ACADEMIC ADVISING HANDBOOK

FOR

UNDERGRADUATE STUDENTS

2025 - 2026

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Welcome Letter

To all new students, I'm honored to welcome you to the PCA&D creative community. To all returning students, I'm happy to welcome you back to campus for the new academic year. What I've learned during my years at the College as a faculty member, department chair, and dean is that art & design students have the potential to play a critically important role in our society as creative practitioners, problem solvers, and change makers. Our graduates generate innovative ideas and drive the creative economy in Animation & Game Art, Design Thinking, Fine Art, Graphic Design, Illustration, Live Experience Design & Production, Photography & Video, and beyond.

Committing to a PCA&D education means you understand the importance of obtaining advanced training through a higher education degree or credential. You will expand your employment opportunities and earning potential as you develop critical skills and immerse yourself in your chosen area of study. Our degree pathways allow for interdisciplinary exploration that will give you the flexibility to pursue multiple career paths and leave the College career ready. With our partnership with the Academy of Live Technology at Rock Lititz, students can explore live events industry opportunities while honing their skills in the classroom and studio. All of the academic departments build their programs to ensure that students gain essential skills in their field and can demonstrate qualities employers are looking for, such as taking initiative, embracing the critique process, valuing team work, and leading with confidence and care.

Through your education, whether you're with us for two years to complete an AA or AFA degree, four years to complete a BA or BFA degree, or a few semesters to complete a certificate, you will develop a network of peers and learn from skilled faculty artists, designers, and scholars.
This guide is one of many resources designed to set you up for success by providing you with information about important tools like your academic plan of study. It also explains our academic advising infrastructure, designed to help you curate your education, and it includes tutorials about how to register for classes each semester. You will also find helpful information about academic support resources, academic policies, and the academic calendar. It includes excerpts from and links to the Academic Catalog, which will be your main resource for academic program criteria, such as degree pathways, graduation requirements, and course descriptions.

Taking an active role in planning your academic journey is an important responsibility. Reading this guide will help you to begin to understand those responsibilities. We're here for you! Let us know how we can help you plan for the career you envision.

Linda King Brown, Associate Vice President of Academic Affairs & Dean of Students

Linda King Brown

1. Introduction to Academic Advising at PCA&D

A. Purpose

Academic advising is a periodic process that supports student success and degree completion, and it ensures that academic progress is monitored regularly. Advising typically involves a student and an Academic Affairs staff member collectively reviewing student progress toward degree or credential completion. It exists so students:

- Understand their academic program requirements,
- Keep track of and their academic progress, and
- Are enabled to make informed decisions when registering for classes.

Academic advising is overseen by the Office of the Registrar and is supported by Academic Affairs leadership and staff. Advising is typically connected with the registration period for the following semester, with the application for graduation, and new student orientation during Welcome Week - although advising may occur any time. Advising is often conducted in person in one-on-one sessions, but cohort or group advising has also been an effective strategy.

The purpose of this Handbook is to provide undergraduate students with a one-stop reference guide for advising and registration that compiles information from several sources, including the Academic Catalog and the College website.

B. Academic Advising Process and Steps

New Students

Although new students are expected to begin reviewing academic program requirements before they matriculate at PCA&D, PCA&D's academic advising process starts with new and transfer student Welcome Week & Orientation advising.

Students registering for the first time during Welcome Week & Orientation will do the following:

- Visit the Academic Catalog to review program of study and degree requirements
- Develop an outline for their schedule and create a calendar for completing their coursework
- Receive an Academic Plan of Study (APS) digital advising workbook with how-to training
- Confirm Official Transcripts have been received by the Office of the Registrar. Official transcripts must be received by the Office of the Registrar before any transfer college credits are awarded
- Work with an Academic Affairs staff member to review the educational record and confirm whether and how transfer credits may be applied

- Work with Academic Affairs staff members to identify first, second, and third choice preferences for course schedules. All Foundation students must take the same core requirements. Staff work with students to provide flexibility in choosing course sections
- Receive their final draft schedule at the end of Welcome Week & Orientation

Returning Students

In preparation for the semesterly Registration Period for the following semester, returning students will:
- Update academic schedule and calendar, using the Academic Catalog and APS to identify requirements
- (Foundation Students) Work with an Academic Affairs staff member to review the educational record and update APS to reflect any summer classes the student may have completed off campus
- (Upperclass Students) Work with Department Chairperson to review educational record and degree progress
- Attend group advising meetings hosted by Departments and the Office of the Registrar
- Select classes in [Self Service](#) during Registration period
  - Please refer to "[Using Self Service](#)" in the PCA&D Student Portal for a step-by-step tutorial for using Self Service. This tutorial is also included in this Handbook for reference.
- Contact Career Services Team for career guidance and for assistance in identifying internship opportunities

Policies and additional procedures related to advising and registration can be found below in Section 6.

Additional step-by-step guidance for using the Self Service web portal can be found below in Section 7.

C. Academic Plan of Study (APS)

The [Academic Plan of Study](#) (APS) is a digital tool that allows students to track their academic progress toward degree completion. The APS includes all major and degree requirements along with optional minors. The tool is administered by the Registrar's office, and it includes space for advising session questions and notes as well as other information related to academic progress and registration. The following screenshots provide examples of the tool:

2.   Academic Programs

A.   Degree and Credential Types and Requirements

Each credential and degree program has a set of requirements students must complete in order to formally complete a program of study. Those requirements vary according to the length of the credential or diploma and major field of study. This section provides descriptions of credential and degree types along with their general requirement as well as the requirements with each major. Additional information can be found in the [Academic Catalog](#).

What is a Bachelor's Degree?

The Bachelor's Degree is the highest undergraduate credential offered at PCA&D. This degree is designed to be completed in 4 years, or 8 semesters, with an average of 15 credit hours per semester for a total of 120 credit hours.

PCA&D offers six majors that lead to the **Bachelor of Fine Art (BFA) Degree**: Animation & Game Art, Fine Art, Graphic Design, Illustration, Live Experience Design & Production, and Photography & Video. The BFA is widely recognized as a professional degree with significantly more time in the major field of study and professional practice.

PCA&D also offers a **Bachelor of Arts (BA) Degree** in Design Thinking. The BA degree allows students to place their creative practice into a broader context with other creative practices as well as the liberal arts program.

What is an Associate Degree?

An Associate Degree is a two-year undergraduate credential offered at PCA&D. This degree is designed to be completed in 2 years, or 4 semesters, with an average of 15 credit hours per semester for a total of 60 credit hours.

PCA&D offers two majors that lead to an Associate of Arts Degree. These degrees include the Foundation Year, introductory Liberal Arts requirements, and introductory courses in the major field of study.

What are Certificates and Microcredential Badges?

A certificate is a focused or specialized credential that can be completed in a year or less by a full-time student. At PCA&D, they range from 10.5 to 18 credit hours. They often contain introductory to intermediate classes within a major without extensive prerequisite knowledge or skill in the major field of study, and they often focus on professional application.

Undergraduate degree certificates may be completed as standalone credentials. These certificates are also part of advanced degree programs, which means certificates are stackable and certificate courses may count toward a bachelor's degree program.

PCA&D also offers Microcredential Badges that are 9 credit hours in length. These credentials require the competition of a 3 course series to complete a digital badge. Microcredentials are focused credentials designed to provide skills and experience in order for the student to achieve basic proficiency in a new practice or field of study. All Microcrendial Badges are stacked within existing curricula, which means that they are an excerpt of an existing certificate program.

Certificate Requirements

To earn an undergraduate certificate from PCA&D, complete the following requirements:

- ❏ Successfully complete all required courses for each undergraduate certificate program:
    - ❏ Advanced Photography & Video - 12 credits
    - ❏ Animation - 16.5 credits
    - ❏ Business in Creative Industry - 18 credits
    - ❏ Communication Design - 18 credits
    - ❏ Data Visualization - 18 credits
    - ❏ Digital Photography - 18 credits
    - ❏ Esports Management - 18 credits
    - ❏ Fashion Merchandising - 18 credits
    - ❏ Filmmaking - 16.5 credits
    - ❏ Game Art - 16.5 credits
    - ❏ Live Experience Design & Production - 18 credits
    - ❏ Package Design - 10.5 credits
    - ❏ UX/UI Design - 18 credits
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Satisfy all financial obligations to the College

Microcredential Badge Requirements

To earn an undergraduate Microcredential Badge from PCA&D, complete the following requirements:

- ❏ Successfully complete all required courses for each Microcredential Badge program
    - ❏ Business Marketing - 9 credits
    - ❏ Data Wrangling - 9 credits
    - ❏ Esports Business - 9 credits
    - ❏ Fashion Forecasting - 9 credits
    - ❏ Interactive Visualization - 9 credits
- ❏ Earn a cumulative 2.0 grade-point average at the conclusion of their course work
- ❏ Satisfy all financial obligations to the College

B.   Minor Requirements

PCA&D offers the following 10 minor programs (all 18 credits) that more directly correspond with
BFA degree programs or Liberal Arts Distribution Areas:

Animation & Game Art
Art History & Visual Culture
Creative Writing
Business In Creative Industry
Esports Management
Fine Art
Fashion Merchandising
Filmmaking
General Humanities
Graphic Design
Illustration
Literature
Live Experience Design & Production
Project Management
Photography & Video

C.   Microcredential Badge Requirements

Business Marketing | 9 Cr
BUS 101 Introduction to Business I | 3.0 CR
BUS 102 Introduction to Business II | 3.0 CR
BUS 201 Principles of Marketing | 3.0 CR

Data Wrangling | 9 Cr
DATA 101: Foundations for Information Design | 3.0 CR
DATA 102: Data Analytics Methodologies | 3.0 CR
DATA 201: Data Manipulation and Documentation | 3.0 CR

Esports Business | 9 Cr
BUS 101 Introduction to Business I | 3.0 CR
ESP 101 Introduction to Esports | 3.0 CR
ESP 200 Esports Events and Gaming Technology | 3.0 CR

Fashion Forecasting I 9 Cr
FAME 101 Introduction to Fashion MerchandisingI | 3.0 CR
FAME 200 Fashion Trend Forecasting | 3.0 CR
FAME 201 History of Costume in the Fashion Industry | 3.0 CR

Interactive Visualization | 9 Cr
DATA 101: Foundations for Information Design | 3.0 CR
DATA 102: Data Analytics Methodologies | 3.0 CR
DATA 202: Interactive Visualization | 3.0 CR

3.   What is the Foundation Year?

The Foundation Year curriculum, a set of required classes taken by all first-year students, is structured to teach the fundamentals of art making. A high level of craft, attention to detail, technique, historical context, and critical thinking are paramount at every stage of an artist's career. Foundation Year classes do just that, helping students build a solid base from which their work can grow. The Foundation Year teaches students how to cultivate sophisticated ideas, producing work that is visually articulate, concise, and in line with an artist's intention. It is here that first year students begin effective creative practices and communicate about art in ways that are both personal and professional. Your Foundation Year will consist of six foundation-year studio courses, two courses in the communication distribution area, and two courses in the art history and visual culture distribution area.

FOUNDATION YEAR | 30.0 CR
Fall Semester
Foundation-Year Studio Courses
FD 101 Drawing I/FD 115 Drawing Concepts | 3.0 CR
FD 103 2-D Design | 3.0 CR
FD 109 Digital Imaging/FD112 Digital Media OR FD 106 3-D Design | 3.0 CR
Art History Distribution Area Courses
AH 110 Introduction to the History of Art & Visual Culture | 3.0 CR
Communication Distribution Area Courses
FVC 101 Foundations of Verbal Communication I | 3.0 CR

Spring Semester
Foundation-Year Studio Courses
FD 104 2-D Design II | 3.0 CR
FD 106 3-D Design OR FD 109 Digital Imaging/FD112 Dgital Media | 3.0 CR
FD 114 Figure Drawing, FD113 Narrative Drawing OR FD 111 Camera-Based Observ. | 3.0 CR
Art History Distribution Area Courses
AH 222 World Art Survey: Cultural Contacts | 3.0 CR
Communication Distribution Area Courses
FVC 102 Foundations of Verbal Communication II | 3.0 CR

4.   Why Liberal Arts?

PCA&D's new Values statement includes this passage: "we balance critical thinking and effective communication with creativity." PCA&D is committed to delivering a robust liberal arts education that complements its creative majors. The skills and knowledge learned and developed in the liberal arts are indispensable elements that students and alumni draw upon both in their creative practices and as lifelong learners.

The Liberal Arts Program, required for all BFA degree programs, consists of 5 distribution areas and 42 total credit hours:
- Art History   12 Credit Hours
- Verbal Communication   9 Credit Hours
- Life & Physical Sciences and Mathematics   3 Credit Hours
- Behavioral & Social Sciences   3 Credit Hours
- Humanities   12 Credit Hours
- Pick any additional Distribution   3 Credit Hours

Because of the organization of each major's coursework throughout a student's time at PCA&D, the liberal arts requirement is typically spread out evenly over four years.

NOTE: Below is a sample timeline for completing Liberal Arts requirements in the Foundation year, but selecting courses beyond the Foundation Year is flexible. While there is a lot of choice when it comes to scheduling and taking courses that work toward the Liberal Arts requirement, there are some courses that must be taken at specific times; these courses are noted with an asterisk (*). You can work with the Registrar and the Chair of the Liberal Arts Department to explore your options, especially if you would like to pursue a Liberal Arts Department minor.

FOUNDATION YEAR | 12 CR
Fall Semester
Art History & Visual Culture Distribution Area Course
*AH 110 Introduction to the History of Art & Visual Culture | 3.0 CR
Verbal Communication Distribution Area Course
*FVC 101 Foundations of Verbal Communication I | 3.0 CR
Spring Semester
Art History & Visual Culture Distribution Area Course
*AH 222 World Art Survey: Cultural Contacts | 3.0 CR
Verbal Communication Distribution Area Courses
*FVC 102 Foundations of Verbal Communication II | 3.0 CR

SOPHOMORE YEAR | 12 CR
Fall Semester
Life & Physical Sciences and Mathematics Distribution Area Course

ANY Life & Physical Sciences and Mathematics distribution area course (MAT or NAS) | 3.0 CR

Verbal Communication Distribution Area Course

*FVC 201 Communicating through the Arts, FVC 202 Fundamentals of Public Speaking, or FVC 203 Professional Writing in the Arts | 3.0 CR

Spring Semester

Behavioral & Social Sciences Distribution Area Course

ANY Behavioral & Social Sciences distribution area course (PSY or SOC) | 3.0 CR

Humanities Elective 200-level

ANY Humanities Elective (any 200-level course that begins with the prefix ENG, MDS, MUS, PHL, AMS, or REL)

**All students must take at least two 300-level or 400-level art history or humanities distribution area courses before they graduate. Though typically taken in the junior or senior year, these courses can be taken in the sophomore year in consultation with the Liberal Arts Department chair.

5. ACADEMIC STANDARDS FOR RENEWAL OF FINANCIAL AID

All students enrolled at PCA&D are subject to the academic standards of the College, which are printed in the Academic Requirements section of this PCA&D Catalog & Student Handbook. In addition, federal regulations require that institutions limit Title IV federal financial aid to those students who, according to institutional policy, are maintaining normal academic progress toward earning their degree. These regulations can be found in The Education Amendments of 1976 (Pub. L. 94-482). The primary intent of the regulations is to have reasonable satisfactory academic progress standards established by institutions to ensure the best and most equitable use of Title IV Student Financial Assistance funds. To comply with these regulations, PCA&D has established the following standards of satisfactory academic progress for its students:

Full-time students (at least 12 credits per semester) must meet the following standards:
- Pass at least 24 credits of study in an academic year to be eligible to receive financial aid. Course incompletes and withdrawals are not counted as earned credits. Summer credits may be taken to make up credit deficits from the prior two academic semesters.
- Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Standards and Policies section (Academic Standing), listed as Required Minimum Grade-Point Averages for the BFA, BA, AFA, or AA degrees.

Part-Time Students (less than 12 credits per semester)
- Complete 66% of the credits they attempt in order to be making satisfactory academic progress. For example, if a student enrolls part-time for both semesters of an academic year (or full-time one semester and part-time another semester), the student must complete 66% percent of the credits taken during those two semesters. Summer credits

may be used to make up credit deficits from the prior two academic semesters. Course incompletes and withdrawals are not counted as earned credits.

- Maintain at least the minimum cumulative academic requirements of the institution. Please refer to this PCA&D Catalog & Student Handbook for academic requirements under the Academic Standards and Policies section (Academic Standing), listed as Required Minimum Grade-Point Averages for the BFA, BA, AFA, or AA degrees.

FAILURE TO MEET ACADEMIC STANDARDS

Students who fail to successfully complete the minimum number of credits, or who fail to achieve the minimum cumulative grade-point average, will be placed on financial aid probation. This allows one additional semester of coursework to bring the academic record up to the minimum standards. Students are eligible to receive federal and institutional aid during this probationary semester. Official notification of financial aid probation will be made by the financial aid office in coordination with the Dean of Faculty & Academic Affairs.

Students who fail to meet the stated minimums after the probation semester may not receive further financial aid until standards are met. In some circumstances, additional probationary semesters may be warranted. Official notification of suspension of financial aid will be made by the financial aid office.

FREQUENCY OF PROGRESS CHECKS

PCA&D will measure a student's progress at the end of each semester.

MAXIMUM TIME FRAME

Under federal regulation, the maximum time frame that a student may have to complete an undergraduate program is 150% of the published length of the educational program for a full-time student. PCA&D has chosen to make this measurement on a time basis. At PCA&D, a student must earn 120 credits to complete the BFA and BA programs (an average of 30 credits earned per academic year). Full-time students are expected to complete the 120 credits in no more than six years, with the above rules in effect. Financial aid will be limited to 12 semesters for the BFA and BA degrees. No extra allowance will be given to students who change majors during their studies. Please note that Pennsylvania State Grant and PCA&D institutional aid is limited to eight full-time semesters. Students who do not complete their programs within this time frame can continue to attend, but they will not receive state or institutional financial aid.

WAIVER

The requirements of this satisfactory academic progress policy can be waived due to injury, personal illness, family emergency, or other circumstances beyond the student's control. If a student wishes to request a waiver, he or she should submit a written request explaining the circumstances to the Director of Financial Aid who, with the Dean of Faculty & Academic Affairs, will then determine whether or not a waiver should be granted.

The financial aid office will notify in writing any student who has received financial assistance and has not made satisfactory academic progress. The notice will be sent to the student's PCA&D email address in coordination with the Dean of Faculty & Academic Affairs.

6. Additional Academic Policies and Procedures Related to Advising and Registration

Additional information on these policies can be found in the Academic Catalog.

A.   Adding and Dropping

Students interested in dropping and adding courses must do so during the first two weeks of classes. All additions and drops are handled by the Registrar. There is no drop/add fee at PCA&D. Full-time students who drop below 12 credits should refer to the College's refund policy. Students adding courses in the second week of a semester must realize that any missed class meetings count as recorded absences. Part-time students adding courses will pay the full tuition and fee costs for the courses, even if the first class meeting has been missed.

B.   Block Schedules

A majority of the PCA&D curriculum exists in block schedules. Block scheduling means that students in all years take the same required courses in a single schedule specific to the foundation year or to one of the studio majors. When sectioning does occur, the sections usually meet on the same day and at the same time. Students are assigned to a section by the Registrar in consultation with the appropriate department chair and the Dean of Faculty & Academic Affairs. Switching sections of a course requires submitting written permission from the department chair to the Registrar. The following image shows the block schedule system:

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8 AM						
9 AM	STUDIO (Part 1) 2.5 Hours 9 – 11:30 AM	LIBERAL ARTS 1.25 Hours 8:30 – 9:45 AM	STUDIO (Elective) 2.5 Hours 9 – 11:30 AM	LIBERAL ARTS 1.25 Hours 8:30 – 9:45 AM	STUDIO (Part 1) 2.5 Hours 9 – 11:30 AM	OPTIONAL Liberal Arts, Studio, Certificate Class 2.5 Hours 9 – 11:30 AM
10 AM		BREAK 30 Min		BREAK 30 Min		
11 AM		LIBERAL ARTS 1.25 Hours 10:15 – 11:30 PM	Optional: Non-Foundation Liberal Arts	LIBERAL ARTS 1.25 Hours 10:15 – 11:30 PM		
12 PM	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour	BREAK 1 Hour
1 PM	STUDIO (Part 2) 2.5 Hours 12:30 – 3 PM	STUDIO (Part 1) 2.5 Hours 12:30 – 3 PM	STUDIO (Elective) 2.5 Hours 12:30 – 3 PM Optional: Non-Foundation Liberal Arts	STUDIO (Part 1) 2.5 Hours 12:30 – 3 PM	STUDIO (Part 2) 2.5 Hours 12:30 – 3 PM	OPTIONAL Liberal Arts, Studio, Certificate Class 2.5 Hours 12:30 – 3 PM
2 PM						
3 PM	BREAK 30 Min	BREAK 30 Min	BREAK 30 Min	BREAK 30 Min	GUEST SPEAKERS & EVENTS 3 – 5 PM	
4 PM	LIBERAL ARTS 1.25 Hours 3:30 – 4:45 PM	STUDIO (Part 2) 2.5 Hours 3:30 – 6 PM	LIBERAL ARTS 1.25 Hours 3:30 – 4:45 PM	STUDIO (Part 2) 2.5 Hours 3:30 – 6 PM		
5 PM	BREAK 45 Minutes		BREAK 45 Minutes			
6 PM	LIBERAL ARTS 1.25 or 2.5 Hours 5:30 – 6:45 or 8 PM	BREAK 30 Min	LIBERAL ARTS 1.25 or 2.5 Hours 5:30 – 6:45 or 8 PM	BREAK 30 Min		
7 PM		OPTIONAL Liberal Arts, Studio, Certificate Class 1.25 or 2.5 Hours 6:30 – 7:45 or 9 PM		OPTIONAL Liberal Arts, Studio, Certificate Class 1.25 or 2.5 Hours 6:30 – 7:45 or 9 PM		
8 PM						

*5-hour, 3-Credit studio classes are split into two parts and separated with either a 30- or 60-minute break

C.   Changing Majors

Foundation students declare a major course of study during their first year. Information about selecting a major is electronically presented by the departments through yearly digital presentations to first-year students and by encouraging student discussions with individual faculty members and upper-class students. Changes of major prior to the beginning of the second year only require modifying a student's fall semester schedule and altering the declared major in the official student records. Changes of major at any point after the end of the second week of classes in the fall of the second year must be made in consultation with the AVP of Academic Affairs & Dean of Students, the department chair, and the Director of Financial Aid. Any change of major after the second year in fine art or photography & video has begun will lengthen the overall amount of time required to earn the BFA or BA at PCA&D by at least one academic year. Changes of major among the animation and game art, graphic design, or illustration programs can be made without lengthening degree-completion time if they are made no later than the end of the fall semester of second year.

D.   Course Load

The typical or average full-time course load is 15 credit hours per semester. A student who enters PCA&D as a first-time, full-time student, who averages 15 credit hours per semester, who makes satisfactory academic progress, and who meets all academic program, financial, and institutional requirements can graduate in four years.

Full-time status in a given semester requires a minimum of 12 credit hours. Students may take up to 18 credit hours at the full-time tuition rate. Per-credit tuition is applied beyond 18 credit hours.

In most cases, failure to maintain full-time status will affect student financial aid. Full-time students should consult with the Director of Financial Aid before changing to part-time enrollment.

E.   Financial Obligations

All outstanding bills, charges, and library fines must be satisfied before any student will be permitted to register for classes. Students with any outstanding financial obligations to the College from a previous semester will have all future courses dropped from their schedule and will not be permitted to attend classes.

F.   Graduation Applications

In order to be eligible for graduation, students must complete the [Application for Graduation](#) form. Students must complete the form no later than three months prior to Graduation in order for the Office of the Registrar to order diplomas, caps, and gowns. The form can be found on the Advising & Registration section of the Student Portal and will also be sent out by the Office of the Registrar before the start of a student's final semester.

G.   Independent Studies

Independent study courses are individualized courses and are based on existing courses in the Academic Catalog. For example, a student who cannot enroll in the regularly scheduled AGA 201 course may, with the approval of the Department Chairperson, enroll in a special section of that course as INDS 399: AGA 201. The faculty member and student co-develop an alternative meeting schedule in order to complete course content

Independent study courses are only an option when a student's timeline for degree or credential completion requires a course be offered on an individualized basis in order to meet program requirements in a timely manner and a student has a documented reason that requires them to enroll in an alternative version of a regularly scheduled course.

H.   Internships

Pennsylvania College of Art & Design students earning a bachelor of fine arts degree are required to complete an internship, apprenticeship, fellowship, or mentorship program as a component of their graduation requirements. Students must successfully complete and document an internship. Documentation must include a presentation about the internship experience to colleagues and faculty in a student's fourth-year professional practices course. It is recommended that students complete an internship during the summer after their year-three coursework.

The Career Services team provides access to internship opportunities to students, assists with employers becoming approved internship sites for the College, and assists instructors of record and site supervisors with various requirements for participation and completion in the College's Internship Program.

Students are to consult with their Department Chairperson and the Career Services team during their Sophomore year to initiate their internship plan.

The College offers opportunities for students to earn credits for Internships. There are two levels for for-credit internships for credit EXINT 199 Exploratory Internship and PFINT 399 Professional Internship. Exploratory Internships allows students to pursue internship experiences through College-approved internship sites and partnerships for credit. Students obtain experience at the exploratory level. Professional Internships allow students to obtain deeper experience in field work, making, creative entrepreneurship, and industrial and graphic design work. Museum, curatorial, gallery, studio apprenticeships are also options for students. In order to enroll in EXINT 199 or PFINT 399, students must contact Career Services in order to identify a site approved by the College for earning credits for internship experience. For every internship course credit hour, 40 hours of work occurs at the approved internship site.

I.   Leave of Absence

Students wishing to interrupt their education at PCA&D must speak with the AVP of Academic Affairs & Dean of Students and submit a leave-of-absence form to the Registrar. During a leave of absence (a maximum of two semesters in succession), all files will remain active and students will remain on all mailing lists. Students on withdrawal/leave of absence who want to return to the College only need to create an enrollment through the Registrar before the third semester of absence begins. Students whose leave of absence extends to a third semester or longer must reapply and be readmitted to PCA&D. Contact the admissions office for the appropriate procedures. For students with financial aid, the implications of a leave of absence of any length should be discussed with the Director of Financial Aid.

J.   Repeating a Course

Repeat of a Failed Course

Students who have failed a course have the option to repeat that course one time. The higher of the two grades will be retained and will replace the lower grade; only the higher grade will count toward the grade-point average. Credit will only be awarded once for the class. Students repeating a course will be charged the full current tuition and fee costs of the course. If the repeated course is failed a second time, the department chair, in consultation with the Dean of Faculty & Academic Affairs and the AVP of Academic Affairs & Dean of Students will review the case to determine options for the student's academic progress.

Repeat of a Passed Course

Students may retake a course that they have passed if they receive a grade of C- or lower. If students wish to retake a course for which they received a grade of C or above, it must be approved through a review conducted by the Department Chair in consultation with the Dean of Faculty & Academic Affairs and the AVP of Academic Affairs & Dean of Students. If this request is granted, then the higher of the two grades will replace the lower grade; only the higher grade will count towards the grade-point average. Credit will only be awarded once for the class. Students repeating a course will be charged the full current tuition and fee costs of the course.

K.   Sequenced Requirements and Prerequisites

The foundation program (including its communications and art history components) and all studio majors at PCA&D rely on sequencing of information in courses to ensure as thorough and accurate a preparation of students as possible. Sequencing also means that all core requirements in one year must be successfully completed (or accounted for in transfer) before a student may enter core requirements in the next level of study.

Sequenced courses occur in a fall-to-spring configuration. If the first semester of a sequenced course is not successfully completed, a student is automatically removed from the second semester of the course by the Registrar. If the second semester of a sequenced requirement is not successfully completed, a student may not go forward into the requirement that builds on the failed course in the next academic year. Though some academic progress can continue, students must wait to repeat a failed, sequenced requirement until the course is offered again in the next academic year. Making up failed sequenced requirements will add time to the completion of the BFA degree at PCA&D. Students who want information about the possibility of making up a sequenced requirement at another college must consult with the Dean of Faculty & Academic Affairs and the Registrar.

L.   Transfer Credit

More information can be found in the Admissions and Academic Standards and Policy sections of the [Academic Catalog](#).

For students who have matriculated at another accredited college or university but who wish to transfer to PCA&D are encouraged to visit the transfer student [webpage](#) for more information. Students will be personally guided through the process, which includes an explanation of PCA&D standards and policies for evaluating transfer credit.

Key transcript credit policies include the following:
- Credit is awarded based on an evaluation of all college transcripts and courses taken, provided the student earned a grade of "C" (2.0) or better in all 100 level or higher courses.
- After a student's application is accepted, PCA&D reviews all course descriptions for courses taken to build a Transfer Credit Evaluation (TCE). This evaluation will determine the level at which they will enter into PCA&D's educational structure and will identify which transferred courses are analogous to / will substitute for PCA&D courses. The Registrar, the Admissions Transfer Coordinator, and Department Chairs collaborate in this process.

M.   Withdrawal from a Course

Voluntary Withdrawal From A Course
Before the end of the seventh week of classes in any semester, students who wish to voluntarily withdraw from a course must submit the course-drop form to the Registrar. Withdrawals before the end of the seventh week of classes result in a "W" on the student's record. This "W" does not affect the grade-point average. Voluntary withdrawal after the end of the seventh week results in an automatic "F," which will have the normal impact on the grade-point average.

Involuntary Withdrawal From A Course
An involuntary withdrawal is initiated by an instructor in consultation with the Dean of Faculty & Academic Affairs and the department chair and can occur at any point during the semester. An instructor may request a student be withdrawn from a course for excessive absences, failure to submit a significant number of assignments, or failure to show up for exams to the extent that it is impossible for the student to meaningfully complete the course. A student may also be involuntarily withdrawn for being disruptive, disrespectful, or obstructive to the extent that the progress of the course is interrupted or compromised for the instructor and other students. An involuntary withdrawal at any point in the course will result in an "F" at the end of the semester, which will have the normal impact on the grade-point average.

Late-Semester Withdrawal From A Course
Occasionally, the need arises to withdraw or allow a student to withdraw from a course or courses after the seventh week of the semester with no negative impact on the transcript. The grade of "W" is also used for withdrawal from a course in these circumstances. However, documentation of the circumstances affecting a student's ability to finish the course must be submitted to the Dean of Faculty & Academic Affairs, who requests in writing that the Registrar permit a "W" after the seventh week of the semester. Late-semester "W" grades are initiated by

the Dean of Faculty & Academic Affairs but are only given in consultation with the Registrar, the instructor of the course in question, and the AVP of Academic Affairs & Dean of Students. Examples of situations to which the late-semester "W" could apply include documented accidents, illnesses, or personal or family emergencies. PCA&D decides whether or not a late-semester "W" grade is appropriate on a case-by-case basis.

N.   Withdrawal from the College

Students wishing to withdraw from PCA&D should contact the AVP of Academic Affairs & Dean of Students and the Registrar. All withdrawals must be in writing. Students who stop attending classes but do not withdraw officially during the course of a semester will receive failing grades in all courses for that term. The refund policy is described in the Academic Expenses section of this handbook. Students who wish to be readmitted to PCA&D after voluntary withdrawal must contact the admissions office for the appropriate procedures

O.   Institution Attendance Policy

Attendance is mandatory for all students regardless of modality. All courses have a predesignated modality (on campus or online) and a scheduled meeting time, which can be found in a student's schedule in MyPcad (ss.pcad.edu). Students are responsible for attending class sessions as designated and may not elect to change modalities for all or part of a class session.

Classes that meet once a week:
Students are permitted two full absences for each course they are enrolled in. A third absence results in a full final letter grade drop. The fourth absence results in failure of the course.

Classes that meet twice a week:
Students are permitted four full absences for each course they are enrolled in. A fifth absence results in a full final letter grade drop. The sixth absence results in failure of the course.

A full absence is defined as missing an entire class session. Partial absences, late arrivals, and early departures may add up to a full absence as per department policies.

In all cases, it is the responsibility of the student to ask instructors what they must do to submit missed work due to an absence.

To notify the College about potential extended absences due to extraordinary circumstances, students should email Linda King Brown, AVP of Academic Affairs & Dean of Students, at lbrown@pcad.edu.

For more information about academic policies and procedures, visit the official 2025-2026 Academic Catalog.

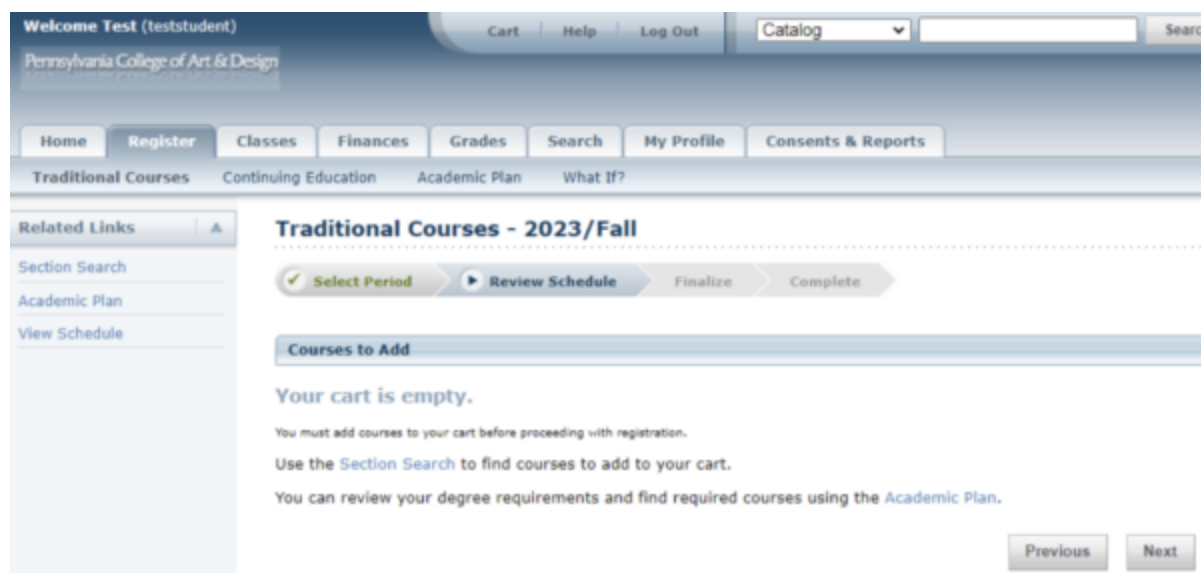# 7. Self Service Tutorial

Step 1: Go to https://ss.pcad.edu in your browser and sign in.

Step 2: Select the Register Tab, Traditional Courses. Then select the period to register.

If you see a message stating, 'You are not eligible to register at this time', or 'Account is on Stop List', see Figures 1 and 2 at the end of this document.

Step 3: Click on Section Search to find courses.

Refer to your **Academic Plan of Study (APS)** sent to you by the Registrar in your PCA&D email to select ALL of your classes for the term. For the best accuracy in your search results, enter the **Course ID** or the first couple letters as in the example below. The letter portion will be 2-3 letters followed by a number, which are 3 characters long. **Registration Type** should always be **Traditional** and select the correct Year/Term. Click on **Search** to view your results.

Step 4: Results from Section Search. Click on the Add button of the desired class to add it to your cart. Classes that are closed will appear red and will not have an add button.
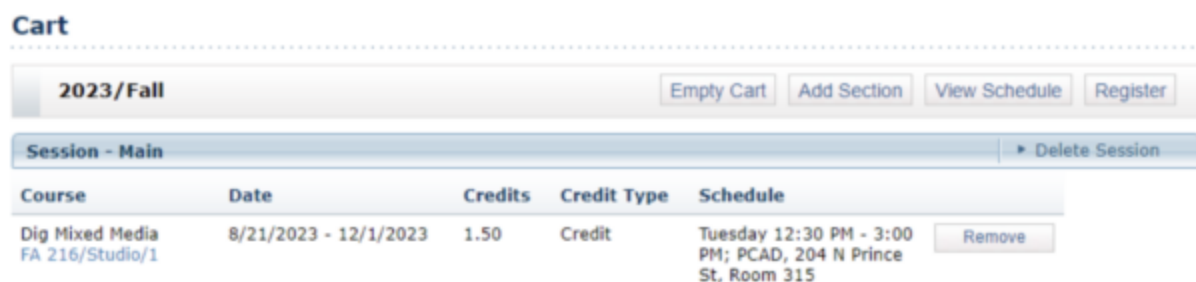
Step 5: After clicking on the add button, a pop-up notification appears stating a course has been added to your cart. If you are done adding classes, click View Cart to verify the classes are in your cart, or click on Proceed to Registration to finalize submission.
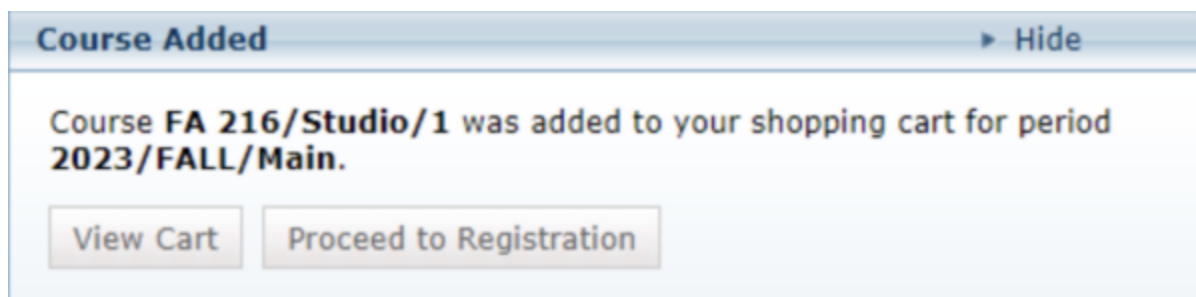
Step 6: From your cart, you will have the following options:

1. Empty Cart – (start over).
2. Add Section – will direct you back to Step 3 to add more classes.
3. View Schedule – pops-up a grid view of classes added so far.
4. Register – review and finalize class selection.

Click Register to confirm your classes (Step 7) and follow this example, or **Add Section** to navigate back to step 3.

Step 7: Review your schedule and click Next, or click Remove button to remove the class from your cart.

Traditional Courses - 2023/Fall

Courses to Add

✚	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
☑	Dig Mixed Media - FA 216 / Studio / 1	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM;	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	In Cart	Remove

Instructors:	Troy Holleman

Previous   Next

Step 8: You have now registered a class and may click next to finalize your registration.

Traditional Courses - 2023/Fall

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dig Mixed Media - FA 216 /Studio /	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	Registered

Instructor:	Troy Holleman

Previous   Next

Step 9: Your submission is finalized.

Traditional Courses - 2023/Fall

Congratulations! You have completed your Registration for: 2023/Fall

Step 10: To confirm the registration of classes: Navigate to the Register tab–>Traditional Courses–>Select Period. Classes that have been successfully registered will appear in the Registered Courses section.

8. Academic Support Resources

PCA&D student success is the highest priority for the College. PCA&D offers many academic support services to help students achieve their academic goals, ranging from group sessions to individualized tutoring for work in any class. All support and training resources are hosted in the Learning Commons, but led by three divisions: the Center for Teaching & Learning, the Writing Center, and Career Services. In addition to the advising process detailed by this handbook, PCA&D services include the following resources:

The Writing Center
Writing Center services include tutoring, instruction, guided research, and the review of materials in order to strengthen writing abilities. Students can request writing tutors through the Academic Support Services Request form or by emailing writing@pcad.edu.

Career Services
Career Services helps students find internship and job opportunities, tighten resumes, practice elevator pitches, and improve financial literacy through workshops or one-on-one meetings. The Office also provides programming, including Business Boot Camps - where students finesse and present their entrepreneurial ideas to a panel of "sharks," and Career Day, where students engage in intensive study of career options and connect with employers and experts in the creative sector. More information can be found on the Career Services webpage.

Center for Teaching & Learning Resources and Programming

Individualized support is offered for students through the Center for Teaching & Learning. Faculty Studio Mentors and Alumni Studio Mentors host drop in and sessions by appointment to support student success in the studio and classroom. More information can be found at the CTL [webpage](#).

Tutoring and Study Tables

Students may request and schedule individualized tutoring services, or they can also drop in on Study Table sessions without making an appointment. Visit the Center for Teaching & Learning's [webpage](#) on for more information.

Faculty and Alumni Studio Mentors

Faculty and Alumni Studio Mentors offer students expert guidance and insights regarding techniques, materials, and time management strategies and also assist students in completing incomplete work in essential courses (such as a senior studio course). Faculty Studio Mentors provide principle-based guidance in a supplemental and supporting role helping students achieve artistic growth and academic success. Faculty are in a special position in their ability to assist students in reflecting on the relevance and importance of their program completion as it relates to the field of study and practice and supporting their professional career pathway. Alumni studio mentors are uniquely positioned to assist students in navigating hurdles encountered in skill development and also offering mentorship in understanding the student experience. These mentors are available to all students. In order to request this assistance, complete the [Academic Support Services Referral](#) form found on the Student Portal.

New Student Support

All students new to PCA&D will receive support from the Bridge Mentor, who provides early academic and onboarding support for students throughout their first year at PCA&D. The Bridge Mentor:
- Hosts small group sessions with all incoming students to review resources with them in the first two weeks of the semester
- Assists students with developing academic success plans through Career Services
- Provides resources to assist students in developing educational goals and identifying methods for achieving goals

Programming

The Center for Teaching & Learning offers workshops to all students in time management, financial literacy, professional development, and information literacy.

9. Academic Calendar

The Academic Calendar can be accessed online at www.pcad.edu/academic-calendar/.

PCA&D
Academic Calendar 2025-2026
UPDATED 7.20.25

FALL 2025

August

1 Fall Tuition Due
11 Colloquium
17 Move-In New Students
21 Move-In Returning Students
18-22 Welcome Week
24 100% Tuition Refund Ends
25 First Day of Classes
31 75% Tuition Refund Ends

September

1 Closed for Labor Day
5 Last Day to Add/Drop
8 50% Tuition Refund Ends
22 25% Tuition Refund Ends

October

10-14 Fall Break
14 Midterm Grades Due
16 Board of Trustees Meeting
17 Last Day to Withdraw

November

4-7 Registration for Spring
26-28 Thanksgiving Break

December

1 Spring Tuition Due
5 Fall Term Ends
12 Grades Due
15 Winter Term Begins

SPRING 2026

January

7 Colloquium
9 Winter Term Ends
9 Spring Orientation
10-11 Move-In
11 100% Tuition Refund Ends
12 First Day of Classes
18 75% Tuition Refund Ends
19 Closed for MLK Day
23 Last Day to Add/Drop
23 50% Tuition Refund Ends

February

8 25% Tuition Refund Ends
19 Board of Trustees Meeting
23-27 Mid-Winter Break

March

2 Declaration of Major Day
3 Midterm Grades Due
6 Last Day to Withdraw
24-27 Registration for Fall

April

24 Last Day of Classes
27 Senior Grades Due
30 Beret Ceremony

May

1 Commencement
1 Senior Show Opens
4 Grades Due All Students
21 Board of Trustees Meeting
25 Closed for Memorial Day

SUMMER 2026

May

26 Summer A & B Begin
28 Summer B 50% Refund

June

2 50% Refund Ends A&B
19 Summer B Ends
19 Juneteenth: College Closed
22-26 Summer A Break
26 Summer B Grades Due
29 Summer C begins

July

1 Summer C 50% Refund
4 Closed for Holiday
16 Board of Trustees Meeting
24 Summer A & C Ends
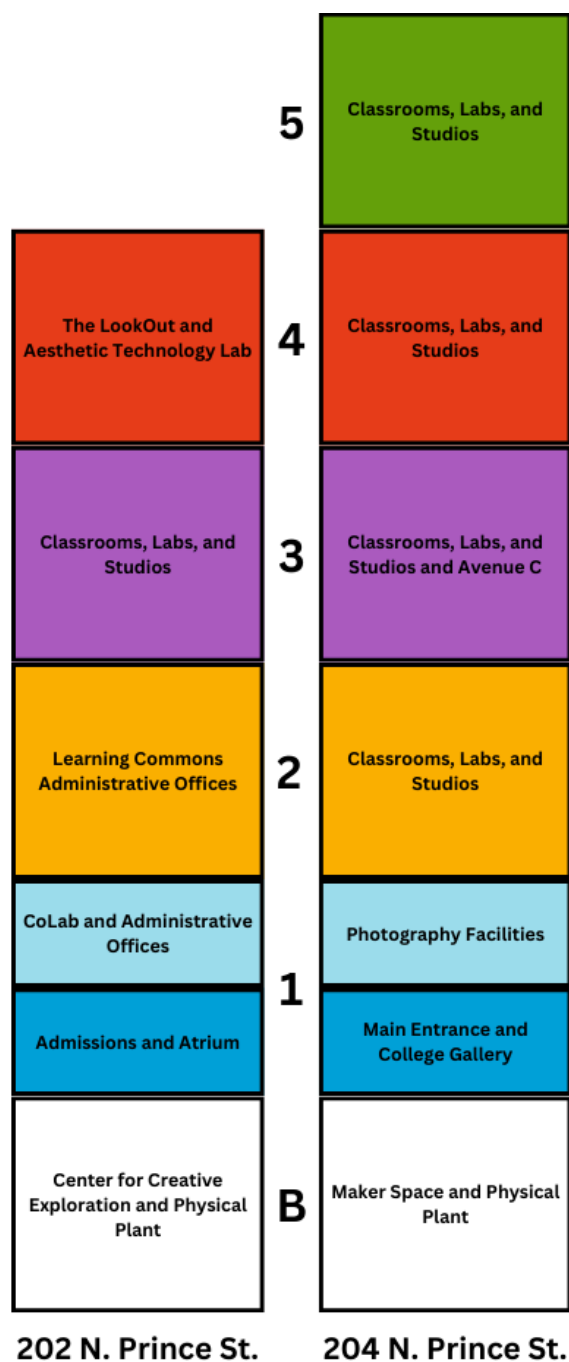31 Summer A & C Grades Due

10. College Staff Directory

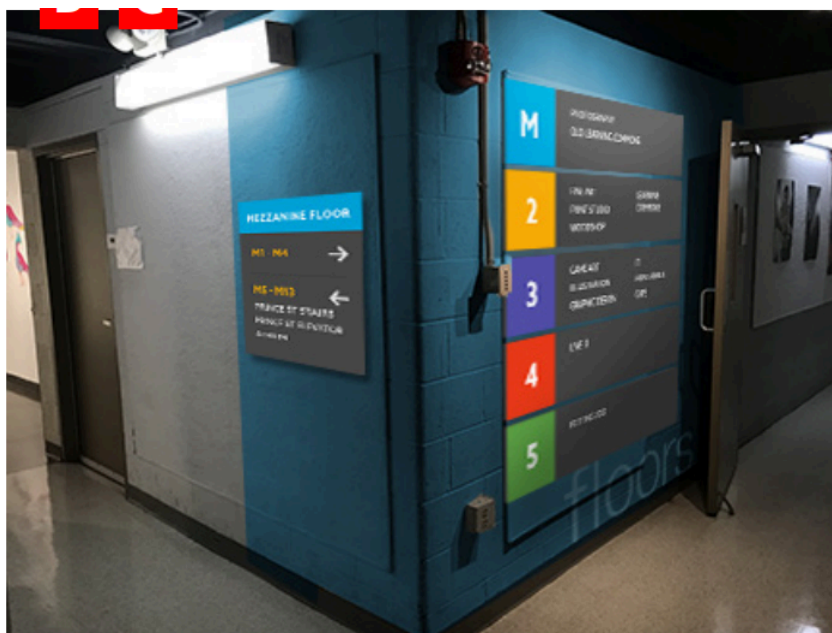The Directory can be accessed online at www.pcad.edu/college-directory/.

Name	Email	Title	Phone Ext.
Andy Barnes	Email Andy Barnes	President	x 1011
Amy Gaston	Email Amy Gaston	Executive Assistant to the President and Secretary of the Corporation	x 1020
Steve Jacob	sjacob@pcad.edu	Vice President of Academic Affairs & Chief of Staff	x 1049
Wendy Albert	walbert@pcad.edu	Chief Financial Officer	x 1015
Daina Savage	Email Daina Savage	Vice President of Strategic Communications	x 1017
Dan Helwig	Email Dan Helwig	Vice President of Development	
Bob Beener	Email Bob Beener	Vice President of Admissions	x 1035
Linda King Brown	Email Linda King Brown	Associate VP of Academic Affairs and Dean of Students	x 1053
CJ Crossett	Email CJ Crossett	Associate Dean of Student Life	
Justin Phillips	Email Justin Phillips	Associate Dean of Academic Affairs	X 1054
Caitlin Downs	Email Caitlin Downs	Writing Programs Coordinator	x 1094
Caitlyn Bishop	Email Caitlyn Bishop	3D Technician and Maker Space Coordinator	
Dana Jain	Email Dana Jain	Student Success Advisor	x1018
Rebecca Adey	Email Rebecca Adey	Assistant Director of Admissions	x 1027
Benjamin Farley	Email Benjamin Farley	Student Engagement Coordinator	

Osmyn Oree	Email Osmyn Oree	Admissions Coordinator	x 1039
Nikki Soliday	Email Nikki Soliday	Director of Development	X 1097
Jackson Fogel	Email Jackson Fogel	Admissions Counselor	X 1057
Maria Provencher	Email Maria Provencher	Assistant Dean of Career Development and Internships	
Natalie Lascek	Email Natalie Lascek	Executive Director of the Center for Creative Exploration	x 1036
Salina Almanzar-Oree	Email Salina Almanzar	Assistant Director of the Center for Creative Exploration	x 1019
Rachel Yinger	Email Rachel Yinger	Program Coordinator of the Center for Creative Exploration	
Vincent Frank	Email Vincent Frank	Director of Financial Aid	x 1013
Hannah Warner	Email Hannah Warner	Registrar	x 1099
Lynnea Holler	Email Lynnea Holler	Assistant Registrar	x 1091
Eliud Diaz	Email Eliud Diaz	Bursar	x 1016
Director of Exhibitions	Email Exhibitions	Director of Exhibitions	x 1079
Adam Harris Smith	Email Adam Smith	Director of the Center for Teaching & Learning and the Learning Commons	x 1021
Michele Wherley	Email Michele Wherley	Human Resources and Administration Manager	x 1033
Jen Kopf	Email Jen Kopf	Digital & Social Media Manager	x 1087
Alex Leonhart	Email Alex Leonhart	Director of Aesthetic Technologies & Systems Consultant	x 1095
Caroline Ulrich	Email Caroline Ulrich	Digital Marketing Manager	x 1087
Dan Freiler	Email Dan Freiler	Director of Physical Plant	x 1023
Yashiro Toro	Email Yashiro Toro	Controller	x 1034

| Tim Geiter | Email Tim Geiter | Information Technology Specialist | x 1050 |
| Curry Beaugris | Email Curry Beaugris | Information Technology Specialist | x 1012 |

11. Campus Map

	202 N. Prince St.		204 N. Prince St.
5			Classrooms, Labs, and Studios
4	The LookOut and Aesthetic Technology Lab		Classrooms, Labs, and Studios
3	Classrooms, Labs, and Studios		Classrooms, Labs, and Studios and Avenue C
2	Learning Commons Administrative Offices		Classrooms, Labs, and Studios
1	CoLab and Administrative Offices		Photography Facilities
1	Admissions and Atrium		Main Entrance and College Gallery
B	Center for Creative Exploration and Physical Plant		Maker Space and Physical Plant

202 N. Prince St.   204 N. Prince St.

MAIN CAMPUS: Each floor is color-coded,
and maps are located at key locations outside elevators and stairwells