



Academic Calendar

August

- 25 Summer semester ends
- 29 – 02 Orientation week (mandatory)

September

- 05 Labor Day
- 06 Fall semester classes begin
- 13 Last day to add or drop courses
- 16 Last day to pay tuition fees

October

- 01 Deadline for receipt of application for Spring admission
- 10 Columbus Day
- 17 Library workshop – Writing for Success

November

- 11 Veterans' Day
- 24 **Thanksgiving Day**
- 25 Success Seminars: Budgeting

December

- 16 Fall semester ends
- 20 Grade submission deadline for faculty
- 23 **Christmas Holiday**
(University closed until January 4)

January

- 01 **New Year's Day**
- 04 University opens
- 10 **Spring semester starts**
- 17 Martin Luther King Day
- 18 Last to add or drop courses
- 20 Last day to pay tuition fees

February

- 04 Deadline for receipt of application for Fall admission
- 08 Library workshop – Research Methods 101
- 20 – 24 **Study week – (No classes)**
- 21 Presidents Day

March

- 07 Student Fair at the Hokusai Gallery
- 14 Success Seminars: Wellness & Health

April

- 21 Spring semester ends
- 26 Grade submission deadline for faculty

May

- 07 Graduation Ceremony
- 07 Graduating student exhibition opens
- 30 **Memorial Day**

June

- 28 Summer semester begins

July

- 04 **Independence Day**



Academic Calendar

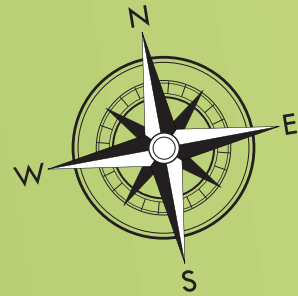
SECTION 2

Top 10 Steps to getting good grades

1. Attend every class: skipping classes quickly leads to missing lecture notes, discussions, homework and assignments.
2. Get organized: use a planner and keep neat notes.
3. Manage your time well: do not overextend yourself and plan ahead.
4. Be successful in the classroom: adapt to different instructors, be prepared, communicate with your instructors, be on time and participate.
5. Take effective notes: taking notes helps you to pay attention and recognize important information. Before and after each class review your most recent class notes.
6. Learn to read efficiently: know how to read a textbook and to get the most out of your reading when your time is limited.
7. Study: find a quiet place to study and organize your time. Dedicate your early study time to the intensive stuff.
8. Reduce test anxiety: study early, review frequently, rehearse, and walk in feeling confident.
9. Avoid academic procrastination: putting off big projects until the last minute is a sure way to undercut your grades.
10. Relax and take time out: stress is not an effective vehicle to good grades. Down time is almost just as important as focused study time. Do whatever you love to do when you are giving yourself a break from studies.

Top 10 Steps to getting good grades





Westview Road



Castlefield Ave

Main Entrance



Building 1A:
Information Desk
Art Supply Store
Henri Bookstore
Hokusai Gallery
Auditorium

Building 1B
Cafeteria
Main Library
Print Services Center
Photography Labs

Building 2
Animation and Motion Picture
classrooms and studios
Multimedia Center
Student Lounge

Building 3
Administration
Registration Office
Financial Aid
Campus Services Office
Alumni Office

Building 4A
Computer Store
IT Department
West Café
Graphic and Fashion Design
classrooms and studios

Building 4B
Chagall Gallery
Child Care Center
Robinson Visual Art Library

P1, P4, P5, P6
General Parking

P2
Staff Parking

P3
Visitor Parking

CAMPUS MAP SECTION 3



Contact Information

OFFICE	LOCATION	PHONE	EMAIL
Administration	Building 3	ext. 4870	admin@mediaandarts.com
Admissions	Building 3	ext. 4864	admissions@mediaandarts.com
Alumni Services	Building 3	ext. 4966	alumni@mediaandarts.com
Art Supply Store	Building 1A	ext. 5332	artsupply@mediaandarts.com
Audiovisual	Building 2	ext. 6141	av@mediaandarts.com
Auditorium	Building 1A	ext. 5411	
Bookstore - Henri Bookstore	Building 1A	ext. 5640	henri@mediaandarts.com
Cafeteria	Building 1A	ext. 5632	cafeteria@mediaandarts.com
Campus Services	Building 3	ext. 4920	campus@mediaandarts.com
Career Services	Building 3	ext. 4988	career@mediaandarts.com
Child Care Center	Building 4B	ext. 3035	childcare@mediaandarts.com
Computer Store	Building 4A	ext. 3636	computer@mediaandarts.com
Counseling	Building 3	ext. 4877	counseling@mediaandarts.com
Disability Office	Building 3	ext. 4959	disability@mediaandarts.com
Emergencies	Building 1A	ext. 5111	
Facilities Office	Building 3	ext. 4845	facilities@mediaandarts.com
Financial Aid	Building 3	ext. 4936	finance@mediaandarts.com
First Aid	Building 1A	ext. 5444	
Gallery - Chagall	Building 4B	ext. 3077	chagall@mediaandarts.com
Gallery - Hokusai	Building 1A	ext. 5488	hokusai@mediaandarts.com
Housing Services	Building 3	ext. 4822	housing@mediaandarts.com
Human Resources	Building 3	ext. 4834	hr@mediaandarts.com
International Education	Building 3	ext. 4832	international@mediaandarts.com
IT Department	Building 1A	ext. 5222	it@mediaandarts.com
Library - Main Library	Building 1B	ext. 5650	library@mediaandarts.com
Library - Robinson Visual Arts	Building 4B	ext. 3650	robinson@mediaandarts.com
Multimedia Center	Building 2	ext. 8170	mmc@mediaandarts.com
Newsletter - Inside	Building 4A	ext. 3353	inside@mediaandarts.com
Photography Labs	Building 1B	ext. 5464	
President's Office	Building 3	ext. 4868	president@mediaandarts.com
Print Service Center	Building 1B	ext. 5421	printing@mediaandarts.com
Radio - M&A Radio	Building 4A	ext. 3992	radio@mediaandarts.com
Registrar	Building 3	ext. 4910	registrar@mediaandarts.com
Residences - Reception	Building 5	ext. 2112	residence@mediaandarts.com
Security	Building 1A	ext. 5151	security@mediaandarts.com
Student Learning Center	Building 1A	ext. 5347	learning@mediaandarts.com
Student Lounge	Building 2	ext. 6155	lounge@mediaandarts.com
Student Newspaper	Building 4B	ext. 3035	newspaper@mediaandarts.com
Students' Union Office	Building 2	ext. 6166	union@mediaandarts.com
Technical Services	Building 1A	ext. 5772	tech@mediaandarts.com
Writing Center	Building 1A	ext. 5649	writing@mediaandarts.com
West Cafe	Building 4A	ext. 3232	westcafe@mediaandarts.com

Building, Lab and Store Hours

All Buildings
Monday to Friday 7:30 a.m. – 12:00 p.m.
Saturday to Sunday 8:00 a.m. – 11:00 p.m.

Computer Labs
Monday to Friday 7:30 a.m. – 10:00 p.m.
Friday 7:30 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.

Libraries
Monday to Thursday 7:30 a.m. – 10:00 p.m.
Friday 8:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday 9:00 a.m. – 4:00 p.m.

Art Supply Store
Monday to Saturday 9:00 a.m. – 6:00 p.m.

Henri Bookstore
Monday to Friday 9:00 a.m. – 6:00 p.m.
Saturday to Sunday 10:00 a.m. – 5:00 p.m.

Computer Store
Monday to Friday 9:00 a.m. – 6:00 p.m.

Cafeteria
Monday to Thursday 7:30 a.m. – 8:00 p.m.
Friday 7:30 a.m. – 3:00 p.m.

Galleries
Monday to Friday noon – 8:00 p.m.
Saturday 1:00 p.m. – 4:00 p.m.

Office Hours

Administration
Monday to Thursday 8:30 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.

Admissions
Monday to Thursday 9:00 a.m. – 8:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.

Campus Services Center
Monday to Friday 8:00 a.m. – 7:00 p.m.
Saturday 8:00 a.m. – 6:00 p.m.

Career Services
Monday 1:00 p.m. – 6:00 p.m.
Thursday 10:00 a.m. – 3:00 p.m.

Counseling Services
Wednesday 1:00 p.m. – 5:00 p.m.

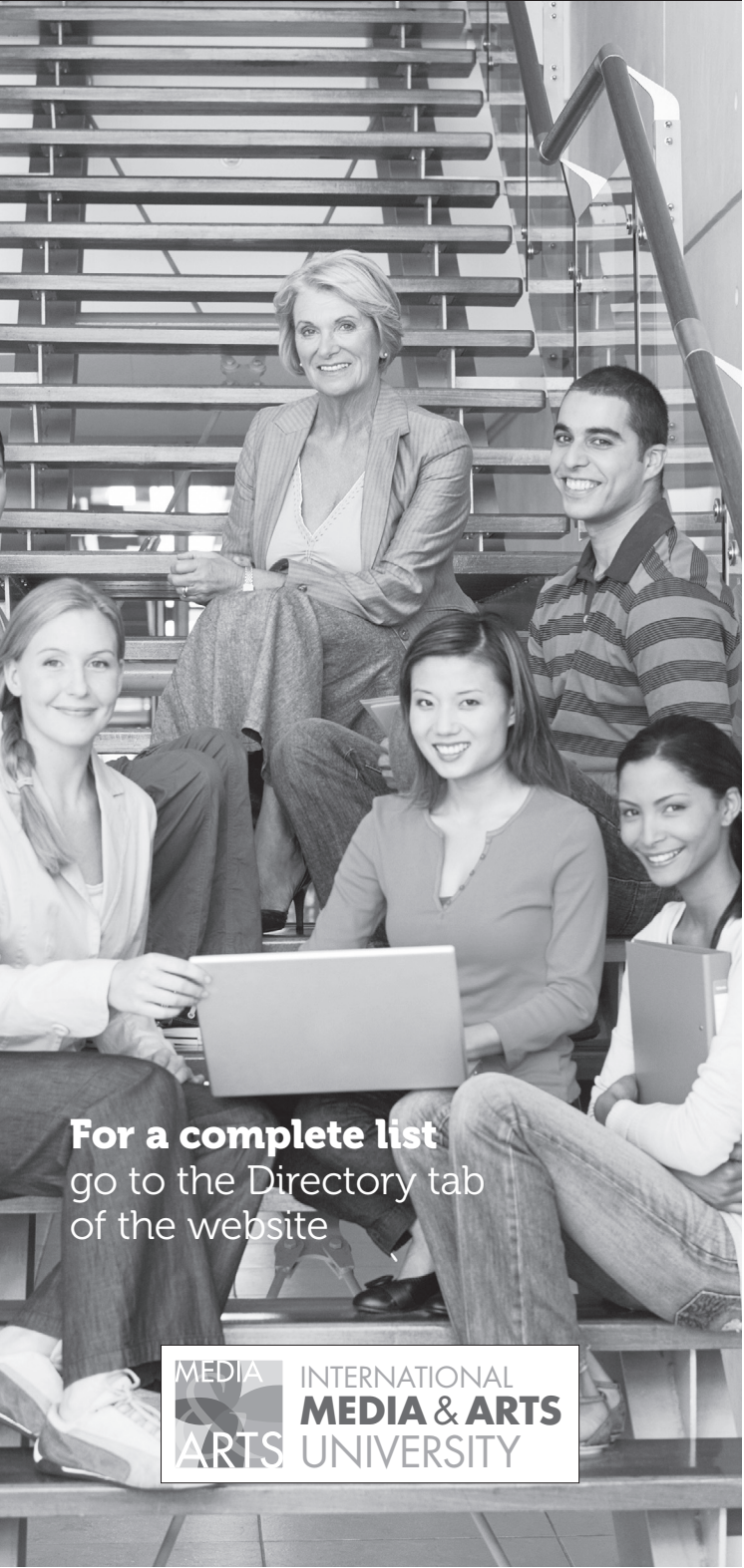
Financial Services
Monday to Friday 8:30 a.m. – 5:00 p.m.

IT Department
Monday to Friday 8:30 a.m. – 5:30 p.m.
Saturday 10:00 a.m. – 2:00 p.m.

Registrar
Monday to Friday 8:00 a.m. – 5:00 p.m.

Contact Information

SECTION 5



For a complete list
go to the Directory tab
of the website

