence hall front desk and ask for Campus Safety to provide transportation. If your student is urgently ill during the evening, she or he should go to the nearest hospital emergency room. Campus Safety can also assist in transporting your student to the hospital, but cannot stay and wait for the student to be seen. Students are urged to bring a roommate or other friend in the case of an emergency room visit.

## Can my daughter or son receive an immediate cash advance in the case of a dire financial need?

Students can receive an urgent cash advance from Student Account Services if their account has a positive balance. You can wire money to Student Account Services to help your son or daughter in this type of situation.

## Upper-Class Students, College Life & Student Development

MICA students share many similarities. Students have predominantly come to MICA to both broaden their understanding of the role of fine arts in the 21st century and to specialize in a selected major as a studio artist, designer, or art educator. MICA students share gifts of creativity, drive, and a strong commitment to their work. Almost all MICA students will have a shared residential community experience.

In addition to these shared characteristics, each MICA student is also unique. Through the intersection and complexity of a student's gender, race, ability/disability, ethnicity, sexual orientation, educational background, and familial environment, each undergraduate student brings individual views and gifts to share with this special community of artists. Our inherent goal is to meet each student where they are along their journey and to promote development of a holistic self in a student focused manner.

Part of the joy and challenge of parenting young adults is the incredible growth a young person experiences during college. The college experience affects a student in myriad ways: from how information is taken in and processed to a person's reflection of self, one's core values, and what she or he hopes to attain in their journey as an artist and community member. Often, college is a period of experimentation, in which the person "tries on" different life experiences and peer groups to see where she or he best fits. Often, concurrent changes may take place in the student's self expression or behavior.

It is important for parents to hang in there during these periods of change. However, there are appropriate times for parents to challenge their student about behavior. These situations can include when parents believe their student's daily life experience is being affected by the use of alcohol and drugs (such as missing class on a repetitive basis or not being able to account for large periods of time in their memory) or when students are making decisions that would be considered dangerous or risky (such as walking alone late at night). MICA encourages parents to consistently communicate with their student via email or phone on a regular basis, and to take the time to ask questions about their lives—both in and outside of the classroom.

10

Although much attention is paid to the MICA Foundation year, the student journey spans all four years and includes a range of developmental tasks. MICA students are able to take advantage of multiple resources and services to support them, and you will find these services profiled in this handbook. The goal of the Office of Student Affairs is to support the intellectual, professional, and psychosocial development of MICA students across that four year period. The office works closely with faculty and staff in order to support this development and to serve students in ways that enrich their experiences here at MICA.

Over the past several years, the Offices of Academic Affairs and Student Affairs have focused on identifying which professional development goals are salient during each of the three upper-class years. Your role as parents can be critical in helping the student focus on appropriate academic and professional tasks and milestones. Sometimes that focus can take the form of a gentle question or reminder; other times, it might simply be a recommendation or suggested reading. Research as well as experience tells us how important parental support is during this time of decision making and increasing autonomy.

### Sophomore Year

During the sophomore year, students often make decisions about which friends to live with and solidifying their peer group. Since students declare their major at the end of Foundation year, the sophomore year becomes the entrance into their major course of study. In addition, each student is assigned an Academic Advisor who will provide assistance and support throughout their MICA experience and the completion of their academic program. Sophomores will begin taking two to three courses within their new major each semester, and also begin to become acquainted with faculty within the department. It is normal for students to wonder if they've made the right choices in choosing their majors, and to engage in conversations with faculty across the college if they are uncertain about their decision. It is not uncommon for students to experience difficulty with the academic freedom they encounter as sophomores. While the Foundation year is quite structured around faculty assignments and the completion of specific tasks, sophomores are asked to create a body of work that reflects their values, ideas, and purposes.

The sophomore year is often becomes a prime time period for students to assume leadership roles on campus, including living on a residential floor as a Resident Advisor or serving as an Orientation Leader for entering first-year students. While many sophomores live on campus in Meyerhoff House or the Gateway, other second-year students begin moving off-campus where they have opportunities to learn about setting up an apartment, paying rent and utilities, and getting along with their best friend(s) as roommates.

*Second-year students should begin building knowledge of career options related to their chosen major and developing self-presentation and interviewing techniques for internships.*

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From a professional development perspective, the sophomore year continues the personal development trajectory of the Foundation year as students move through a period of self-realization as artists. They look more deeply into the intersection between their personal emotions, beliefs, and the expression of themselves in their visual art. The sophomore year is also a critical time for students to learn how to document their work for the purpose of creating portfolios (including digital formats). Second-year students should begin building knowledge of career options related to their chosen major and developing self-presentation and interviewing techniques for internships. Please refer to the *Life After MICA* section of this handbook to learn more about career development at MICA.

## Junior Year

*Juniors should organize thoughtful presentations of their work, speaking with faculty about potential graduate school programs or job networks in their discipline, and write an artist statement reflecting their work.*

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During the junior year, students are immersed in their major course of study, often focusing on gaining additional experiences through internships or study abroad. Because of the intensity of the senior year experience, students find that their third year is often the best for spending a semester away from the College, gaining valuable experiences that will supplement their academic career. Juniors who remain at MICA provide seasoned leadership to student organizations and make a difference on campus through student life roles, including Student Activities Program Managers, Career Center Peer Advisors, Resident Life Studio Managers, and Resident Assistants. Increasingly, more and more juniors are choosing to live on-campus in Meyerhoff House or the Gateway.

In terms of professional development, a junior should continue to refine a professional portfolio of work to show during interviews for internships and graduate admissions.

In addition, students need to organize thoughtful presentations of their work, speak with faculty about potential graduate school programs or job networks in their discipline, and write an artist statement reflecting the perspective they bring to their creative work.

## Senior Year

MICA seniors often find themselves living in two worlds: making the most out of their last year at college and preparing for the next steps after graduation. The senior year is often one of mixed emotions, as students celebrate their accomplishments while worrying about how their lives may look after graduation. Seniors spend a great deal of time in their Senior Thesis course with a predominant focus on independent work to prepare for their Senior Exhibition.

Seniors are also expected to integrate their academic and professional development experiences. Senior students should focus on effective networking, explore graduate schools or professional careers, as well as prepare to be effective financial managers as artists moving into the professional world.

## Resources for Transfer Students

Each year approximately 15 percent of MICA's new enrollment is comprised of students transferring to MICA from other schools. Over half of these students transfer from out of state. Our transfer students bring new energy and distinctive perspectives to the MICA community; they also often have particular concerns and questions about transfer credits, housing options, connecting with other students, internships, and career opportunities. Our academic advisors, student activities staff, career development professionals, and off-campus housing and residence life staff are available to help facilitate a smooth transition.



## Making the Most of Your Visits to MICA

Parents and family members are always welcome guests on MICA's campus. We look forward to sharing with you the experiences of watching your son or daughter excel at MICA, learn and explore Baltimore, and eventually graduate. Whether it be for Parent & Family Weekend, a fun weekend visit, or Commencement, we want you to feel comfortable staying in Baltimore. Here are a few helpful websites for finding accommodations, restaurants, and attractions:

[www.baltimorecollegetown.org](http://www.baltimorecollegetown.org)

[www.godowntownbaltimore.com](http://www.godowntownbaltimore.com)

### Parent & Family Weekend: February 12-15

Parents and family members are invited to the College on February 12–15, 2010, for a weekend packed full of fun activities for you and your student! Families may join students in classes on Friday and Monday. Over the weekend, we give you a chance to attend useful workshops for understanding the “art school” experience. Saturday offers up an evening of family entertainment, and Sunday features our Raw Art Sale, an opportunity to purchase student artwork at bargain prices. Additional information and registration will be mailed to you in mid-December. As the date gets closer, more information will be available at [www.mica.edu/parents/weekend](http://www.mica.edu/parents/weekend).

### Commencement

After years of hard work, graduation has finally arrived! Commencement for all graduating students takes place on Monday, May 17, 2010. The Commencement Exhibition occurs campus-wide May 14–May 17, 2010. Graduating seniors should be on the look out for an early-February Senior Commencement Meeting. At that meeting, all seniors receive important information about applications for graduation, the senior exhibition, tickets, announcements, regalia, senior speaker applications, and much more. Please note that each graduating student will receive four guest tickets for the May ceremony. Tickets are required for admittance to the ceremony.

For students graduating in December, the December Commencement Ceremony will take place on Friday, December 18, 2009, in Falvey Hall, Brown Center. This event is not ticketed.

13

## Travel Planning & Using the Academic Calendar

MICA's Academic Calendar, located on pages 43-45 of this booklet, is useful in identifying important dates for you and your student. We recommend that before making any travel arrangements for your son or daughter—particularly at the end of a semester—that you please check with your student first. Not all courses have final exams. Faculty members frequently give students information in a course syllabus about class responsibilities and days slated for final exams. (If information is not provided in the syllabus about the last days of finals, students should check in with the faculty member before making any assumptions about the ability to leave campus a few days early.) If a train or plane ticket is purchased without consulting with your student, s/he may have completed course responsibilities and be left waiting at MICA for several days for the departure date.

## On-Campus Mailing Addresses

### *Commons*

Student Name  
120 McMechen Street  
Apt. #  
Baltimore, MD 21217

### *Meyerhoff House*

Student Name  
140 W. Lafayette Avenue  
Apt. #  
Baltimore, MD 21217

### *Gateway*

Student Name  
1601 Mt. Royal Avenue  
Apt #  
Baltimore, MD 21217

### *Mt. Royal Apartments*

Student Name  
15-- Mt. Royal Avenue  
Apt #  
Baltimore, MD 21217

## Special Delivery: Sending Care Packages

Whether for a birthday, finals, or a special occasion, you may want to send your student something to brighten their day. Parents frequently use Bolton Hill Blossoms, a locally owned business located right next to the Commons, to deliver flowers, gift items, plants, cakes, and cupcakes (410-669-2422, [www.boltonhillblossoms.com](http://www.boltonhillblossoms.com)).

*Please use your student's appropriate on-campus address for all packages and deliveries.*

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## Communicating in a Crisis

In a family emergency when you need help reaching a student, a family member should contact the Office of Student Affairs at 410-225-2422. We can help to contact the student and make emergency arrangements as necessary. Similarly, if a family member receives a call from their student in a crisis, please contact the Student Affairs staff, who can offer support, information, or intervention as appropriate. In the event of a true emergency and if the Office of Student Affairs is closed, please contact the Campus Safety 24-hour dispatch desk at 410-225-2245.

MICA's emergency communication system uses e-mail (see page 37), the MICA website, and emergency text message notification to keep the campus community informed in a campus emergency. Our full emergency communication policy is available on the Campus Safety Web page at [www.mica.edu/safety](http://www.mica.edu/safety). To request a Campus Safety Guide contact the MICA Campus Safety Office at 410-225-2355.

## Family Educational Rights and Privacy Act (FERPA)

Like most post-secondary institutions, Maryland Institute College of Art is bound by the Family Educational Rights and Privacy Act of 1974 (20 USC 1232g, amended). Also known as “FERPA” or the “Buckley Amendment,” this law provides students access to their education records, and protects their right to privacy by limiting the transferability of their records without their written consent. Therefore, the College is obligated to treat the following types of information as protected under FERPA: student schedules, grades, honors and awards, disciplinary records, and the academic transcript. Occasionally, students may also ask the College to protect normally public information, like address information and class level. Students may consent to release protected data to a third party by notifying the Enrollment Services located on the second floor of Bunting. Students may sign a release form giving consent for specific individuals (such as parents) to access their education records.

14

## A Guide to MICA Websites & Publications

[www.mica.edu](http://www.mica.edu)

As the parent of a MICA student, you've played an important role in the college search and application process. Our website seeks to maintain that relationship by keeping you and your student in touch with what's going on at MICA, including information on student life, articles about the College, and important College links. In addition, the site includes a variety of useful features, including:

- A directory of faculty and staff through the “Search” option on every page, or at [www.mica.edu/About\\_MICA/Administration\\_Faculty\\_Leadership.html](http://www.mica.edu/About_MICA/Administration_Faculty_Leadership.html). The search delivers name, title, department, campus location, and MICA email.
- Current degree, program, and continuing studies course listings under “Programs of Study”, located in the upper navigation on every page.
- A calendar of important dates events through the “Calendar” option, located in the upper navigation on every page.
- Links about events and exhibitions on campus can be found at the “Events and Exhibitions” option, located in the upper navigation on every page. Links to information about current exhibitions and activities of alumni are available at [www.mica.edu/alumni.html](http://www.mica.edu/alumni.html)
- Information about facilities, equipment, and resources available on campus can be found under “Academic Services and Libraries”, located in the upper navigation on every page.
- Frequent updates as varied as campus diversity, research initiatives, exhibition opportunities, careers, housing, and alumni events are located as news items throughout the site.

## MyMICA

MyMICA is an online resource focused helping members of the MICA community interact more easily with the College. Information of special interest to our community is clustered on audience MyMICA pages, including pages for students and parents. Accessible in the uppermost navigation throughout the website, students can use their MyMICA pages to find news specific to their interests and to access the portal, where they can register for courses, take a look at grades, and request unofficial transcripts. Parents and guardians can use the parent MyMICA page to find College news of interest to them, as well as a link to the portal. The student MyMICA page can be directly found at [www.mica.edu/Students.html](http://www.mica.edu/Students.html). The parent MyMICA page can be found at [www.mica.edu/Parents.html](http://www.mica.edu/Parents.html).

## [www.baltimorecollegetown.org](http://www.baltimorecollegetown.org)

Learn about the fun and fascinating city of Baltimore and discover what it offers you and your student. The Baltimore Collegetown Network brings the city's 15 area colleges and universities together with the cultural and community institutions to take full advantage of the creative energy they represent. Use this helpful site to find great links to accommodations, restaurants, shopping, local attractions, and events.

## Parent E-news and [www.mica.edu/Parents.html](http://www.mica.edu/Parents.html)

- Published periodically; distributed to parents via email
- Highlights important dates for upcoming deadlines, events, and activities on campus
- Provides helpful information of interest to parents
- If you don't already receive Parent E-News and would like to, register your email address by visiting [www.mica.edu/parents](http://www.mica.edu/parents)

## Juxtapositions

- Guide to upcoming exhibitions and special events on campus
- Distributed at various locations across campus and mailed home to parents and families

## Academic Bulletin

- Best source for all academic programs information, resources, and policies
- Lists undergraduate academic programs and requirements for each major
- Administration and faculty lists
- Published annually and provided to all students at Orientation
- Available to parents upon request (contact David Hart, 410-225-2321, [parentscouncil@mica.edu](mailto:parentscouncil@mica.edu))

## *MICA Inside/Out (also known as The Red Book)*

- Contains important phone numbers of campus resources and hours of operation
- Guide to activities, restaurants, shopping, and more
- Published annually and provided to all students at Orientation
- Available to parents upon request (contact David Hart, 410-225-2321, [parentscouncil@mica.edu](mailto:parentscouncil@mica.edu))

## Campus Safety Guide

- Details emergency communication processes and campus safety services and crime prevention statistics
- Includes current federally mandated crime statistics
- Distributed to new students at orientation and available at the campus safety Web page or in hard copy upon request.

## Contact

- Highlights institutional news including stories about faculty, staff, alumni, and current students
- Distributed on campus and mailed to parents and families

## Celebrating Your Student's Success: Hometown Press Releases

The College is always interested in the activities and accomplishments of MICA students. To promote those activities to the media, we prepare hometown press releases on student accomplishments. To request a press release to your hometown paper, your student must fill out a Hometown Press Release Form, available under “Share Your News” on the “News” section of [www.mica.edu](http://www.mica.edu). The Family Educational Rights and Privacy Act (FERPA; described on page 14) prohibits the College from releasing information about your student (including the fact that she or he is a new student, made the Dean’s List, or is graduating) without the student’s permission. We cannot send a hometown release on the request of parents. The request must come from the student. Hometown Press Release Forms are distributed to new students at Orientation and to graduating seniors at the Senior Meeting.

## About the Parents Council

MICA’s Parents Council ([parentrelations@mica.edu](mailto:parentrelations@mica.edu)) is comprised of parents who are interested in and supportive of their students’ education and who are willing to serve as advocates and advisors. The focus of the Parents Council is communication between parents and the College. The Parents Council meets once a year, during Parent & Family Weekend, with the administration to discuss questions, concerns, and suggestions.

The Council reflects geographic, ethnic, and socio-economic diversity representative of our student and parent body as well as representation among each of the undergraduate class years.

Parents are encouraged to attend Parent & Family Weekend (February 12–15, 2010) to see how their students live and learn here at MICA—and gain a better understanding about the education of the artist. Also, each October, the Parents Council sponsors a survey of all parents, which asks for input about Parent & Family Weekend programming and overall communication between the college and parents. Please take advantage of these opportunities—we want to hear from you!

Feel free to contact individual Parents Council members with ideas, questions, or comments. Please refer to the Parents Council list on page 46–47 of this booklet for contact information.

If you have further questions regarding the Parents Council or would like to serve as a member, please contact:

**Lucie Hughes**

*Associate Vice President  
Development, Alumni  
& Parent Relations  
410-225-2264  
lhughes01@mica.edu*

**David Hart**

*Director of Alumni  
& Parent Relations  
410-225-2321  
dhart@mica.edu*

**Emily Macenko**

*Assistant Director  
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Parent Relations  
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**Michelle T. Weatherly '98**

*Special Projects  
Assistant  
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*Academic Life*

Animation, Art History,  
Ceramics, Drawing,  
Environmental Design,  
Fiber, General Fine Arts,  
Graphic Design, Illustration,  
Interaction Design and Art,  
Interdisciplinary Sculpture,  
Painting, Photography,  
Printmaking, Video and  
Film Arts

# Curriculum Overview

MICA's curriculum combines intensive studio coursework with rigorous liberal arts beginning in the Foundation year. Students pursuing the bachelor of fine arts complete a common set of Foundation and liberal arts core requirements, as well as requirements for a major in one of the discipline areas listed below. In addition to the major, students have the options of using elective studio credit to pursue a studio concentration, or of increasing the number of liberal arts credits taken to pursue a minor in art history or in language, literature, and culture.

## Requirements for the BFA– All Majors

<i>Total Credits</i>	24	Foundation Studio Requirements
	15	Liberal Arts Core Requirements ( <i>Art History</i> )
	27	Liberal Arts Core Requirements ( <i>Language, Literature &amp; Culture</i> )
	60	Required Credits in the Major
	126/132*	Total Credits Required for the BFA <i>*If a liberal arts minor is selected, the total will be 132 credits.</i>

## Majors Offered Academic Year 2009–2010

Animation	Illustration
Art History, Theory and Criticism	Interaction Design and Art
Ceramics	Interdisciplinary Sculpture
Drawing	Painting
Environmental Design	Photography
Fiber	Printmaking
General Fine Arts	Video and Film Arts
Graphic Design	

## Liberal Arts Minors Offered Academic Year 2009–2010

Art History	Culture and Politics
Creative Writing	Gender Studies
Critical Theory	Literature

## Studio Concentrations Offered Academic Year 2009–2010

Animation	Illustration
Book Arts	Interaction Design and Art
Curatorial Studies	Photography
Environmental Design	Printmaking
Experimental Fashion	Video and Film Arts
Graphic Design	

# Academic Advising

Academic advising at MICA is integral to student learning throughout the undergraduate college experience. MICA's undergraduate Academic Advising Center provides guidance and planning through the delivery of advising, mentoring, and enrollment services.

## Foundation Year Academic Advising

Academic advising during the Foundation year is provided by an assigned faculty advisor, who is one of your student's Foundation instructors. This system allows for weekly contact between advisor and student, and fosters

*“I love the ‘core foundation.’ I feel it allows the students to acclimate to college life and their work load. I also feel it provides a security for them to explore their potential.”*

easy and regular communication of important information. Your student's Foundation faculty advisor serves as a source for general questions and concerns about coursework, academic programs, campus life, and other issues.

This advising is supplemented by the Foundation academic advisor, a professional staff advisor in close contact with other campus resources, who is dedicated to working with first-year students on a broad range of student life and academic matters. The Foundation academic advisor assists students in registration and scheduling, transfer credit and advanced placement, understanding Foundation requirements, and degree programs.

## Declaring a Major

In the fall, Major Café, a program designed for first-year students highlights MICA's academic programs and the upperclass experience, and introduces students to all the major departments. Students are also encouraged to explore MICA's majors through attendance at campus events and exhibitions. Majors are confirmed by March 1, prior to the registration period for the fall term. Students may remain undeclared until the beginning of the second semester of the sophomore year, and may change their major at any point after the initial declaration.

## Upperclass Academic Advising

Midway through the spring semester, first-year students are assigned to an upperclass academic advisor and begin working with that new advisor on long-term planning preparation for registration. Upperclass advisors are full-time professional staff advisors who work with a student through the remainder of the student's academic career at MICA, regardless of major. This continuity encourages the development of a more substantial advising relationship. Academic advisors support your student's short- and long-term academic planning, clarifying career and life goals, explaining degree requirements, interpreting institutional policy, and navigating the campus community and its offerings.

## Advising for Transfer Students

Transfer students are advised in the same way as students who begin as freshmen at MICA; they are assigned initially either to a Foundation faculty academic advisor or an upperclass academic advisor based on class level. During the transfer student's initial semester at MICA, the Offices of Academic Advising, Enrollment Services, and Undergraduate Admission are closely involved with a student as transfer credit and class level are determined, and they serve as additional resources for individual needs and concerns.

## International Student Advising

The Office of International Affairs provides a comprehensive range of support services to MICA's international students and manages institutional compliance with US Department of State and US Citizenship and Immigration Services regulations. The office advises international students on immigration laws and procedures, including academic requirements, employment regulations, travel, non-immigrant documents, visas, etc. Workshops and educational programs on immigration and related issues take place throughout the year.

International Affairs also provides cross-cultural advising and programs for the MICA community. MICA faculty, staff, and students with questions about cross-cultural communication or other intercultural issues are encouraged to consult the International Affairs office for advice and discussion.

# Academic Resources & Support

## Learning Resource Center (LRC)

The Learning Resource Center believes in the promise of all MICA students, those who have disabilities, and those who do not, and seeks to support them as they pursue the many benefits of their arts education. The LRC recognizes that college represents a period of transition between high school and other opportunities. In this period of transition, students who have disabilities should expect that some special education accommodations and services may not continue in college, and at the same time, students will be expected to participate more actively in the accommodations process. Students seeking accommodations and services must visit the LRC as soon as possible to register and submit documentation. Once documentation has been reviewed and a student deemed eligible for services, the LRC can begin a formal program of support in cooperation with the student, professors, and College staff. Students who have documented disabilities must visit the LRC each semester in order to continue their programs of support. In addition, the LRC seeks to assist all MICA students who may be struggling with such challenges as note taking, study skills, reading comprehension, and time management. To address these difficulties, the LRC offers one-on-one academic counseling and occasional workshops. Students are encouraged to set an appointment with an LRC learning specialist to discuss their academic difficulties and devise a plan of remedying them. For more information, see [www.mica.edu/learningresourcecenter](http://www.mica.edu/learningresourcecenter)

## The Writing Studio

The Writing Studio welcomes all MICA students and recognizes the necessity for artists to be articulate, both in person and on the page. The Writing Studio advises students to set appointments in advance and encourages but cannot guarantee walk-in meetings. Tutor and student work together on main ideas,

*In addition to Decker Library, MICA students have access to several other liberal arts college libraries in the area, including Baltimore's Enoch Pratt Free Library and Baltimore County Public Library.*

sentence writing, organization, grammar, and other writing challenges, along with an array of written products including papers, presentations, artist statements, cover letters, applications—and for non-native speakers—conversational English. A typical appointment lasts about 50 minutes, but shorter and longer meetings may be available. Most of the tutors who work in the Writing Studio hold advanced degrees and have years of experience working with student writers, including those for whom English is a second language. The studio also offers a small bank of computers generally equipped with Internet access and word processing software. Some machines contain assistive technology software for use by students who face difficulties with reading and writing. The Writing Studio is committed to the growth and excellence of strong compositional skills for all students enrolled at MICA and is dedicated to aiding them in meeting the requirements of writing assignments in their studio and non-studio courses. For more information, see [www.mica.edu/writing](http://www.mica.edu/writing).

## Decker Library

The Decker Library has over 82,000 volumes and maintains more than 300 periodical subscriptions. Approximately 3,000 new titles are added each year. Over 5,000 full-text journals can be accessed by databases such as Art Full Text, JSTOR, and Academic Search Premier. In addition, 17 other databases, including Grove Art Online, Credo Reference, and ARTstor provide access to a wide variety of research material and images. The Decker Library catalog, databases, and other research materials can be accessed online through the MICA website.

Decker Library is one of the largest art college libraries in the country and has extensive holdings that include: art, art history, art theory and criticism, architecture, design, new media, and general humanities in support of the curriculum as well as recreational reading material. The Library provides a technologically equipped informal atmosphere with open access to the stacks and collections. Comfortable furniture invites both relaxed browsing and serious research. In addition to Decker Library, MICA students have access to several other liberal arts college libraries in the area, including Baltimore's Enoch Pratt Free Library and Baltimore County Public Library.

*Students, faculty, and staff are welcome to borrow materials from MICA's Media Resources Collection, containing over 215,000 slides and 4,000 videos, DVDs, and CD-ROMs.*

## Media Resources Collection

MICA's Media Resources Collection (MRC) provides access to image-based information supporting all MICA departments. Subjects include art and architecture from prehistoric times to the present, as well as materials supporting the liberal arts program. Students, faculty, and staff are welcome to borrow materials for classroom and individual study. Requests for curriculum-based materials are welcome. The MRC is developing a digital image collection to be made available for research and classroom study, and provides instruction and support for the ARTstor digital library.

*MICA students may enroll in courses at colleges in the Baltimore area (such as Johns Hopkins University) on a space-available basis.*

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## Broadening Your Student's Horizons

Studying at different institutions can enhance your student's MICA experience. The College offers an array of domestic exchange and study abroad programs that take place during the fall and spring semesters and the summer, ranging from student exchange programs with local colleges and other art colleges to study abroad.

### Baltimore Student Exchange Program

MICA students may expand their educational experiences by enrolling in the Baltimore Student exchange program with The Johns Hopkins University, Goucher College, College of Notre Dame of Maryland, Peabody Conservatory, University of Baltimore, UMBC, Towson University, Morgan State University, Baltimore Hebrew College, or Loyola College on a space-available basis. Courses not offered by MICA may be taken at these institutions. Full-time students can take two undergraduate courses per academic year. This program is available to MICA undergraduates during their sophomore, junior, and senior years.

Students who wish to take courses at any of these institutions must register through Enrollment Services at MICA. Registration forms and procedures are available in Enrollment Services, located on the second floor of Bunting Center. Students are subject to the rules and regulations of the host college. Tuition is not charged by the host college, but students may be subject to course fees. For more information contact Enrollment Services at 410-225-2234.

### Domestic Exchange Program

MICA is a member of the Association of Independent Colleges of Art and Design (AICAD). AICAD's domestic exchange program provides qualified third-year undergraduates the opportunity to study at another AICAD member institution in the U.S. or Canada during the fall or spring semester. A complete list of AICAD member institutions that currently participate in the exchange program is available on MICA's International Affairs website.

General criteria to apply for an AICAD exchange include: a minimum 3.0 cumulative GPA, junior standing during the intended semester away, completed paperwork by the application deadlines, and attendance at an advising session with MICA's Office of International Affairs. In order to participate, students must meet MICA's eligibility requirements and also apply and be accepted by the host institution. Domestic exchange programs are restricted to one semester. Note that participating in domestic exchange is not the same as transferring, as students on domestic exchange are still officially enrolled at MICA.

Students on all domestic exchange programs pay MICA tuition (without fees) directly to MICA, and pay no tuition at the host school. Students are responsible for all other expenses (e.g., travel, housing, meals, health insurance, studio fees, etc.), some of which may be required and billed by the host institution. Students planning to participate in domestic exchange must apply for financial aid in the same manner they would if on campus and must meet all financial aid application deadlines.

Application procedures are similar to those for study abroad. Applicants are to submit all required materials to MICA's Office of International Affairs by the appropriate deadlines. For more information about application procedures, policies, and current programs, contact the Office of International Affairs or visit the International Affairs website at [www.mica.edu/internationalaffairs](http://www.mica.edu/internationalaffairs).

## MICA in New York Summer Intensive

MICA in New York, an innovative three-credit summer program, offers rising college sophomores through first year graduate students an artistic immersion in New York City—by working intensively on their own art, learning about the city’s historical and cultural significance, and living in Manhattan. The program includes weekly critiques and presentations with well-known practicing artists, curators, and writers. Students get to know New York as working artists through a curriculum of weekly seminars, informal projects, independent studio time, and field trips to museums, galleries, and historical sites. MICA in New York provides students with individual studios, access to a wood shop, a seminar reading room, and wireless Internet access. Students live in apartment-style residence halls. Contact the Division of Continuing Studies for more information and an application at 410-225-2219, [summertravel@mica.edu](mailto:summertravel@mica.edu).

## MICA Summer Study Abroad Programs

*Application deadlines for study abroad are March 1 for fall and October 1 for spring.*

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Summer study abroad (for three to six credits) is designed to provide students with the opportunity to work closely with MICA faculty in locations that offer diverse cultural and artistic experiences. Greece, Italy, South Korea, Nicaragua, United Arab Emirates, and Portugal are the current sites for the two- to four-week intensive summer programs. Contact the Division of Continuing Studies for more information and an application at 410-225-2219, [summertravel@mica.edu](mailto:summertravel@mica.edu).

## New York Studio Program

The AICAD institutions have cooperatively developed the New York Studio Program (NYSP), a semester-long program of study in New York City that admits a limited number of students each semester. Participation in the program offers two options: (1) Independent studio, in which students are provided a space to pursue independent work based on a plan developed with their department chair; and (2) Internship, in which students work directly in the studios or firms of professional designers and artists or in such settings as workshops, galleries, publications, or museums. Both options require participation in seminars, visiting artist lectures, and journal-keeping, as well as the required studio work or internship. NYSP faculty include the program director, visiting faculty from AICAD institutions, and local artists.

General criteria to apply include a minimum 3.0 cumulative GPA; junior or, with chair approval, first-semester senior standing during the intended semester away; completed paperwork by the application deadlines; and attendance at an advising session with MICA’s Office of International Affairs. Admission is competitive and is decided by jury at MICA.

Participating students pay MICA tuition (without fees) directly to MICA, and pay no tuition to the NYSP. Students are responsible for all other expenses (e.g., travel, housing, meals, health insurance, studio fees, etc.), some of which may be required and billed by the program.

Application procedures are similar to those for study abroad. Applicants are to submit all required materials to MICA’s Office of International Affairs by the appropriate deadlines. For more information about the program, application procedures, and study away policies, contact the Office of International Affairs or visit the International Affairs website at [www.mica.edu/internationalaffairs](http://www.mica.edu/internationalaffairs).

## Semester Study Abroad and Exchange Programs

MICA partners with institutions around the world so that students in all majors, with advance planning, can complement their MICA experience with a semester abroad. MICA offers semester study abroad and exchange opportunities in a wide range of programs at affiliated institutions all over the world.

General criteria to apply include a minimum 3.0 cumulative GPA; junior or, with chair approval, first-semester senior standing during the intended semester abroad; completed paperwork by the appropriate deadlines; and attendance at a study abroad advising session. Some programs have additional eligibility requirements. In order to participate, students must apply and meet MICA’s eligibility requirements and also be accepted by the host institution. Students must be registered through MICA’s Office of International Affairs for study abroad status to be eligible to apply credit from a semester abroad program toward their MICA degree.

Students on all semester abroad programs pay regular MICA tuition (without fees), as well as any tuition costs that may exceed those of the College, directly to MICA. Students pay no tuition to the host program. Students are responsible for all other expenses (e.g., travel, housing, meals, health insurance, studio fees, etc.), some of which may be required and billed by the host program. Eligible candidates who are accepted into a study abroad program retain their status as full-time MICA students during their time abroad, which enables them to apply all MICA institutional aid and federal financial aid (with the exception of work study) toward the cost of the semester abroad.

Applicants are to submit all required materials to MICA's Office of International Affairs by the appropriate deadlines. For more information about application procedures, policies, and current programs, contact the Office of International Affairs or visit the International Affairs website at [www.mica.edu/internationalaffairs](http://www.mica.edu/internationalaffairs).

## Exhibition Development Seminar

The one-year Exhibition Development Seminar examines the curatorial process through the research, planning, and production of a major art exhibition. Founded in 1997 by MICA Curator-in-Residence George Ciscle, the seminar has brought together diverse teams of students from the College's undergraduate, graduate, and continuing studies programs to develop and implement eleven exhibitions in museums and galleries across Baltimore. Each seminar promotes an atmosphere that encourages hands-on interaction between artists, curators, designers, writer, educators, and other professionals.

## Institutional Partnerships

Students can participate in institutional partnerships developed by MICA faculty in disciplines from environmental design to video, graphic design to painting. Environmental designers are engaged in hands-on projects with Baltimore's Office of Urban Planning through a partnership forged by department chair Peter Chomowicz. The MICA/JHU Design Collective grew out of a partnership between the MICA design faculty and scientists at the Johns Hopkins Urban Health Institute and community leaders in urban East Baltimore, participants develop effective ways to put Johns Hopkins public health research to work for the benefit of urban populations including improving diabetes care, preventing childhood injuries in the home, and providing education about high blood pressure.

23

# Academic Policies

## Registration

Students currently enrolled in the degree program who have met all of their financial obligations for the current semester will meet with their advisor and register during the registration period, typically in November or December for spring semester and March or April for fall semester. Full-time students may register for 12 to 19.5 credit hours per semester. All readmitted, newly admitted freshmen, and transfer students register in the period between semesters.

## Attendance

Unless otherwise indicated by the instructor, students are expected to attend all meetings of each class in which they are enrolled. They are expected to be ready to start work at the opening of class and to remain for the entire meeting of the class. Irregular attendance or habitual tardiness usually leads to lower grades and, ultimately, to probation or dismissal. Although an instructor's discretion is clearly involved, unexcused absence from three or more classes will result in a failing grade.

In the case of extended illness or other legitimate absences that may keep the student from attending a class for more than two meetings, students must contact the Office of Student Affairs so that instructors can be notified.

## Withdrawal

In the case of lengthy illness, students should be prepared to present a doctor's confirmation of inability to return to one or more classes. The Office of Student Affairs must be notified, and withdrawals may be approved. Students withdrawing from all classes will be placed on a leave of absence.



# Financial Aid

Competition for financial aid dollars is increasing. Students need to be aware of deadline dates and application procedures to ensure their chances of receiving the maximum aid available. The application process can be complex, so our financial aid staff is always available to assist parents and students through the process.

Financial aid packages can consist of a combination of gift-aid and self-help. Gift-aid includes scholarships and grants while self-help includes loans and work study. Students must reapply each year for financial assistance. Students must maintain a cumulative grade point average of at least a 2.0 and must be making satisfactory academic progress to be eligible for need-based financial aid. MICA-sponsored scholarships require an annual grade point average (GPA) of 3.0 for renewal.

The type and amount of financial aid received is dependent on a number of factors. Priority funding consideration is given to students who apply on time and provide required documents by established deadlines.

If funding levels remain constant and a student's (or his or her family's) verified need remains the same, a student can expect the total dollar of the financial aid package to remain consistent.

## Applying for Financial Aid

Continuing students who are Maryland residents must apply for aid by March 1 of the preceding year. All other returning students must apply by April 15. Financial aid awards are not made until the student's file is complete.

A complete file consists of:

- 1 | A Free Application for Federal Student Aid (FAFSA)
  - 2 | MICA Returning Student Financial Aid Application
  - 3 | Copies of parents' and students' federal income tax returns\*
  - 4 | Verification forms\*
- \* If requested or required*

Maryland residents must apply for Maryland state-sponsored aid by March 1. Students from other states are responsible for applying for grants from their home state. Please check with the Financial Aid Office for information on these additional sources of aid.

## Satisfactory Academic Progress for Financial Aid

Maryland Institute College of Art recognizes that although the BFA degree is programmatically designed for completion within four years, many students need five years to complete the program. Financial aid funds will be available to students for five years if the student maintains satisfactory progress.

The chart on the following page represents the minimum number of non-repeat credits to be successfully completed each academic year in order to achieve satisfactory academic progress. In addition to credit requirements, students must maintain a minimum 2.0 cumulative GPA each semester. Failure to complete the minimum number of credits or to maintain a minimum 2.0 cumulative GPA will result in loss of assistance.

Year	1	2	3	4	5
Minimum Annual Credit Accumulation	24	48	72	96	126

These are minimum requirements to satisfy financial aid eligibility. A normal course load to complete curricular requirements would consist of 15 credits each semester of the freshman year and 15–18 credits each semester of the sophomore, junior, and senior years depending on the major department. Full- and part-time degree students may not take courses in Continuing Studies to satisfy the BFA degree requirements, unless approved by the student's departmental chairperson.

## Financial Aid Probation

Full-time students who fail to successfully complete 12 non-repeat credits in a given semester or achieve a 2.0 minimum cumulative GPA in any given semester will be placed on Financial Aid Probation for one semester. This allows one semester of additional work to bring the academic record up to the minimum standards. Students will be notified in writing of Financial Aid Probation status and the conditions of the probation.

## Financial Aid Suspension

Students who fail to meet the minimum Satisfactory Academic Progress standards after the probation semester will have a suspension of further assistance until standards are met.

## Appeals

Students who have not met satisfactory academic progress standards or who have lost scholarship renewal because of failing to meet specific GPA requirements and who have special circumstances (for example, serious health problems) may appeal aid suspension. Students must make appeals in writing outlining the extenuating circumstances and submit appeal letters to the Financial Aid Office. An Appeal Review Committee will review the appeal and notify the student in writing of the decision.

## Tuition Insurance

MICA is pleased to offer an insurance program, The Tuition Refund Plan (TRP), through A.W.G. Dewar, Inc. This plan supplements the college refund schedule and provides more generous refunds throughout the entire term. If a student withdraws from classes due to a personal physical illness or accident, the plan returns up to 100% of insured tuition and fees. For withdrawals due to medical/psychological illness, benefits will return up to 60% of insured fees.

26

Enrollment forms with complete details are mailed to students in late June or early July, or application may be completed online. The TRP provides coverage (according to the terms of the policy) for tuition, room, and meal charges. Benefits under the Tuition Refund Plan provide a valuable resource for students who need to withdraw for medical reasons. For more information or to apply, please contact A.W.G. Dewar, Inc., 617-774-1555, [www.collegerefund.com](http://www.collegerefund.com).

## Competitive Scholarships for Returning Students

Each year, freshmen, sophomores, juniors, and first semester seniors are eligible to compete for scholarships for the next academic year. These competitive scholarships are based on a combination of merit, grade point average, and, sometimes, financial need. Scholarships range from \$850 to \$18,000. Information regarding eligibility and application is disseminated to students in December from the Office of Academic Services.

## Student Employment Under the Federal College Work-Study Program

The Financial Aid Office works with the Joseph Meyerhoff Center for Career Development in coordinating work-study placements. Job descriptions for various positions are on file in the Center for Career Development. The Center will assist students in job placement. Students will automatically be placed in their previous work-study jobs unless they, or their supervisor, request otherwise.

Students are not permitted to work for more hours per week than the hours shown on their student employment contract. Students do not normally work during semester breaks or on holidays. Special permission to work during these periods must be obtained from the Financial Aid Office.

# The MICARD: Frequently Asked Questions & Answers

## What is a MICARD and where can it be used?

The MICARD is a single card used for student identification, access to campus buildings, meal plans, and as a debit card for purchases on campus. Your student can also use it to establish a Flex Account to make purchases at the College Store, in residence hall laundry rooms, vending machines, Decker Library, the post office, print lab, or to purchase food at any campus dining location.

## How does my student create a MICARD Flex Account?

Creating a MICARD Flex Account is easy to do. Simply deposit funds into the MICA Flex Dollars Account from a personal payment by check, credit card, money order, or cash. Students can transfer any remaining money from their student account into their Flex Account. Balances will be carried forward from year to year, provided a student remains enrolled. Graduates in good financial standing will have any Flex Account balance automatically refunded within 90 days after graduation.

To set up a Flex Account, your student must complete and sign an application. For more information, please contact Student Account Services at 410-225-2356, [studentaccounts@mica.edu](mailto:studentaccounts@mica.edu).

## What is the required amount for creating a MICARD Flex Account?

Students can set up Flex Accounts at any dollar amount, and may replenish its value at any time. When replenishing the MICARD Flex Account with cash or check, we require a minimum amount of \$20. When replenishing with a debit or credit card, the minimum amount is \$50.

## How will my student know his or her remaining purchasing power?

Each time your son or daughter makes a purchase, the remaining Flex Account balance will be indicated at the terminal or on the receipt, which helps with budgeting. The student can also contact Student Account Services to check Flex Account balances.

27

# Student Account Services: Frequently Asked Questions & Answers

## How can I contact the Office of Student Account Services?

Office of Student Account Services	410-225-2356
Bunting Center, Suite 240	<a href="mailto:studentaccounts@mica.edu">studentaccounts@mica.edu</a>
Student Services Center	<i>Hours:</i> Monday – Friday
Baltimore, MD 21217	8:30 am – 5:00 pm

## When are the payment due dates?

Payment for the fall semester will be due the first week of August (August 1, 2009). Payment for the spring semester will be due the first week of January (January 4, 2010). If a payment is late, a \$50 fee applies.

## Where can I send my payment?

Payments can be mailed standard and overnight delivery to:

Maryland Institute College of Art	<i>Phone:</i> 410-225-2356
Student Account Services	
1300 West Mt. Royal Avenue	
Baltimore, MD 21217	

## Where can I send my payment?

Payments can be wired to:

M&T Bank  
715 North Howard Street  
Baltimore, MD 21201

*ABA Number:* 022000046-Domestic  
*SWIFT Code:* MANTUS33-International  
*Account Number:* 070-8413-4  
*Account Name:* Maryland Institute  
College of Art  
*Comment Line:* Student's Name and  
MICA Student ID#

## What forms of payment are accepted?

You can make payment towards tuition and fees with a personal check, cash, credit card (American Express, Discover, and Master Card), wire, cashier check, or travelers check. Please note that payments by credit card are subject to a 2.5% usage fee.

## Does MICA offer payment plans?

Yes, we do. Our payment plan is offered through Tuition Pay. Contact Tuition Pay directly at [www.tuitionpay.com](http://www.tuitionpay.com) or 800-835-0120.

## What information do I need to provide when making payment?

You will need to provide the student's seven digit identification number located on their MICARD; this allows Student Account Services to apply your payment to the correct account.

## When do tuition and fees increase?

Tuition and fee increases are determined during the spring semester of each year. The increase goes into effect for the following fall semester.

## Where have you mailed my bill?

Invoices and statements are mailed to the student's permanent mailing address and go out one month before the payment due date of each semester. Each monthly statement includes a due date.

If your student's permanent address changes during their time at MICA, the student will need to file a change-of-address form with the Enrollment Services, Bunting Center second floor, 410-225-2234.

## What is the difference between an invoice and a monthly statement?

An invoice is generated one month prior to the beginning of the semester and lists MICA's initial tuition, fees, room and board, and optional fees. The payment due date is the college's official date to receive payment in full for the semester. That date is indicated on the invoice. If payment is not made by the due date, the account may incur a late payment charge.

Throughout the course of the semester, the College will send monthly statements to the student's billing address. These statements will indicate any unpaid charges, fines, and fees that have been assessed as the semester progresses. Accounts that have been subject to additional charges, fines, and fees need to be paid in full upon receipt of the monthly statement.

## I have a hold on my account, how do I clear it?

The only way to clear a financial hold is to pay the student's balance.

## How can I get a 1098-T form for my taxes?

1098-T forms are mailed in January to all students. The information on the form reflects the payments received, scholarships, and grants posted in the previous calendar year.

## All of my financial aid is not on my invoice. What do I do?

Only anticipated loans, grants, and scholarships are listed on the invoice. If all of your student's aid is not listed, please contact your financial aid counselor to make sure processing is complete.

## What if my student still owes?

Students are individually responsible for their financial obligations to the MICA. All students are charged tuition each semester during their academic year at the College.

A student whose account is overdue or who is in any manner indebted to the College will be denied the recording and certification services of Enrollment Services, including the issuance of a transcript or diploma, and may be denied readmission until all obligations are fulfilled. Student Account Services may stop the enrollment or cancel the completed enrollment of a student who has a delinquent account or debt.

Once the outstanding debts have been paid, the student will need to obtain clearance from a member of Student Account Services before being allowed to register, request a transcript, or receive a diploma from the College.

Students who are in indebted to MICA after the payment due date may be placed on Financial Leave of Absence after the College has exasperated all collection efforts on the outstanding balance for that particular semester. Students may re-enroll after all balances have been paid in full.

Student Account Services may assess all attorneys' fees, other reasonable collection costs (up to 50 percent), and charges necessary for the collection of any amount not paid when due. Matriculation in the College constitutes an agreement by the student to comply with all College rules, regulations, and policies.

## Where is my refund?

*In order to receive a refund by Friday, a refund request must be received by 5:00 pm on Monday of the same week.*

Refunds are processed continuously throughout the year for Title IV funds. Federal loan and grant refunds can be requested within 14 days of the day of disbursement. The only exception to this is at the beginning of the term.

Refunds for private loans and scholarships are processed upon request. Refunds for over-payments are processed upon request but must be submitted three weeks from the date paid to ensure the payment clears the bank.

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Refunds for students with AMS Payment Plans or PLUS loans will be made payable to the bill payer or parent. For more information, please contact Student Account Services at 410-225-2356, [studentaccounts@mica.edu](mailto:studentaccounts@mica.edu).

Once refunds are requested, they will be held at the Student Account Services Office and are available for pick up on Friday after 2:00 pm. Refunds can also be mailed to the student's local address upon request.

## Does MICA accept third party payments?

Once the initial drop/add period has ended and the initial Financial Aid pay period has been processed, billing will be sent out to funding agencies. We will bill only for those students who have completed authorizations or have submitted letters from third party payers for the current term.

The third party billing process defers the student's tuition and fees for only the amount indicated by the third party payer. Students are ultimately responsible for all college costs incurred. An authorization or letter of intent to pay must be submitted each term and must be received by Student Account Services before the tuition due date.

If the authorization or letter of intent to pay for payment does not indicate a specific term or expiration date, the effective period will be for the current term. The college will not notify the student or agency when authorizations or letters of intent to pay expire at the end of the term or effective date. It is the student's responsibility to ensure that appropriate paperwork is received by Student Accounts Services by the appropriate deadlines each term.

Authorization or Letter of Intent to pay for payment may be mailed, faxed or delivered to:

Maryland Institute College of Art  
Office of Student Account Services  
ATTN: Third Party Billing  
1300 West Mt. Royal Avenue  
Baltimore, MD 21217

After the college receives the authorization for payment, the award is noted on the student's account. This information indicates the funding source and allows the college's registration system to process funding and generate third party invoices.

If the college receives a direct check instead of an authorization or letter of intent to pay from a sponsoring agency, the college reserves the right to contact the sponsoring agency in regards to any refund back to the student. If the check exceeds the student's current charges, the difference will be returned to the sponsoring agency unless written consent is provided to issue the refund to the student.

## Requirements for Third Party Sponsors

The financial guarantee sponsorships agreement will only be accepted if it is typewritten on sponsor letterhead or official purchase order, or if the tuition assistance form or voucher is addressed to Student Accounts Services. Please have the following information included on the agreement and keep in mind the following stipulations:

30

- Current date must be stated on the agreement.
- Please include the student's full name, ID number, and the specific courses or semester covered.
- Amendments to the tuition payment authorizations must be typewritten.
- State whether the Third Party will sponsor any of the following: tuition, student fees, room charge, meal charges, book charges, international student health insurance, parking, and any additional fees.
- Please notify Student Account Services who will pay tuition penalties for dropped courses or penalties assessed due to late payments.
- List the maximum U.S. dollar amount MICA is allowed to bill sponsor.
- A signature authorizing billing (payments) and a contact name and telephone number must be present on tuition payment authorization.

Payments must be unconditionally guaranteed and made within thirty days of billing. Payments must be made directly to MICA in U.S. dollars backed by a U.S. bank. Bank handling charges must be included in addition to the billed amount. A sponsor with a past due balance may have its billing privileges terminated. Please note that students should be aware that they are responsible for any defaults in payments by the sponsoring agency. Students can receive an individual Schedule and Invoice upon request. Students must complete the third party authorization form and submit it to Student Account Services by the semester's first day of class. Sponsor payments made directly to a student, or sponsor reimbursements to a student based on grade, are not considered third party. Students are responsible for notifying Student Account Services of any schedule changes. Questions should be referred to Student Account Services by telephone 410-225-2356, by email [studentaccounts@mica.edu](mailto:studentaccounts@mica.edu), or by stopping by the on-campus office.



*Student Affairs*

## Student Affairs

*The Office of Student Affairs is located on the 2nd floor of Bunting and is open Monday through Friday, 8:30 am – 4:30 pm, 410-225-2422.*

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The Office of Student Affairs supervises the departments of Student Activities, Residence Life and Off-Campus Housing, Diversity and Intercultural Development, the Counseling Center, Career Development, and Community Arts Partnerships. The Student Affairs staff act as liaisons to Dining Services, Campus Safety, and Shuttle Services. The office provides individual support to students to assist them in succeeding within an art college environment, including consultation on medical and personal issues affecting academic performance. Students find that Student Affairs is a helpful place to ask general questions and determine what type of assistance might be available to them. Student Affairs also coordinates the resolution of student disciplinary cases. The office includes Dr. Dusty Porter, Vice President & Dean for Student Affairs,

Michael Patterson, Associate Dean for Student Life & Judicial Affairs, and Cheryl Garner, Associate Dean for Student Development.

## Student Activities

Student Activities is home to over 40 student organizations, MICA's student government, and a variety of programs and activities to keep your student involved. Student leadership development opportunities include positions as student organization leaders, program managers, orientation leaders, and work study staff. These leadership positions promote life and career skills that can be implemented in the studio and beyond. Students can participate in a wide array of programs that promote community building, professional development, diversity and multi-cultural inclusion, recreation, health and wellness, and community service.

The Fitness Center and Studio, located in the lower level of Meyerhoff House, has a variety of equipment and exercise space for students. Thanks in part to generous support from the Parents Council, treadmills, elliptical machines, exercise bikes, a rower, free weights, and more are available for student use. The studio offers yoga, aerobics, dance, and other fitness-related classes.

Major events like Orientation, Parent & Family Weekend, and Commencement are also under the direction of the Student Activities Office, so do not hesitate to contact the office with questions about these events (410-225-2284, [studentactivities@mica.edu](mailto:studentactivities@mica.edu)). The Student Activities Office is located on the first floor of the Meyerhoff House, so please encourage your student to stop by.

## Counseling Center

Problems such as anxiety and depression or concerns about relationships, eating disorders, alcohol, or drugs can affect most people at one time or another. Although these problems may initially seem minor, they can increase in intensity and interfere with daily life.

Students who are experiencing personal difficulties are encouraged to seek assistance at the earliest possible time so that they have a better chance to regain a positive balance in their lives. Students may schedule appointments with Counseling Center staff members by calling 410-225-2367 to make an appointment.

*All services are confidential.*

## Health Services

Health services are offered through Mount Royal Medical Associates, 1501 Mount Royal Avenue (next to Bunting Center). A staff of qualified doctors and nurses provide on-site ambulatory health care services. Special problems that require evaluations that are more extensive will be referred to Maryland General Hospital, but the majority of problems can be managed at Mount Royal Medical Associates. Although evaluations are free of charge, students are required to pay for laboratory tests and medication.

All students attending Maryland Institute College of Art must provide proof of comparable health coverage or be automatically enrolled in the insurance program of the College. Each student's account is automatically charged \$580.00 for the MICA-sponsored accident and health plan. The plan's coverage is from August to August for those students enrolling during the fall semester. Students with comparable private coverage can waive participation in the MICA sponsored plan with no financial penalty until September 30, 2009 by providing proof of comparable coverage. You may contact Hulse/QM directly at 800-898-8841 if you have additional questions regarding coverage.

*Hours:* Monday & Wednesday:

8:00 am – 8:00 pm

Tuesday & Thursday:

8:00 am – 5:00 pm

Friday:

8:00 am – 4:00 pm

*Services Include:*

- Free primary care visits
- Flu Shots
- Evaluation of acute, episodic illnesses & injuries
- Contraceptive counseling
- Pregnancy testing
- Routine gynecological care
- Health education

## Office of Diversity & Intercultural Development

The Office of Diversity and Intercultural Development, an integral part of the Division of Student Affairs, bases its philosophy on inclusion and fostering recognition and respect for the voices of all students. The mission is to create a welcoming environment for all students, with a specific focus on the academic, social, and cultural needs of student concerns related to issues of culture, class, race, gender, sexuality, and similar issues.

The office strives to contribute to a community in which all students are empowered to recognize and act on one's social responsibility in relation to domestic and global issues. This office places special emphases on developing co-curricular initiatives and programs to enhance cultural understanding that complements the course offerings of the faculty and the experiences of other offices on campus. The office is located in Bunting Center, Room 200. Students may stop by or contact the office at 443-552-1659.

33

## Community Arts Partnerships

The Community Arts Partnerships (CAP) program offers expanded professional development opportunities to undergraduate, post-baccalaureate, and graduate students with interests in community service through the fine and applied arts. CAP internships are designed to enrich and deepen students' experiences during their academic careers, link them to the Baltimore community, and introduce them to new professional opportunities. Participating MICA students are able to experience the dynamics of communities in, for example, an elementary school, a neighborhood art center, a homeless shelter, or an art collective, while sharing their artistic talents. Through CAP, students learn alongside experienced professionals in a wide range of community situations, work with Baltimore public institutions and non-profit organizations, and develop leadership skills. CAP participants earn course credits or a small financial stipend (if funds are available). For more information, contact [cap@mica.edu](mailto:cap@mica.edu) or call 410-225-2437. The CAP office is located in Bunting Center, Room 200.

# Dining Services

## Meal Plan Options Designed for Artists

Our meal plans are designed specifically to match the lifestyle of artists. Meal service at MICA is provided by Parkhurst Dining Services, a company that has earned a reputation as one of the nation's best collegiate food service providers by offering dishes made from the freshest ingredients and innovative recipes prepared by thoughtful and service-oriented staff. Service has been tailored to the unique tastes of student artists, with a diverse array of options, including ethnic and exotic entrées, vegetarian and vegan options, fresh side dishes, soups and salads, homemade desserts, and five fresh whole fruits at each meal.

In addition, nutritional information will be available for your son or daughter to read, as well as programs to help students learn more about the food we serve.

Meals may be used during five different meal periods: breakfast, lunch, afternoon, dinner, or late night. Breakfast and lunch are served Monday through Friday; brunch is served on Saturday and Sunday; dinner is served every day.

Dining Dollars may be used to buy à la carte items in Café Doris, the Gateway Café, and Java Corner at any time. Each of our four meal plans includes a specific number of meals and an additional amount of dining dollars.

### *Meal | Cost*

200 Meal Plan | \$1,470 per semester  
14 meals/week\* with \$50 Dining Dollars

100 Meal Plan | \$995 per semester  
7 meals/week\* with \$100 Dining Dollars

150 Meal Plan | \$1,245 per semester  
10 meals/week\* with \$100 Dining Dollars

75 Meal Plan | \$760 per semester  
5 meals/week\* with \$50 Dining Dollars

*\*Approximately*

34

Students may change meal plans within the first two weeks of each semester. No changes or refunds will be made after that time. Unused block meals will be forfeited at the end of each semester. Dining Dollars carry over from fall to spring semester but are forfeited at the end of the academic year.

## What's Happening on Campus?

Students may mention some of the programs and activities happening on campus, but if you want to find out more, we have a great online calendar that gives you a window to MICA's campus life. Visit [www.mica.edu](http://www.mica.edu) and select "Calendar." On the calendar you will find listings of films, exhibitions, student events, club and organization meetings, guest lectures, workshops from career development, and major events on campus. A few examples of some of student programs include:

### Coffeehouse Performing Arts Series

This popular event features live student performances of music, song, comedy, drama, and dance once a month in the BBOX theater at Gateway. Performers can sign up the week before at front desks of Meyerhoff House, the Commons, and Gateway.

*Parkhurst managers and staff are accessible at every meal to get student feedback and listen to their recommendations. If you have questions, please feel free to contact Parkhurst at 410-225-7360.*

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### Halloween Party

The Halloween Party, one of MICA's most beloved traditions, attracts nearly 900 costumed revellers each year. The Costume Contest Parade always takes center stage; recent winners include a replica of the Mount Royal Station on roller skates and Photoshop tools come to life. This year's Halloween Party takes place on Saturday, October 31, 2009.

### Last Blast

Students celebrate the end of the school year with a spring block party on Cohen Plaza. At this themed event, there are music, games, and a barbecue.

## Residence Life & Off-Campus Housing

The Office of Residence Life & Off-Campus Housing strives to provide the best possible resources regarding housing and accommodations to each member of the MICA community. Nearly 800 students live in campus residence halls, ranging from freshmen to graduate students. Residence Life staff focuses on the development of MICA students outside of the classroom, helping to prepare them for life beyond the College. MICA's residence halls are designed specifically with the needs of student artists in mind, and are supplemented by highly trained staff that support students and provide quality programming designed to complement the academic experience. The Residence Life Office also assists MICA students living off-campus, providing an up-to-date list of available apartments within the immediate neighborhood. By using the MICA website students can access rental listings, tenant resources, and tips for searching.

*For assistance with off-campus housing resources in the Baltimore area, please call 410-225-2398.*

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## Exploring Beyond MICA's Campus

Baltimore is a destination for college students from across the country and around the world. There are many unique people and places to see! Encourage your student to learn more about Charm City—have them stop by the Student Activities Office or visit the Baltimore Collegetown Network, [www.baltimorecollegetown.org](http://www.baltimorecollegetown.org). Students from over 15 Baltimore colleges and universities use this fun site to get information about and discounts for attractions, places to eat, housing, arts and entertainment, and much more. MICA students can refer to their Red Book for information about nearby places of interest.

### MICA Shuttles

*All MICA shuttle service changes are posted on campus. Questions and concerns about the shuttles can be directed by email to [vans@mica.edu](mailto:vans@mica.edu).*

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MICA provides multiple transportation services to our community: the MICA Evening Shuttle, the Shopping Shuttle, and the BWI Shuttle. These services are provided for both the safety and convenience of students. Maps and schedules are available at the Student Activities Office and at [www.mica.edu/studentactivities](http://www.mica.edu/studentactivities).

The Evening Shuttle transports MICA community members between campus buildings, as well as from the MICA campus to their homes within a specified perimeter around Bolton Hill, Mt. Vernon, and Charles Village. This service is free and is available daily from 5 pm to 4 am. To make this service available and fair to the greatest number of students possible, the primary goal of the Evening Shuttle is to get passengers from MICA to their homes. A Campus Safety Aid can also be summoned to escort you to

your parked vehicle and to other campus buildings. The Shopping Shuttle runs every Wednesday evening and Saturday morning during the fall and spring semesters to popular shopping malls, grocery stores, lumber and hardware stores, and the Farmer's Market.

The BWI Shuttle makes scheduled trips from the MICA campus to Baltimore/Washington International Thurgood Marshall Airport the last four days of both the fall and spring semesters.

Special event shuttles, organized by faculty and by Student Activities, also make regular trips to museums and parks. During holidays, breaks, and summer session, and in the event of inclement weather, shuttle services may be suspended or schedules may change.

The MICA campus is central to many of Baltimore's public transportation options. Just across the street from the MICA Store is a Light Rail stop, which can be used to get all the way to BWI International Airport to the south and Hunt Valley to the north. Penn Station is a five-minute walk from campus, where your student can pick up intercity Amtrak trains and MARC commuter trains to Washington, D.C.

## Baltimore Collegetown Shuttle

Baltimore Collegetown Network offers a shuttle service that runs between many of its member colleges and shopping locations in Baltimore. Shuttle services are available to MICA students seven days a week, with pickup at the Commons and Brown Center. The shuttle schedule is available online at [www.baltimorecollegetown.org](http://www.baltimorecollegetown.org).

## Weekend Trips

Student Activities organizes many weekend trips throughout the year to New York, Philadelphia, and Washington, D.C. Tickets can be purchased at the MICA Store, and they are available 10 business days prior to the each trip. Tickets are non-refundable, but may be independently re-sold to other members of the MICA community. Students can find an updated copy of the trip schedule in the Student Activities Office.

## Student Policies

Just as it is essential that students know the regulations governing studio and academic programs at MICA, they must be aware of the standards that affect life beyond the classroom. Because a community such as ours depends on the good judgment and considerate behavior of its members, all students are expected to maintain high standards of personal conduct. The need for discipline arises when individual or group conduct adversely affects the College as an educational community, and any student who violates College policies, procedures, and regulations will be subject to disciplinary action.

The Office of Student Affairs administers the College's disciplinary system, and any questions about the policies and procedures should be directed to the Associate Dean for Student Life and Judicial Affairs at 410-225-2422. An explanation of student rights and responsibilities can be found online at [www/mica.edu/About\\_MICA/Policies\\_and\\_Handbooks.html/](http://www/mica.edu/About_MICA/Policies_and_Handbooks.html/)

## Parental Notification

The College generally communicates directly with students in all matters related to their attendance. In turn, it is expected that students and their parents will maintain ongoing communication. The College will not assume the role of liaison between family members.

There are occasions when it is appropriate for College officials to inform parents of particular situations involving students. As circumstances warrant, the College will notify parents if a student's health is endangered (including instances of accidental injury) or when his or her behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community, as permitted by the FERPA Act.

## Campus Safety

Maryland Institute College of Art is committed to working with all members of the campus community to make our campus a safe and secure environment. Unfortunately, no campus—urban, suburban, or rural—is entirely free of crime. With that in mind, MICA encourages all members of the campus community to take reasonable precautions to protect themselves and their property and to report crime and suspicious activity if they encounter it.

Campus Safety officers patrol the campus 24 hours a day, 7 days a week, 365 days a year. In addition, an off-duty Baltimore City Police officer patrols the campus during the evening hours when classes are in session and buildings are open. The Midtown Benefits District security patrol and the Bolton Hill Citizens on Patrol (COP Program) also patrol the campus area, which covers the historic residential neighborhood in the heart of which the campus is located. Portable radios or cell phones link all security patrols.

Security guards and student monitors at Campus Safety desks near the entrances of most academic buildings are the eyes and ears of MICA. These stations are staffed 24 hours a day when classes are in session during the academic year. They provide informational services, assist with access control, and inform patrol officers of emergencies. Desk staff can request assistance from College patrol officers, as well as from the Baltimore police, fire, and emergency medical services.

Campus Safety staff offer informational sessions to students during the academic year on living safely and regularly offer safety tips through emails to the MICA community.

The MICA Campus Safety Guide 2009/10 is designed to help our community live, work, and study safely. The guide includes advice on what to do in an emergency and helpful tips on protecting self and property, services offered by the Department of Campus Safety, and outlines the College's disciplinary processes.

To request a safety guide, contact the MICA Campus Safety Administrative Office at 410-225-2355. It is also posted online at [www.mica.edu/safety](http://www.mica.edu/safety).

*Campus Safety officers patrol the campus 24 hours a day, 365 days a year. Off-duty Baltimore City Police officers patrol the campus during the evening hours when classes are in session.*

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## Campus Emergency Notification System

MICA communicates with students, faculty, and staff in an emergency using bulk e-mails to MICA e-mail boxes, postings to [www.mica.edu](http://www.mica.edu), bulk voicemail to campus telephones (when e-mail is not available), and through MICA ALERT, a subscription-based text messaging system offered by e2Campus that sends brief text messages to cell phones when there is an emergency on campus.

Your student can register up to two telephone numbers to receive messages via MICA ALERT. Sign-up is voluntary, and of course MICA will continue to use existing systems for emergency notifications via bulk e-mail, [www.mica.edu](http://www.mica.edu), and voicemail to campus telephones. But because a text message to a student's cell phone will allow us to communicate with your son or daughter in real time during an emergency, we ask that you encourage your student to subscribe to MICA ALERT. Students can sign up by logging on to myMICA at [home.mica.edu](http://home.mica.edu). More information on MICA ALERT is available at [www.mica.edu/micaalert](http://www.mica.edu/micaalert).

*Thank you for helping MICA attain a high level of participation in this important service by encouraging your student to sign up now. For more details on MICA's emergency communication policies, see the Campus Safety Guide at [www.mica.edu/safety](http://www.mica.edu/safety).*

*Life After MICA*



# The Joseph Meyerhoff Center for Career Development

The Joseph Meyerhoff Center for Career Development is a one-stop resource for students preparing for the leap into the world of art and design, alumni making a transition in their careers, and employers and institutions that would like to connect with MICA students and alumni. The center serves as a resource and referral center for students and alumni seeking information about employment, postgraduate study, competitions, internships, and other career-related opportunities.

During the Foundation year, a student's career exploration includes learning about the variety of majors available to them and ultimately making a decision about majors in their second semester. Career development counselors can meet with students in individual meetings and in group sessions to share information related to their specific interests and career goals. Counselors can also discuss career options and assist students in planning a successful career in the arts. Transfer students may want to visit the career center during their first year to talk about possible career interests and other opportunities that are available to them including internships and summer jobs.

Joseph Meyerhoff Center  
for Career Development  
The Gateway  
1601 Mt. Royal Avenue  
Second Floor

410-225-2420  
[www.MICAnetwork.com](http://www.MICAnetwork.com)  
*Hours:* Monday – Friday  
9:00 am – 5:00 pm  
(*year-round*)

## Major Café

Major Café program is a two-part all-campus program offered both in the fall and spring semester. Both of parts of the Major Café programming involve presentations by current students, faculty members, and alumni of each department. The focus of fall Major Café program is to introduce first year students to all the different majors and minors offered at MICA and illustrate how each major relates to various career paths. The second part of Major Café offered in the spring semester is structured to introduce students into their chosen major departments, learn about the curriculum from their major specific faculty advisors, and prepare them for second year experience at MICA.

*“MICA has been a positive influence on my son and re-focused his long-term goals.”*

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39

## Art-specific Jobs & Internships

The career center offers assistance in finding employment using our national listings of art-specific jobs. Employers include: ad agencies, television networks, production houses, publishing companies, design firms, cultural institutions, arts organizations, government agencies, educational institutions, health organizations, business corporations, and summer camps.

In addition, there are more than 1,000 internship opportunities that allow students to earn credit while working in art-related jobs. Benefits include gaining valuable skills, making important contacts, and exploring career options. We strongly recommend that students take advantage of these important career development and networking opportunities. Internships are available to undergraduate and graduate students in a wide variety of programs. Our Internship Coordinator can help your student identify professional contacts and appropriate opportunities in art and design fields. Currently, undergraduate students may receive three credits for 120 hours spent in a structured and approved internship, and gain up to six credits toward graduation.

## [www.MICAnetwork.com](http://www.MICAnetwork.com)

[www.MICAnetwork.com](http://www.MICAnetwork.com) offers the most up-to-date listings of internships and job opportunities for artists. Students and alumni can post their résumés and samples of their work for prospective employers' consideration. This site, maintained by the staff of MICA's Center for Career Development, is only accessible by MICA students and alumni.

## Explore Your Options Programming

Explore Your Options Programming is a multi-day panel and speaker series. The event offers current students at all levels of study and areas of concentration the opportunity to learn from MICA graduates and professionals who are leading artists and designers how to nurture an exciting career in their chosen fields of study.

## Career Counseling

Career counselors are committed to help students identify their career direction through a process of self assessment, career exploration, decision-making, and goal setting. Counselors are available by appointment or on a drop-in basis.

## Professional Development Workshops & Information Sessions

Semester-long workshop series on hot topics related to professional development in the arts. Recent topics include:

- Writing Your Résumé
- Expanding Your Connections
- Presenting Your Portfolio
- Professional Etiquette
- The Art of Interviewing
- Photographing Your Work
- Preparing an Artist's Statement
- Taxes, Contracts and Copyright Laws
- Pricing Your Time and Your Work
- Applying for Grants and Fellowships
- Starting Your Own Business
- Graduate School Information
- Marketing and Promotion
- Applying for Artist Residencies
- Internships and Juried Exhibitions

## Graduate School Counseling

40

Graduate school counseling is available for assistance in researching options and with the application process. Approximately 26 percent of MICA BFA graduates pursue graduate study immediately after graduation. Graduate study is essential if your student is considering teaching at the college and university level, or wants to deepen his or her artistic exploration and development. MICA graduates pursuing graduate study often have gone directly to the nation's top programs in art and design, including Yale, Columbia, UCLA, Pratt, Stanford, Rhode Island School of Design, and NYU. In addition to pursuing MFA degrees in art and design, MICA graduates have gone on to pursue master's degrees and doctorates in a wide array of fields, ranging from museum studies to medicine and law. Our career counselors can assist them in selecting the right graduate program to meet their needs and guide them through the application process. The Career Resource Library is a valuable source of information for your student's search.

## Grants, Fellowships & Residencies

MICA subscribes to a searchable database of more than 400 grants, residencies, and fellowships. Plus, an extensive resource library dedicated exclusively to the professional development of artists. Through the application process, artists attain significant skills which they use throughout their careers such as grant writing, preparing proposals, professional networking and communication, and portfolio preparation and presentation.

## Grant & Fellowship Advising

Competitions such as the Fulbright U.S. Student Program require students to follow a highly structured application process. Other foundations and organizations, such as the Jacob K. Javits Fellowship Program, accept independent applications, or request nominations from MICA. Support from our Grant and Fellowship Advisor has been invaluable in helping MICA students to attain an unusual degree of success in many major competitions. We invite students and alumni to use our advising services throughout their application process so they may submit competitive and excellent application materials.

# Life After MICA

## The MICA Alumni Network

MICA's international community of artists, designers, and educators is one of the most important resources we offer for our alumni. MICA's 11,000+ alumni live in every state and 64 countries throughout the world. Our alumni have won international awards, attended prestigious graduate programs, exhibited in renown galleries and museums, and are represented in numerous public and private collections. MICA alumni are leaders of major arts and nonprofit organizations, successful studio artists, designers, and entrepreneurs in a wide array of art-related fields.

All former students are automatically members of the MICA Alumni Association. The Office of Alumni & Parent Relations administers the MICA Alumni Association, works closely with the Alumni Council and all areas of the College to develop programs, services and communication which benefit our alumni. We encourage our alumni to visit our campus, provide us with updates on careers, awards, and achievements.

Alumni are active in giving back to MICA in many ways that benefit our current students and the community and we are grateful for their continued involvement. In addition to financial support alumni actively participate in many career-related programs coordinated by the Joseph Meyerhoff Center for Career Development, return to campus as visiting artists, residents, and speakers and serve on admissions panels for perspective students.

Alumni are our most valuable constituency and we encourage them to return to Baltimore to visit campus and to stay in touch providing us with updates on careers, awards, and achievements.

We have created several new social networking opportunities for our alumni to stay connected to one another and to the College. There is now a MICA Alumni Association presence on Facebook and LinkedIn. We encourage all alumni and current students to join both these online communities.

If you have further questions regarding the MICA Alumni Association, please contact any of the following representatives. We are here to assist you!

**Ronald E. Fidler '64**  
*Alumni Council Chair*

**Lucie Hughes**  
*Associate Vice President  
Development, Alumni  
& Parent Relations*  
410-225-2264  
*lhughes01@mica.edu*

**Emily Macenko**  
*Assistant Director of Alumni  
& Parent Relations*  
410-225-2397  
*emacenko@mica.edu*

**David Hart**  
*Director of Alumni  
& Parent Relations*  
410-225-2321  
*dhart@mica.edu*

**Michelle T. Weatherly '98**  
*Special Projects  
Assistant*  
410-225-4280  
*mweatherly@mica.edu*



*Appendix*

# Undergraduate Academic Calendar 2009–2010

August 2009	3	Tuition payment due date
	22	College housing opens for Graduate Students
	24	New <i>Graduate and Post Baccalaureate</i> Student Orientation
	26	College housing opens for new international students only
	27	College housing opens for new Undergraduate students 8:00 am to 12:00 noon
	27	New <i>International</i> Student Orientation begins
	27-30	New and Transfer <i>Undergraduate</i> Student Orientation
	29	College housing opens for returning students
	31	<b>Fall semester classes begin for Degree Programs</b>
September	1	Senior Advising period begins
	6	Last day to add a class
	7	Labor Day - COLLEGE CLOSED
	12	Continuing Studies Young People's Studio classes begin
	15	Study abroad deadline for Spring 2010
	28	Last day to drop a class ( <i>no transcript record</i> )
October	1	Junior Advising period begins
	12	Last day to drop a class ( <i>W on transcript</i> )
	16	Academic Warning Notices due from faculty to Enrollment Services
	16	Fall Break begins 6:00 pm
	21	Fall Break ends; classes resume 8:30 am
November	2	Sophomore Advising period begins
	2	Spring 2010 <i>Schedule of Courses</i> published. Check the Schedule of Courses for exact registration dates by class level, and for further registration instructions.
	16	Continuing Studies general registration for Spring 2010 begins
	21	Continuing Studies Young People's Studio classes end
	25	Thanksgiving Break begins, no classes
	26-29	Thanksgiving - COLLEGE CLOSED
	30	Thanksgiving Break ends; classes resume 8:30am
December	1	Undergraduate competitive scholarship procedures announced via e-mail
	13	<b>Continuing Studies classes end</b>
	14-18	Graduate student reviews, final critiques, juries
	18	<b>Degree Programs classes end</b>
	18	Commencement
	18	Center for Art Education, MAT Winter Student Teacher Showcase
	19	Exams ( <i>Saturday</i> )
	20	College housing closes at 12:00 noon
	21	Final grades due from faculty
	24-27	Christmas - COLLEGE CLOSED

January 2010	1-3	New Year's Holiday - college closed
	4	Tuition payment due date
	16	College housing opens for new and returning students
	16-17	New and Transfer Undergraduate Student Orientation
	18	Martin Luther King Jr. Day - COLLEGE CLOSED
	19	<b>Spring semester classes begin for both Degree Programs and Continuing Studies</b>
	22-24	Summer MA in Art Education and Summer MFA in Studio Art Winter Session
	25	Last day to add a class
	29	Undergraduate competitive scholarship applications due
February	1	Junior Advising period begins
	6	Continuing Studies Young People's Studio classes begin
	12-16	Parents/Family Weekend
	16	Last day to drop a class ( <i>no transcript record</i> )
March	1	Sophomore Advising period begins
	1	Priority filing date for 2010-11 Financial Aid for all Maryland state residents as well as prospective Freshmen, Transfer, Graduate and Post Baccalaureate students
	1	Study abroad deadline for Fall 2010
	2	Last day to drop a class ( <i>W on transcript</i> )
	5	Academic Warning Notices due from faculty to Enrollment Services
	12	Spring Break begins 6:00 pm
	15	Continuing Studies general registration for Summer 2010 begins; Summer classes listed on website
	22	Spring Break ends; classes resume 8:30 am
	29	Fall 2010 <i>Schedule of Courses</i> published. Check the <i>Schedule of Courses</i> for exact registration dates by class level, and for further registration instructions.
April	1	Sophomore Advising period begins
	15	Priority filing date for 2010-11 Financial Aid for returning Undergraduate and Graduate students ( <i>all Maryland state residents file by March 1</i> )
	24	Continuing Studies Young People's Studio classes end
May	3	<b>Continuing Studies classes end</b>
	3-10	Graduate student reviews, final critiques, juries
	7	<b>Degree Programs classes end</b>
	10	Exams
	11	Final grades due from faculty <i>for graduating seniors</i>
	11	College housing closes at 12:00 noon
	13	All final grades due from faculty
	14-17	Commencement 2010 Exhibition
	15	Center for Art Education, MAT Spring Student Teacher Showcase
	17	Commencement. College housing closes for graduating seniors.
	20	<b>Continuing Studies summer classes begin.</b> See Add/Drop/Withdrawal refund policy
31	Memorial Day – COLLEGE CLOSED	

*June 2010*

- 4 Summer low-residency Graduate tuition due date
- 14 Continuing Studies Young People's Studio summer program begins
- 16 Summer MA in Art Education, Community Arts, and MFA in Studio Art programming and move-in begins
- 19 Pre-College students arrive

*July*

- 4 Independence Day – COLLEGE CLOSED
- 12 Continuing Studies general registration for Fall 2010 begins
- 17 Pre-College program ends
- 30 Continuing Studies courses and Young People's Studio summer program ends
- 30 Summer MA in Art Education, Community Arts, and MFA in Studio Art programming ends
- 31 Summer MA in Art Education, Community Arts, and MFA in Studio Art programs housing and studio move-out

# Parents Council Members 2009–10

(Freshman Class to be Announced)

Senior Class

## **Monique and Jeffrey Escher P '10**

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[www.mica.edu/alumni](http://www.mica.edu/alumni)

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Street Alley)



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Academic Affairs.....	410-225.2289
Art Education.....	410-225.2297
Art History.....	410-225.2350
Ceramics.....	410-225-2251
Drawing.....	410-225-2260
Environmental Design.....	410-225.2240
Experimental Animation.....	410-225-2495
Fiber.....	410-225-2218
Foundation.....	410-225-2535
General Fine Arts (GFA).....	410-225-2260
General Sculptural Studies.....	410-225-2492
Graphic Design.....	410-225-2382
Illustration.....	410-669-3177
Interactive Media.....	410-235-5871
Language, Literature & Culture.....	410-225-2350
Learning Resource Center.....	410-225-2416
Liberal Arts.....	410-225-2230
Painting.....	410-225-2260
Photography.....	410-225-2400
Printmaking.....	410-225-2318
Sculpture.....	410-225-2492
Student Records.....	410-225-2234
Video.....	410-225-2429
Writing Studio.....	410-225-2418