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CAMPUS MAP AND KEY TO BUILDINGS/CLASSROOM LOCATIONS

A = Yamasaki - Academic Advising and Registration, Bookstore (Satellite), Campus Nurse, Career Services, Cashier/Business Office, Financial Aid, Human Resources, Information Technology Services, International Student Services, Personal Counseling, Student Affairs
B = Kresge-Ford (enter at Campus Safety) - Art Education, Campus Safety, Crafts, Fine Arts, Liberal Arts
C = Kresge-Ford - Cafeteria, Crafts, Photography, Student Success Center
D = Art Center Building - Fitness Center, Student Housing
E = 222 E. Ferry St. (ADM) - Admissions, Enrollment Services, Precollege and Continuing Studies
F = 222 E. Ferry St. (ADM) - Executive Offices
Fritz Building = Alumni Relations, Publications, Public Relations
I = Manoogian Visual Resource Center (MVRC) - Center Galleries, Computer Labs, Library
T = Taubman Center- Academic Affairs, Advertising, Bookstore, Cafeteria, Imaging Center, Community Arts Partnership, Fashion Accessories Design, Graduate Studies, Graphic Design, Interior Design, Product Design, Student Housing, Transportation Design
SCHEDULE CHANGES / STATUS CHANGES

The College reserves the right to cancel or change classes, instructors and schedules; to revise tuition and fee structure; and to amend College policies for the efficient operation of the College.

When registering for classes students may check search their course options on WebAdvisor. The WebAdvisor search feature will display days, times, rooms and enrollment. Closed, or full courses, will also be displayed on WebAdvisor. Additionally, all scheduled courses, closed or canceled courses, are viewable in this course schedule booklet, available in a PDF format on the Academic Advising and Registration blackboard online site.

It is the student’s responsibility to process changes to their schedule by using the blue Add/Drop Form, obtaining the proper signatures and coming to the Academic Advising and Registration Office by the published deadlines to process the change. The Academic Advising and Registration Office is on the 1st floor of the Yamasaki Building. Phone number: 313.664.7672.

It is also the student’s responsibility to inform the College in writing of any change of address, e-mail address, telephone number or other status, for example, withdrawal from class(es), change of department, etc. Nonreceipt of a tuition statement/bill because of an incorrect address is no excuse for untimely payment.

The classes listed in this book are available to students admitted to the College for Creative Studies (CCS) in pursuit of a Bachelor or Master of Fine Arts degree. Newly admitted students will receive information through the mail regarding specific registration procedures. Students not admitted to CCS should contact the Office of Admissions at 313.664.7425 for admissions information.

REGISTRATION DATES AND PROCEDURES

All students must follow the procedures listed below in order to be considered registered.

NEW STUDENTS ONLY- All new students will be contacted by the Academic Advising and Registration Office (AARO) and advised of registration procedures. A $100 Commitment/deposit fee must be paid through the Admissions office before registration information is dispersed.

ALL CURRENT STUDENTS - must register according to the schedule below. (Seniors register first, followed by juniors, etc.) STUDENTS MUST REGISTER AT THEIR ASSIGNED REGISTRATION TIME OR ANY TIME THEREAFTER.

<table>
<thead>
<tr>
<th>CLASS LEVEL</th>
<th>MAY REGISTER BEGINNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENIORS, MASTERS (93 to 126 credits completed or in progress)</td>
<td>Wednesday, April 1, 2015</td>
</tr>
<tr>
<td>JUNIORS* (63 to 92.5 credits completed or in progress)</td>
<td>Monday, April 6, 2015</td>
</tr>
<tr>
<td>SOPHOMORES (30 to 62.5 credits completed or in progress)</td>
<td>Monday, April 13, 2015</td>
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<tr>
<td>FRESHMEN (Less than 29.5 credits completed)</td>
<td>Monday, April 20, 2015</td>
</tr>
<tr>
<td>OPEN REGISTRATION</td>
<td>Monday, April 20, 2015 – Wednesday, September 16, 2015</td>
</tr>
</tbody>
</table>

*See important information under the JUNIOR STATUS heading in the Academic Policies section of this course schedule.

PREPARING FOR REGISTRATION

1. If a staff advisor from the Academic Advising and Registration Office (AARO) has placed an advising hold on your student account, you must meet with the advisor before you can register for classes. If you do not have an advising hold, you may register for courses without an advisor’s signature by following the procedures listed below. Students that have account holds placed by other departments (Library, Business Services, etc.) must have all holds removed (by those specified departments) before registration is permitted. Check “View your Holds” through WebAdvisor.

2. Pay the $100 Commitment Fee, due every semester before registering. Payments may be made by cash, check, money order or credit card (Visa, MasterCard, American Express, Discover). Students may make payments by phone at 313.664.7435, at the Cashier’s window (Cashier closes at 4:00 p.m.) or online. Keep your receipt. You must present it at the Academic Advising and Registration Office if registering in person. Waivers of this payment are not available.
3. Obtain a copy of your academic evaluation (degree audit) from WebAdvisor (http://www.bb.collegeforcreativestudies.edu) or from the Academic Advising and Registration Office to determine the classes you need. As always, if you need assistance with course selection, you may meet with an advisor in the AARO. Appointments are preferred. The telephone number is 313.664.7672. International Students should meet with the International Student Advisor, phone: 313.664.7448.

4. Reviewing Courses for registration – course offerings are provided on WebAdvisor and in an online Schedule Book via Blackboard. For the most current list of courses, students can do a general search to view open and closed sections online without logging in:
   a. Go to: http://www.bb.collegeforcreativestudies.edu/
   b. Under the Quick Links Tab, select WebAdvisor
   c. Select “Search for Sections”
   d. Enter the information for your courses (see sample below)

5. Organizing your schedule - Students who need to organize their schedules can use the “Schedule Template” provided on the last page of the Course Schedule Book. (Or see WebAdvisor/Academic Policies to download or print out the template from the schedule book online)
STEPS TO COMPLETE REGISTRATION IN PERSON:

1. Pick up a goldenrod Registration Form from the Academic Advising and Registration Office (AARO).

2. Complete the Registration Form, including your name, all addresses, course selections (including alternate courses) and bring the form to the Academic Advising and Registration Office at your scheduled time, or after, as listed above, but no later than the deadline to register.

   a. **Restricted courses.** Students who intend to register for a course that is restricted to a particular major or class level (for example, Crafts only or juniors only) and who are not in that department or at the required class level must have the department chair or administrator complete and sign the pink Registration Permission Form and submit it to the Advising and Registration office within three days of obtaining a signature. Pink permission forms must be submitted with a registration form or an add form.

   b. **Internships or Independent Study.** Students who intend to register for an Internship or Independent Study must submit those completed and signed forms along with the registration form by the deadline to register for the semester. Late registration for Internships or Independent Study is not permitted and will not be accepted. See Independent Study guidelines following registration steps. Internships must be approved and set up through Career Services for registration/credit. Contact Career Services for guidelines or visit Blackboard to view the Career Services page.

   c. **Mobility or Study Abroad.** Students must apply by the deadline and be accepted for Mobility or Study Abroad. Mobility students must pay the $100 commitment fee and register for Mobility by taking the gold Registration Form to the Academic Advising and Registration Office by the deadline to register for the semester. Please see your departmental course listings for the correct course code (for example, DFA 505).

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STEPS TO COMPLETE REGISTRATION ONLINE

1. Advising and Registration will e-mail new and transfer students a user id and password. If you lose your username and ID you may obtain this information from Information Technology Services, located on the lower level of the Yamasaki building. You will need a photo ID to receive this information.

2. Log onto blackboard through your internet browser: [http://www.bb.collegeforcreativestudies.edu](http://www.bb.collegeforcreativestudies.edu). Sign in using your user id and password, then click on the WebAdvisor tab. Students with login problems or error messages should refer to step #15.

3. Under the WebAdvisor module select the “Register for Classes” option.

4. You may be required to login again. If so, login and then click on “Students”. A new page will appear with options for registration. Under “Registration” select “Register for Sections” to view and select courses for the semester. DO NOT SELECT “Reg and Pay for CE classes”, unless you are a non-degree seeking student registering for NON-CREDIT CLASSES.

5. Click box agreeing to the Policies and Information, then hit “Proceed”.

6. You will be given the option to use Express Registration or the Search and Register feature. We recommend using the express registration feature. You may want to view the schedule of classes online from the PDF file first (or do a general search), write everything down, and then register using express registration.
7. **EXPRESS REGISTRATION** should be used when you have already arranged the days/times you want for each class. Enter the subject, course number, section letter and term for all classes at once. Click Submit to select the courses you wish to register for, creating a wish list.

![Express Registration Example]

8. The **SEARCH and REGISTER** feature is used when you do not know the course or section number. To review and select courses for your schedule as you go along, enter a subject to scan through course offerings for the current term entered for your search. After you determine the days/times you want for each class, mark the check box of that section to select the courses you wish to register for, creating a wish list.

![Search and Register Example]

9. After you select classes through either Express Registration or the Search & Register feature, you will be directed to the “Register and Drop Sections” page. Here you will finalize your course selections for the semester.

10. The top portion of the screen (“Preferred Sections”) shows all the courses on your wish list (preselected). The bottom portion (“Current Registrations”) shows everything you’re actually registered for. To finalize your registration and move courses from the wish list to Current Registrations you must select an “action”.

![Register and Drop Sections Example A]

![Register and Drop Sections Example B]

11. To finalize your registration for **all courses** listed in the “Preferred Sections”/wish list, go to the top of the page and choose “RG – Register”, then click submit. (Select “RM – Remove” only if you need to remove all items you have selected). **see sample A**

12. If you **DO NOT** wish to register for all courses in the “Preferred Sections” and wish to remove certain courses from your wish list, select individual “actions” for each course, then click submit. **see sample B**

13. Barring any complications (hold on account or pre-requisite problems, etc...), you should be taken to a results screen that shows you as registered for the class. If there were problems with the registration, it will display error messages in the ‘Status’ column in the top portion of the screen.

14. Once your schedule is complete you will receive an email confirmation that you are registered for classes. To view your current schedule, click on the “Students Menu” and under “Academic Profile” select “My Class Schedule”. **ALWAYS CHECK TO MAKE SURE YOUR COURSES WERE SCHEDULED CORRECTLY.**
15. If you can’t get past the login page for WebAdvisor or you are getting an error message that reads “For DMI request type of MNRQ, an application must be specified”, you may need to reset your cookies on your browser. Follow the directions below for your specific browser.

**Internet Explorer**
- Select Tools
- Select Internet Options
- Select either Security or Privacy

  If Security is selected
  - Select Custom Level
  - Scroll to find Cookies
  - Select “Enable”

  If Privacy is selected
  - Select Advanced…
  - Accept First-Party Cookies
  - Accept Third Party Cookies

**For Netscape Navigator**
- Select Edit
- Select Prefaces
- Under Privacy & Security select Cookies
- Enable Cookies

**MAKING SCHEDULE CHANGES**

1. Once you have registered you may change your schedule online up until the first day of classes.

2. Students may not change or drop courses online once classes start. Once classes begin you must visit the Academic Advising and Registration office to drop a class.

3. TO DROP COURSES ONLINE you will need to repeat steps 1-5 (of the online Registration Steps) to access the WebAdvisor module. After you click “Register for Sections”, you will need to select “DROP SECTIONS”.

4. Mark the check box of any courses you wish to remove from the current registrations section and click submit. (If you need to search and register for additional courses, other options within Register for Sections, will allow you to drop courses in the process as well).

5. TO DROP COURSES OR CHANGE YOUR SCHEDULE IN THE AARO (Academic Advising & Registration Office) during open registration or after classes have started, all students must complete the Blue Add/Drop Form. A staff advisor in the AARO must sign your Add/Drop Form if you are dropping after classes have started for the semester.

6. STUDENTS SHOULD VIEW THE ACADEMIC CALENDAR TO ACCESS THE LAST DAY TO REGISTER AND FINAL DROP DATES.

| NO COURSE ADDITIONS OR SECTION CHANGES AFTER SEPTEMBER 16, 2015 |

**INDEPENDENT STUDY**
This educational option is available to students of junior or senior standing with a cumulative grade point average of 3.00 or above. It provides students with an opportunity to focus on developing an understanding of something not addressed in the regular department curriculum. A student may receive credit toward graduation for no more than two Independent Study courses (six credit hours).

**THE INDEPENDENT STUDY PLAN:**
The student must submit a 150-word (minimum) Independent Study Proposal to the department chair describing a plan for study and the reasons for choosing to study independently. The student must obtain the chair’s signature on the Independent Study Approval Form (however, this does not guarantee final approval). The student must determine which faculty member will direct the study and obtain a signature from that faculty member for the Independent Study Approval Form. The faculty member must provide an Independent Study Syllabus addressing items listed on the Independent Study Form.
INDEPENDENT STUDY APPROVAL: Copies of the 1) Independent Study Proposal and the 2) Independent Study Syllabus along with the 3) Independent Study Approval form (with 3 signatures) must be submitted to the Provost’s office for final approval.

COURSE REGISTRATION: Students must submit the 1) Independent Study Approval form (with 4 signatures) and the 2) CCS Registration Form or Add/Drop Form to the Academic Advising and Registration Office no later than the final day to add or register for classes for the semester.

INTERNSHIPS
Students are required to register prior to the commencement of any internship in order to receive academic credit for that internship. Participation in an internship allows students to use classroom-learned skills in a related employment experience. Students must work a minimum of 135 hours over the course of the semester. The list of Approved Internship Sites is available from Career Services, which is located on the second floor of the Yamasaki building. Students may receive academic credit for no more than two internships. Students must be of junior or senior status to participate, with a minimum cumulative GPA of 2.80. Transfer students must have attended one semester at CCS in addition to meeting the other eligibility criteria.

To Register for Approved Sites: Complete the Internship Approval Form, obtain the required signatures and submit the approval form to the Academic Advising and Registration Office, along with the Registration Form or the Add/Drop Form, no later than the final day to add or register for classes for the semester.

To Register for Unapproved Sites: Make an appointment with the Director or Assistant Director of Career Services AT LEAST ONE MONTH PRIOR TO THE BEGINNING OF THE POTENTIAL INTERNSHIP SEMESTER. Last-minute registration for internships at unapproved sites will not be processed.

MOBILITY
Through the College’s affiliation with the Association of Independent Colleges of Art and Design, junior or first-semester senior students with a cumulative grade point average of at least 2.70 have the opportunity to spend a semester (Fall or Winter) or a full year studying at another member institution in the United States or abroad. Departmental approval is required.

To Apply: Students must meet with the mobility coordinator in the Academic Advising and Registration Office and START THE APPLICATION PROCESS NO LATER THAN MARCH 1ST FOR THE FALL SEMESTER OR OCTOBER 1ST FOR THE WINTER/SPRING SEMESTER. Applications must be complete by April 1 and November 1, respectively. Deadlines are not negotiable and there are no exceptions. The Academic Advising and Registration Office is located on the first floor of the Yamasaki Building.

To Register: Students must register for Mobility by bringing the Registration Form to the Academic Advising and Registration Office. The $100.00 commitment fee is due at the time of Registration. The balance of tuition is paid to CCS. The student is responsible for paying all other fees directly to the host institution. Depending upon the Mobility school selected, additional fees and deposits may be required.

STUDY ABROAD
Junior or first-semester senior students, with a cumulative grade point average of 3.0, have the opportunity to spend a semester (Fall or Winter) or a full year of study at an accredited institution abroad.

To Register: Students must meet with the Director of International Student Services and their department chair NO LATER THAN MARCH 1ST FOR FALL STUDY ABROAD OR OCTOBER 1ST FOR WINTER STUDY ABROAD. Students must complete the Study Abroad Approval Form, available from the Director of International Student Services, obtain the required signatures on all forms and submit the forms to the Academic Advising and Registration Office, along with the Registration Form. The office of International Student Services is located on the second floor of the Yamasaki Building.

WITHDRAWAL FROM CLASSES (DROP/ADD PERIOD)
If you stop attending class in any registered courses without officially withdrawing, it will negatively affect your grade, resulting in failure. All requests to drop a class must be initiated and completed by the student. Students are not considered to have dropped a class unless they officially withdraw from the class by using the blue Add/Drop Form, obtaining a signature from a staff advisor in the Academic Advising and Registration Office (AARO), and ensuring the drop has been processed by an advisor or AARO personnel by receiving a registration confirmation as receipt of drop.
Students who do not officially withdraw from their class(es) will be graded according to class requirements and College policy and will be responsible for full payment of tuition and fees (see the “Withdrawals and Refunds” heading in the Financial Information section of this Course Schedule for information on tuition refunds for dropped classes).

Students requesting a COMPLETE WITHDRAWAL of all classes from the college must initiate the process with the Academic Advising and Registration Office (AARO). Students must complete the Complete Withdrawal Form and a Add/Drop Form, then meet with a staff advisor in the AARO for an exit interview. The student will then be required to meet with a Financial Aid Counselor so that they can advise of any financial aid situations. The complete withdrawal will be finalized in the Academic Advising and Registration Office where the Add/Drop Form and Complete Withdrawal Form are processed.

GRADING FOR DROPPED CLASSES
- Classes dropped during the first 7 business days of the semester (see Academic Calendar for specific dates) will not appear on a student’s permanent record.

- Classes dropped during the 8th to the 20th business days of the semester (see Academic Calendar for specific dates) will appear with a grade of W and will not affect academic standing. (Financial Aid will be finalized at this point.)

- Classes dropped during the 5th through the 12th week of the semester (see Academic Calendar for specific dates) will appear with a grade of WN.

Because the WN grade negatively affects a student’s Course Completion Rate, he or she should check the Satisfactory Academic Progress requirements prior to dropping courses after the end of the 4th week of classes.

No Withdrawals/Drops Will Be Accepted After the End of the 12th Week of Classes. Classes that run for 11 weeks are to be dropped no later than the 9th week.
(See Academic Calendar for specific date)

ENROLLMENT STATUS AND FINANCIAL AID
During the drop/add period, all financial aid will be prorated according to the student’s enrollment status. A STUDENT’S FINAL FINANCIAL AID AWARD WILL BE BASED ON HIS OR HER ENROLLMENT STATUS AT THE END OF THE 20TH BUSINESS DAY OF THE SEMESTER. All students receiving federal financial aid should read the federal refund policies (Return of Title IV Funds) described in the Financial Aid section of this course schedule book.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>FALL 2015 Registration begins:</td>
</tr>
<tr>
<td></td>
<td>Seniors, Graduate Students – 04/01/15</td>
</tr>
<tr>
<td></td>
<td>Juniors – 04/06/15</td>
</tr>
<tr>
<td></td>
<td>Sophomores – 04/13/15</td>
</tr>
<tr>
<td></td>
<td>Freshmen – 04/20/15</td>
</tr>
<tr>
<td></td>
<td>All outstanding balances must be paid in full, and all holds removed prior to registering.</td>
</tr>
<tr>
<td></td>
<td>$100 Commitment Fee due at the time of Registration</td>
</tr>
<tr>
<td>April 20 – September 16</td>
<td>Open registration for FALL 2015</td>
</tr>
<tr>
<td>August 20</td>
<td>International Student move-in</td>
</tr>
<tr>
<td>August 21-29</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>August 30</td>
<td>New Student housing move-in</td>
</tr>
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<td>August 31</td>
<td>English Placement Exercise</td>
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<tr>
<td>September 1 – 2</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>September 4</td>
<td>RETURNING STUDENT housing move-in</td>
</tr>
<tr>
<td>September 8</td>
<td>FALL 2015 classes begin</td>
</tr>
<tr>
<td>September 16</td>
<td>LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO FALL 2015 SCHEDULE</td>
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<tr>
<td></td>
<td>LAST DAY to register for classes</td>
</tr>
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<td></td>
<td>Last day for 100% refund/credit for dropped credits</td>
</tr>
<tr>
<td></td>
<td>Last day to adjust meal plan</td>
</tr>
<tr>
<td>September 21</td>
<td>Last day for 80% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day for 60% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>September 30</td>
<td>TUITION / HOUSING PAYMENT DUE (total balance)</td>
</tr>
<tr>
<td></td>
<td>FALL 2015 accounts not paid in full by this date are assessed a $25 late fee</td>
</tr>
<tr>
<td>October 1</td>
<td>Applications for December 2015 graduation due</td>
</tr>
<tr>
<td></td>
<td>($100.00 fee for Undergraduate Students, $150.00 for Graduate Students)</td>
</tr>
<tr>
<td></td>
<td>After this date the $25.00 late fee applies.</td>
</tr>
<tr>
<td>October 5</td>
<td>Last day for 40% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>October 6</td>
<td>FULL CHARGES APPLY – no refunds (grade of WN begins)</td>
</tr>
<tr>
<td>October 26</td>
<td>Faculty: Midterm grades are due through WebAdvisor</td>
</tr>
<tr>
<td>October 28</td>
<td>Students: Midterm grades are available through WebAdvisor</td>
</tr>
</tbody>
</table>
October 30  
FALL 2015 accounts not paid in full by this date are assessed an additional $25 late fee  
Final deadline to apply for December 2015 graduation  
($125.00 fee for Undergraduate Students, $175.00 for Graduate Students)  
No applications for December 2015 Graduation accepted after this date

November 4  
WINTER 2016 registration begins:  
Seniors, Graduate Students – 11/04/15  
Juniors – 11/09/15  
Sophomores – 11/16/15  
Freshmen – 11/23/15  
All outstanding balances must be paid in full, all holds removed prior to registering  
$100 Commitment Fee due at the time of Registration

November 6  
Last day to drop 11 week courses (DAS 313, DAS 314, DAS 315)

November 25  
FALL 2015 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)

November 26 – 28  
NO CLASSES – Thanksgiving Break

November 30 (Monday)  
Classes resume  
LAST DAY TO WITHDRAW FROM FALL 2015 CLASSES  
ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE  
Must have staff advisor’s signature on blue Add/Drop Form  
A, B, C, D (including + and −), F or I are the only grades that can be assigned to students who remain enrolled in classes after this date

November 23 – January 20  
Open registration for WINTER 2016  
All outstanding balances must be paid in full, all holds removed in order to register

December 16  
© DECEMBER COMMENCEMENT CEREMONY ©

December 19  
Last day of FALL 2015 semester

December 21  
Faculty: Final grades are due through WebAdvisor

December 23  
Students: Final grades are available through WebAdvisor (to students without holds on their account or student records)
## WINTER 2016 (01/11/16 – 05/07/16)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>NEW STUDENT housing move-in</td>
</tr>
<tr>
<td>January 7</td>
<td>English Placement Exercise</td>
</tr>
<tr>
<td></td>
<td>International New Student Orientation</td>
</tr>
<tr>
<td>January 8</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>January 10</td>
<td>RETURNING STUDENT housing move-in</td>
</tr>
<tr>
<td><strong>January 11</strong></td>
<td><strong>WINTER 2016 classes begin</strong></td>
</tr>
<tr>
<td>January 18</td>
<td><strong>NO CLASSES – Martin Luther King Jr. Day</strong></td>
</tr>
<tr>
<td>January 20</td>
<td>LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO WINTER 2016 SCHEDULE</td>
</tr>
<tr>
<td></td>
<td>LAST DAY to register for classes</td>
</tr>
<tr>
<td></td>
<td>Last day for 100% refund/credit for dropped credits</td>
</tr>
<tr>
<td></td>
<td>Last day to adjust meal plan</td>
</tr>
<tr>
<td>January 25</td>
<td>Last day for 80% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>January 29</td>
<td>TUITION / HOUSING PAYMENT DUE (total balance)</td>
</tr>
<tr>
<td></td>
<td>WINTER 2016 accounts not paid in full by this date are assessed a $25 late fee</td>
</tr>
<tr>
<td>February 1</td>
<td>Applications for May 2016 graduation due</td>
</tr>
<tr>
<td></td>
<td>($100.00 fee for Undergraduate Students, $150.00 for Graduate Students)</td>
</tr>
<tr>
<td></td>
<td>After this date the $25 late fee applies</td>
</tr>
<tr>
<td></td>
<td>Last day for 60% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>February 8</td>
<td>Last day for 40% refund/credit for dropped credits (grade of W)</td>
</tr>
<tr>
<td>February 9</td>
<td>FULL CHARGES APPLY – no refunds (grade of WN begins)</td>
</tr>
<tr>
<td>February 29</td>
<td>WINTER 2016 accounts not paid in full by this date are assessed an additional $25 late fee</td>
</tr>
<tr>
<td></td>
<td>Final deadline to apply for May 2016 graduation</td>
</tr>
<tr>
<td></td>
<td>($125.00 fee for Undergraduate Students, $175.00 for Graduate Students)</td>
</tr>
<tr>
<td></td>
<td>No applications for May 2016 Graduation accepted after this date</td>
</tr>
<tr>
<td>February 29</td>
<td>Faculty: Final grades are due through WebAdvisor</td>
</tr>
<tr>
<td>March 2</td>
<td>Students: Midterm grades are available through WebAdvisor</td>
</tr>
<tr>
<td>March 7 – 12</td>
<td><strong>NO CLASSES – Spring Break</strong></td>
</tr>
<tr>
<td>March 14 (Monday)</td>
<td>Classes resume</td>
</tr>
<tr>
<td>March 14</td>
<td>SUMMER 2016 registration begins</td>
</tr>
</tbody>
</table>
$100 Commitment Fee due at the time of Registration
All outstanding balances must be paid in full, all holds removed prior to registering

March 31
WINTER 2016 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)

April 6
FALL 2016 registration begins:
Seniors, Graduate Students – 4/06/16
Juniors – 4/11/16
Sophomores – 4/18/16
Freshmen – 4/25/16
All outstanding balances must be paid in full, all holds removed prior to registering

$100 Commitment Fee due at the time of Registration

April 8
LAST DAY TO WITHDRAW FROM WINTER 2016 CLASSES
ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE
Must have a staff advisor’s signature on blue Add/Drop Form
A, B, C, D (including + and –), F or I grades are the only grades that can be assigned to students who remain enrolled in classes after this date.

April 30
Classes end – Mandatory review week for all students is May 2- May 7

May 2 – May 7
Review Week

May 7
Last day of WINTER 2016 semester

May 9
Faculty: Final grades are due through WebAdvisor

May 11
Students: Final grades available through WebAdvisor (to students without holds on their accounts or student records)

May 12
∇ MAY COMMENCEMENT CEREMONY ∇

May 13
Student Exhibition Opening
SUMMER 2016 – Six Weeks (06/13/16– 07/25/16)

June 13
SUMMER classes begin
$100 Commitment Fee due at the time of Registration

June 20
LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO SUMMER SCHEDULE
LAST DAY to register for SUMMER 2016 classes
Last day for 100% refund for SUMMER 2016

June 21–27
Grade of W applied to dropped classes

June 27
Last day for 50% refund for SUMMER 2016
TUITION/FEES DUE (100% of balance)
Accounts not paid in full by this date are assessed a $25 late fee

June 28 – July 11
Grade of WN applied to dropped classes

June 24
SUMMER 2016 Application for Graduation deadline
($100.00 fee for Undergraduate Students, $150.00 for Graduate Students)
After this date the $25 late fee applies

July 4
NO CLASSES – Independence Day

July 8
Accounts not paid in full by this date are assessed a $25 late fee

July 11
LAST DAY TO WITHDRAW FROM SUMMER CLASSES

July 15
Late/Final deadline – SUMMER 2016 Application for Graduation
($125.00 fee for Undergraduate Students, $175.00 for Graduate Students)
No SUMMER 2016 Applications for Graduation accepted after this date

July 25
Last day of SUMMER classes

July 26
Faculty: Final grades are due through WebAdvisor

July 27
Students: Final grades are available through WebAdvisor (to students without holds on their account or student records)

July 22
SUMMER 2016 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)
FALL courses will be dropped if SUMMER tuition/fees are not paid in full
FINANCIAL INFORMATION / PAYMENT OF FEES

UNDERGRADUATE TUITION AND FEES
Tuition is $1,252 per credit hour for the 2015–2016 school year. Students who register for 12–18 credits pay a flat rate of $18,780.00. Students registering for more than 18 credit hours are charged $18,780.00 for the first 18 credits and $1,252.00 for each additional credit.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$1,252.00</td>
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<tr>
<td>1.50</td>
<td>$1,878.00</td>
</tr>
<tr>
<td>3.00</td>
<td>$3,756.00</td>
</tr>
<tr>
<td>6.00</td>
<td>$7,512.00</td>
</tr>
<tr>
<td>9.00</td>
<td>$11,268.00</td>
</tr>
<tr>
<td>12.00–18.00</td>
<td>$18,780.00</td>
</tr>
<tr>
<td>21.00</td>
<td>$22,536.00</td>
</tr>
</tbody>
</table>

Mandatory Fees
Commitment Fee (nonrefundable) $100.00
Accident Insurance (nonrefundable after the 7th business day) $42.00

Resource Fees per term (nonrefundable after the 7th business day)
$575 per semester for full-time students (12.0 – 18.0 credits)
$475 per semester for part-time students (6.0 – 11.5 credits)
$240 per semester for less than part-time students (1.0 – 5.5 credits)

Other Fees
End of semester delinquent account charge $75.00
International Orientation Fee $200.00
Graduation Application fee (nonrefundable, paid once) $100.00
Late Graduation Application fee $125.00
Late payment fee $25.00 per billing
Returned check fee $30.00
On-the-spot transcript (time permitting)* $10.00
Transcript fee $5.00

*not available 8/15–9/30, 11/15–1/15, 4/1–6/30

GRADUATE TUITION AND FEES
Tuition is $1,362 per credit for the 2015 – 2016 school year; $20,430 per semester for full-time enrollment, 12–18 credits.

Mandatory Fees
Commitment Fee (nonrefundable) $100.00
Accident Insurance (nonrefundable after the 7th business day) $42.00
Graduation Application fee (nonrefundable, paid once) $150.00

Resource Fees per term (nonrefundable after the 7th business day)
$575 per semester for full-time students (12.0 – 18.0 credits)
Tuition Payment Options

The College offers the following tuition payment options:

1. Full payment of tuition and fees at the time of registration (cash, check, money order, credit card [Visa, MasterCard, American Express, Discover]). International students must make payments by credit card, check (drawn on a U.S. bank) or international money order. Payments may be made on-line (using WebAdvisor), by mail, phone, or in person.

2. Deferred payment of tuition and fees. Students must make a $100 commitment fee payment at the time of their registration (waivers of this payment are not available). The balance of tuition and fees, less financial aid and scholarships, is due on September 30, 2015 for the Fall 2015 semester. Tuition bills are sent prior to the due dates. All payments not received by the due date will be assessed a $25 late fee per billing.

3. Third-party billings: Students who are having a third party (such as an employer) pay their tuition must submit an approved voucher (not an application for approval) to the Business Office at the time of their registration. Students are responsible for any portion of their tuition and fees that the third party does not cover.

4. Interest-free monthly payment plan through Tuition Management Systems (TMS). This payment option allows students to divide tuition and other expenses into ten (10) smaller monthly payments, spread over the year for a $55.00 annual enrollment fee. For additional information and enrollment, please go online to www.afford.com/collegeforcreativestudies.

NONRECEIPT OF A TUITION STATEMENT/BILL DOES NOT EXEMPT THE STUDENT FROM PAYMENT BY THE DUE DATE. IT IS THE STUDENT’S RESPONSIBILITY TO INFORM THE COLLEGE OF ANY CHANGES OF ADDRESS, BILLING ADDRESS AND/OR TELEPHONE NUMBER.

ALL STUDENT FINANCIAL ACCOUNTS MUST BE IN GOOD STANDING PRIOR TO REGISTERING FOR CLASSES. STUDENTS WITH DELINQUENT ACCOUNTS OR WHO HAVE A LIBRARY, ADVISING OR DEPARTMENT HOLD OR AN OUTSTANDING PARKING VIOLATION ON THEIR RECORD WILL NOT BE ALLOWED TO REGISTER.

STUDENTS WHO DO NOT MAKE PAYMENTS AS ARRANGED OR WHO REMIT CHECKS RETURNED BY THE BANK FOR NONSUFFICIENT FUNDS RUN THE RISK OF HAVING THEIR REGISTRATION CANCELLED AND A HOLD PLACED ON THEIR RECORDS. FUTURE REGISTRATIONS MAY BE DENIED.

ANY STUDENT WHO HAS A CHECK RETURNED FROM THE BANK FOR ANY REASON WILL BE CHARGED A $30 PROCESSING FEE.

WITHDRAWALS AND REFUNDS – Approved refunds will be issued by mail.

• Students who drop classes during the first 7 business days of classes (see Academic Calendar for specific dates) will not be charged for the drop.

• Students who drop credits during the 8th through the 10th business day of classes (see Academic Calendar for specific dates) will be charged 20% of the cost of the credits.

• Students who drop credits during the 11th through the 15th business day of classes (see Academic Calendar for specific dates) will be charged 40% of the cost of the credits.

• Students who drop credits during the 16th through the 20th business day of classes (see Academic Calendar for specific dates) will be charged 60% of the cost of the credits.

• Students who drop credits after the 20th business day of classes (see Academic Calendar for specific date) will be charged 100% for the cost of the credits.
TRANSCRIPTS / ENROLLMENT VERIFICATIONS
Requests for copies of academic transcripts or enrollment verifications must be submitted in writing (with the student’s signature) to the Academic Advising and Registration Office. A $5 charge is assessed for each transcript. There is no charge for the completion of enrollment verifications needed for insurance, loans, etc. A minimum of 3 working days is required for the processing of transcripts and enrollment verifications. No transcripts or enrollment verifications (except loan verifications) will be completed for students who have a RESTRICTION (HOLD) on their records. Students requesting “on-the-spot” transcripts will be charged $10 for each copy. “On-the-spot” transcript requests will be accepted only if time permits, subject to the approval of the registrar. “On-the-spot” transcripts are not available during the following times: 8/15–9/30, 11/15–1/15 and 4/1–6/30.

STUDENT RESPONSIBILITY / RESTRICTIONS (HOLDS)
Students are responsible for taking care of their financial obligations to the College. This includes full payment of tuition and fees, returning library books and materials, returning department equipment and materials and settling all bookstore charges and unpaid parking violations. Students who do not fulfill these obligations will be restricted from receiving certain services. Transcripts, enrollment verifications (except loan verifications), registrations, grade reports or graduation requests will not be processed for any student who has restrictions (holds) on their record.

FINANCIAL AID

DURATION OF FINANCIAL AID
Full-time students may receive financial aid for a maximum of 6 years (12 semesters) of full-time awards. Half-time students are eligible for a maximum of 12 years (24 semesters) of half-time awards. Students receiving State of Michigan funds may have a lower maximum number of years for both full-time and part-time enrollment.

PRORATION OF FINANCIAL AID
Financial aid is initially awarded based on full-time enrollment. For students enrolled less than full time, federal, state and institutional scholarships and grants will be prorated using the following formula. Scholarships from outside entities are not prorated unless required by the donor. Loan amounts do not change unless requested by the student.

11.5 - 9.0 credits - 75%
8.5 - 6 credits - 50%
Less than 6 credits - 0

RETURN OF TITLE IV FUNDS
This policy applies to students who are eligible for Title IV funds and withdraw prior to the 60% period (described below). This determines a student’s amount of Title IV funds earned for said period.

1. The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at the College for Creative Studies: unsubsidized FFEL loans, subsidized FFEL loans, FFEL PLUS loans, Federal Pell Grants and Federal SEOG.

2. A student’s withdrawal date is the date the student began the institution’s withdrawal process or officially notified the institution of intent to withdraw or the midpoint of the period for a student who leaves without notifying the institution or the student’s last date of attendance at a documented academically related activity.

3. Title IV aid is earned in a prorated manner based on calendar days, including weekends (and holidays no longer than 5 consecutive days), up to the 60% point in the semester. After which point Title IV aid is viewed as 100% earned. A copy of the worksheet used for this calculation can be requested from the Office of Financial Aid.

4. In accordance with federal regulations, when return of Title IV funds is determined they shall be returned in the following order: unsubsidized FFEL loans, subsidized FFEL loans, FFEL PLUS loans, Federal Pell Grants, Federal SEOG, other Title IV funds.

5. The College for Creative Studies is responsible for providing each student with the information given in this policy, identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for said students.

6. The student is responsible for returning any Title IV funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
The policy listed above supersedes those published previously and is subject to change at any time. Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the appropriate institutional office.

STAFFORD LOAN INFORMATION

- Origination fee: 3% charge by the lender to cover the costs of the student loan
- New loan amount: approved amount of the loan minus the origination fee and any guaranty fees charged

First-time borrowers will have their loans credited to their account 30 days after the start of school and must plan accordingly.

ACADEMIC POLICIES

GRADING

Grading is based on work performed, growth in ability, attendance and attitude. A continuous record of all students' classes is kept in the Academic Advising and Registration Office. Final grade reports are available through WebAdvisor, the on-line student registration system, the week after classes end provided there are no restrictions (holds) on the student’s record. CCS uses the following grading system:

- **A** Excellent: 4.0 grade point
- **A-** 3.7 grade point
- **B+** 3.3 grade point
- **B** Good: 3.0 grade point
- **B-** 2.7 grade point
- **C+** 2.3 grade point
- **C** Average: 2.0 grade point
- **C-** 1.7 grade point
- **D+** 1.3 grade point
- **D** Poor: 1.0 grade point
- **D-** 0.7 grade point
- **F** Failing: 0.0 grade point
- **P** Passing: no grade point value
- **I** Incomplete: no grade point value
- **W** Withdrawal: second through fourth week of class
- **WN** Withdrawal: after the fourth week of class

GRADE CHANGES

Any grade dispute must be addressed with the instructor that issued the grade. Should the instructor agree to change the grade, he or she must complete the Grade Change Form. If the dispute is not resolved, the student may initiate the Grade Appeal Process.

Grade changes must occur within 60 days of the last day of the semester in which the student was enrolled in the course. The Office of Academic Affairs must approve all grade changes beyond a 60-day period.

GRADE APPEAL PROCESS

Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Any grade dispute must be addressed with the instructor and department chair before beginning the grade appeal process. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the Committee on Academic Performance.

DEAN’S AND PRESIDENT’S LISTS

Students who complete a minimum of 12 credits during any semester and who attain a minimum grade point average of 3.50 to 3.799 are placed on the Dean’s List. Students who achieve a GPA of 3.80 or above are placed on the President’s List. A notation will be placed on the student’s transcript for each semester that Dean’s List status is achieved. Students on the Dean’s or President’s List for two consecutive semesters will receive a letter of acknowledgement from the Office of Academic Affairs.

ATTENDANCE POLICY

Students are expected to attend every class. Attendance is taken at the beginning of each class. Students arriving 5 to 20 minutes late for any class are considered tardy. Three tardies equal one unexcused absence.

Arriving more than 20 minutes late or missing an entire class is considered an absence. This applies to all classes, regardless of class length, whether they are a 1.5 hour, 3 hour or 6 hour session.
Students who arrive late, do not return to class after break, or who leave early without the instructor’s permission may be counted absent.

Three unexcused absences may result in the reduction of one whole grade from the earned grade. Four unexcused absences may equal failure in the course.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student’s control. Students seeking an excused absence may take their documentation to the Academic Advising and Registration Office. The AARO will send a written notice to the student’s instructor(s) and department administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student's instructor(s).

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS AND PROBATION
To be considered as making Satisfactory Academic Progress (SAP) toward a degree, a student must maintain a minimum grade point average and a minimum course completion rate.

GRADE POINT AVERAGE (GPA)
At the end of each semester, a student’s cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 2.0 to achieve SAP.

If a student has less than a cumulative 2.0 GPA, he or she is placed on academic warning for a period of one semester. If the student fails to achieve a 2.0 cumulative grade point average at the end of the semester he or she is on academic warning, or is placed on academic warning for any other reason, he or she is suspended from the College. During the semester of academic warning, a student may receive financial aid.

REQUIRED COURSE COMPLETION RATE
Required course completion rate also determines SAP. Students must progress toward completion of their degree within a specified time frame. To meet this requirement, students must successfully complete, with a grade of D- or better, at least two-thirds of attempted cumulative credit hours. Examples are as follows:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
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<tr>
<td>66</td>
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</tr>
<tr>
<td>100</td>
<td>66</td>
</tr>
<tr>
<td>126</td>
<td>84</td>
</tr>
</tbody>
</table>

Please note that certain courses must be passed with a minimum grade of C. Grades of F and W are not included in the calculation of credits completed.

If a student does not complete two-thirds of the cumulative credit hours attempted to date, he or she will be placed on academic warning for a period of one semester. If the student fails to raise the completion rate to two-thirds at the end of the academic warning semester, or is placed on academic warning for any other reason, he or she is suspended from the College. During the probationary semester, a student may receive financial aid.

ACADEMIC WARNING STATUS
Students who fail to (1) meet the 2.0 cumulative grade point average requirement or (2) meet the SAP requirement are placed on academic warning for one semester. Students who do not exit academic warning status at the end of the subsequent semester will be suspended. Students suspended from the College may apply for readmission after completing the equivalent of one full-time semester (12 credits) with a minimum C (2.0) grade in each class at another accredited college. The student should contact a staff advisor in the Academic Advising & Registration Office (AARO) regarding recommendations for transfer credits. The applicant must submit an official transcript and a new portfolio to the Office of Admissions to be considered for readmission.

APPEAL PROCESS
Students may appeal their suspension and termination of financial aid in writing to the Registrar based on extenuating circumstances. The Registrar must receive the appeal letter at least one week prior to the start of the semester for which the student wishes to enroll. The Committee on Academic Performance (CAP) will review the appeal to consider
a recommendation of continued enrollment (Academic Warning status). The Vice President for Enrollment and Student Services and Director of Financial Aid will also review the appeal to determine eligibility for financial aid.

Extenuating circumstances may involve injury to or illness of the student, death of a relative, or other documented circumstances beyond the student's control. Students whose semester grade point average has improved significantly above 2.0, and whose maintenance of this GPA would allow them to graduate in the expected length of time (6 years), may be considered for academic warning continued status.

If the appeal is granted by the CAP, the student will be placed on academic warning continued status and readmitted to the College. However, if the appeal is granted by the CAP with reservations from the Director of Financial Aid or Vice President for Enrollment and Student Services, the student will not be eligible for and will not receive financial aid during the Academic Warning semester.

At the end of the academic warning semester, a determination will be made as to whether the student has achieved satisfactory academic progress. If the requirements are met, the academic warning status is removed and financial aid is reinstated for the next semester. If the requirements are not met, the student is suspended from the College.

READMISSION
Students returning to CCS after an absence of more than two consecutive academic years or students who seek readmission after suspension, must complete the Application for Readmission. This application along with a $50 nonrefundable readmission fee should be submitted to the Academic Advising and Registration Office at least two months prior to the start of the semester the student wishes to attend. Official transcripts with final grades from other institutions attended during the absence from CCS should be included with the readmission application.

Readmitted students must meet the program and graduation requirements in effect at the time of readmission. Studio courses older than seven years at the time of readmission cannot be used toward the degree, except with prior written approval from the department chair and Director of Academic Advising and Registration. The department chair must review and approve studio courses completed prior to the seven-year limit or taken at another college during the absence from CCS. This approval will be based on the student's ability to demonstrate current curriculum proficiency as evidenced by review of a current portfolio. The cumulative grade point average for all readmitted students includes all CCS grades, regardless of how much time elapsed between enrollments.

Students, who have left for mandatory military service, are able to resume studies at CCS without completing the readmission application for up to three academic years from the time of their withdrawal.

Readmission for students in good standing:
Students, who left CCS in good academic standing with a grade point average of 2.0 or higher, should complete the Application for Readmission and attach the $50 Readmission Fee. Students will be notified via mail when their application has been processed.

Readmission after academic suspension:
Students applying for readmission after academic suspension, must complete the Application for Readmission, attach the $50 Readmission Fee, and address the problems that led to the academic suspension and put forth the case for the student’s success upon returning to CCS. This information should be provided in the “Student Explanation” section of the Application for Readmission. The Committee on Academic Performance will review appeals for readmission after academic suspension. If approved, the student’s academic standing would carry the status of “Continued Academic Warning.”

Readmission after suspension related to conduct:
Students applying for readmission after suspension related to conduct, must complete the Application for Readmission, attach the $50 Readmission Fee, and include any relevant information that will build a case for the student’s success upon returning to CCS. This information should be provided in the “Student Explanation” section of the readmission application. The Dean of Students will review appeals for readmission after a conduct suspension.
COURSE REPETITIONS, INCOMPLETES
When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all degree requirements, including elective credit.

Incompletes or "I" grades may be given to a student only when a small portion of work has not been completed due to extenuating circumstances. Incompletes must be completed by the last day of the following semester or the I grade becomes an F. Extensions of one semester may be granted upon petition to, and at the discretion of, the faculty member and department chair by using a form available in the Academic Advising and Registration Office. The "I" grade and corresponding credit hours will not be used in the calculation of cumulative grade point average or cumulative completion rate. At the end of the following semester, the subsequent grade will be used for calculation of cumulative grade point average and completion rate.

ACADEMIC HONESTY (PLAGIARISM)
Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another’s words, ideas, visual or verbal material as one’s own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

DELETION/DESTRUCTION OF STUDENT WORK
The deletion or destruction of digital files, another student’s artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences.

DISMISSAL
The College reserves the right to dismiss a student at any time for academic dishonesty or improper behavior. Improper behavior is defined as, but not limited to, actions by an individual that may be detrimental to the student, other students or the College, or damaging to College property. It also includes violations of civil, state or federal law. See the Code of Student Conduct in the CCS Student Handbook for further details.

DECLARING OR CHANGING MAJORS
If you are an Undeclared student and need to declare your major, or you are a student who wishes to change your major, you need to:

1. Meet with a staff advisor in the Academic Advising and Registration Office (AARO) to discuss your plans. The Change of Major Form must be completed and signed. It is best to make any changes before registering for the upcoming semester.
2. Meet with the chair of the department you intend to enter and have him/her approve the transfer of any credits from your old major to the new major (if applicable) and sign and date the Change of Major Form.
3. The Department Administrator will forward the completed form to the Academic Advising and Registration Office.

Contact the Academic Advising and Registration Office at (313) 664-7672 if you have any questions regarding declaring or changing your major.

JUNIOR STATUS
Students are required to complete all 18 credits of Foundation courses and 15 credits of 100/200 level Liberal Arts courses before they can begin their junior level departmental studio courses. Each department decides which departmental courses students must complete before progressing to junior level department courses. Students who place into ELS 107 are not subject to the same Junior Status Policy requirements.

Foundation courses required:
DFN 101 or DFN 140, DFN 102 or DFN 141, DFN 116, DFN 117, DFN 118, DFN 119

Liberal Arts courses required: DFS 100, DEN 108, DEN 239, DAH 200, DAH 201, DAS 213
PREREQUISITES
Successful completion of certain courses requires possession of primary knowledge of the subject matter and/or a
particular level of writing ability. Therefore, students are reminded to adhere to all listed prerequisites as they appear in
the college catalog. Students who do not meet listed prerequisites will not be registered for the course or, if erroneously
registered, will be dropped from the course or risk earning a less than satisfactory grade.

ASSESSMENT
The College for Creative Studies is committed to upholding high standards of learning throughout the College.
Accordingly, the College has implemented a comprehensive program of student assessment and will, from time to time,
require the participation of all students in various forms of assessment initiatives. These assessment initiatives require
student participation in the Comprehensive Portfolio Project and Senior Thesis. Students wishing more information should
see their department chair.

AUDIT POLICY
Students, graduates and visitors may audit a class on a space-available basis. No academic credit is awarded for audited
courses. Those wishing to audit a course may register by adhering to the policy and following the procedures and
guidelines listed below:

1) Matriculating (B.F.A.) and nonmatriculating (e.g., visitors, CCS graduates) students who wish to audit a class must
elect to do so at the time of registration by submitting a completed Audit Registration Form available in the
Academic Advising and Registration Office.

2) Students electing to audit a class may not register for that class until the 1st week of class for the semester. Students
may not register for a class after the 1st week of any semester.

3) Once the election has been made to audit a class, the student may not change the registration to receive credit for the
class.

4) Audited courses carry no credit and do not satisfy degree requirements. Upon completion of the course, the audit
grade of X will appear on the student’s transcript. (The grade of X is not used in the calculation of grade point average
or Satisfactory Academic Progress.)

5) Regular tuition rates are charged for audited courses. The refund policy for audited courses is the same as for credit
courses and is outlined in the Course Schedule.

6) Matriculating (B.F.A.) students are permitted to audit 1 course each semester during their B.F.A. tenure at CCS, with
a staff advisor’s approval.

7) Nonmatriculating students (visitors, CCS graduates) are limited to 3 classes per semester.

GRADUATION
Students wishing to graduate must file an Application for Graduation with the Academic Advising and Registration
Office no later than 4 weeks after the start of the semester in which they plan to graduate (see Academic Calendar for
specific date this semester) and pay the $100.00 fee. Graduate students pay a $150.00 fee. Students applying after this
date must pay an additional $25 and risk not being able to show their work in the Student Exhibition, participate in the
commencement ceremony or have commencement tickets available to their family and friends. No Application for
Graduation will be accepted after the 8th week of classes (see Academic Calendar for specific date this semester).

Students should meet with the chair of their department prior to registering for their final semester at CCS to ensure that
they have fulfilled all degree requirements. Students must have a 2.0 cumulative and major GPA, meet all departmental
requirements, be registered in (or have completed) their department’s senior thesis course in which their senior thesis will
be written and receive final departmental approval to graduate. Students who have achieved a final cumulative GPA of 3.5
or higher and are recommended by their department are eligible to graduate with “Honors.” Students with a final
cumulative GPA of 3.8 or higher are eligible to graduate with “High Honors.”

All official transcripts from other schools must be on file in the Academic Advising and Registration Office no later than the
last day of the drop/add period of the semester in which a student plans to graduate.
RESIDENCY REQUIREMENT
Students must be enrolled at the College for Creative Studies during the semester in which they plan to graduate. If extenuating circumstances exist that would prevent a student from enrolling and he or she has 6 or fewer credits of Liberal Arts or elective credit to complete, the student may have this residency requirement waived for up to one year. After that time, students must formally appeal for a waiver of this requirement and must have their studio work re-reviewed by their department.

VETERANS
The College is authorized by the Michigan Department of Education to accept veterans as students under Public Laws 634, 894, 550 and 538. Eligible students should contact the Academic Advising and Registration Office, 1st floor, Yamasaki Building, to request certification. Veterans are reminded that benefits are paid for attendance in classes required for degree completion. It is the veteran’s responsibility to inform the Registrar in writing when they stop attending classes or of any changes/withdrawals.

STUDENT AFFAIRS
OFFICE OF STUDENT AFFAIRS
The Office of Student Affairs, located on the second floor of the Yamasaki Building, serves as a resource for CCS students. The department is a centralized knowledge base for information about the campus, activities, and things going on in the Detroit area. The Office of Student Affairs also administers and assists with three main areas of CCS’s Student Affairs program: Residence Life, Student Activities and Groups, and Judicial Proceedings.

The Residence Life program focuses on the residents of CCS’s housing facilities: the Art Centre Building (ACB) and the Taubman Center. The Residence Life program is devoted to providing a comfortable and safe living area that is conducive towards student’s personal, academic, and emotional growth and wellness.

The Student Activities program creates and organizes activities and events that provide not only recreational diversion for the students, but also promote knowledge about diversity, emotional, spiritual, physical, and academic wellness, volunteerism, health issues, and global awareness. The student activities program also advises many CCS student run campus groups and organizations.

The judicial program addresses violations of the Code of Student Conduct and any other CCS rules and regulations. The judicial officers for CCS are the Residence Life Coordinator, the Director of Student Affairs, and the Vice-President for Enrollment and Student Services.

The Wellness Center is also part of Student Affairs and provides individual and confidential counseling services to CCS students, wellness programming such as Yoga, and health services through the Nurse Practitioner.

STUDENT ACTIVITY FEE
Each semester students are assessed a Student Activity Fee (see “Tuition and Fees” in the Financial Information section of this Course Schedule). A portion of this fee is allocated to the Student Government Fund. This fund is distributed to official student groups/organizations, pays the salary of the U245 Student Gallery manager and enables the Student Government to offer special programs and projects on campus. Another portion of the fee is given to the Student Program Fund, which is administered by The Office of Student Affairs. This fund is used for campus-wide educational and social programs and activities throughout the year. The Office of Academic Affairs also receives a portion to distribute to academic-related student organizations for support of student development activities such as field trips, etc.

ACCIDENT AND SICKNESS INSURANCE
All registered degree-seeking and nonmatriculating students are automatically enrolled in the accident insurance policy offered through the College. The student insurance plan is active from the beginning of the semester in which the student is registered. Students enrolled in the Fall semester pay a rate of $42 and are covered Fall, Winter and Summer semesters. Students enrolling for the Winter semester pay a discounted premium of $31 due to the shorter activity of the plan (effective for Winter and Summer semesters). Students enrolled for any Summer term and not enrolled in an immediately preceding Fall or Winter term pay a rate of $11 and are covered for the Summer term only. Each student is covered 24 hours a day, for on- and off-campus accidents. The policy covers up to $10,000 per accident for necessary medical, hospital and emergency services and dental accident coverage up to $500 per accident with no deductibles. Additional sickness and major medical insurance is available through the College for students and their spouses and dependents. For claim forms, more information on the accident insurance policy or additional sickness or major medical insurance enrollment information, contact the Director of Student Affairs in The Office of Student Affairs, located on the second floor of the Yamasaki building or call 313.664.7676.
CODE OF STUDENT CONDUCT
The Code of Student Conduct is in place to make students aware of the behavior expected of them while a member of the CCS community. This code will assist in assuring that all students, faculty and staff can coexist in an environment that fosters civility, responsibility for one’s own actions and mutual respect for others and their differences. Please refer to your copy of the CCS Student Planner or pick one up in The Office of Student Affairs.

DRUG-FREE AND SMOKE-FREE ENVIRONMENT / ALCOHOL RESTRICTIONS
- CCS supports a drug-free and smoke-free environment. No person shall possess, use, distribute, sell or manufacture illegal drugs, narcotics or controlled substances on CCS property or at CCS events or programs, except as permitted by law.
- Smoking is prohibited in all CCS buildings, including the cafeteria.
- Smoking is prohibited within 20 feet of any campus building.
- Alcohol may be possessed and consumed only by persons of legal drinking age during scheduled events of the Office of Institutional Advancement.
- CCS will impose disciplinary action on students and employees for violations of CCS policies regarding the use of illicit drugs and alcohol and for smoking violations, up to and including fines, dismissal or termination. In addition to, or in lieu of disciplinary action, violators may be required to complete an appropriate rehabilitation program. Violations may also result in referral for criminal prosecution.

Annual notification of the College for Creative Studies’ Drug Policy and Crime Statistics can be found on the CCS website, www.collegeforcreativestudies.edu. Click on About CCS, then Campus, then Safety.

NONDISCRIMINATION POLICY
The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited.

The following office has been designated to handle inquiries regarding nondiscrimination policies as they relate to students:

College for Creative Studies
Office of Student Affairs,
2nd Floor, Yamasaki Building
201 E. Kirby, Detroit, MI 48202
313-664-7400, Extension 5016
SUPPORT SERVICES

BOOKSTORE

The CCS Bookstore has 2 locations. The main bookstore is located on the first floor of the Taubman Center. The second bookstore is located on the first floor of the Yamasaki building on the Ford campus. The CCS bookstores carry text books, art, wood, ceramic, glass, and photography supplies, as well as Adobe software, and Intuos drawing tablets. Textbooks and software are only available at the Taubman bookstore. CCS clothing, hats, mugs and other souvenir items are also available. Check out the CCS Bookstore website to view the entire CCS clothing and souvenir line.

www.collegeforcreativestudies.edu/bookstore

MasterCard, Visa, Discover, American Express, CCS flex cards, personal checks, and cash are accepted. Also, the first few months of every term the bookstore offers students an “in store” charge account of up to $300. Balances must be paid in full prior to the end of the semester in order to receive final grades or to register for any subsequent semester. A student’s balance at the bookstore will be deducted from any refunds issued to the student during the semester.

Fall and Winter hours:
Taubman Bookstore
Mon–Thur: 8:15 a.m.– 7:00 p.m.
Fri: 8:15 a.m.– 5:00 p.m.
Sat: 11:00 a.m.– 4:00 p.m.

Yamasaki Bookstore hours: Mon–Fri: 8:15 a.m. – 5:00 p.m

ACADEMIC ADVISING AND REGISTRATION OFFICE (AARO)

The College for Creative Studies believes that academic advising is a developmental process that assists students in the clarification of life, education and career goals. The Academic Advisors on staff assist students in the development of educational plans and provide direction to help them achieve their goals.

The Academic Advising and Registration office provides a variety of services including assistance with course selection, incoming student registration, guidance and assistance with registration forms and procedures, referrals to the Student Success Center, providing course transfer guides for local colleges, resolution of transfer credit issues, documenting student absences, processing Mobility Program applications, etc. Students are strongly encouraged to meet with their assigned Academic Advisor each semester to ensure that they are taking the required courses for graduation as they strive to attain their personal and educational goals.

Academic Advisors are responsible for ensuring that students are making satisfactory progress toward their degree. Each semester, the Academic Advisors review the Academic Evaluations of all students. Students who are identified as not making satisfactory progress toward their degree will receive a letter from the Academic Advising and Registration office indicating that an “advising hold” has been placed on their record and that they must make an appointment with their assigned advisor to address the issue(s). Students with an “advising hold” will not be allowed to register for the upcoming semester until the issue(s) have been resolved.

CAREER SERVICES

Career Services is located on the second floor of the Yamasaki Building. It is available to support students in their search for full-time, part-time, freelance and summer positions. Career Services promotes professional development through a variety of workshops and on-campus recruiting efforts. These efforts help prepare students for careers and give them the opportunity to interview with prospective employers. The Director and Assistant Director of Career Services work closely with academic departments to coordinate and administer the Internship program. Students participating in an internship for which they register earn college credit while gaining invaluable industry experience. Any student wishing to earn credit for an internship must first meet with Career Services.

INTERNATIONAL STUDENT SERVICES

International Students needing assistance with issues of immigration, curricular or optional practical training and study abroad programs can contact the Director of International Student Services, whose office is located on the second floor of the Yamasaki Building. The Director of International Student Services can be reached by email at flopez@collegeforcreativestudies.edu or by calling (313) 664-7428.

STUDENT OMBUDSMAN

The Student Ombudsman is located in the Student Affairs office (Yamasaki) and is able to provide students with a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus.
Utilizing the Ombudsman is not intended to eliminate standard office and academic procedures elsewhere on campus, more to provide a supplemental resource for students. The Student Ombudsman’s primary role is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why. The Student Ombudsman will:

- Assist students in accomplishing the expeditious resolution of their problems and concerns.
- Provide confidential and informal assistance to students.
- Advocate for fairness.
- Act as a source of information and referral.

Many of the student concerns that are anticipated being heard by the Student Ombudsman are listed below.

- Facility issues
- Environmental safety issues within classrooms/labs
- Campus safety
- A problem with a particular faculty or staff member
- Office hours not accommodating to student needs
- Student to student issues:
  - Harassment
  - Vandalism of work
  - Suspicion of theft
- Financial issues
- Questions or concerns about College policies
- Personal issues or concerns (may or may not directly relate to the College)
- Academic issues or concerns

**STUDENT SUCCESS CENTER (SSC)**

*Hours: Monday-Friday 9:00 a.m. - 5:00 p.m. (evening hours during semester)*

Located in C-204 of the Kresge-Ford building

The Student Success Center (SSC) is a free resource for all students and provides writing, reading, and drawing tutorials, skill building workshops, study/drawing groups, computer facilities, and study space. One-on-one tutorials are available for all courses (including studio) and are conducted by peer tutors who are upper-level students. Workshops and study groups focus on specific topics such as time management, learning styles, mastering test anxiety and enhancing study skills. For international students, there are opportunities to improve English conversation, presentation, and writing skills. For students with learning challenges, there are private test taking facilities, specialized software, and the assistance from a learning specialist who will design and monitor individual study plans.
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords students the following certain rights with respect to their educational records. It is CCS's policy, in accordance with FERPA, not to disclose information from the student's education records to any party (including parents), whether the student is dependent or independent, without the express written consent of the student. Consent/Release forms are available in the Academic Advising and Registration Office.

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, academic chair or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct person to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the College official responsible for the record and clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a paid person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement/security unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This information, however, will not be disclosed if the student requests in writing that it not be disclosed. A form for this purpose is provided on the next page and must be returned to the Academic Advising and Registration Office prior to end of the drop/add period. The form is valid for a student's tenure at CCS unless the Academic Advising and Registration office is instructed by the student to remove the disclosure.
The Family Educational Rights and Privacy Act of 1974, as amended, sets forth certain categories of directory information that can be released to the public.

The College may publish a student directory each semester with the following information on degree-seeking students:

- Name
- Address
- Email Address
- Telephone Number

While this directory is intended primarily for student, faculty and staff use, it may be released to persons not associated with the College as long as they appear to have a legitimate need for the information.

In addition to the above, the College also considers the following information "directory information," which may be made available to persons with a legitimate need to know.

- Major
- Class Level
- Date of Birth
- Schools or Colleges Attended
- Dates of Attendance
- Degree/Certificates Awarded

YOU MAY REQUEST THAT YOUR NAME, ADDRESS AND PHONE NUMBER NOT APPEAR IN THE DIRECTORY AND THAT THE OTHER DIRECTORY INFORMATION LISTED ABOVE NOT BE MADE AVAILABLE TO PEOPLE REQUESTING IT. You may do so by signing the bottom of this form and returning it to the Academic Advising and Registration Office by the end of the drop/add period (1st week of classes).

If you request that this information be withheld, your directory information will be available only to College faculty and staff with a need to know; but not to other students and persons not associated with the College. You are advised to carefully consider the consequences of a decision to withhold directory information. The College, in good faith, will not release directory information requested withheld, and any requests from students and noncollege persons such as galleries, businesses, etc., will be refused unless the student provides a written consent for release.

You may contact the Director of Student Affairs or the Registrar with questions about this directory or for a full description of your rights under the Family Educational Rights and Privacy Act.

I have read the above information and wish to have my directory information withheld for my tenure at the College for Creative Studies.

Print Your Name___________________________________________________________

Signature__________________________________________________________Date________________

Note: Sign and submit this form only if you wish your directory information (Name, address, major, etc.) withheld from students and noncollege staff with the need to know.
I, ____________________________, hereby authorize the College for Creative Studies to release and/or discuss information contained in my:

☐ academic records
☐ financial aid records
☐ disciplinary records
☐ all records

to the individual(s) or organization listed below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

as of the date _____________.

Office of Registration Personnel’s Signature ________________________________

Student’s Signature ____________________________________________________

Date Signed ________________ Date Witnessed ________________

NOTE – In order to release your academic records, this form must be completed and submitted to:

College for Creative Studies
Academic Advising and Registration Office
Yamasaki Building, 1st Floor
201 E. Kirby Street
Detroit, MI  48202
SAMPLE COURSE LISTING

DEN 108 D   COMPOSITION II: THE ART OF ARG.   TRUDEAU, S.   C 307   T   4:00 PM - 6:45 PM   3.00

Course   Dept   Course Title   Instructor   Building/Room   Time   Credit Hours
Course Code   Course Section   Instructor   Meeting Day

SAMPLE REGISTRATION FORM

College for Creative Studies
REGISTRATION FORM

Name: Art
Billing Address: Canvas Way 1234, Detroit, MI 48202
Address: 201 E. Kirby St., #1000, Detroit, MI 48202
City: Detroit
State: MI
County: Wayne
Phone: (313) 555-1234
Email Address: Art@collegeforcriticalstudies.com

Where would you like your CCS mail sent? ( )
Billing Address ( )
Local Address ( )

Is this a new address? YES ( ) No ( )

Student #: 0012345
Department: AD
Semester/Year: Fall 2014

Course   Course Code   Course Title   Instructor   Day   Time   Credits
1       SIIP 007     M     CES: First Year Experience   Potter, A.   W   1:30-3:30   1
2       DEN 117     C     2D Design   Drumm, A.   M,W   12:45-2:15   3
3       DEN 119     B     Digital Fundamentals   Evans, S.   M   1:15-3:15   3
4       DEN 101     T     Foundation Drawing I   Arnautova, E.   M   12:45-2:15   3
5       DEN 151     A     Typography I   Lang, M   M   12:45-2:15   3
6       DEN 108     D     Composition II   Trudeau, S.   M   10:30-11:45   3

TOTAL CREDITS: 14

Alternative Courses - Select second choice courses or course sections (in case your first choice courses are filled)

By signing below, I agree to all charges and policies.

Schedule changes and requests for refund/financial relief must be made by the student, in writing, to the Advising and Registration Office.

Student's Signature: Art
Method of Payment: Check
Date: 4/14/14
Registration's Signature: Adviser
Amount: $1234

NOTE: If you require special assessment for physical or learning challenges, contact the Student Success Center in room 8435, (313) 864-7800.
This copy will reside in the Advising and Registration Office.
## ADVERTISING

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE NAME</th>
<th>CREDIT HOURS</th>
<th>INSTRUCTOR</th>
<th>BLDG/ROOM</th>
<th>DAY(S)</th>
<th>TIME</th>
</tr>
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<tbody>
<tr>
<td>DAD 150 A</td>
<td>COPY CONCEPTS</td>
<td>3</td>
<td>WOODWARD, JOHN</td>
<td>T 807</td>
<td>M, W</td>
<td>4:00 PM-6:45 PM</td>
</tr>
<tr>
<td>DAD 234 A</td>
<td>SOPHOMORE ADVERTISING STUDIO I</td>
<td>3</td>
<td>ZAPICO, MARK</td>
<td>T 806A</td>
<td>T</td>
<td>12:45 PM-6:45 PM</td>
</tr>
<tr>
<td>DAD 234 B</td>
<td>SOPHOMORE ADVERTISING STUDIO I</td>
<td>3</td>
<td>STAFF, ADV DESIGN</td>
<td>T 806A</td>
<td>M, W</td>
<td>7:15 PM-10:00 PM</td>
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<tr>
<td>DAD 250 A</td>
<td>INTRODUCTION TO COPYWRITING</td>
<td>3</td>
<td>STENTZ, KEITH</td>
<td>T 809</td>
<td>T, TH</td>
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<tr>
<td>DAD 250 B</td>
<td>INTRODUCTION TO COPYWRITING</td>
<td>3</td>
<td>STAFF, ADV DESIGN</td>
<td>T 809</td>
<td>M, W</td>
<td>4:00 PM-6:45 PM</td>
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<td>DAD 255 A</td>
<td>LONG FORM COPYWRITING</td>
<td>3</td>
<td>WOODWARD, JOHN</td>
<td>T 809</td>
<td>M, W</td>
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<tr>
<td>DAD 321 A</td>
<td>JUNIOR ADVERTISING STUDIO I</td>
<td>3</td>
<td>ANSEL, RYAN</td>
<td>T 810</td>
<td>TH</td>
<td>12:45 PM-6:45 PM</td>
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<td>DAD 322 A</td>
<td>JUNIOR ADVERTISING STUDIO II</td>
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<td>M, W</td>
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<td>DAD 365 A</td>
<td>DIGITAL ADVERTISING I</td>
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<td>ANSEL, RYAN</td>
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<td>3</td>
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<td>3</td>
<td>JOHNSTON, MARTHA</td>
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<td>M, W</td>
<td>12:45 PM-3:30 PM</td>
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<tr>
<td>DAD 421 B</td>
<td>SENIOR ADVERTISING STUDIO II</td>
<td>3</td>
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<td>T 806B</td>
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<td>4:00 PM-6:45 PM</td>
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<tr>
<td>DAD 433 A</td>
<td>TV COMMERCIAL PRODUCTION</td>
<td>3</td>
<td>ZAPICO, MARK</td>
<td>T 806B</td>
<td>TH</td>
<td>12:45 PM-6:45 PM</td>
</tr>
<tr>
<td>DAD 475 A</td>
<td>ADVERTISING DESIGN INTERNSHIP</td>
<td>3</td>
<td>STAFF, ADV DESIGN</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>DAD 485 A</td>
<td>SOCIAL MEDIA</td>
<td>3</td>
<td>STAFF, ADV DESIGN</td>
<td>T 807</td>
<td>T, TH</td>
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<tr>
<td>DAD 490 A</td>
<td>INDEPENDENT STUDY</td>
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<td>STAFF, ADV DESIGN</td>
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<tr>
<td>DAD 515 A</td>
<td>STUDY ABROAD</td>
<td>12.00-18.00</td>
<td>STAFF, ADV DESIGN</td>
<td>TBA</td>
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## ART EDUCATION

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**CRAFTS - ART FURNITURE**

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**CRAFTS - INTERDISCIPLINARY COURSES**

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## CRAFTS – FIBER DESIGN

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## CRAFTS – GLASS

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## CRAFTS – METALSMITHING AND JEWELRY

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## CRAFTS – WOOD

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**DAS 313 A, DAS 314 A, DAS 315 A ARE 11 WEEK COURSES THAT END ON NOVEMBER 21, 2015. THE LAST DAY TO DROP THIS COURSE IS FRIDAY, NOVEMBER 6, 2015.**

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# Advertising
## Advertising Design

### Freshman Year

**First Semester = 15-16 Credit Hours**

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<td>Comp II: The Art of Argumentation</td>
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**Second Semester = 15 Credit Hours**

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### Sophomore Year

**Third Semester = 18 Credit Hours**

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<td>DPH 155</td>
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<td>DMA 125</td>
<td>Introduction to Digital Video</td>
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<td>DAH 200</td>
<td>Art &amp; Culture: Ages of Discovery</td>
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**Fourth Semester = 18 Credit Hours**

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<td>Concepts &amp; Methods of Visual Culture</td>
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### Junior Year

**Fifth Semester = 15 Credit Hours**

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**Sixth Semester = 15 Credit Hours**

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<td>D - - 300 Liberal Arts Elective</td>
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### Senior Year

**Seventh Semester = 15 Credit Hours**

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**Eighth Semester = 15 Credit Hours**

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### Catalog Year 15/16

**Total Credits**

126-127
# Advertising

## Copywriting

### Freshman Year

**First Semester = 15-16 Credit Hours**

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<td>DPH 151</td>
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**Second Semester = 15 Credit Hours**

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### Sophomore Year

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**Fourth Semester = 18 Credit Hours**

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### Junior Year

**Fifth Semester = 18 Credit Hours**

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<td>History of Modern Design</td>
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### Senior Year

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<td>Liberal Arts Elective</td>
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<td>One</td>
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**Eighth Semester = 15 Credit Hours**

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### Catalog Year 15/16

**Total Credits**: 126-127
## Crafts
### Art Furniture

#### Freshman Year

**First Semester = 15-16 Credit Hours**

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**Second Semester = 15 Credit Hours**

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<td>Beginning Wood Furniture</td>
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<td>DPR 113</td>
<td>Visual Communication I</td>
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#### Sophomore Year

**Third Semester = 18 Credit Hours**

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<td>Art &amp; Culture: Ages of Discovery</td>
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**Fourth Semester = 15 Credit Hours**

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#### Junior Year

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**Sixth Semester = 15 Credit Hours**

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#### Senior Year

**Seventh Semester = 15 Credit Hours**

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**Catalog Year 15/16**

**Total Credits**: 126-127
# Crafts

## Ceramics

### Freshman Year

**First Semester = 15-16 Credit Hours**

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### Sophomore Year

**Third Semester = 18 Credit Hours**

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**Fourth Semester = 15 Credit Hours**

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<td>Crafts Elective*</td>
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*Any 100-level course in Fiber Design (DFD), Interdisciplinary (DCR), Jewelry & Metalsmithing (DME) and Wood (DWD)*

### Junior Year

**Fifth Semester = 18 Credit Hours**

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**Sixth Semester = 15 Credit Hours**

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<td>Ceramics Major Class</td>
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### Senior Year

**Seventh Semester = 15 Credit Hours**

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<td>Crafts Elective</td>
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**Eighth Semester = 15 Credit Hours**

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### Catalog Year 15/16

**Total Credits** 126-127
# Crafts

## Fiber

### Freshman Year

**First Semester = 15-16 Credit Hours**

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**Second Semester = 15 Credit Hours**

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### Sophomore Year

**Third Semester = 18 Credit Hours**

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**Fourth Semester = 15 Credit Hours**

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*Any 100-level course in Ceramics (DCE), Interdisciplinary (DCR), Glass (DGL), Jewelry and Metalsmithing (DME)

### Junior Year

**Fifth Semester = 18 Credit Hours**

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**Sixth Semester = 15 Credit Hours**

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### Senior Year

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### Catalog Year 15/16

Total Credits: 126-127
Crafts Glass

Freshman Year

**First Semester = 15-16 Credit Hours**

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**Second Semester = 15 Credit Hours**

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**Sophomore Year**

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**Fourth Semester = 15 Credit Hours**

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**Junior Year**

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**Sixth Semester = 15 Credit Hours**

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**Senior Year**

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**Catalog Year 15/16 Total Credits**

126-127
# Crafts
## Jewelry and Metalsmshitting

### Freshman Year

**First Semester = 15-16 Credit Hours**

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### Sophomore Year

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**Fourth Semester = 15 Credit Hours**

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### Junior Year

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**Sixth Semester = 15 Credit Hours**

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### Senior Year

**Seventh Semester = 15 Credit Hours**

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**Eighth Semester = 15 Credit Hours**

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### Catalog Year 15/16

**Total Credits:** 126-127

*Any 100-level course in Ceramics (DCE), Fiber Design (DFD), Interdisciplinary (DCR), Glass (DGL)*
# Entertainment Arts
## Animation

### Freshman Year

**First Semester = 15-16 Credit Hours**

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<td>DMA 217</td>
<td>Intro to 3D Computer Graphics</td>
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### Sophomore Year

**Third Semester = 18 Credit Hours**

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### Junior Year

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### Senior Year

**Seventh Semester = 15 Credit Hours**

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**Eighth Semester = 15 Credit Hours**

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## Catalog Year 15/16

**Total Credits**: 126-127

### Entertainment Arts Electives

- DMA 147 Figure Illustration
- DMA 202 Animation III
- DMA 228 Stop Motion I
- DIL 246 Anatomical Figure Illustration
- DMA 310 Maquette Sculpture
- DMA 212 2D Digital Animation II
- DMA 318 Stop Motion II
- DMA 322 Sound Design II
- DMA 338 Basic Web
# Entertainment Arts

## Game

### Freshman Year

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### Sophomore Year

**Third Semester = 18 Credit Hours**

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### Junior Year

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### Senior Year

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### Catalog Year 15/16

**Total Credits**: 126-127

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CCS FALL 2015 SCHEDULE BOOK

59
# Entertainment Arts

## Video

### Freshman Year

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### Sophomore Year

**Third Semester = 18 Credit Hours**

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### Junior Year

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### Senior Year

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### Catalog Year 15/16

| Total Credits | 126-127 |

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**Entertainment Arts Electives**

- DMA 228  Stop Motion I
- DMA 310  Maquette Sculpture
- DMA 212  2D Digital Animation II
- DMA 318  Stop Motion II
- DMA 322  Sound Design II
- DMA 337  Puppet Construction
- DMA 338  Basic Web Design & Portfolio
# Fashion Accessories Design

## Freshman Year

### First Semester = 15-16 Credit Hours

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<td>Fashion Industry Fundamentals</td>
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### Second Semester = 15 Credit Hours

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<td>DFS 101</td>
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## Sophomore Year

### Third Semester = 15 Credit Hours

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### Fourth Semester = 18 Credit Hours

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<td>DAH 201</td>
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## Junior Year

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<td>History of Modern Design</td>
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## Senior Year

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## Catalog Year 15/16

Total Credits: 126-127
### Fine Arts

#### Freshman Year

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<td>Foundation Drawing I</td>
<td>3</td>
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<td>DFN 116</td>
<td>3D Techniques</td>
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<td>DFN 118</td>
<td>3D Concepts</td>
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<td>DFA 105</td>
<td>Fine Arts Survey and Methods</td>
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<td>DEN 108</td>
<td>Comp II: The Art of Argumentation</td>
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**Second Semester = 15 Credit Hours**

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<td>Introduction to Sculpture</td>
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<td>Introduction to Interdisciplinary Study</td>
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#### Sophomore Year

**Third Semester = 18 Credit Hours**

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<td>Introduction to Painting</td>
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**Fourth Semester = 18 Credit Hours**

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<td>Time and Digital Media</td>
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<td>DFA</td>
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<td>Fine Arts Elective</td>
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<td>DAH</td>
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<td>Art History Survey</td>
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<td>DFA</td>
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<td>Concepts &amp; Methods/Visual Culture</td>
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#### Junior Year

**Fifth Semester = 15 Credit Hours**

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**Sixth Semester = 15 Credit Hours**

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#### Senior Year

**Seventh Semester = 15 Credit Hours**

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**Catalog Year 15/16 Total Credits: 126-127**
# Graphic Design

## Freshman Year

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<td>DFN 140</td>
<td>Elements of Drawing</td>
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<td>Typography I</td>
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<td>DGD 152</td>
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<td>DGD 163</td>
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## Sophomore Year

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<td>Interaction I</td>
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<td>Art &amp; Culture: Ages of Discovery</td>
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## Junior Year

**Fifth Semester = 15 Credit Hours**

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**Sixth Semester = 15 Credit Hours**

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## Senior Year

**Seventh Semester = 18 Credit Hours**

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**Eighth Semester = 15 Credit Hours**

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<td>Presentation Techniques/Portfolio</td>
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## Catalog Year 15/16

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**Total Credits** 126-127
# Illustration

## Freshman Year

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<td>DFN 101</td>
<td>Foundation Drawing I</td>
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<td>DFN 119</td>
<td>Digital Fundamentals</td>
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<td>DIL 147</td>
<td>Figure Illustration I</td>
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<td></td>
<td>DEN 108</td>
<td>Comp II: The Art of Argumentation</td>
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### Second Semester = 15 Credit Hours

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<td>3D Concepts</td>
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<td>DIL 158</td>
<td>Perspective</td>
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<td>DIL 159</td>
<td>Illustration Techniques</td>
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<td>DFS 101</td>
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## Sophomore Year

### Third Semester = 18 Credit Hours

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<td>Figure Illustration II</td>
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<td>Illustration and Design</td>
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<td>DAH 200</td>
<td>Art &amp; Culture: Ages of Discovery</td>
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### Fourth Semester = 18 Credit Hours

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<td>Introduction to Digital Illustration</td>
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<td>Art History Survey</td>
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<td>DAS 213</td>
<td>Business Practices</td>
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<td>DVC 200</td>
<td>Concepts &amp; Methods/Visual Culture</td>
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## Junior Year

### Fifth Semester = 15 Credit Hours

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<td>Editorial Painting (Narrative)</td>
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<td>DIL 335</td>
<td>Intro to Storyboarding (Concept)</td>
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<td>DIL 361</td>
<td>Digital Graphic Illustration (Narrative)</td>
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<td>DMA 217</td>
<td>Intro to 3D Computer Graphics (Concept)</td>
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<td>DIL 323</td>
<td>Conceptual Drawing &amp; Image Making (Concept)</td>
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<td>DIL 358</td>
<td>Beyond the Portfolio</td>
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<td>DAH 341</td>
<td>History of Modern Design</td>
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### Sixth Semester = 15 Credit Hours

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<td>DIL 325</td>
<td>Intermediate Digital Illustration</td>
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<td>History of American Illustration</td>
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## Senior Year

### Seventh Semester = 15 Credit Hours

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<td>DIL 443</td>
<td>Illustration and Design II (Narrative)</td>
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<td>DIL 445</td>
<td>Advanced Digital Illustration (Concept)</td>
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<td>D - - - -</td>
<td>Illustration Elective (Narr. or Concept)</td>
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<tr>
<td>Choose One</td>
<td>DIL - - -</td>
<td>Illustration Elective (Narr. or Concept)</td>
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<td>DIL 350</td>
<td>Sequential Storytelling (Concept)</td>
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### Eighth Semester = 15 Credit Hours

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<td>Illustration Studio B</td>
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<td>Illustration Elective (Narr. or Concept)</td>
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<td>D - 400</td>
<td>Liberal Arts Elective</td>
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# Catalog Year 15/16

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Total Credits: 126-127
## Interior Design

### Freshman Year

**First Semester = 15-16 Credit Hours**

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<td>3D Concepts</td>
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<td></td>
<td>DFN 101</td>
<td>Foundation Drawing I</td>
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<td>DIN 108</td>
<td>Comp II: The Art of Argumentation</td>
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**Second Semester = 15 Credit Hours**

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<td>DIN 128</td>
<td>Freshman Interior Design Studio II</td>
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<td>DIN 130</td>
<td>Residential Interior Design Studio</td>
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<td>DFS 101</td>
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### Sophomore Year

**Third Semester = 18 Credit Hours**

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<td>Auto Cad I/Architectural Drawing</td>
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<td>Design Sources &amp; Materials</td>
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<td>Art &amp; Culture: Ages of Discovery</td>
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**Fourth Semester = 18 Credit Hours**

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<td>Environ. Psych. &amp; Human Factors</td>
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<td>DIN 270</td>
<td>AutoCAD II/Architectural Drawing</td>
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<td>DAH 201</td>
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### Junior Year

**Fifth Semester = 16.5 Credit Hours**

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<td>Law s, Codes and Standards</td>
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<td>History of Modern Design</td>
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**Sixth Semester = 15 Credit Hours**

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<td>Junior Interior Design Studio II</td>
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<td>DIN 363</td>
<td>Lighting Technology &amp; Application</td>
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<td>DAH 321 History of Interior Design</td>
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### Senior Year

**Seventh Semester = 13.5 Credit Hours**

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<td>Visual Culture Elective</td>
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**Eighth Semester = 15 Credit Hours**

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<td>Revit Architecture</td>
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### Catalog Year 15/16 Total Credits 126-127
# Photography

## Freshman Year

### First Semester = 15-16 Credit Hours

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<td>DFN 140</td>
<td>Elements of Drawing</td>
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<td>Photo Practice: From Halide to Pixel</td>
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<td>DBN 108</td>
<td>Comp II: The Art of Argumentation</td>
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### Second Semester = 15 Credit Hours

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<td>3D Techniques</td>
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<td>DPH 151</td>
<td>Black &amp; White Photography</td>
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<td>DPH 155</td>
<td>Digital Imaging for Photographers</td>
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## Sophomore Year

### Third Semester = 18 Credit Hours

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### Fourth Semester = 18 Credit Hours

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<td>Concepts &amp; Methods/Visual Culture</td>
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*Students may alternate between DPH 209 and DPH 210 in the Fall/Winter semesters

## Junior Year

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### Sixth Semester = 15 Credit Hours

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## Senior Year

### Seventh Semester = 15 Credit Hours

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Choose One:

- DAH 400  | Art History               | 3       |
- DVC 400  | Visual Culture Elective   | 3       |

|        | D - - - - - | Elective                  | 3       |

### Eighth Semester = 15 Credit Hours

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|        | D - - - - -| Elective                  | 3       |

## Catalog Year 15/16

Total Credits: 126-127
# Product Design

**Freshman Year**

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**Sophomore Year**

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**Junior Year**

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**Senior Year**

**Seventh Semester = 15 Credit Hours**

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**Eighth Semester = 12 Credit Hours**

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**Catalog Year 15/16**

**Total Credits**

126-127
## Transportation Design

### Freshman Year

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### Sophomore Year

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### Junior Year

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### Senior Year

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### Catalog Year 15/16

**Total Credits:** 126-127
Transportation Design
Automotive

**Freshman Year**

**First Semester = 15-16 Credit Hours**

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<td>DFN 116</td>
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<td>DFN 118</td>
<td>3D Concepts</td>
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**Second Semester = 15 Credit Hours**

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<td>DFS 101</td>
<td>Introduction to Interdisciplinary Study</td>
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**Sophomore Year**

**Third Semester = 18 Credit Hours**

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<td>DEN 239</td>
<td>Survey of World Literature</td>
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<td>DAH 200</td>
<td>Art &amp; Culture: Ages of Discovery</td>
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<td>Design Theory</td>
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<td>Art History Survey</td>
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<td>Business Practices</td>
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**Junior Year**

**Fifth Semester = 15 Credit Hours**

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<td>DTR 361</td>
<td>3D Modeling &amp; Rendering II</td>
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<td>Visual Communication IV</td>
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<td>DTR 371</td>
<td>Science and Technology</td>
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<td>Visual Communication V</td>
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<td>Vehicle Systems</td>
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<td>History of Modern Design</td>
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**Senior Year**

**Seventh Semester = 15 Credit Hours**

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**Eighth Semester = 12 Credit Hours**

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<td>DVC 400</td>
<td>Visual Culture Elective</td>
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**Catalog Year 15/16**

**Total Credits**

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<td>BUS, CUST, &amp; USER RSRCH METH</td>
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### M.F.A. - Color & Materials Design

#### Year One

**First Semester = 15 Credit hours**

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<td>CMD 603</td>
<td>Business, Customer and User Research</td>
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**Second Semester = 15 Credit hours**

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#### Year Two

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**Catalog Year 15/16 Total Credits** 60

### M.F.A. - Integrated Design

#### Year One

**First Semester = 15 Credit Hours**

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<td>GRD 605</td>
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**Second Semester = 15 Credit Hours**

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#### Year Two

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<td>GRD 701</td>
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**Fourth Semester = 15 Credit hours**

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<td>GRD 702</td>
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**Catalog Year 15/16 Total Credits** 60
M.F.A. - Interaction Design

Year One

First Semester = 15 Credit hours

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Year Two

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Catalog Year 15/16 Total Credits 60

M.F.A. - Transportation Design

Year One

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Year Two

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Catalog Year 15/16 Total Credits 60
# Course Scheduling Template

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**Semester**

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