

# DIRECTIONS

The Delaware College of Art and Design is located in the heart of Wilmington's downtown historic district, a few blocks from Rodney Square, the Grand Opera House, the Christina Cultural Arts Center and Delaware History Museum, as well as many other attractions.

DCAD is located at 600 North Market Street and is easily accessible by multiple DART bus routes.

## PARKING

After 5 PM parking is available to DCAD Continuing Education students in the parking lot at Sixth and Shipley Streets. Street parking is also available on the surrounding streets at no charge after 6 PM.

## DIRECTIONS

From points North: Take I-95 South to the second Delaware Avenue/Route 52 exit (Exit 7A). After exit ramp, go straight through light (placing you on 11th Street) to second light (junction of 11th Street and Delaware Avenue). Continue straight, following 11th Street, through six lights to King Street. Turn right onto King Street. Continue to Fourth Street and turn right. Take first right onto Market Street. DCAD is located at 600 North Market Street on the corner of Sixth and Market streets.

From points South: Take I-95 North to Delaware Avenue exit (Exit 7). Continue up ramp to Delaware Avenue (last light) and turn right. Bear left at fork, following signs for 11th Street. Continue through six lights to King Street. Turn right onto King Street. Continue to Fourth Street and turn right. Take first right onto Market Street. DCAD is located at 600 North Market Street on the corner of Sixth and Market streets.



# REGISTRATION

www.dcad.edu  
302.622.8867 x 110

## TUITION AND FEES

Tuition and lab fees (if applicable) are indicated as part of the course description. A non-refundable registration fee of \$25 is required each semester. Tuition and fees must be paid in full prior to the registration deadline. A fee of \$25 will be charged for returned checks and/or declined credit card charges. Students enrolling in an open studio class are not required to pay a registration fee and receive no grades or continuing education units.

## NON-CREDIT COURSES & TUITION

Students who enroll in a Non-Credit Continuing Education course may request a Pass/Fail grade upon course completion. Students receive continuing education units (CEUS) upon successful completion of a class. CEUs are nationally-recognized units earned by participation in qualified Continuing Education Programs which document non-credit work completed. One CEU is awarded for every 10 hours of class participation. CEUs are not equivalent to college credits and no letter grade or official transcript is provided for non-credit coursework.

## CREDIT COURSES & TUITION

Students who are interested in receiving college credit, including a letter grade (A-F), an official transcript and a record held in perpetuity in the Registrar's office should enroll in classes for credit. Credit tuition is calculated at the rate of \$450 per credit hour. Students who elect to register for credit are responsible for all applicable fees.

## CERTIFICATE FEE

All students who enroll in a Delaware College of Art and Design Certificate Program (whether enrolled as a Credit or Non-Credit student) are required to pay a one-time \$75 certificate fee no later than their second semester of coursework.

## ADVISEMENT

Prospective students who are seeking assistance in course selection are encouraged to contact the Office of Continuing Education at 302.622.8867 x110. Appointments to visit DCAD are welcome.

## ATTENDANCE

Because the number of class sessions varies, the individual instructor determines the number of acceptable absences (if any) and has the final word on these matters.

## REGISTRATION

You may register:

Online at [www.dcad.edu](http://www.dcad.edu)

Via phone 302.622.8867 x110

Via fax 302.622.8870

Via mail or in person at the Delaware College of Art and Design, Office of Continuing Education, 600 N. Market Street, Wilmington, DE 19801-3007 (10 AM – 5 PM, Monday – Friday or by appointment). Tuition and fees may be paid by Visa, MasterCard, Discover Card, check made out to Delaware College of Art and Design or money order. (To register by mail or fax, please complete the enclosed registration form and send it with complete payment information to the above-stated address or fax number).

## TUITION ASSISTANCE

Students who live and/or work in Delaware may be eligible for tuition assistance through the State of Delaware Department of Education. Visit: [http://www.doe.k12.de.us/infosuites/students\\_family/dhec/how\\_to\\_apply/financial\\_aid/FA\\_webpages/govworking.shtml](http://www.doe.k12.de.us/infosuites/students_family/dhec/how_to_apply/financial_aid/FA_webpages/govworking.shtml) for more information.

## TUITION DISCOUNTS

A 10% discount on tuition only is available for: returning DCAD CE Students; DCAD A.F.A. Alumni; High School Educators; students older than 60 years in age; and groups/corporations (five or more students). One discount per registration only. Discounts must be taken at the time of registration. Verification of eligibility for discounts will be required. Eligible students who register online may deduct 10% of the tuition fee only from the total cost of tuition. Tuition discounts do not apply to lab fees, material fees or registration fees.

## IRS EDUCATION CREDIT

If eligible, the Internal Revenue Service (IRS) allows students to apply for educational credits. The Lifetime Learning Credit is a tax credit which may be available to help offset the cost of higher education by reducing the amount of your income tax. For more information regarding education credit, eligibility, and instructions, please see IRS Publication 970, Tax Benefits for Education.

## COURSE CANCELLATIONS AND CHANGES

The Delaware College of Art and Design reserves the right to cancel, close or reschedule any course due to insufficient enrollment or to change the instructor. In such a case, the student is entitled to a full refund of tuition and fees. Students will be notified of cancellations or changes as soon as possible and given the option of enrolling in a different class or receiving a full refund. Refunds will be processed within 10 days of the cancellation or change.

## WITHDRAWALS AND REFUNDS

Withdrawal from a Credit or Non-Credit course must be done in writing to the Director of Continuing Education. You may do so by email, fax or in person at the Delaware College of Art and Design. Lack of attendance, lack of course completion and/or notification to an instructor does not constitute withdrawal from a class. No registration fees will be refunded in the event of withdrawal.

## REFUND FOR SIX OR MORE CLASS SESSIONS

If written notice is received:

Before the first class meeting: 100% refund of tuition.

Before the second class meeting: 75% refund of tuition.

## REFUND FOR ONE TO FIVE CLASS SESSIONS

If written notice is received:

Before the first class meeting: 100% refund of tuition.

Students will not be eligible for a tuition refund if they withdraw from a course after the first class meeting.

## SPECIAL NOTICES

The facilities of the Delaware College of Art and Design are accessible to those students with special needs. Under no circumstances is an individual subject to discrimination on the basis of age, race, color, sex, religion, national origin, physical abilities, geographic location, marital status, sexual orientation, physical appearance, economic status or family background in any relationship with the institution or in any of its programs or offerings.

## ABOUT THIS PUBLICATION

The DCAD faculty and administration reserve the right to alter policies pertaining to programs, courses, fees, curricular and credit structure and other notices in this publication from time to time as deemed necessary for the proper functioning of the college. This catalog does not constitute a contract with students or prospective students.

# REGISTRATION FORM

Register Online: [www.dcad.edu](http://www.dcad.edu)  
 Via Phone: 302.622.8867 X110  
 In Person: 600 North Market Street  
 Via Mail: 600 North Market Street, Wilmington, DE 19801

|            |                    |
|------------|--------------------|
| NAME       | DATE OF BIRTH      |
| ADDRESS    | SOCIAL SECURITY #  |
| CITY       | STATE          ZIP |
| HOME PHONE | DAYTIME PHONE      |
| EMAIL      | FAX                |
| EMPLOYER   | OCCUPATION         |

| <i>Course title / Section</i> | <i>Credit</i>            | OR | <i>Non-Credit</i>        | <i>Tuition</i> | <i>Lab Fee</i> | <i>Total</i> |
|-------------------------------|--------------------------|----|--------------------------|----------------|----------------|--------------|
|                               | <input type="checkbox"/> |    | <input type="checkbox"/> | \$             | \$             | \$           |
|                               | <input type="checkbox"/> |    | <input type="checkbox"/> | \$             | \$             | \$           |
|                               | <input type="checkbox"/> |    | <input type="checkbox"/> | \$             | \$             | \$           |

|                        |   |    |         |
|------------------------|---|----|---------|
| REGISTRATION FEE:      |   | \$ | \$25.00 |
| CERTIFICATE FEE:       | <input type="checkbox"/> ART & DESIGN <input type="checkbox"/> GRAPHIC DESIGN <input type="checkbox"/> INTERIOR DESIGN <input type="checkbox"/> PHOTOGRAPHY <input type="checkbox"/> WEB DESIGN <input type="checkbox"/> COMBINED | \$ | \$75.00 |
| TOTAL AMOUNT ENCLOSED: |   | \$ |         |

PAYMENT (CHOOSE ONE OF TWO OPTIONS)

ENCLOSED IS A CHECK / MONEY ORDER PAYABLE TO THE DELAWARE COLLEGE OF ART AND DESIGN

PLEASE CHARGE MY CREDIT CARD                     
  VISA                     
  MASTERCARD                     
  DISCOVER

|                   |                 |
|-------------------|-----------------|
| ACCOUNT NUMBER    | EXPIRATION DATE |
| CARDHOLDER'S NAME | SIGNATURE       |

I HEARD ABOUT YOUR PROGRAM THROUGH:  
  A FRIEND   
  INTERNET   
  YELLOW PAGES   
  WORD-OF-MOUTH   
  FOUND BROCHURE   
  RADIO   
  ADVERTISEMENT   
  OTHER

|   |           |      |
|---|-----------|------|
| I HAVE READ AND UNDERSTAND THE CANCELLATION POLICY. | SIGNATURE | DATE |
|---|-----------|------|