To get to where you are today, you’ve had to grow. Learn. Adapt. But in the rapidly shifting landscape of the modern world, continuous evolution isn’t simply encouraged; it’s demanded. And the key to evolving your personal and professional skill-sets lies in your creativity.

With ProFolio, Kendall College of Art and Design of Ferris State University (KCAD) taps into your natural urge to create while broadening your perspective and deepening your connection to the people and places that surround you. Learn how you can take inspiration from nature to explore new ways of collaborating with others and solving complex problems in our new Biomimicry and Design Thinking course. Or, explore a new technology or artistic process—from AutoCAD and Adobe Creative Suite to landscape painting and glass blowing—to keep yourself technically proficient, creatively flexible, and endlessly curious.

Because the most important knowledge isn’t what’s already inside you, but what’s all around you waiting to be discovered.

Brenda Sipe
Director of Continuing Studies

Sierra Casanova
Continuing Studies Coordinator

616.451.2787 x3012
## PROFESSIONAL CALENDAR - AT A GLANCE

### DESIGN
- **Freehand Perspective Drawing** (p. 7)  
  **TUES, 6:30-9:30pm**
- **Biomimicry & Design Thinking** (p. 7)  
  **SAT, 9:30am-12:30pm**

### GRAPHIC DESIGN
- **Adobe Flash® App Development for Designers** (p. 8)  
  **MON, 6:30-9:30pm**
- **Navigating Creative Suite** (p. 8)  
  **WED, 6:30-9:30pm**
- **Using Adobe Photoshop®** (p. 9)  
  **THURS, 6:30-9:30pm**
- **Print Production and Proofing** (p. 9)  
  **SAT, 9:30am-1:30pm**

### INTERIOR DESIGN & ARCHITECTURE
- **Digital Presentation & Communication** (p. 10)  
  **MON, 6:30-9:30pm**
- **AutoCad® for Designers and Architects** (p. 10)  
  **TUES, 6:30-9:30pm**
- **BIM Drafting: Revit for Designers and Architects** (p. 11)  
  **WED, 6:30-9:30pm**
- **SketchUp™ for Designers** (p. 11)  
  **WED, 6:30-9:30pm**

### PHOTOGRAPHY
- **Portrait Photography** (p. 12)  
  **TUES, 6:30-9:30pm**

### STUDIO ART
- **Journal/Sketchbook Workshop** (p. 12)  
  **TUES, 6:30-9:30pm**

### GUEST ARTIST WORKSHOP
- **Eliza Fernand Interactive Projects (Performing & Finding Meaning in Materials)** (p. 13)  
  **FRI-SUN, 10am-4pm**

### EDUCATION (Approved for State Clock Hours)
- **Observational Drawing from Pencil to Paint** (p. 14)  
  **MON, 6:30-9:30pm**
- **Illustrative Watercolor** (p. 14)  
  **TUES, 6:30-9:30pm**
- **Ceramics for Art Educators** (p. 15)  
  **THURS, 6:30-9:30pm**

### BUSINESS
- **Customized Workplace Training** (p. 15)
- **Integrating for Impact: De-Mystifying the Language & Practice of Design and Innovation** (p. 16)
- **Advanced Studies Certificate in Design & Innovation Management** (p. 17)

### QUICK FACTS

**Session I**  
**Registration Deadline:** January 9

**Session II**  
**Registration Deadline:** February 27

**Early Registration (10%):**  
**December 1**

**Class Dates**
- **Session I:** January 12–February 27
- **Session II:** March 9–May 1  
  **No classes April 3-10**

Register online at:  
- [www.kcad.edu/continuing-studies](http://www.kcad.edu/continuing-studies), or  
- call 616.451.2787, ext.3012,  
- or mail your registration form (p. 22) along with check or money order to:  
  KCAD Continuing Studies, 17 Fountain St., NW, Grand Rapids, MI 49503.

Registration is not valid without payment.  
Visa, MasterCard and Discover debit or credit cards are accepted online. A confirmation of registration will be sent automatically when you register online, or mailed within two business days after receipt of payment by phone or mail. Supply information, if applicable, can be found at:  
[kcad.edu/continuing-studies/class-outlines](http://kcad.edu/continuing-studies/class-outlines)

For assistance with online registration, call 616.451.2787, ext. 3012.

Join our Facebook Page for program updates and special events at:  
[www.facebook.com/KCADCONTINUINGSTUDIES](http://www.facebook.com/KCADCONTINUINGSTUDIES)
CLASS DATES

MONDAY CLASSES
Session I: January 12, 19, 26, February 2, 9, 16, 23
Session II: March 9, 16, 23, 30, April 13, 20, 27

NO CLASSES APRIL 6, SPRING BREAK

TUESDAY CLASSES
Session I: January 13, 20, 27, February 3, 10, 17, 24
Session II: March 10, 17, 24, 31, April 14, 21, 28

NO CLASSES APRIL 7, SPRING BREAK

WEDNESDAY CLASSES
Session I: January 14, 21, 28, February 4, 11, 18, 25
Session II: March 11, 18, 25, April 1, 15, 22, 29

NO CLASSES APRIL 8, SPRING BREAK

THURSDAY CLASSES
Session I: January 15, 22, 29, February 5, 12, 19, 26
Session II: March 12, 19, 26, April 2, 16, 23, 30

NO CLASSES APRIL 9, SPRING BREAK

FRIDAY CLASSES
Session I: January 16, 23, 30, February 6, 13, 20, 27
Session II: March 13, 20, 27, April 17, 24, May 1

NO CLASSES APRIL 3, GOOD FRIDAY, APRIL 10, SPRING BREAK

SATURDAY CLASSES
Session I: January 17, 24, 31, February 7, 14, 21
Session II: March 7, 14, 21, 28, April 11, 18

NO CLASSES APRIL 4, SPRING BREAK

SUNDAY CLASSES
Session I: January 18, 25, February 1, 8, 15, 22
Session II: March 8, 15, 22, 29, April 12, 19

NO CLASSES APRIL 5, SPRING BREAK

CLASS DATES

MONDAY CLASSES
Session I: January 12, 19, 26, February 2, 9, 16, 23
Session II: March 9, 16, 23, 30, April 13, 20, 27

NO CLASSES APRIL 6, SPRING BREAK

TUESDAY CLASSES
Session I: January 13, 20, 27, February 3, 10, 17, 24
Session II: March 10, 17, 24, 31, April 14, 21, 28

NO CLASSES APRIL 7, SPRING BREAK

WEDNESDAY CLASSES
Session I: January 14, 21, 28, February 4, 11, 18, 25
Session II: March 11, 18, 25, April 1, 15, 22, 29

NO CLASSES APRIL 8, SPRING BREAK

THURSDAY CLASSES
Session I: January 15, 22, 29, February 5, 12, 19, 26
Session II: March 12, 19, 26, April 2, 16, 23, 30

NO CLASSES APRIL 9, SPRING BREAK

FRIDAY CLASSES
Session I: January 16, 23, 30, February 6, 13, 20, 27
Session II: March 13, 20, 27, April 17, 24, May 1

NO CLASSES APRIL 3, GOOD FRIDAY, APRIL 10, SPRING BREAK

SATURDAY CLASSES
Session I: January 17, 24, 31, February 7, 14, 21
Session II: March 7, 14, 21, 28, April 11, 18

NO CLASSES APRIL 4, SPRING BREAK

SUNDAY CLASSES
Session I: January 18, 25, February 1, 8, 15, 22
Session II: March 8, 15, 22, 29, April 12, 19

NO CLASSES APRIL 5, SPRING BREAK

CLASS DATES

MONDAY CLASSES
Session I: January 12, 19, 26, February 2, 9, 16, 23
Session II: March 9, 16, 23, 30, April 13, 20, 27

NO CLASSES APRIL 6, SPRING BREAK

TUESDAY CLASSES
Session I: January 13, 20, 27, February 3, 10, 17, 24
Session II: March 10, 17, 24, 31, April 14, 21, 28

NO CLASSES APRIL 7, SPRING BREAK

WEDNESDAY CLASSES
Session I: January 14, 21, 28, February 4, 11, 18, 25
Session II: March 11, 18, 25, April 1, 15, 22, 29

NO CLASSES APRIL 8, SPRING BREAK

THURSDAY CLASSES
Session I: January 15, 22, 29, February 5, 12, 19, 26
Session II: March 12, 19, 26, April 2, 16, 23, 30

NO CLASSES APRIL 9, SPRING BREAK

FRIDAY CLASSES
Session I: January 16, 23, 30, February 6, 13, 20, 27
Session II: March 13, 20, 27, April 17, 24, May 1

NO CLASSES APRIL 3, GOOD FRIDAY, APRIL 10, SPRING BREAK

SATURDAY CLASSES
Session I: January 17, 24, 31, February 7, 14, 21
Session II: March 7, 14, 21, 28, April 11, 18

NO CLASSES APRIL 4, SPRING BREAK

SUNDAY CLASSES
Session I: January 18, 25, February 1, 8, 15, 22
Session II: March 8, 15, 22, 29, April 12, 19

NO CLASSES APRIL 5, SPRING BREAK

DESIGN

Tuesday classes
6:30 – 9:30 p.m.

FREEHAND PERSPECTIVE DRAWING
Session I: 15 WK P117-A
January 13, 20, 27, February 3, 10, 17, 24
Tuition: $215, supplies additional
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Session II: 15 WK P117-B
March 10, 17, 24, 31, April 14, 21, 28
No class April 7, Spring Break
Tuition: $215, supplies additional
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

If you are a design professional wanting to hone your skills this class will give you valuable instruction and experience. Learn freehand perspective sketching for designers with an emphasis on concept design development—drawing from imagination.
Instructor: Naomi Poel

NEW! BIOMIMICRY & DESIGN THINKING

Saturday classes
9:30 a.m. – 12:30 p.m.

FREEHAND PERSPECTIVE DRAWING
Session I: 15 WK P117-A
January 13, 20, 27, February 3, 10, 17, 24
Tuition: $215, supplies additional
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Session II: 15 WK P117-B
March 10, 17, 24, 31, April 14, 21, 28
No class April 4, Spring Break
Tuition: $215, supply fee: $25
Supplies will be provided.

Through a series of explorations of the natural world you will engage in design thinking to propose a biomimetic solution to a current problem. You will be using a variety of media to explore natural systems and apply that knowledge to a design problem. Through this course you will learn to better recognize, observe, and think creatively about processes and systems in nature. What you learn will inform your art or design work. You will shift to see nature not as something to exploit, but as a teacher and model.
Instructor: Corri Sandwick

More classes on next page
GRAPHIC DESIGN

Monday classes
6:30 – 9:30 p.m.

ADOBE FLASH® APP DEVELOPMENT FOR DESIGNERS
Session I: 15 WK P436-A
January 12, 19, 26, February 2, 9, 16, 23
Tuition: $215, lab fee: $10
Additional supplies may be required.

Session II: 15 WK P436-B
March 9, 16, 23, 30, April 6, 13, 20, 27
No classes April 8, Spring Break
Tuition: $215, lab fee: $10
Additional supplies may be required.

Learn the fundamentals of app development for iPhone, iPad, and Android mobile devices using Flash professional software. You will learn to incorporate graphics, animation, interactivity, sound, and video into an application that can be published on the iOS, and Android web platforms.
Instructor: Chris Brown

Wednesday classes
6:30 – 9:30 p.m.

NAVIGATING CREATIVE SUITE
Session I: 15 WK P440-A
January 14, 21, 28, February 4, 11, 18, 25
Tuition: $215, lab fee: $10
Additional supplies may be required.

Have you ever struggled to know which software program to use for a specific project? If you tend to gravitate toward one “safe” solution, but have always wondered if there is a better way, this course is a must for you. Unleash the power of Adobe Creative Suite by clarifying and enriching your understanding of the various programs and what they do. Explore them all, while working on specific projects in print and web media.
Instructor: Katherine Johnson

Thursday classes
6:30 – 9:30 p.m.

USING ADOBE PHOTOSHOP® (EXTENDED 14 WEEK CLASS)
Session I: 15 WK P356-A
January 15, 22, 29, February 5, 12, 19, 26,
March 5, 12, 19, 26, April 2, 16, 23, 30
No class April 9, Spring Break
Tuition: $430, Lab fee: $10
Additional supplies may be required.

Photoshop® is a powerful tool that can be used to create and modify artwork. But there are so many possibilities, that it can be intimidating to dive right in without guidance. This class will teach you the basics of Photoshop step by step. You will learn how to navigate the workspace, use the tools, alter and adjust photographs, and how to create your own artwork in Photoshop. Open to both beginners and more advanced students, individual attention will address each student’s specific needs.
Instructor: Naomi Poel

Saturday classes
9:30 a.m. – 1:30 p.m.

PRINT PRODUCTION & PROOFING (1 DAY WORKSHOP)
Session I: 15 WK P422-B
March 14
Tuition: $48, Lab fee: $10
Additional supplies may be required.

Eliminate file glitches, color errors, and other common printing problems with this informative workshop. Learn how digital files are processed to a variety of print and digital products and discover techniques to ensure your designs are accurately reproduced.
Instructor: Katherine Johnson

ART CLASSES
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Gift certificates available online, or call 616.451.2787 x3012
**INTERIORS & ARCHITECTURE**

**Monday classes**
6:30 – 9:30 p.m.

**NEW! DIGITAL PRESENTATION AND COMMUNICATION**

**Session II:** 15 WK P111-B  
March 9, 16, 23, 30  
Tuition: $145, lab fee: $10  
Additional supplies may be required.

Refine your digital layout skills, primarily using Adobe Creative Suite, so that you can communicate effectively with your clients. Make mock presentations while exploring current business communication trends.  
**Instructor:** Jody Poole

**Wednesday classes**

6:30 – 9:30 p.m.

**AUTOCAD® FOR DESIGNERS AND ARCHITECTS**

**Session I:** 15 WK P501-A  
January 13, 20, 27, February 3, 10, 17, 24  
Tuition: $215, lab fee: $10  
Additional supplies may be required.

**Session II:** 15 WK P501-B  
March 10, 17, 24, 31, April 14, 21, 28  
No class April 7, Spring Break  
Tuition: $215, lab fee: $10  
Additional supplies may be required.

Learn the fundamentals of AutoCAD®, including setting up a drawing, line types, dimension, and text styles. You will follow industry standards in drawing plans, elevations, and sections efficiently. Learn to print your drawings in multiple ways using the view ports, paper space, model space and plot styles.  
**Instructor:** George Nyeste

**Tuesday classes**
6:30 – 9:30 p.m.

**BIM DRAFTING: REVIT FOR DESIGNERS AND ARCHITECTS**

**Session I:** 15 WK I202-A  
January 14, 21, 28, February 4, 11, 18, 25  
Tuition: $215, lab fee: $10  
Additional supplies may be required.

**Session II:** 15 WK I202-B  
March 11, 18, 25, April 1, 15, 22, 29  
No class April 8, Spring Break  
Tuition: $215, lab fee: $10  
Additional supplies may be required.

Learn the fundamentals of Revit Architecture software, including efficient 3-D modeling, drafting techniques, creating views of your BIM (Building Information Model), and setting up drawing sets. You will follow industry standards and create floor plans, elevations, and sections by slicing through your BIM.  
**Instructor:** Christopher Alexander

**Wednesday classes**
6:30 – 9:30 p.m.

**SKETCHUP™ FOR DESIGNERS**

**Session I:** 15 WK P500-A  
January 14, 21, 28, February 4  
Tuition: $145, lab fee: $10  
Additional supplies may be required.

**Session II:** 15 WK P500-B  
March 11, 18, 25, April 1  
Tuition: $145, lab fee: $10  
Additional supplies may be required.

Learn the basics of Google SketchUp™ as this software applies to architecture, interior, and furniture design. Learn techniques for interfacing with other programs like AutoCAD, Photoshop, and Google Earth to achieve presentation ready documents.  
**Instructor:** Jody Poole

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Gift certificates available online, or call 616.451.2787 x3012
PHOTOGRAPHY

Tuesday classes
6:30 – 9:30 p.m.

PORTRAIT PHOTOGRAPHY

Session I: 15 WK D521-A
January 13, 20, 27, February 3, 10, 17, 24
Tuition: $215, lab fee: $10
Additional supplies may be required.

Session II: 15 WK D521-B
March 10, 17, 24, 31, April 14, 21, 28
No class April 7, Spring Break
Tuition: $215, lab fee: $10
Additional supplies may be required.

Learn about portrait photography while developing skills that will be useful in commercial or artistic work. You will learn advanced lighting skills and other techniques that will enhance your own unique work through portraiture.

Instructor: Rob Wilkinson

NEW! JOURNAL/SKETCHBOOK WORKSHOP

Tuesday classes
6:30 – 9:30 p.m.

NEW! JOURNAL/SKETCHBOOK WORKSHOP

Session II: 15 WK P120-B
March 10, 17, 24, 31, April 14, 21, 28
No class April 7, Spring Break
Tuition: $215, supply fee: $40
Supply list is available at kcad.edu/continuing-studies/class-outlines.

Journals and sketchbooks are a powerful tool and private map for the creative process. They can also be beautiful art objects. You will get to glimpse the inspirational sketchbooks from all types of people ranging from artists to scientists and then explore assignments to develop their own method for brainstorming or collecting ideas. Each week you will work on a series of exercises to help find your own path to personalizing your sketchbook or journal. Based on the book Drawing from Life: The Journal as Art by Jennifer New, you will use four main categories as a point of departure for your process, observation, reflection, exploration, and creation.

Instructor: Ann Chuchvara-Cole

STUDIO ART

GUEST ARTIST WORKSHOP - March 13-15

NEW! ELIZA FERNAND
INTERACTIVE PROJECTS
(PERFORMING & FINDING MEANING IN MATERIALS)

Friday – Sunday, 10:00 a.m. – 4:00 p.m.
Session II: 15 WK P054-B
Tuition: $260, supplies additional
Supply list is available at kcad.edu/continuing-studies/class-outlines.

Generate new ideas and break free of tired routines in this interactive performance based class. You will discuss a range of interactive projects, public interventions and the practices of relational aesthetics or social practice art. You will identify an issue to address as a group, and design an experimental project that will incorporate the campus community. Documentation will be archived online and you will discuss how ephemeral artworks can be preserved.

Instructor: Eliza Fernand
After studying sculpture and photography at Interlochen Center for the Arts and receiving a BFA from Pacific Northwest College of Art, Eliza Fernand has been a resident artist throughout the United States and in Normandy and Quebec. She has received multiple grants, and her traveling project Quilt Stories performed in 25 cities across the country. Fernand has taught youth art classes, and has been a guest lecturer. She has exhibited her work nationally, most notably at Kathryn Markel Fine Arts and Roulette Intermedium in New York, BS GRAND, Chicago, and HATCH Gallery, Oakland CA. She co-founded Shared Space Studio in West Michigan. She specializes in reusing discarded materials for art, empowering communities through self-sustaining skills, and creating socially engaged projects.
EDUCATION

These classes have been approved for State Continuing Education Clock Hours.

Monday classes 6:30 – 9:30 p.m.

OBSERVATIONAL DRAWING: FROM PENCIL TO PAINT

Session I: 15 WK D126-A
January 12, 19, 26, February 2, 9, 16, 23
Tuition: $215, supplies additional
SCECHs: 19, fee: $20
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Session II: 15 WK D126-B
March 9, 16, 23, 30, April 6, 13, 20, 27
No class April 6, Spring Break
Tuition: $215, supplies additional
SCECHs: 19, fee: $20
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Working first with drawing tools and techniques, learn how to transition into painting with either oil or acrylic paint. Subject matter will include still life, landscape and the figure. This class is suitable for both beginners and those with painting and drawing experience.

Instructors: Katherine Johnson

Tuesday classes 6:30 – 9:30 p.m.

ILLUSTRATIVE WATERCOLOR

Session I: 15 WK D205-A
January 13, 20, 27, February 3, 10, 17, 24
Tuition: $215, supplies additional
SCECHs: 19, fee: $20
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Session II: 15 WK D205-B
March 10, 17, 24, 31, April 14, 21, 28
No class April 7, Spring Break
Tuition: $215, supplies additional
SCECHs: 19, fee: $20
Supply list is available at: kcad.edu/continuing-studies/class-outlines.

Use pens, color pencils, sponges, pastels, watercolors, and other items you already have, to create illustrative paintings of various subjects in both realistic and cartoon styles. Learn to take your cue from past and present watercolor artists. This class is open to beginning or more advanced watercolor artists.

Instructors: Corinne Roberts

Thursday classes 6:30 – 9:30 p.m.

NEW! CERAMICS FOR ART EDUCATORS

Session I: 15 WK P230-A
January 15, 22, 29, February 5, 12, 19, 26
Tuition: $215, supply fee: $40
SCECHs: 19, fee: $20
kcad.edu/continuing-studies/class-outlines.

Learn about clay and glazes, studio equipment, and how to use and fire kilns. You will create several clay projects using handbuilding techniques, coiling, and wheel throwing. Learn what you need for a ceramic studio at your school or how to use the equipment you already have.

Instructors: Molly Bergman

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BUSINESS

Customized Workplace Training
We develop customized classes for your business in areas like Design, Design Thinking, Computers, Business Innovation, and much more. Call our office, 616.451.2787 x1139 for more information.

Integrating for Impact:
De-Mystifying the Language & Practice of Design and Innovation
Design Thinking, Human Centered Design, You’ve heard the buzzwords. Now learn the meaning behind them.

This workshop for working professionals in the business and social sectors helps organizations build internal capacity to innovate through hands-on mastery of context, methods, and tools. Creates confident practitioners who learn to bridge between design methodologies and traditional business methods to create insightful and sustainable solutions.

For more information call 616.451.2787, x3012, or go to kcad.edu/continuing-studies/pro-folio/integrating-for-impact/
The fact is, design is revolutionizing business. That’s why KCAD created the MBA Certificate in Design and Innovation Management. It exposes business people to the process of design thinking and teaches designers how to talk business.

Our goal: advancing business through innovation. It’s about using design as a business tool. We’re equipping leaders to take a new approach, promoting design as a change agent for business. Sound interesting? It’s time to take a seat at the table. Get more information at kcad.edu/mba or call 616.451.2787, ext. 1237.

ADVANCED STUDIES CERTIFICATE IN DESIGN & INNOVATION MANAGEMENT
INSTRUCTOR BIOS

KCAD Continuing Studies instructors have the artistic knowledge and real-world experience to give their students insights that will change the way they think about their own creative potential. Classes are always kept small so that each student gets the individual attention and respect they deserve.

JODY POOLE, B.F.A., Kendall College of Art and Design, is an interior designer for Custer Workplace Interiors, and teaches Professional courses for KCAD Continuing Studies.

CORINNE ROBERTS, B.F.A. in Illustration, Kendall College of Art and Design, is a frequent instructor in the Continuing Studies program. She has illustrated and published her own children’s book.

CORRI SANDWICK, AIA, LEED-AP, is a graduate of University of Minnesota with a Master of Architecture and Master of Science in Architecture Sustainable Design Track. She has been a registered architect since 2011 and is owner of her own design and consulting business.

ROB WILKINSON, M.F.A. in Photography, Kendall College of Art and Design, is originally from New York. He is an adjunct professor of photography at KCAD, and has been a professional wedding photographer since 2005.

ART CLASSES
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HOW TO REGISTER, AND POLICIES

Enrollment is on a first-come, first-served basis. To register, complete the attached registration form(s), p. 22, with check or money order and mail to Kendall Continuing Studies, 17 Fountain St. NW, Grand Rapids, MI 49503, or register online at www.kcad.edu/continuing-studies. You can also call 616.451.2787, x3012. VISA, MasterCard and Discover credit or debit cards are accepted online and by telephone. If you need assistance with online registration, call 616.451.2787, x3012. Registration is not valid unless accompanied by payment.

Receipts. When registering online you will receive an electronic confirmation of your registration. All others will receive a receipt via mail. Information regarding class outlines and supply lists (if applicable) are available at kcad.edu/continuing-studies/class-outlines.

Cash and Checks. Appropriate fees will be charged for checks which are returned unpaid due to insufficient funds. Please be aware when paying by cash or check, that if your class is cancelled you will need to complete additional paperwork in order to be reimbursed. Please allow up to five weeks processing time for refunds of payments made by check.

Class Cancellation. We reserve the right to cancel classes due to insufficient enrollment, with a full refund. If you registered as part of a group and one person’s class is canceled, registrations for classes that have not been canceled will not be refunded. Tuition paid online with debit or credit card will be credited back to your card. Please allow up to two weeks processing time for refunds. Tuition paid by check will require you to fill out additional paperwork before obtaining a refund. Please allow up to five weeks processing time for refunds of payments made by cash or check.

Tuition fees are based on six class meeting times, though some may meet for seven. If a class is cancelled due to unforeseen circumstances, we will make every attempt to reschedule classes that have met fewer than six times.

Withdrawal from Class. There will be a full refund of tuition and fees for withdrawal requests submitted prior to the final registration deadline. There will be a partial (50%) refund of tuition and fees for withdrawal requests submitted after the final registration deadline and up to 24 hours before the class begins. A 50% fee will be charged for course transfers after the final registration deadline. No course transfers will be permitted on or after the day of the first class. There will be no refund of tuition or fees for withdrawal requests submitted on or after the day of the first class. Please allow up to two weeks processing time for refunds of payments made online, and five weeks processing time for refunds of payments made by cash or check.

Late Registration and Withdrawal. Our standard withdrawal/refund policies apply to those students who register after the registration deadline.

Inclement Weather or Building Closure. In the event that classes are cancelled due to weather, an announcement will be made on local television stations.

Early Registration Tuition Discount. Individuals who register early for Continuing Studies classes are eligible for a 10% Early Registration Tuition Discount (supply and lab fees are not included). This discount will appear automatically when registering online. This may not be used in conjunction with other discounts. The early registration deadline for Winter/Spring 2015 is December 1, 2014.

Alumni Discount. KCAD alumni, their spouses, and children under the age of eighteen receive a 10% discount on tuition for Continuing Studies classes.

LIMIT: One tuition discount per registration.

Supplies. Supplies for classes are not included in the cost of the class, unless indicated by a supply fee. Photography and computer classes include a lab fee, but additional supplies may be required as well. Class outlines and supply lists (if applicable) are available at kcad.edu/continuing-studies/class-outlines.

Location. Students will be notified in advance by email of their room and building location. Signage will also be prominently displayed in the entrance of both buildings.

Special Needs. Please make sure staff and the instructor are notified about any special needs or concerns. We will try to accommodate them.

Parking. On-street parking is free after 6:00 p.m. Monday through Friday, and all day Saturday and Sunday. Parking is also available in the city ramp one block west of KCAD.

Photographs. As a condition of enrollment, students and/or parents of minor students consent to the following usage rights, for purposes which may include, but are not limited to: display, educational assessment, accreditation, archiving, and publicity/promotions for the college. The college reserves the right to edit materials as needed for best use in context without specific written permission.

1. Use of any works produced by students while attending Kendall College of Art and Design of Ferris State University (KCAD).
2. Use of photographs, video, audio, or other recordings of any artworks, designs, or other course work produced while a student at KCAD.
3. Use of photographic, video, audio, written or other recordings/documentation in college or KCAD sponsored/affiliated classes or activities, on or off campus while a student at KCAD.

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PARKING

From U.S. 131 follow Pearl St. to the east. The Woodbridge N. Ferris Building entrance is at 17 Pearl St. NW. 17 Fountain Building entrance is at 17 Fountain St. NW. On-street parking is free after 6:00 p.m. Monday through Friday, and all day Saturday. Parking in the lot directly behind the 17 Fountain Building, adjacent to Pearl St., is prohibited. violators will be ticketed.

Checks should be made payable to KCAD Continuing Studies of Ferris State University and mailed to 17 Fountain St., NW Grand Rapids, MI 49503. Refund Policy — 50% for class withdrawals after the final registration deadline, no refunds 24 hours before the class.