

UNDERGRADUATE ADMITTED STUDENT CHEAT SHEET – SPRING

This cheat sheet is a guide to help new admitted bachelor's students complete required steps before the start of classes. This is a broad overview, and is an aid rather than an exhaustive list. Students are encouraged to communicate with their individual MCAD Admissions Counselor to ensure all requirements are completed. All students should pay close attention to email communications from the college for next steps and instructions.

For more information about the items listed below, please go to: mcad.edu/admitted

IMPORTANT

Please review all email messages from MCAD. If, after doing so, you are still feeling confused, contact your individual MCAD Admissions Counselor for assistance.

ADMISSIONS

612.874.3760, admissions@mcad.edu

FINANCIAL AID

612.874.3782, financial_aid@mcad.edu

LEARNING CENTER AND ACCESSIBILITY SERVICES

612.874.3671, learning_center@mcad.edu

STUDENT ACCOUNTS (PAYMENT PLAN)

612.874.3809, student_accounts@mcad.edu

STUDENT HOUSING

612.874.3780, housing@mcad.edu

STUDENT AFFAIRS (COURSE REGISTRATION):

612.874.3738, student_affairs@mcad.edu

Note: This contact information, and much more, can be found online at: intranet.mcad.edu

DUE IMMEDIATELY

1. Activate your MCAD login and MCAD Gmail account (mcad.edu/admitted/mcad-login-activation)
2. Submit FAFSA to apply for financial aid (fafsa.ed.gov)
3. Set up an authorized user (spouse/partner/parent) to assist with payments and complete FERPA release (optional, my.mcad.edu)

DUE BY NOVEMBER 1

- Confirm your enrollment by paying your tuition deposit (Due Nov 1 or within two weeks of admittance thereafter, my.mcad.edu).
- Review financial aid, complete acceptance requirement, and submit any requested forms (myaid.mcad.edu)
- Submit required housing form and pay housing commitment deposit (if applicable, mcad.edu/admitted/housing)

DUE BY DECEMBER 1

- Submit immunization record (my.mcad.edu)
- Submit laptop waiver form (if applicable, mcad.edu/admitted/all-forms)
- Submit final official transcripts, transfer credit portfolios, and AP/IB scores (admissions@mcad.edu)
- Complete disclosure and enrollment form (my.mcad.edu)
- Complete loan applications or requirements ([check email](#))
- Complete the online sexual assault prevention program ([check email](#))

DUE IN JANUARY

- Pay spring semester bill - Due first week of January (my.mcad.edu) Questions about how to pay? (mcad.edu/admitted/how-to-pay)
- Attend Move-In Day (if applicable)
- Attend New Student Orientation (mcad.edu/admitted/orientation)

OPTIONAL ITEMS SENT VIA EMAIL

- Check your email to set up the MCAD Cafe Card (*required* for resident students)
- Add money to your account to purchase supplies at MCAD's Art Cellar (my.mcad.edu)
- Purchase tuition insurance (mcad.edu/gradguard-tuition-protection)

INTERNATIONAL STUDENTS ONLY

- Receive I-20
- Apply for Visa
- Check your email for next steps