

**IMPORTANT
 MICA
 CONTACTS**

International Education (410) 225-2243, Bunting 2nd floor internationaleducation@mica.edu	→ discuss your F-1 visa and find out about study abroad options
Counseling Services (410) 225-2367, Wellness Center, lower level	→ if you are feeling overwhelmed or stressed out, talk to a member of counseling staff about how to see it through!
Enrollment Services/Registrar: (410) 225-2234, Bunting 2nd floor lobby	→ report address and personal changes, request transcripts
Academic Advising: (410) 225-2315, Bunting 2nd floor	→ meet with your advisor to discuss course enrollment, progress toward your major or other academic issues
Residence Life: (410) 225-2398, Meyerhoff 1st floor residencelife@mica.edu	→ find help with on-campus housing concerns or roommate issues. Look out for their great social activities, too.
Student Affairs: (410) 225-2422, Bunting 2nd floor	→ Student Affairs can help you find academic and extracurricular success
Student Accounts: (410) 225-2356, Bunting 2nd Floor studentaccounts@mica.edu	→ find answers about your MICA card, flex account, tuition payment and other questions about student finance
Help Desk: (410) 225-2201, 1208 W. Mt. Royal Ave help@mica.edu	→ find solutions for tech issues and learn about on-campus tech resources
Campus Safety Dispatch (410) 225-2355 Emergency (410) 423-3333	→ arrange for after-dark shuttle service to your home or car, report suspicious activities
Police, Fire or Ambulance 911	→ call when seeking help for emergencies

GLOSSARY OF ACADEMIC TERMS

Academic Advising:

Process whereby students are provided with information regarding degree requirements, recommended coursework, programs of study, academic support services and policies, and procedures and academic progress.

Academic Adviser:

An academic adviser is a MICA employee who provides students with information concerning courses, programs of study, and other information about academic life.

Academic Year:

The academic year is divided into two semesters (fall and spring), each lasting 15 weeks. The MICA academic calendar is available online.

Assignment:

Assignments are out-of-class work that are required by a professor and are due by a certain date. Examples of assignments are reading a book, writing a paper, or completing a painting.

Credit Hours:

The quantity of work a student does at MICA is measured in credit hours. The number of credit hours for a course is usually based on the number of hours the class meets each week. To complete your degree, you must accumulate the credit hours specified for the degree you are seeking.

Course Load:

International students on F-1 visas are required by law to carry a "full course load" (12 or more credit hours) to maintain their status. Exceptions to this rule must first be discussed with your academic advisor and the Office of International Education.

Course Withdrawal:

This is the process a student uses to stop taking a class. If you do not properly drop or withdraw from a class you will receive a failing grade (F). If you "drop" the class by a specified date, no mark will appear on your academic record. If you withdraw from a course after that date, a mark of "W" will appear on your transcript. The deadlines for adding, dropping and withdrawing from classes are published in the academic calendar.

Department:

The department is an academic unit within a college or school (for example, Sculpture or Painting).

Major: For undergraduate students, a major is their area of concentration of study.

Prerequisite:

Course(s) or other condition(s) required before enrolling in a more advanced class. Prerequisites are listed in the Academic Bulletin and the MICA website.

Midterm:

A mid-term is a test given near the middle of the semester, usually in the 7th or 8th week.

Final:

This is an examination given at the end of a semester and usually accounts for a significant portion of your grade. Most exams are comprehensive, that is, they cover all material covered in the course. Always check with your professor to confirm the time, date, and location of exams.

Grades and Grade Point Average (GPA). The quality of a student's academic work is measured by letter grades and grade point average (GPA):