

DEGREE STUDENT REGISTRATION INFORMATION

SPRING 2012

CORCORAN

COLLEGE of ART + DESIGN

OFFICE OF THE REGISTRAR

Office Hours

Monday	9am – 5pm
Tuesday	9am – 5pm
Wednesday	9am – 5pm
Thursday	9am – 6:30pm
Friday	9am – 5pm

DATES TO KNOW

October 31	Registration begins
November 9	Last day to withdraw with a grade of "W"
November 18	Spring advising ends
November 23-27	Thanksgiving Break - No Classes
December 19	Last day of classes
December 21	Grades Due from Faculty
January 18	First Day of Spring 2012 Classes
February 2	Last day to ADD
February 22	Last day to DROP

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

ON CORCBOARD YOU WILL FIND:

- **STOPS** on your account. Having a stop on your account will prevent you from registering! (Click on the "home" link.)
- Up to date **COURSE OFFERINGS** and **CANCELLATIONS**
- **GRADES** (posted at the end of the semester)
- Your **ADVISOR**
- Your **UNOFFICIAL TRANSCRIPT**

Students who intend to complete degree requirements in Spring or Summer 2012 should submit degree applications by November 18th.

To LOG IN to CORCboard:

- Go to <http://corcboard.corcoran.edu>
- Click on Login.
- Enter your Login ID (your first initial followed by your last name, all lowercase - ie. Joe User would be juser), and your password (if you need your password reset, email the Registrar's Office, registrar@corcoran.org)
- Click Sign In.
- After you have successfully logged in for the first time, be sure to change your password.

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

- Click "Find Course Sections" under Academic Information in the blue navigation bar on the left of the screen.
- Choose the semester from the Year/Term drop-down menu.
- Enter the information you'd like to search, eg. GD1000, in the course field or Graphic Design in the Department field.
- Click on the magnifying glass to view the course descriptions and prerequisites.
- **Be sure to include the correct course code ID, section letter and credit status (eg. GD1000 B, for credit) on your registration form!**

To find your **ADVISOR**:

- Once you are logged in, click "Student Schedule."
- Select the current semester in the year/term drop-down menu. Click submit.
- Your advisor will be listed at the bottom of the page, below your schedule for the semester.

REGISTRATION POLICY

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

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

SCHEDULE ADJUSTMENT

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

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

REPEATING COURSES

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

COURSE SUBSTITUTIONS

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

AUDIT POLICY

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

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

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

DIRECTED STUDY POLICY

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

CONSORTIUM REGISTRATION

CCAD students have the opportunity to enroll in courses at participating Consortium institutions. All requests must be received by the Consortium coordinator at least two weeks prior to the start of the semester. [SEE EDUCATIONAL PARTNERSHIPS & PROGRAMS IN THE STUDENT HANDBOOK FOR FURTHER POLICIES.](#)

ACADEMIC LOAD (Fall and Spring Semesters)

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

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

Please be advised that students who drop below minimum enrollment may lose eligibility for Financial Aid. [SEE ACADEMIC POLICIES FOR UNDERGRADUATE AND GRADUATE STUDENTS IN THE STUDENT HANDBOOK FOR FURTHER POLICIES.](#)

ATTENDANCE POLICY

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

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

ADVISORS and CONTACT INFORMATION

	Name	E-Mail	Phone
Director of Academic Advising.....	Jon Youngs.....	jyoungs@corcoran.org.....	202.639.1806

To find your advisor on CORCboard:

**Login, click on "Student Schedule" in the blue menu bar on the left.
Select the current semester in the year/term drop-down menu, then click submit.
Your advisor will be listed at the bottom of the screen, below your schedule for the semester.**

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ACADEMIC CALENDAR

Fall 2011

Oct 24 (M)	Spring registration materials available/ Spring Application for Degree submission begins
Oct 31 (M)	Spring advising/registration begins MA & MAT students may register
Nov 3 (R)	Senior Bachelors students may register
Nov 7 (M)	Junior Bachelors students may register
Nov 9 (W)	Last day to WITHDRAW with "W"
Nov 10 (R)	Sophomore Bachelors students may register
Nov 11 (Th)	Veteran's Day (College open - Class in session)
Nov 14 (M)	Freshmen Bachelors students and AFA students may register
Nov 18 (F)	Spring advising ends/Spring Application for Degree deadline
Nov 23 (W)	Thanksgiving (College open - Classes do not meet)
Nov 24-27 (Th-Su)	Thanksgiving (College closed)
Dec 3 (S)	National Portfolio Day - 1st Sat in Dec - classes do not meet Downtown (except CR, DM, SL)
Dec 19 (M)	Last day of Fall classes
Dec 20-21 (Tu-W)	Make-up days for classes canceled due to inclement weather/emergencies, as announced by Registrar. All other make-ups must be scheduled prior to the last day of class.
Dec 21 (W)	Grades due online (studio and undergraduate academics)
Dec 25-31 (Su-Sa)	Winter recess (College closed)
Dec 26 (M)	Grades due online (graduate academics)

Spring 2012

Jan 1 (Su)	New Year's Day (College closed)
Jan 4 (W)	Consortium Spring registration deadline (outgoing)
Jan 11 (W)	Consortium Spring registration deadline (incoming)
Jan 15 (Su)	Fall degree conferral date
Jan 16 (M)	Martin Luther King Day (College closed)
Jan 18 (W)	First day of classes (late reg begins - late fee applies)
Feb 2 (W)	Last day to ADD
Feb 20 (M)	President's Day (College closed)
Feb 22 (W)	Mon classes meet on Wed/Wed only classes do not meet
Feb 22 (W)	Last day to DROP (no refunds after this date)
Mar 7 (W)	Mid-Term Grades due for Undergraduate students
Mar 11 (Su)	Daylight savings time begins
Mar 12-18 (M-Su)	Spring Recess (College open - Classes do not meet)
Mar 19 (M)	Summer/Fall registration materials available/ Summer/Fall Application for Degree submission begins
Mar 26 (M)	Summer/Fall advising begins
Apr 4 (W)	Last day to WITHDRAW with "W"
Apr 7-8 (Sa-Su)	Easter (College closed)
Apr 20 (F)	Summer/Fall advising ends/ Summer/Fall application for degree deadline
Apr 20 (F)	Corcoran Ball (Access to the Downtown Campus may be limited)
May 9 (W)	Last day of classes
May 15 (W)	Consortium Summer registration deadline (outgoing)
May 10-11 (Th-F)	Make-up days for classes canceled due to inclement weather/emergencies, as announced by Registrar. All other make-ups must be scheduled prior to the last day of class.
May 11 (F)	Grades due online (studio and undergraduate academics)
May 16 (W)	Grades due online (graduate academic courses)
May 22 (W)	Consortium Summer registration deadline (incoming)
May 19 (Sa)	Commencement