MICA
2015-2016
PARENT
AND
FAMILY
GUIDE
# Table of Contents

## Transitioning (2–9)
- Welcome to MICA
- Moving through the Transition from High School to College
- Your First-Year Student: Frequently Asked Questions & Answers
- Upper-Class Students, College Life, & Student Development
  - Sophomore Year
  - Junior Year
  - Senior Year
- Resources for Transfer Students

## Parent Resources (10–15)
- Making the Most of Your Visits to MICA
  - Parent & Family Weekend
  - Commencement
- Travel Planning & Using the Academic Calendar
- On-Campus Mailing Addresses
- Communicating in a Crisis
- Family Educational Rights and Privacy Act (FERPA)
- A Guide to MICA's Websites & Publications
- Celebrating Your Student’s Success: Hometown Press Releases
- About the Parents Council

## Academic Life (16–25)
- Curriculum Overview
- Academic Advising
  - Foundation Year Academic Advising
  - Declaring a Major & Upperclass Academic Advising
  - Advising for Transfer Students & International Student Advising
- Academic Resources & Support
  - Learning Resource Center (LRC) & The Writing Studio
  - Decker Library
- Broadening Your Student's Horizons: Travel & Other Unique Opportunities
- Academic Policies
  - Registration
  - Attendance
  - Withdrawal

## Financing Education (26–33)
- Financial Aid
  - Applying for Financial Aid
  - Competitive Scholarships for Returning Students
  - Student Employment Under the Federal College Work-Study Program
  - The MICARD: Frequently Asked Questions
  - Student Account Services: Frequently Asked Questions
  - Requirements for Third-Party Sponsors
- College Tuition Savings/529 Plans
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Affairs (34–41)</strong></td>
</tr>
<tr>
<td>Student Affairs</td>
</tr>
<tr>
<td>Student Activities</td>
</tr>
<tr>
<td>Counseling Center</td>
</tr>
<tr>
<td>Fitness Center</td>
</tr>
<tr>
<td>Health Services</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Office of Diversity &amp; Intercultural Development</td>
</tr>
<tr>
<td>Dining Services</td>
</tr>
<tr>
<td>What’s Happening on Campus?</td>
</tr>
<tr>
<td>Events</td>
</tr>
<tr>
<td>Involvement Opportunities</td>
</tr>
<tr>
<td>Leadership Development Opportunities</td>
</tr>
<tr>
<td>Residence Life &amp; Off-Campus Housing</td>
</tr>
<tr>
<td>Exploring Beyond MICA’s Campus</td>
</tr>
<tr>
<td>Transportation &amp; Shuttle Services</td>
</tr>
<tr>
<td>Student Policies</td>
</tr>
<tr>
<td>Parental Notification</td>
</tr>
<tr>
<td>Campus Safety</td>
</tr>
<tr>
<td>Campus Emergency Notification System</td>
</tr>
<tr>
<td><strong>The Joseph Meyerhoff Center for Career Development (43–44)</strong></td>
</tr>
<tr>
<td>Major Café &amp; Sophomore Convocation</td>
</tr>
<tr>
<td>Art Specific Jobs &amp; Internships</td>
</tr>
<tr>
<td><a href="http://www.MICAnetwork.com">www.MICAnetwork.com</a></td>
</tr>
<tr>
<td>MICA Portfolios &amp; Career Counseling</td>
</tr>
<tr>
<td>Professional Development Workshops &amp; Information Sessions</td>
</tr>
<tr>
<td>Graduate School Counseling</td>
</tr>
<tr>
<td>Grants, Fellowships &amp; Residencies</td>
</tr>
<tr>
<td>Grant &amp; Fellowship Advising</td>
</tr>
<tr>
<td>Internship &amp; Career Fair</td>
</tr>
<tr>
<td><strong>Life After MICA (46–47)</strong></td>
</tr>
<tr>
<td>Life After MICA</td>
</tr>
<tr>
<td>The MICA Alumni Network</td>
</tr>
<tr>
<td><strong>Appendix (48–54)</strong></td>
</tr>
<tr>
<td>Academic Calendar 2015-2016</td>
</tr>
<tr>
<td>Parents Council Members</td>
</tr>
<tr>
<td>Websites &amp; Phone Numbers</td>
</tr>
</tbody>
</table>
August 2015

Dear MICA Parents,

A very warm welcome to the new academic year. This handbook assists you and your students in navigating the world of MICA. I hope you will find it a helpful reference.

I know how important it is to be oriented into this multifaceted campus environment. Over the past year, I have learned what an exceptionally caring and vibrant community MICA truly is. This is a fact that parents of returning students already know. For the parents of incoming students, I am certain you will find that the strength and warmth of MICA are defining attributes that distinguish us from other schools. I am so pleased all of us are now part of the MICA family.

MICA is fortunate to have students who are among the most promising young artists in the country. They did not gain the skill, motivation, talent, and intelligence that earned them a place at one of the nation’s top colleges of art and design by themselves. Your support and encouragement have been critical in getting them here and will be essential to their success.

During their years at MICA, they will mature and grow as artists, while also evolving into young adulthood. Throughout this process, the nature of their relationship with you will likely change. At times, you may search for effective ways to help your sons and daughters to become more independent, as you find yourselves playing a less central role in their daily lives. Our faculty and staff strive to keep families involved and engaged in their students’ lives. The strength of your support fosters your students’ continued artistic, academic, and social growth.

In recognition of the important role families play in MICA students’ development, 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 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 at MICA, but also acquire the self-confidence, maturity, and independence to do what they want with the abilities they possess. Parents are critical partners with the College during this process, helping to shape an educational art and design community that fosters this level of success.

I am thankful for the trust you place in MICA to educate your children as artists and designers, lifelong learners, and global citizens.

Best Regards,

Sammy Hoi, 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 arises 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 students know what you hold dear, but it’s okay to remind them of these things as you leave them at college for the first time.

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 students 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 students, 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. ARTnews and Professional Artist 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 he or she might talk with for support. Remember that students grow in confidence and competence when they do the problem solving themselves.
• Be interested in their work, their professors, and their new friends.
• Trust your students. You’ve brought them this far. Even if you think they have not heard a thing you’ve said in the past 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.
• The Undergraduate Academic Policies and Policies & Academic Resources sections in the Academic Bulletin are useful in answering questions about academic and behavioral issues. The Academic Bulletin can be found online at mica.edu/academic bulletin.
• 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 resources available to MICA students at no additional cost, including our counseling center, staffed by full-time and part-time professional counselors, MICA Student Health Services, and a well-educated Residence Life staff available to assist with housing or roommate concerns. In most circumstances, we recommend students seek help for themselves.
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 and their academic advisors if they are not doing well by the midpoint in the semester. If students are experiencing personal difficulties that are negatively impacting their academics, they should contact the Student Development Specialist at 410-225-2422 to schedule an appointment. 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, and the Grill located in Founders Green. All first-year students living in a residence hall are required to purchase a base meal plan of 150 meals per semester. 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 students run out of meals, they can contact Student Accounts to determine how many more meals are required for the semester, and then parents can place additional meals on their 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 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 or mica.edu/transportation.
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 for becoming involved on campus—whether attending a large MICA student function or getting connected with a smaller student organization. The Student Activities 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 MICA Student Health Services health care center, located on Mount Royal Avenue across from the Founders Green Residence. 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 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 all students 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 students in myriad ways: from how information is taken in and processed to a reflection of self and core values, and what they
hope to attain in their journey as artists and community members. 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 student’s lives—both in and outside of the classroom.

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 as they solidify 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, all students are 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 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 choice 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 often becomes a prime opportunity 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. The combination of continuing to reside on campus and becoming more involved in the co-curricular world offers students the opportunity to explore their skills in new ways, while maintaining the level of support and warmth this community has to offer.

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 of 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

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% of MICA’s new enrollment is comprised of students transferring to MICA from other schools. More than 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.

Juniors should 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 their work.
Parent Resources
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 couple helpful websites for finding accommodations, restaurants, and attractions:

baltimorecollegetown.org
godowntownbaltimore.com

Parent & Family Weekend: October 23–25

Parents and family members are invited to the College on October 23–25, 2015, 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 and Monday feature 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 mica.edu/parentsweekend.

Undergraduate Commencement

After years of hard work, graduation has finally arrived! Undergraduate Commencement for all graduating students takes place on Monday, May 16, 2016. The Commencement Exhibition occurs campus-wide May 13–May 16, 2016. Graduating seniors should be on the lookout 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.

Travel Planning & Using the Academic Calendar

MICA’s Academic Calendar, located on pages 49-50 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, he or she may have completed course responsibilities and be left waiting at MICA for several days for the departure date.
On-Campus Mailing Addresses

Founders Green
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 W. Mount Royal Avenue
Apt #
Baltimore, MD 21217

Mount Royal Apartments
Student Name
15—W. Mount Royal Avenue
Apt #
Baltimore, MD 21217

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 email (see page 41), 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 mica.edu/safety. To request a Campus Safety Guide contact the MICA Campus Safety Office at 410-225-2355.

Family Educational Rights & 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 obtain a release form for consent to release protected data to a third party by notifying the Enrollment Services located on the second floor of the Bunting Center. Students may sign a release form giving consent for specific individuals (such as parents) to access their education records.
A Guide to MICA’s Websites & Publications

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 at the top of every page, or at mica.edu/directory. 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.
- Important dates, events, and news can be found on MICA’s calendar at fyi.mica.edu. You can also access this information through the “Calendar” option, located in the upper navigation on every page at mica.edu.
- Links about events and exhibitions on campus can be found at the “Events and Exhibitions” link, located in the upper navigation on every page. Links to information about current exhibitions and activities of alumni are available at mica.edu/alumni.
- 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 on 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 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. The student MyMICA page can be directly found at mica.edu/Students. The parent MyMICA page can be found at mica.edu/Parents.

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 15 of the area's 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 News & Information
Information that parents often look for can easily be accessed at mica.edu/Parents.

- Online edition of Parent & Family Handbook
- Printable version of the Academic Calendar
- Information about the MICA Parents Council
- Additional Parent Resources links

MICA also sends e-notifications to parents on a variety of topics. Please call or email the Office of Alumni & Parent Relations to update or add an email address, 410-225-2397 or parentrelations@mica.edu.

Juxtapositions
- Guide to exhibitions and on-campus events, as well as features on students, alumni, faculty, staff, and MICA-related projects
- Distributed at locations across campus and mailed to families four times annually

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
- Updated annually and provided online at mica.edu/academicbulletin

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 410-225-2397, parentrelations@mica.edu)

Campus Safety Guide
- Details MICA’s emergency communication processes, campus safety services, and crime prevention statistics
- Includes federally mandated crime statistics
- Available online at the campus safety web page or in hard copy upon request.

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 mica.edu. The Family Educational Rights and Privacy Act (FERPA; described on page 12) 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

The Parents Council is comprised of approximately 40 parents of current MICA students and parents of young alumni. Council members are the voice of the MICA parent community locally, regionally, and nationally. They set a leadership example through philanthropic support and continued advocacy of MICA’s mission in their own communities. The Council reflects the geographic, ethnic, and socio-economic diversity of our student body and is composed of parent representatives from each of the undergraduate class years. The primary focus of the Parents Council is to maintain an ongoing dialogue between parents and the College.

The Parents Council meets with the college administration to discuss relevant issues, questions, and concerns at an annual meeting held during Parent & Family Weekend. Additionally, the Parents Council plays a pivotal role in the life of the academic year by:

- Welcoming our incoming class and their families to the MICA Community
- Hosting the annual Mix and Mingle Reception at Parent & Family Weekend
- Hosting the annual Freshman Parent and Family reception as part of Orientation Week
- Partnering with MICA’s Alumni Council at local, regional, and national events
- Speaking with prospective parents at the annual Open House

We encourage you to contact individual Parents Council members from your own communities with ideas, questions, or comments. Please refer to the Parents Council list on pages 51-53 for contact information. Additionally, you may email parentrelations@mica.edu. If you have further questions about the Parents Council or would like to serve as a representative, please contact:

Lindsay Dorrance
Director of Alumni & Parent Relations
410-225-2321
ldorrance@mica.edu

Rita Walters
Vice President for Advancement
410-225-2262
rwalters01@mica.edu

Mark Rosati & Maureen O’Donnell
Parents Council Co-Chairs
marksrosati@gmail.com
rosati11@comcast.net

Joseph Letourneau ’08
Assistant Director of Alumni & Parent Relations
410-225-4235
jletourneau@mica.edu
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 humanistic studies.

Requirements for the BFA—All Majors

<table>
<thead>
<tr>
<th>Total Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Foundation Studio Requirements</td>
</tr>
<tr>
<td>42</td>
<td>Art History &amp; Humanistic Studies Requirements</td>
</tr>
<tr>
<td>54</td>
<td>Required Credits in the Major</td>
</tr>
<tr>
<td>120/126*</td>
<td>Total Credits Required for the BFA</td>
</tr>
</tbody>
</table>

*If an integrated degree in Humanistic Studies, a Liberal Arts minor, or the MAT preparatory curriculum is chosen, the total will be 126 credits.

Majors Offered Academic Year 2015–2016

<table>
<thead>
<tr>
<th>Animation</th>
<th>Graphic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Design</td>
<td>Humanistic Studies</td>
</tr>
<tr>
<td>Art History, Theory, and Criticism</td>
<td>Illustration</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Interactive Arts</td>
</tr>
<tr>
<td>Drawing</td>
<td>Interdisciplinary Sculpture</td>
</tr>
<tr>
<td>Fiber</td>
<td>Painting</td>
</tr>
<tr>
<td>Film and Video</td>
<td>Photography</td>
</tr>
<tr>
<td>General Fine Arts</td>
<td>Printmaking</td>
</tr>
</tbody>
</table>

Liberal Arts Minors Offered Academic Year 2015–2016

<table>
<thead>
<tr>
<th>Art History</th>
<th>Culture and Politics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Writing</td>
<td>Gender Studies</td>
</tr>
<tr>
<td>Critical Theory</td>
<td>Literary Studies</td>
</tr>
</tbody>
</table>

Studio Concentrations Offered Academic Year 2015–2016

<table>
<thead>
<tr>
<th>Animation</th>
<th>Graphic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Design</td>
<td>Illustration</td>
</tr>
<tr>
<td>Book Arts</td>
<td>Interactive Arts</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Photography</td>
</tr>
<tr>
<td>Curatorial Studies</td>
<td>Printmaking</td>
</tr>
<tr>
<td>Experimental Fashion</td>
<td>Sound Art</td>
</tr>
<tr>
<td>Film and Video</td>
<td>Sustainability and Social Practice</td>
</tr>
<tr>
<td>Filmmaking</td>
<td>Theater</td>
</tr>
<tr>
<td>Game Arts</td>
<td></td>
</tr>
</tbody>
</table>
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 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 who is in close contact with other campus resources, and 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

Students are 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. 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 by helping to clarify 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 U.S. Department of Homeland Security regulations. The office provides international students with guidance on immigration laws and procedures, including academic requirements, employment regulations, travel, non-immigrant documents, visas, etc. Workshops and educational programs throughout the year offer insights into U.S. cultural idiosyncrasies, immigration issues, and related concerns.

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 for improvement. For more information, visit mica.edu/LRC.

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. The tutor and student work together on main ideas, 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 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, visit mica.edu/writing.

Decker Library

Decker Library has nearly 90,000 volumes and maintains more than 300 periodical subscriptions. Approximately 3,000 new book titles are added each year. More than 7,000 full-text journals can be accessed by databases such as Art Full Text, JSTOR, Academic Search Premier, and 17 other databases, including Oxford Art Online, Credo Reference, and Material Connexion. The library provides access to image resources such as ARTstor, AP Photo Archive, and the Cinema Image Gallery among others. The library also provides access to more than 120,000 e-books and 5,000 DVDs for use by the MICA community. The Decker Library catalog, databases, and other research materials can be accessed online through the MICA website: www.mica.edu/library.

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

Decker Library is one of the largest art college libraries in the country and has extensive print and e-book holdings that include: art, art history, art theory and criticism, architecture, design, fashion, illustration, book arts, 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 liberal arts college libraries in the area, including University of Baltimore and Loyola University.

If you need help using the library resources, or if you need research assistance, please contact a Reference Librarian to set up an appointment: refer@mica.edu. If you have questions about your library account or materials you have checked out, contact the circulation desk staff: circ@mica.edu.
**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 University 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 complete the appropriate registration forms in Enrollment Services at MICA 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 Programs**

MICA is a member of the Association of Independent Colleges of Art and Design (AICAD). AICAD’s domestic exchange programs provide 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, be approved by MICA, and also apply and be accepted by the host institution. Approval is not guaranteed. 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 mica.edu/internationalaffairs.
MICA in New York Summer Travel Intensive
MICA in New York, an innovative three-credit summer program, offers rising college sophomores through second-year graduate students an artistic immersion in New York City. Students work intensively on their own art while learning about the city’s historical and cultural significance. 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 in DUMBO (Brooklyn), and students live in apartment-style residence halls at The School of Visual Arts in Manhattan. Contact the School for Professional and Continuing Studies for more information and an application at 410-225-2219, summertravel@mica.edu. Application deadline is in mid-March.

MICA Summer Travel Intensives
Summer travel intensives (for three to six credits) are designed to provide students with the opportunity to work closely with MICA faculty in locations that offer diverse cultural and artistic experiences. England, France, Greece, Italy, Nicaragua, Peru, South Africa, South Korea, and Spain are some of the recent sites for the two- to four-week intensive summer programs.

Contact the School for Professional and Continuing Studies for more information and an application at 410-225-2219, summertravel@mica.edu. Application deadline is in mid-March.

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.

General criteria to apply include a minimum 3.0 cumulative GPA and junior standing during the intended semester abroad, completed paperwork by the application deadlines, and attendance at an advising session with MICA’s Office of International Affairs.

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 mica.edu/internationalaffairs.
Semester Study Abroad & 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. Students can apply for only one program and participate in study abroad for one semester.

There is no guarantee that MICA can or will approve a student’s application. Some programs have limited space and/or can be competitive. Students must be approved by MICA’s review committee, as well as the host institution. Students must participate in MICA study abroad programs and be registered through International Affairs in order to earn credit for the courses taken abroad.

Students on all semester abroad programs pay regular MICA tuition (without fees). 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 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 exhibitions in museums and galleries across Baltimore. Each seminar promotes an atmosphere that encourages hands-on interaction among 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 and architectural designers are engaged in hands-on projects with Baltimore’s Office of Urban Planning. 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.

Through formalized courses and specific research initiatives, MICA’s educational program offers students many and varied opportunities to work with numerous public and private institutional partners as a vital part of the educational experience. Many of these partnerships, such as the MICA/JHU Design Coalition with Johns Hopkins Urban Health Institute and Bloomberg School of Public Health, are long-established and ongoing. Others are temporal and project-specific. While not all inclusive, a list of current partnership opportunities for students would include the possibility of working with the following organizations:

- JHU Center for a Liveable Future
- JHU School of Education
- JHU Carey School of Business
- JH Medicine, Office of Information Services, Office of Information Technologies, and Pentagram Design
- Baltimore Downtown Partnership
- Direct Dimensions, Inc.

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

- Baltimore Department of Recreation and Parks, Forestry Division
- Arts Every Day
- Maryland Energy Administration
- Baltimore City Health Department
- HERO, Housing Resource Center, Hale, Alabama
- Maryland Science Center
- Port Discovery Children’s Museum
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 in December for spring semester and 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. Freshman students are registered through the Foundation Department in consultation with the Foundation Advisor and Coordinator of Freshman Academic Experience. All students will meet with this advisor during their freshman year.

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 absences 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.
Financing Education
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 need-based financial assistance. Students must maintain a cumulative grade point average of at least a 2.0, complete a minimum of 61% of all credits attempted, and must be making satisfactory academic progress to be eligible for need-based financial aid. MICA-sponsored scholarships received prior to 2015–16 require an annual grade point average of 3.0 for renewal. The type and amount of financial aid received are 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 financial aid packages to remain consistent.

Applying for Financial Aid

Continuing students must apply for aid by March 1 of the preceding year. Financial aid awards are not made until the student’s file is complete. A complete file consists of:

1 | Free Application for Federal Student Aid (FAFSA)  
2 | MICA Returning Student Financial Aid Application  
3 | Other documents as requested

Maryland residents must apply for all Maryland state-sponsored aid by March 1.

MICA-Sponsored Scholarship Appeals

Students 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. 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.

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 Human Resources in coordinating work-study placements. Job descriptions for various positions are on file in Human Resources. Human Resources 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

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 buy 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 add Flex Account dollars to an account, go to mica.managemyid.com. It is quick, fast, and easy. You can apply funds via guest deposit or enroll to see account activity for meals and flex plan.

What is the required amount for creating a MICARD Flex Account?
Students can set up a Flex Account 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 at the office, please be aware that 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. They can also check their Flex balances online at mica.managemyid.com. The student can also contact Student Account Services to check Flex Account balances.
Student Account Services: Frequently Asked Questions

How can I contact the Office of Student Account Services?
Office of Student Account Services
Bunting Center, Suite 240
Student Services Center
Baltimore, MD 21217
410-225-2356 & studentaccounts@mica.edu

Hours:
Monday – Friday
8:30 am – 5:00 pm
Wednesday
8:30 am – 6:00 pm

When are the payment due dates?
Payment for the fall semester will be due the first week of August. Payment for the spring semester will be due the first week of January. Late payments are subject to a 2.5% fee on the balance due.

Where can I send my payment?
Payments can be mailed standard or overnight delivery to:

Maryland Institute College of Art
Student Account Services
1300 W. Mount Royal Ave.
Baltimore, MD 21217
Phone: 410-225-2356

Please make sure your student information is included on all payments. Please refrain from sending correspondences with your payment. You can email us at studentaccounts@mica.edu.

Can I wire monies to MICA?
Payments can be wired to:

M&T Bank
715 N. Howard St.
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 Sallie Mae. Contact Sallie Mae directly at 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 your student’s 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 do you mail my bill?
Invoices and statements are mailed to the students’ permanent mailing address and go out one month before the payment due date of each semester. Each monthly statement includes a due date. Students are responsible to make any changes to mailing addresses online via MyMICA. If your students’ permanent address changes during their time at MICA, the student must file a change of address form with 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, mandatory 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.

My student has a hold on his/her account; how do I clear it?
The only way to clear a financial hold is to pay the student’s balance in full; however, not all holds are for financial reasons.

How can I get a 1098-T form for my taxes?
1098-T forms are available in January to all students online on the Student Service Center on MyMICA. The information on the form reflects the charges billed, 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 the office of Financial Aid to make sure processing is complete. You can contact the office at finaid@mica.edu or by calling 410-225-2285.

What if my student still owes?

Students are individually responsible for their financial obligations to 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 indebted to MICA after the payment due date may be placed on Financial Leave of Absence after the College has exhausted 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%), 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?

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 overpayments are processed upon request. Refunds for students with Sallie Mae Tuition Pay Plan 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. Once refunds are requested, they will be held at the Student Account Services or mailed 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 W. Mount Royal Ave.
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 be accepted only 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:

• Current date must be stated on the agreement.
• 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 30 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. Questions should be referred to Student Account Services by telephone 410-225-2356, by email studentaccounts@mica.edu, or by stopping by the on-campus office.

College Tuition Savings/529 Plans

More than likely, your state sponsors a college savings plan. They are often called 529 Plans, after the section of the IRS tax code that authorizes them. Each state determines the maximum amount you may contribute annually per child. Establishing a 529 Plan is a great way to invest in your child’s future. For further information, please consult a financial advisor to see if a 529 Plan is right for you.
Student Affairs

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 MICA Fitness. The Student Affairs staff act as liaisons to Dining Services, Campus Safety, Student Health Services, 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 Michael Patterson, Vice President & Dean for Student Affairs; Kelly Hoover, Associate Dean for Student Life & Judicial Affairs; and J. Vincent “JD” Davis, Associate Dean for Student Health and Wellness.

Student Activities

Student Activities is home to more than 60 student organizations, MICA’s student government, and a variety of programs and activities to keep your student involved either internally or externally to the MICA campus. Student leadership development opportunities include positions as student organization leaders, program managers, community volunteers, 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 wellness, community arts and engagement, cultural awareness, and professional development.

Major events such as 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). The Student Activities Office is located on the first floor of the Meyerhoff House, so please encourage your student to stop by. For more information visit mica.edu/studentactivities.

Counseling Center

Problems such as anxiety and depression or concerns about relationships, eating disorders, alcohol, and other 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.
Fitness Center

MICA Fitness is dedicated to providing innovative, fun, and challenging programs to encourage an active healthy lifestyle for artists. We serve students, faculty, staff, and alumni and are located at 1501 W. Mount Royal Ave. in the MICA Wellness Center.

The center hosts a variety of cardio and weight machines featuring treadmills, ellipticals, bikes, free-weights, and a strength circuit. We’re also proud that MICA Fitness offers an array of group fitness classes including Yoga, Zumba, Aikido, and Abs/Buns/Thighs at convenient times around your student’s course schedule. Additionally, several fitness-related organizations host events that help students stay active such as MICA Fit, as well as Boxing Night, Hip-Hop, and Break Dancing.

We believe that personal fitness is exactly that, personal. At MICA Fitness we strive to support our students’ goals, whether that be preventing injuries in the studio, dissipating stress, or building the stamina to throw (clay, paint, stylus, or otherwise) all day long. With that thought in mind, your students are an essential piece of the picture; invite them to come on in and share a sweat with us. Students may contact the fitness center for details at 410-225-4951 or fitness@mica.edu and visit us online at mica.edu/fitness. For the most up-to-date information, visit us at facebook.com/micafitness.

Health Services

Medical care for students is provided at MICA Student Health Services, located in the Wellness Center at 1501 W. Mount Royal Ave. There is a dedicated staff consisting of a nurse practitioner, a registered nurse, a medical assistant, and a consulting physician to provide on-site ambulatory health care services. Medical conditions that require evaluations that are more extensive will be referred to a specialist in the community, but the majority of problems can be managed on site at MICA Student Health Services. Although evaluations are free of charge, students are required to pay for laboratory tests and medication. For more information, call 410-225-4118.

Health Insurance

All students attending Maryland Institute College of Art must provide proof of comparable health coverage or risk being automatically enrolled in the insurance program of the College. The anticipated insurance fee for this academic year is $1,500 and the plan’s coverage is from August 1st to July 31st 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 by providing proof of comparable coverage. International students are required to enroll in the health insurance program of the College. You may contact Hulse/QM directly at 800-398-8841 if you have additional questions regarding coverage.

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 fostering recognition, inclusion, and respect for the voices of all students. Its mission is to create a welcoming environment for all students, with a specific focus on the academic, social, and cultural needs of students pertaining to issues of culture, class, race, gender, sexuality, and identity.
The office supports the role of diversity in cultivating a stimulating learning environment and serving as a bridge to new artistic endeavors. Special emphasis is placed on developing co-curricular initiatives and programs to enhance cultural understanding and complement the course offerings of the faculty and the experiences of other offices on campus. The Office is located in the Meyerhoff Building. Students may stop by or contact the office at 443-552-1659.

**Dining Services**

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. Chefs are readily available to discuss ingredients at each meal. The Meyerhoff Dining Room is the main location to enjoy all-you-care-to-eat meals. Meal combos are available at Cafe Doris and the Grill located in Founders Green. Meals may be used at four different locations for breakfast, lunch, dinner, or late night. Dining Dollars, flex dollars, and cash may be used to buy meals or à la carte items in all locations at any time.

Each of our four meal plans includes a specific number of meals and an additional amount of dining dollars.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Cost</th>
<th>Meal Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Meal Plan</td>
<td>$1,640 per semester</td>
<td>100 Meal Plan</td>
<td>$1,100 per semester</td>
</tr>
<tr>
<td>14 meals/week* with $50 Dining Dollars</td>
<td>10 meals/week* with $100 Dining Dollars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 Meal Plan</td>
<td>$1,380 per semester</td>
<td>75 Meal Plan</td>
<td>$835 per semester</td>
</tr>
<tr>
<td>10 meals/week* with $100 Dining Dollars</td>
<td>5 meals/week* with $50 Dining Dollars</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Approximately

Students may change meal plans within the first week of each semester by emailing the Student Accounts Office. 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?**

Here at MICA, we have ample ways to get your students engaged in the community, develop as a leader, and have fun! If you are interested in learning more about specific events on campus, you may visit our online calendar at fyi.mica.edu. This calendar lists films, exhibitions, student events, guest lectures, workshops on career development, and major events on campus. Students can get involved on multiple levels, ranging from attending events to joining a student organization or taking on a leadership position.
Events
There is always something to do at MICA! We host a variety of intentional programs to expand students’ horizons and promote development in areas such as wellness, community engagement, cultural awareness, and professional development. Some of our annual, most-anticipated events include our Halloween Party, monthly Coffeehouse performances, Community Involvement Fair, and our end-of-the-year celebration, Last Blast!

Involvement Opportunities
We have more than 60 student organizations at MICA, so there is something for everyone. Our student organizations bring people together to focus on a variety of topics such as students’ hobbies, academic interests, media and publications, culture and identity, performing arts, service, and recreation. Students can also impact the MICA community by participating in our Student Voice Association meetings.

Leadership Development Opportunities
We like to encourage our students to take advantage of opportunities to develop as leaders, which will help them in pursuit of their personal and professional goals. Students will find a wide variety of leadership positions on campus, in addition to leadership-related events such as our annual Leadership Mix and Mingle and Leadership Retreat.

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 Foundation and sophomore classes, who are required to live on campus, and they are joined by hundreds of juniors, seniors, and graduate students to fill the more than 1,000 residential spaces. 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.

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. Students from more than 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
MICA provides multiple shuttle services to our community: the MICA Evening Shuttle, the Shopping and Social Shuttles, and the BWI Shuttle. These services are provided for the safety and convenience of students. Maps and schedules are available at the Student Activities Office and at mica.edu/transportation.

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, Charles Village, and Reservoir Hill. This service is free and is available Monday–Friday, 5 pm–3 am, and Saturday and Sunday, 5 pm–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 Sunday morning during the fall and spring semesters to popular shopping malls, grocery stores, lumber and hardware stores, and the farmers’ market. The Social Shuttle operates Fridays-Sundays to popular social destinations such as Towson and Charles Village.
• 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. Students can walk to Charles Street or Saint Paul Street to pick up the Charm City Circulator. Penn Station is a 10-minute walk from campus, where your student can pick up intercity Amtrak trains and MARC commuter trains to Washington, D.C.

All MICA shuttle service changes are posted on campus. Questions and concerns about the shuttles can be directed by email to transportation@mica.edu.
Student Policies

Just as it is essential that students know the regulations governing studio and academic programs at MICA, they must also 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 mica.edu/policies.

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 students and 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, 365 days a year. In addition, off-duty Baltimore City Police officers assist in patrolling 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 during hours of operation 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. Students can view tips at their leisure on MyMICA by clicking on the link for the Stay Safe 360 video.

The MICA Campus Safety Guide 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 an explanation of the College’s disciplinary processes.

To request a Campus Safety Guide, contact the MICA Campus Safety Administrative Office at 410-225-2355. It is also posted online at mica.edu/safety.

**Campus Emergency Notification System**

MICA communicates with students, faculty, and staff in an emergency using bulk emails to MICA email boxes, postings to mica.edu, bulk voicemail to campus telephones, and through MICA ALERT, a subscription-based text messaging system that sends brief text messages to cell phones when there is an emergency on campus.

Your student can register a telephone 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 email, 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 mica.edu. More information on MICA ALERT is available at mica.edu/micaalert.

MICA also offers the Rave Guardian System, available and free for all students, faculty, and staff. Rave Guardian provides peace of mind and increased security by transforming any cell phone into a personal safety device. The system is activated by placing a panic call to campus safety personnel or by activating a timer.

Before traveling from one place to another, such as walking home at night, a user can activate the guardian timer on his/her cell phone. If the timer expires (or the user hits the panic button), campus safety is notified immediately.

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 mica.edu/safety.
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. Unlike most colleges, MICA alumni have lifetime access to Career Development and its resources.

During the Foundation year, students’ career exploration includes learning about the variety of majors available to them and ultimately choosing a major in their second semester. 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. Career Counselors can meet with students in individual meetings and in group sessions to share information related to their specific interests and career goals. Counselors not only help students find employment, but they help them navigate the path of a practicing fine artist, including exhibiting their work and sustaining their art practice with grants and residencies.

Joseph Meyerhoff Center for Career Development
The Gateway
1601 W. Mount Royal Ave.
Second Floor
410-225-2420
www.mica.edu/careerdevelopment
Hours: Monday – Friday
9 am – 5 pm
(year-round)

Major Café
The Major Café program is an all-campus program offered in the fall semester. The Major Café program involves presentations by current students, faculty members, and alumni from each department. The focus of the fall Major Café program is to introduce first-year students to the different majors and minors offered at MICA and illustrate how each major relates to various career paths.

Sophomore Convocation
The Sophomore Convocation brings together students to rekindle peer-to-peer relationships they built during their Foundation year, and to establish new ones with students in their chosen major. This event is structured to introduce students into their chosen major departments, learn about the curriculum and resources from their faculty and peers, and prepare them for their sophomore experience at MICA. Students are also given the Professional Development Checklist during this meeting, an introductory road map for their personal professional development, including involvement, internships, and study abroad.

Jobs & Internships
Career Development offers assistance in finding employment using national listings of art- and design-specific jobs and internships. Employers include: ad agencies, television networks, production houses, apparel companies, publishing companies, design firms, cultural institutions, museums, galleries, arts organizations, government agencies, educational institutions, nonprofits, health organizations, business corporations, and more.
In addition, there are exciting internship opportunities that allow students to earn credit while working in an internship. Benefits include gaining valuable skills, making important contacts, and exploring career options. We strongly recommend that students take advantage of these important professional development and networking opportunities. Internships are available to undergraduate and graduate students in a wide variety of programs. Our Career Counselors 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 may gain up to six credits through internships, toward graduation.

**www.MICAnetwork.com**

www.MICAnetwork.com is one of many resources Career Development promotes to connect students and alumni with employment, internship, and professional opportunities. Students and alumni can post their résumés for prospective employers’ consideration and apply directly to opportunities through the system. This site, maintained by the staff of MICA’s Center for Career Development, is accessible only by MICA students and alumni.

**MICA Portfolios**

MICA Portfolios is an exclusive portfolio network for students, alumni, and faculty to gain broader exposure for their work, connect with other MICA students and alumni, and be discovered more easily by potential clients, recruiters, and creative enthusiasts. More than 2,250 students and alumni are utilizing the system to date.

**Career Counseling**

Career Counselors are committed to helping students identify their career goals through a process of self assessment, career exploration, decision-making, and goal setting. Counselors are available by appointment or on a drop-in basis and frequently review materials and suggest strategies for networking during the job search process. Even after graduation, alumni are welcome to discuss their options with a counselor.

**Professional Development Workshops & In-Class Information Sessions**

The Career Development Office provides a workshop series on hot topics related to professional development in the arts. Recent topics include:

- Writing Your Résumé & Cover Letter
- MICA Portfolios and Online Presence
- Industry Specific Alumni Panels
- How to Find Internships
- The Art of Interviewing
- Mock Interviews
- Documenting Your Work
- Preparing an Artist’s Statement
- Taxes, Contracts, and Copyright Laws
- Pricing Your Work
- Applying for Grants, Fellowships, and Residencies
- Expanding Your Artist Connections & Networking
- Graduate School Information
- Marketing & Promotion
- Internship & Career Fair
- Fulbright Information Session
- Internationalize Your Career
Graduate School Counseling
Graduate school counseling is available for assistance in researching graduate school options. Approximately 26% of MICA BFA graduates pursue graduate study at some point 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. The Career Resource Library is a valuable source of information for your student’s search. Our career counselors can assist students in selecting the right graduate program to meet their needs and guide them through the application process.

Grants, Fellowships, & Residencies
MICA subscribes to a searchable database of more than 400 grants, residencies, and fellowships. Plus, Career Development maintains an extensive resource library dedicated exclusively to the professional development of artists. Through the application process for these opportunities, artists attain significant skills they use throughout their careers, such as grant writing, preparing proposals, drafting a cohesive artist statement, professional networking and communication, and portfolio preparation and presentation. The Center also works with students on developing online crowd-funding campaigns such as Kickstarter and Indiegogo.

Grant & Fellowship Advising
Competitions such as the Fulbright U.S. Student Program require students to follow a highly structured application process. MICA is consistently a top producer of Fulbright winners. Other foundations and organizations, similar to the Fulbright Program, request nominations from MICA. We invite students and alumni to use our advising services throughout their application process so they may submit competitive and excellent application materials.

Internship & Career Fair
MICA’s annual Internship and Career Fair brings more than 50 employers to campus each spring. Participating businesses and organizations represent a wide range of art and design careers. This event works to connect MICA students and alumni in all disciplines with innovative businesses and arts organizations looking for creative talent. Employers are on hand to conduct interviews and portfolio reviews. Students and alumni attend with their résumés and portfolios ready to discuss careers in art and design. Previous fairs have resulted in hundreds of job and internship opportunities for students and alumni who were looking to further their careers in their chosen field.
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 16,000+ 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 graduates are automatically members of the MICA Alumni Association and are eligible to receive alumni benefits. The Office of Alumni & Parent Relations works closely with the Alumni Council and the MICA Alumni Association as well as other areas of the College to develop programs, services, and communications which benefit our alumni.

Alumni are active in giving back to MICA in many ways including financial support, participating in the academic and professional development of our students through many career-related programs coordinated by the Joseph Meyerhoff Center for Career Development, and returning to campus as visiting artists, panelists, and lecturers.

There are many opportunities for alumni to remain connected both to MICA and one another. We encourage parents, students, and alumni to join our social media networks, including:

Facebook
MICA Alumni Association Page
Regional Alumni Networks:

- Baltimore/Washington
- NYC
- Miami
- Southern California
- Northern California
- Chicago
- Philadelphia
- Texas
- Southeast
- Pacific Northwest
- New England
- International
LinkedIn
MICA – Maryland Institute College of Art Alumni Group

Twitter
@MICA_Alumni

Behance
portfolios.mica.edu

We encourage our alumni to visit campus and also to provide us with updates on careers, awards, exhibitions, and new business ventures at alumnirelations@mica.edu. If you have further questions regarding the MICA Alumni Association, please contact any of the following representatives:

Laura Hatcher ’98
Alumni Council Chair
laura@hatcherdesignoffice.com

Rachel Beth Egenhoefer ’02
Alumni Council Vice-Chair
rachel@rachelbeth.net

Lindsay Dorrance
Director of Alumni & Parent Relations
410-225-2321
dlorraine@mica.edu

Joseph Letourneau ’08
Assistant Director of Alumni & Parent Relations
410-225-4235
jletourneau@mica.edu

Rita Walters
Vice President for Advancement
410-225-2262
rwalters01@mica.edu
Appendix
## Academic Calendar 2015–2016

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>3</td>
<td>Tuition payment due date</td>
</tr>
<tr>
<td></td>
<td>3-21</td>
<td>International Student Bridging Program</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>MA in Art Education and MFA in Studio Art grades due from faculty for non-graduating students</td>
</tr>
<tr>
<td></td>
<td>13-16</td>
<td>MPS BAD Residency 3 (commencement 8/16)</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Fall semester classes begin for both Degree Programs and SPCS (excluding MPS online programs)</td>
</tr>
<tr>
<td>September</td>
<td>4-7</td>
<td>MPS InViz and MPS BAD Residency 1</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Last day to receive fall credit for an internship (<a href="http://www.mica.edu/internships">www.mica.edu/internships</a>)</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Study abroad deadline for Spring 2016</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Last day to drop a class (no transcript record)</td>
</tr>
<tr>
<td>October</td>
<td>12</td>
<td>Last day to drop a class (W on transcript)</td>
</tr>
<tr>
<td></td>
<td>17-20</td>
<td>Fall Break – no classes (excluding SPCS and MPS online programs)</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>Spring 2016 Schedule of Courses published. Check the Schedule of Courses for exact registration dates</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>SPCS general registration for Spring 2016 begins</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Thanksgiving Break begins, no classes</td>
</tr>
<tr>
<td></td>
<td>26-29</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>Undergraduate competitive scholarship procedures announced via email</td>
</tr>
<tr>
<td></td>
<td>11-14</td>
<td>MPS InViz Residency 3 (Commencement 12/13)</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>SPCS classes end</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Degree Programs classes end</td>
</tr>
<tr>
<td></td>
<td>24-25</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Final Grades due from Faculty</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>MPS InViz Residency 3 (Commencement 12/13)</td>
</tr>
</tbody>
</table>

**2016**

<table>
<thead>
<tr>
<th>January</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Holiday – college closed</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Tuition payment due date</td>
</tr>
<tr>
<td></td>
<td>13-17</td>
<td>MA in Art Education and MFA in Studio Art Winter Session</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Holiday - college closed</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Spring semester classes begin for both Degree Programs and SPCS (excluding MPS online programs)</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Last day to add a class</td>
</tr>
</tbody>
</table>
**Academic Calendar 2015–2016**

**February**
1. Undergraduate competitive scholarship applications due
2. Last day to receive spring credit for an internship (www.mica.edu/internships)
12. Last day to drop a class (no transcript record)
15. Financial Aid applications due for 2016-17 prospective new students
1. Last day to drop a class (W on transcript)
1. Financial Aid applications due for 2016-17 returning Undergraduate and Graduate students

**March**
1. Study abroad deadline for Fall 2016
14-18. Spring Break – no classes (excluding SPCS and MPS online programs)
14. SPCS general registration for Summer 2016 begins– Summer classes listed on website
22. Fall 2016 Schedule of Courses published. Check the Schedule of Courses for exact registration dates

**April**
27-30. MPS BAD Residency 2

**May**
1. MPS tuition payment date
6. Degree Programs classes end
9. SPCS classes end
10. Final grades due from faculty
16. Undergraduate and Graduate Commencement
23. SPCS summer classes begin. See Add/Drop/Withdrawal refund policy
30. Holiday - college closed

**June**
2. Summer low-residency Graduate tuition due date
5-8. MPS InViz Residency 2
22. MA in Art Education and MFA in Studio Art courses begin

**July**
4. Holiday–college closed
11. MBA/MA new cohort begins
13. SPCS general registration for Fall 2016 begins
29. MA in Art Education and MFA in Studio Art courses end Final grades due for graduating students
Parents Council Members 2015–16
(Freshman Class to be Announced)

Parents Council Chairs

Mr. & Mrs. Mark Rosati – Mark & Maureen
2509 Ashland Ave
Evanston, IL 60201
Mark Email: marksrosati@gmail.com
Maureen Email: rosati11@comcast.net
Student Name: Mairead Rosati
Major: Illustration

Mr. & Mrs. Phillip Foreman –
Denise & Phillip (Phil)
2941 W Lake Vista Cir
Davie, FL 33328
Home Telephone: 954-648-4065
Denise Email: deniseforeman5@yahoo.com
Phillip Email: phillip_c_foreman@yahoo.com
Student: Emma Foreman ’15
Major: Painting
Student: Benjamin Foreman ’16
Major: Film & Video

Ms. Miriam Hipsh – Miriam
85 Riverside Dr, Apt 1A
New York, NY 10024
Home Telephone: 212-595-7525
Miriam Email: miri2694@gmail.com
Student Name: WuQing Hipsh
Major: Interdisciplinary Sculpture

Ms. Raquel Marion – Raquel
1460 Somerset Ave
Memphis, TN 38104
Home Telephone: 901-412-8749
Email: raqcobmar@aol.com
Student Name: Ronald Marion
Major: Painting

Mrs. Joy Peot-Shields & Mr. James Shields–
Joy & Jim
3033 N Hackett Ave
Milwaukee, WI 53211
Joy Cell: 414-313-2300
Jim Cell: 262-385-0553
Joy Email: jpeot@sbcglobal.net
James Email: jshields@hga.com
Student Name: Drew Shields
Major: Animation

Ms. Deidre Regan – Deidre (Dedee)
1202 Palmer Dr
Blacksburg, VA 24060
Home Telephone: 843-425-4398
Email: deidregan@gmail.com
Student Name: Alessandra Acierno
Major: Painting

Dr. Laramie Williams & Mr. Robert Baker –
Laramie & Robert (Bob)
4920 S Parview Dr
Charlotte, NC 28226
Bob Cell: 704-562-5943
Bob Email: bobbaker@mualaw.com
Student Name: Dalton Baker
Major: Architectural Design

Mrs. Naiomi Cameron-Murphy &
Mr. Jason Murphy –
Naiomi & Jason
7828 SW 172nd Pl
Beaverton, OR 97007
Jason Email: jason2371@mac.com
Naiomi Email: naiomimurphy@mac.com
Student Name: Kariyma Murphy
Major: Graphic Design

Victoria Goldstein-Macadar &
Eduardo Macadar – Victoria & Eduardo
1498 SW 1st St
Boca Raton, FL 33486
Victoria & Eduardo Phone: 561-504-3540
Victoria Email: vgoldm@gmail.com
Eduardo Email: emacadar@gmail.com
Student Name:
Marie Claire Goldstein-Macadar
Major: Fiber

Mr. & Mrs. Jon LeShay – Jon & Tracy
2126 E Live Oak Dr
Los Angeles, CA 90068-3639
Tracy Phone: 323-829-5960
Tracy Email: tleshay1@aol.com
Student Name: Phoebe LeShay
Major: Painting

Class of 2016

Class of 2017
Mr. & Mrs. Robert Rose – Joni & Robert (Scott)
2280 Heatherwood Cove
Memphis, TN 38119
Joni & Scott Phone: 901-496-6219
Joni Cell: 901-496-6219
Rose Email: joni&scottrose@yahoo.com
Student Name: Emma Kate Rose
Major: Drawing

Mr. & Mrs. Ross Ruriani – Deborah & Ross
1292 Heller Dr
Yardley, PA 19067
Deborah Phone: 267-994-4495
Ross Phone: 215-688-8826
Deborah Email: debruriani@gmail.com
Ross Email: rruriani@hotmail.com
Student Name: Alyse Ruriani
Major: Graphic Design

Ms. Lisa Wells & Mr. James Love – Lisa & James
721 Crater Camp Dr
Calabasas, CA 91302-2123
Lisa Cell: 323-447-4547
James Phone: 323-314-9192
Lisa Email: lisa.b.wells@gmail.com
James Email: centurion1@yahoo.com
Student Name: Rose Love
Major: Interdisciplinary Sculpture

Mr. & Mrs. Frank Coyle – Laura & Frank
505 Waxwood Dr
Brentwood, TN 37027-5621
Laura & Frank Home phone: 615-429-0166
Laura Email: coylela@comcast.net
Frank Email: coylefa@comcast.net
Student Name: Jack Coyle
Major: Painting

Ms. Bonnie Farone & Mr. Timothy Hulbert – Bonnie & Timothy
2246 Brandywine Dr
Charlottesville, VA 22901
Home phone: 434-295-3141
Bonnie Email: baf2x@virgina.edu
Timothy Email: exec@cvillechamber.com
Student Name: Moira Hulbert
Major: Illustration

Mr. & Mrs. Mark Rosati – Mark & Maureen
2509 Ashland Ave
Evanston, IL 60201
Mark Email: marksrosati@gmail.com
Maureen Email: rosati11@comcast.net
Student Name: Mairead Rosati
Major: Illustration

Mr. & Mrs. Stanley Spellman – Diana & Stan
50 Willow Hill Rd
St. Louis, MO 63124
Diana & Stan Home phone: 314-991-8731
Diana Cell: 314-406-1527
Diana Email: sdspellman@att.net
Stan Email: ss Spellman@spellmanbrady.com
Student Name: Danielle Spellman
Major: Photography

Ms. Yuriko Tada & Mr. Stephen Leist
572 Blair Ave
Piedmont, CA 94611-3757
Home phone: 510-652-9468
Yuriko Email: yuritada1@gmail.com
Stephen Email: sleist@ppgv.net
Student Name: Saya Leist
Major: General Fine Arts
Office of Alumni & Parent Relations
Maryland Institute College of Art
1300 Mount Royal Avenue
Baltimore, MD 21217-4191
Email: parentrelations@mica.edu
Online: www.mica.edu/parents
Facebook: www.facebook.com/MICAParents

Mailing Address:
Office of Alumni & Parent Relations
MICA
1300 W. Mount Royal Ave.
Baltimore, MD 21217-4134
parentrelations@mica.edu
On the Web: mica.edu/parents
mica.edu/alumni

Campus Location:
Main Building Annex – L2
116 W. Lanvale St.
Baltimore, MD 21217
(Entrance on Rutter St)

MICA Website
mica.edu

Baltimore Collegetown Network
www.baltimorecollegetown.org

Contact Information

Phone Numbers

Admissions (Undergraduate) 410-225-2222
Alumni and Parent Relations 410-225-2397
Campus Safety 410-225-2355
Career Development 410-225-2420
Commencement 410-225-2284
Continuing Studies 410-225-2219
Counseling 410-225-2367
Diversity and Intercultural Development 443-552-1659
Financial Aid 410-225-2285
Graduate Admission 410-225-2256
Health Care Center (Mt. Royal Medical) 410-225-8855
International Affairs 410-225-2243
Orientation 410-225-2284
Parents Weekend 410-225-2284
Parkhurst Dining Services 410-225-2577
Postal Services 410-225-2202
President's Office 410-225-2237
Residence Life & Off-Campus Housing 410-225-2398
Shuttles
---
Day 410-225-2340
Evening 410-225-2245
Student Accounts 410-225-2211
Student Activities 410-225-2284
Student Affairs 410-225-2422
## Phone Numbers

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>410-225-2315</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>410-225-2289</td>
</tr>
<tr>
<td>Animation</td>
<td>410-225-2495</td>
</tr>
<tr>
<td>Architectural Design</td>
<td>410-225-2240</td>
</tr>
<tr>
<td>Art Education</td>
<td>410-225-2297</td>
</tr>
<tr>
<td>Art History, Theory, &amp; Criticism</td>
<td>410-225-2350</td>
</tr>
<tr>
<td>Ceramics</td>
<td>410-225-2251</td>
</tr>
<tr>
<td>Drawing</td>
<td>410-225-2260</td>
</tr>
<tr>
<td>Fiber</td>
<td>410-225-2218</td>
</tr>
<tr>
<td>Film &amp; Video</td>
<td>410-225-2429</td>
</tr>
<tr>
<td>Foundation</td>
<td>410-225-2535</td>
</tr>
<tr>
<td>General Fine Arts (GFA)</td>
<td>410-225-2260</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>410-225-2382</td>
</tr>
<tr>
<td>Humanistic Studies</td>
<td>410-225-2350</td>
</tr>
<tr>
<td>Illustration</td>
<td>410-669-3177</td>
</tr>
<tr>
<td>Interactive Arts</td>
<td>410-225-2252</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>410-225-2416</td>
</tr>
<tr>
<td>Painting</td>
<td>410-225-2260</td>
</tr>
<tr>
<td>Photography</td>
<td>410-225-2400</td>
</tr>
<tr>
<td>Printmaking</td>
<td>410-225-2318</td>
</tr>
<tr>
<td>Sculpture, Interdisciplinary</td>
<td>410-225-2492</td>
</tr>
<tr>
<td>Student Records</td>
<td>410-225-2234</td>
</tr>
<tr>
<td>Writing Studio</td>
<td>410-225-2309</td>
</tr>
</tbody>
</table>