SUMMER 2020
STUDENT TOOL KIT
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OFFICE OF OPEN STUDIES

Hours: 8:30am - 5pm (EST)
Email: openstudies@mica.edu
Phone: (410) 225-2219
Website: mica.edu/openstudies
ACCESSING YOUR COURSE
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• You will only have access to your course with your MICA credentials.
• Please check your inbox (and spam folder) of the email you used to register for the course for an email with the subject “Welcome to MICA!” for login instructions.
• You will only be able to access all documents, tools, software, and course information using your MICA credentials.
• Contact MICA Help Desk if you run into login issues: help@mica.edu or (410) 225-2201
WHAT TO BRING
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• A materials list with links of where to purchase will be emailed to your MICA email by the instructor prior to the first class. Please be mindful of any shipping/delivery times that may impact when you receive the materials.

• If there is no supply list for your course, you may also want to bring any basic supplies you have on hand that are applicable to the class you are taking, so that you will be able to work during the first class.
TOOLS & SOFTWARE

- **Course syllabi, zoom links** for live classes, **assignments**, and **homework** will be available on MICA’s Learning Management System: **Canvas**
  - *Your MICA Canvas Dashboard*
  - *Canvas Getting Started*
- All courses will be conducted via Zoom
  - *Zoom Training and Support Page*
- Adobe Creative Suite Software will be provided to students enrolled in Photoshop, Animation, Illustration, and Photography courses
  - *Adobe Software System Requirements*
- Some instructors may also use Google Drive to document and request to upload work. Please use your MICA email to access Google Drive
REMOTE LEARNING POLICIES
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General: The code of conduct listed above applies in all learning environments, including on and offline, video and audio communications.

Dress Code: All students must dress appropriately for a group video setting.

Identity: Students must use their full name on their zoom account, and it must match their submitted first or preferred and last name.

Privacy: Non-students and siblings should not participate in or observe live lessons in order to protect student privacy. Parents/guardians should not observe or participate, except if necessary to enable their child to access instruction. Staff, Faculty, parents, and other students are prohibited from recording, sharing, or posting any part of an online learning class that depicts student images, voices, work, or confidential information.
ADDITIONAL INFORMATION

MICA’s Right to Reproduce Policy/ Photo Release
MICA reserves the right to reproduce without notification any artwork produced by students while attending MICA’s degree and open studies programs; this reproduction will be for non-commercial purposes only, and may include print publications, institutional websites, e-communications, multimedia presentations, and documents about the College for admission recruitment, fundraising, or institutional informational purposes.

Statement of Equal Opportunity & Services to Disabled Students
Maryland Institute College of Art is committed to its policy of providing equal opportunity regardless of race, color, creed, national origin, religion, gender, sexual orientation, marital status, age, disability, or status as a disabled veteran or Vietnam-era veteran. This policy applies to all programs, facilities, and activities provided by Maryland Institute College of Art, including but not limited to admission, educational programs, and employment. MICA is committed to providing individuals with disabilities access and reasonable accommodation to all MICA programs, services, and activities. For information, or to request disability accommodations, please contact MICA’s Learning Resources Center, 410-225-2416, LRC@mica.edu, or visit www.mica.edu/LRC for more information.
REFUND & WITHDRAWAL POLICY
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Refund Policy: Remote Offerings

• You may request a full refund before the start of the third class, if you are not satisfied with the course offering. Submit a written request to openstudies@mica.edu including your full name and course information.

• No refund will be offered after the start of the third class.

Withdrawal Deadlines

• 6 sessions or fewer: before third class
• 7 sessions: before fourth class
• 8-10 sessions: before fifth class
• More than 10 sessions: before sixth class
FAQS
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Please visit the Summer 2020 FAQ page: https://www.mica.edu/offices-divisions/office-of-open-studies/faq-summer-2020/

For MICA login or tech issues contact MICA Help Desk:

Email: help@mica.edu
Phone: (410) 225-2201