ARE YOU ATTUNED?
In today’s fast-paced professional world, keeping your senses sharp is paramount. So much of what you do each day is driven not just by what, but how, you see, hear, touch, taste, and smell. Once finely-tuned, your senses are the key to developing a creative skill set that can propel you and your career to new heights.

Kendall College of Art and Design of Ferris State University’s (KCAD) Continuing Studies Professional classes are designed with the driven individual in mind. Succeeding in today’s workplace requires flexibility, creativity, and a willingness to explore new ways of thinking and doing. That’s why we’ve added a host of new classes that can help rediscover your innate potential.

Harness the power of visual presentation in our How to Present Like a Pro class, or see new ways to create more engaging graphics in our Interactive InDesign class. You can even involve your co-workers with our menu of custom corporate events, designed to build strong internal teams through immersive and collaborative group experiences.

So what are you waiting for? Tune in today!

Brenda Sipe
Director of Continuing Studies

Sierra Casanova
Continuing Studies Coordinator

616.451.2787  x3012
### Business & Communications

- **Business Writing** (p. 7)  
  WED, 6:30-9:30pm  
  SAT, 8:30-11am
- **How to Present** Like a Pro (p. 7)  
  See page p. 8 for days and times
- **Custom Workplace Training** (p. 8)  
  See page p. 9 for days and times
- **Custom Corporate Events Menu** (p. 9)  
  THURS 8am-4pm, FRI, 8am-12noon

### Interior Design & Architecture

- **BIM Drafting: Revit** for Designers & Architects (p. 14)  
  MON, 6:30-9:30pm
- **AutoCad Basics** (p. 14)  
  THURS, 6:30-9:30pm
- **SketchUp** for Designers (p. 14)  
  TUES, 6:30-9:30pm

### PHOTOGRAPHY

- **Portrait Photography** (p. 15)  
  TUES, 6:30-9:30pm
- **Lightroom for Photographers** (p. 15)  
  THURS, 6:30-9:30pm

### EDUCATION (Approved for State Clock Hours)

- **Observational Drawing: From Pencil to Paint** (p. 16)  
  SAT, 1-4pm
- **Vivid Watercolor** (p. 16)  
  TUES, 6:30-9:30pm

### Studio Art

- **Granulation for Jewelers** (p. 17)  
  FRI, 12:30-3:30pm
- **Ceramics Studio Membership** (p. 17)  
  Winter/Spring Semester
- **Guest Artist Workshop** (p. 19)  
  FRI, 8 SAT, 9:30am -5pm

### How to Register & Policies

- **Session I**  
  Registration Deadline: January 4
- **Session II**  
  Registration Deadline: February 29
- **Early Registration (10% discount):** December 8

### Class Dates

- **Session I:** January 11-February 26
- **Session II:** March 7-April 30
- *No Classes March 25-27, April 2-8*

### Quick Facts

- [www.kcad.edu/continuing-studies](http://www.kcad.edu/continuing-studies)
- Call 616.451.2787, ext. 3012.
- Mail your registration forms (p. 24, 25) 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 electronically 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

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
**BUSINESS & COMMUNICATIONS**

**NEW! BUSINESS WRITING**

We all know what good writing is. It’s the novel we can’t put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the memo that gets action and the letter that says what a phone call can’t. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing.

_Instructor: Zoe Carmichael_  
P08316WKB-Wednesdays, 6:30-9:30 p.m., March 9 & 16  
$149 supplies included

**NEW! HOW TO PRESENT LIKE A PRO**

Whether you are looking to re-boot your career, get a promotion, or make a sales pitch, this training session will equip you with the basic skills you need before your next presentation. You will learn how to refine your topic, identify the needs of your audience, gather and organize your research and present it all in such a way to leave your listeners wanting more. You will also learn about the appropriate use of visuals and how to polish your delivery skills.

_Instructor: Zoe Carmichael_  
P08216WKA-Saturday, 8:30-11:00 a.m., January 23, one day only  
$79, coffee and donuts included

**More classes on next page**
BUSINESS & COMMUNICATIONS CON’T.

Workplace Training

We develop custom courses for your business in areas like Design, Design Thinking, Computers, Brand Development, and much more. Call 616.451.2787, ext. 1139 for pricing and scheduling.

“GOOD DESIGN IS GOOD BUSINESS”

This course will provide an overview of the meaning of the Thomas J. Watson quote: “Good design is good business.” Learn about the definition of design as it exists in business today, and how a company can utilize it to achieve measurable business goals. How can you integrate all facets of good design as a company may see them, in order to gain cumulative benefits?

COLLABORATION & CREATIVITY

Beyond the buzzword, what is the potential, and the pitfalls of collaboration? What does it mean creatively? How do you prepare people to collaborate effectively? How can an entire company build a truly collaborative culture across the organization?

COMMUNICATION AUDITS

How can your in-house department periodically assess its output, what are the metrics that matter, what analysis processes work best, and how do you present these findings with clarity and credibility to the rest of the organization?

LEVERAGING YOUR BRAND

Your company has a brand, whether you acknowledge it or not. What is the role of your design team, in-house or out, in stewarding your brand? How do you design department engage all the stakeholders influencing the brand, and keep that dialogue productive? Is your brand position clear for all audiences, what does it mean to stay on message, and how do new products or services get added while maintaining a strong brand?

THE BRAND DEVELOPMENT PROCESS

This course will survey the most commonly used steps to create, build, migrate, and/or revitalize your brand. Understanding the types of brand architecture and strategies, will aid your design team in stewarding your brand successfully. You will learn how to utilize branding as a simple framework in addressing marketing communication issues.

BUILDING VENDOR PARTNERSHIPS

Your company, whether it has an internal capability or uses external creative resources needs to make sure vendor relationships are as effective, efficient, and accountable as possible. This means understanding the processes and outcomes involved, clarifying roles, agreeing to metrics to be used, and seeing that real value exists for all parties concerned.

NEW! Custom Corporate Events

Let KCAD Continuing Studies make your next corporate event an unforgettable experience. Our expert facilitators can help you build more unified internal teams, develop innovative strategies, and instill a positive collaborative culture in your workplace. Call 616.451.2787, ext. 1139 for pricing and scheduling.

ART OF THE DOODLE

Doodling is transforming the way people work and play. In this lively, interactive workshop, participants will discover how anyone can use pens, paper, color, and simple forms to enhance workplace collaboration, creative self-expression and stress-reducing meditation. From the range of popular uses, workshop facilitators will weave together stories, games and hands-on exploration to present a variety of opportunities and techniques. Participants will learn to doodle fun faces, make word art, create free-form samplers, and more. Each participant will receive their own doodling ideas starter booklet, and will capture experiments and favorite techniques throughout the workshop, creating a personalized take-home guide. No experience or “talent” necessary, the Art of the Doodle is a fun and easy way to apply the power of creativity - any time, any place.

Facilitators: Eliza Fernand

PAPER PATTERN QUILT

Following a brief presentation about textile prints - showing examples from different cultures and eras, you will design patterns to fill triangular sheets of poster board. You may choose a pattern you enjoy, invent your signature pattern, or go wild trying things out. You will then cut triangles into smaller triangles, and trade pieces with other people - this trading process should go on for a while so people can mingle. Arrange the triangles into your own design, and glue them down to complete your paper quilt.

Facilitator: Eliza Fernand

ONE WAY TO PAINT A HOUSE

Pair up with another individual and remember the house you grew up in, describing it to the other person. Then draw the floor plan of the house as you remember it. This drawing is a sketch and can be corrected as details are remembered through conversation. After a quick demo about watercolor washes, you will fill in the page with abstract watercolor over the sharpie drawing. This process could be repeated with another partner and your current house, or you can then have the opportunity to draw or paint what the house looked like from the outside, or a specific memory that you had there.

Facilitator: Eliza Fernand

More classes on next page
Leadership & Business Development Series

De-Mystifying the Language & Practice of Design and Innovation

Design Thinking. Human-Centered Design. You’ve heard the buzz words. Now learn the meaning behind them.

INTEGRATING FOR IMPACT

This cutting-edge workshop empowers individuals or organizations working in any field to activate their creativity and discover new and powerful ways of solving problems, collaborating with others, and driving innovation. Includes take-home materials to cascade new skills to colleagues within your organization.

In collaboration with KCAD, Christine Albertini, Chief Operations Officer at Partners Worldwide, and Georgia Everse, Principal of BravoEcho, Inc., have led the design of the Integrating for Impact workshop curriculum. Together, Albertini and Everse bring unique insights on finding innovative solutions to complex business problems, from their years of experience working with business clients, and as part of the Steelcase, Inc. team. They have mentored new executive leaders who will be facilitating and instructing the workshop series this year. This workshop series is appropriate for both the for-profit and non-profit sectors, from managers to CEOs.

5 Sessions (light breakfast and lunch provided each day)
- Base Camp/The Context of Innovation
  February 5, Friday, 8:00 a.m. – 5:00 p.m.
- Insights/The Holy Grail of Innovation
  February 11, Thursday 9:00 a.m. – 4 p.m.
  February 12, Friday 9:00 a.m. – 12 noon
- Scaling the Wall/Tools & Processes for Integration
  February 19, Friday, 8:00 a.m. – 5:00 p.m.
- Leverage/Levers for Change
  February 26, Friday, 8:00 a.m. – 5:00 p.m.

$3,999, supplies and text books included
Special rates apply to multiple participants from an organization and to non-profit organizations. Contact Brenda Sipe, Director of Continuing Studies, 616.451.2787, ext. 3012 for more information.
**WEB DESIGN**

**NEW! INTERACTIVE INDESIGN**

Adobe InDesign isn’t just for print production. Explore the interactive features of InDesign and learn how to create first class presentations, interactive newsletters, and e-books. Take your designs to the next level, and unlock the power of InDesign with page transitions, sound and video, custom buttons, and more. Some prior experience with Adobe InDesign is recommended, but not required.

Instructor: Katherine Johnson

P45116WKA, Tuesdays, 6:30–9:30 p.m., January 12, 19, 26, February 2, 9, 16, 23

P45116WKB, Tuesdays, 6:30–9:30 p.m., March 8, 15, 22, April 12, 19, 26

$249, bring your own flash drive

**INTRO TO ADOBE ILLUSTRATOR**

Explore Adobe Illustrator, the premier vector program used by designers today, and learn what it can do for you. Learn to create original logos, graphics, page layouts and simple illustrations in this beginning level course.

Instructor: Shane Van Oosterhout

D40016WKA-Wednesdays, 6:30–9:30 p.m., January 13, 20, 27, February 3, 10, 17, 24

D40016WKB-Wednesdays, 6:30–9:30 p.m., March 9, 16, 23, 30, April 13, 20, 27

$249, bring your own flash drive

**PRINT PRODUCTION & PROOFING**

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

P42216WKA, Saturday, 1:00–4:00 p.m., January 23, one day only

$99, bring your own flash drive

KCAD laptops are provided for your use during class time. If you prefer, you can bring your own laptop loaded with the latest version of the applicable software. Courses are taught using Macintosh, but the same information applies to Windows.
**INTERIOR DESIGN & ARCHITECTURE**

**Monday classes**
6:30 – 9:30 p.m.

**BIM DRAFTING: REVIT FOR DESIGNERS & ARCHITECTS**
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: Andrew Queenan
P20216WKB-Mondays, 6:30–9:30 p.m., March 7, 14, 21, 28, April 11, 18, 25
$249, bring your own flash drive

**Tuesday classes**
6:30 – 9:30 p.m.

**SKETCHUP™ FOR DESIGNERS**
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: KCAD Continuing Studies Instructor
P50016WKA-Tuesdays, 6:30–9:30 p.m., January 12, 19, 26, February 2, 9, 16, March 8, 15, 22, 29
$199, bring your own flash drive

**Thursday classes**
6:30 – 9:30 p.m.

**AUTOCAD® BASICS**
Learn the fundamentals of AutoCAD including setting up a drawing, line types and weights, 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: Andrew Queenan
P50116WKB-Thursdays, 6:30-9:30 p.m., March 10, 17, 24, 31, April 14, 21, 28
$249, bring your own flash drive

**PHOTOGRAPHY**

**Tuesday classes**
6:30 – 9:30 p.m.

**PORTRAIT PHOTOGRAPHY**
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
P52116WKA,-Tuesdays, 6:30–9:30 p.m., January 12, 19, 26, February 2, 9, 16, 23
P52116WKB, Tuesdays, 6:30–9:30 p.m., March 8, 15, 22, 29, April 12, 19, 26
$249, bring your own camera and flash drive

**Thursday classes**
6:30 – 9:30 p.m.

**LIGHTROOM® FOR PHOTOGRAPHERS**
Learn to use Adobe Lightroom to intuitively edit and organize your photos. From batch processing to more advanced editing techniques, learn how to use Lightroom with or without Adobe Photoshop to create professional photo projects.
Instructor: Rob Wilkinson
P59016WKA, Thursdays, 6:30–9:30 p.m., January 14, 21, 28, February 4, 11, 18, 25
P59016WKB, Thursdays, 6:30–9:30 p.m., March 10, 17, 24, 31, April 14, 21, 28
$249, bring your own camera and flash drive

**More classes on next page**
EDUCATION

Saturday classes
1:00 – 4:00 p.m.

OBSERVATIONAL DRAWING: FROM PENCIL TO PAINT
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.
Instructor: David White
P12616WKA-Saturdays, 1:00-4:00 p.m., January 16, 23, 30, February 6, 13, 20
P12616WKB-Saturdays, 1:00-4:00 p.m., March 5, 12, 19, April 9, 16, 23
$249, supplies additional, supply list at: kcad.edu/continuing-studies/class-outlines
SCECHs 15, fee $20

Tuesday classes
6:30 – 9:30 p.m.

VIVID WATERCOLOR
Learn to use watercolor expressively. You will study color intensity and combination as well as basic watercolor techniques, including paper preparation, washes, dry brush and masking. Use still life and landscape as sources. This course has the flexibility for both the beginner and intermediate watercolor artist.
Instructor: Corinne Roberts
P20016WKA-Tuesdays, 6:30–9:30 p.m., January 12, 19, 26, February 2, 9, 16, 23
P20016WKB-Tuesdays, 6:30–9:30 p.m., March 8, 15, 22, 29, April 12, 19, 26
$249, supplies additional, supply list at: kcad.edu/continuing-studies/class-outlines
SCECHs 19, fee $20

Friday classes
12:30 – 3:30 p.m.

GRANULATION FOR JEWELERS
Granulation is a unique jewelry making technique used by the ancient Egyptians and refined by the Etruscans around 600 BC. It can be defined simply as the bonding of very small spheres or granules of metal to another metal surface in a pattern without the use of solder. These spheres can be placed singly, into small clusters, or cover a large area. Explore this ancient jewelry making technique and create a small jewelry charm or small sculptural piece in silver.
Instructor: Dorothy Dorney
P61016WKB-Fridays, 12:30-3:30 p.m., March 11, 18, April 1, 15, 22, 29
$299, supplies included
(includes basic supplies & precious metal)

Winter / Spring Semester

CERAMICS STUDIO MEMBERSHIP
For experienced artists, use KCAD’s state-of-the-art Ceramics studio for a full semester to complete your own projects. Membership includes unlimited use of studio during building hours and common studio materials. Selection is based on portfolio review and interview.
P69916WKA-Winter/Spring semester
$695

STUDIO ART

Classes have been approved for State Continuing Education Clock Hours.

Session I: January 11-February 26
Session II: March 7-April 30 / No Classes March 25-27, April 2-8

COURSE LISTINGS - BY TYPE

ART CLASSES
MAKE GREAT GIFTS!
Gift certificates available online, or call 616.451.2787 x3012
NEW! LEE ANN FRAME
THE DISTINCTIVE WOODBLOCK ENLIVENED WITH CHINE COLLE’

Friday & Saturday, 9:30 a.m. – 5:00 p.m.
Welcome to the direct and accessible art of woodcut, one of the oldest forms of printmaking. There is nothing like the meditative and physical process of carving a block and bringing an image to life. You will begin by transferring a drawing onto a piece of shina wood and carve away areas that correspond to the negative space of the image. Once the block is complete, you will learn about the use of inks and what printing papers work best for press or hand printing. The instructor will demonstrate carving techniques to achieve specific textures, along with the care and sharpening of tools. You will learn about inking and paper registration.

In combination with printing you will hand dye Asian papers to be used in the chine collé process to create an eye-popping color bonanza! Chine collé is the process of concurrently printing and mounting a thinner sheet of paper onto a thicker backing sheet, to achieve a shift in tone or color. Chine collé will add unique color and depth to each print. You will gain insight into the chine collé process by working with delicate Asian papers through demonstrations and individual work with the instructor. You can expect to gain skill in this technique, and be able to apply it to your own work, including tricks of the trade using wheat paste adhesive, various application methods, and collage techniques. All skill levels are welcome from introductory to advanced printmakers.

Instructor Lee Ann Frame, M.F.A. in Printmaking, Kendall College of Art and Design, is currently living in West Michigan working as a printmaker and adjunct instructor at Muskegon Community College. She leads printmaking and bookbinding workshops, most currently at the Franciscan Life Process Center, Lowell, Dennos Museum of Art, Traverse City, and at Holland Area Arts Council, Holland MI. She has juried and curated several art shows, and was the guest artist for “Through the Eyes of Weidenaar,” demonstrating printmaking and contributing as a working artist, Grand Rapids Public Museum, 2015. Frame is owner of Norris Creek Printmaking Studio, Fruitport, MI.

Her prints have been exhibited in Wales, England, California, New York, Boston, Florida, and Michigan. Her original prints have been juried into the prestigious, Boston Printmakers North American Biannual by Jim Dine, International Society of Experimental Artists, Muskegon Regional, THE PRINT, Ann Arbor, Our Town, Birmingham, Mi, and she has participated in ArtPrize, ArtWalk, Grand Haven. Her prints have received many awards from Best of Show to several honors and awards in International, National, Regional juried shows. In 2015 she was awarded the prestigious Nautilus Fellowship Award from the International Society of Experimental Artists. She is a member of the Society of American Graphic Artists, and her prints are represented by Gallery Uptown, Grand Haven, 117 Gallery, Ann Arbor, and Muskegon Museum of Art Gift Store.

15FKP056B, Friday & Saturday, March 11 & 12, 9:30 a.m. – 5:00 p.m.
$299, supplies included
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.

ZOE CARMICHAEL, M.A. Western Michigan University, is a communication consultant, teacher, trainer, facilitator, and speaker coach. Currently she is an adjunct instructor at KCAD, and her background includes sales, marketing, public speaking, and teaching. She is a mentor for several local start-ups, teaches classes for StartGarden, and has trained presenters for ArtPrize, TEDxGrand Rapids, TEDxMacatawa, and the Momentum Michigan Start Up Teams. She has judged a variety of idea pitch and business plan competitions. She specializes in guiding speakers on the creation and delivery of short, to the point, engaging presentations.

NUEL FRIEND, M.F.A. in Painting from Kendall College of Art and Design, and B.F.A. in Graphic Design from Michigan State University, has been an adjunct instructor and lecturer at KCAD. His work has been published in California Homes and Veranda magazines, and he exhibits nationally.

JEAN HANKS has been a web designer and developer for more than ten years. She was a web architect for C2 Media and web content manager for Fusionary Media. She is currently self-employed and pursuing degrees in both web development and marketing at Davenport University.

KATHERINE JOHNSON, M.F.A. in Painting, Kendall College of Art and Design, and B.S. in Graphic Design and Illustration, Indiana Wesleyan University, has worked in graphic design, and program development. She has been an artist in residence, and adjunct instructor at the college level.

ANDREW QUEENAN, Masters of Architecture, Lawrence Technological University, Sustainable Concentration, is a project architect at Integrated Architecture where he develops projects through construction documents, and is the secretary of AIA Grand Rapids.

LAURIE CIRIVELLO, A.A.S., is an experienced media arts and technology professional, and a working artist.

NORA FABER, Bachelor’s of Art Education, Calvin College, is an experienced art educator and art facilitator. She is a professional artist, represented by The Richard App Gallery, and C2C Gallery in Grand Haven.

ELIZA FERNAND, B.F.A., Sculpture, Pacific Northwest College of Art, is an Honors graduate of Interlochen Arts Academy. She has exhibited, given lectures, taught workshops and classes, and been a visiting artist and artist-in-residence at numerous locations both nationally and internationally.

KIMBERLY TWIEST, B.F.A. in Visual Communications and Graphic Design, KCAD, has extensive knowledge of graphic arts and technical programs.

DAVID WHITE, M.F.A. in Painting, and Drawing, Ohio University, is a freelance artist, and exhibits work locally and regionally. He is a frequent instructor in the Continuing Studies program.

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 MAKE GREAT GIFTS!
Gift certificates available online, or call 616.451.2787 x3012
HOW TO REGISTER, AND POLICIES

Enrollment is on a first come, first-served basis. Register online at kcad.edu/continuing-studies, or complete the attached registration form(s), pp. 24-25, with check or money order, and mail to KCAD Continuing Studies, 17 Fountain Street, NW, Grand Rapids, MI 49503. You can also call, 616.451.2787, ext. 3012. 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, ext. 3012. Registration is not valid unless accompanied by payment.

Receipts. When registering online you will receive an electronic confirmation of your registration. Information regarding class outlines and supply lists (if applicable) is 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 with debit or credit cards 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 2016 is December 8, 2015.

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 near 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 coursework 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.

Usage may be in any medium. Materials may be used without further notification, compensation or credit, though whenever possible, credit will be included for students enrolled in a KCAD degree program. Materials produced by or for KCAD are the sole property of KCAD.

All other copy and reproduction rights to original artwork, designs or coursework remain the sole property of the student.

Unclaimed Art Work. All art work produced in Winter/Spring 2016 must be claimed on or before May 31, 2016. The College is not responsible for any work left after that date.
## Registration Form - Sign Up Today!

**Early Registration Deadline:** December 8

- Applying for 10% Early Registration discount
- Applying for 10% Alumni Discount

### Registration Deadlines:
- **Session I:** January 4
- **Session II:** February 29

### Student’s Name:

### Employer School District for SCECHS:

### Business Name:

### Business Address:

### Day Phone:

### Cell Phone:

### Evening Phone:

### Email:

- Yes, I would like to receive email updates on upcoming events and opportunities from Continuing Studies.

### Street or PO Box:

### City:

### State:

### Zip:

### Course Title:

### Course #:

- Applying for SCECHS

### Method of Payment:

- VISA
- MAstercard
- Discover
- Check

### Tuition #:

### Supply/Lab Fee:

### Total:

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.

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**Early Registration Deadline:** December 8

- Applying for 10% Early Registration discount
- Applying for 10% Alumni Discount

### Registration Deadlines:
- **Session I:** January 4
- **Session II:** February 29

### Student’s Name:

### Employer School District for SCECHS:

### Business Name:

### Business Address:

### Day Phone:

### Cell Phone:

### Evening Phone:

### Email:

- Yes, I would like to receive email updates on upcoming events and opportunities from Continuing Studies.

### Street or PO Box:

### City:

### State:

### Zip:

### Course Title:

### Course #:

### Course Title:

### Course #:

### Course Title:

### Course #:

### Course Title:

### Course #:

### Method of Payment:

- VISA
- MAstercard
- Discover
- Check

### Tuition #:

### Supply/Lab Fee:

### Total:

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.
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, all day Saturday and Sunday. Parking in the lot directly behind the 17 Fountain Building, adjacent to Pearl St., is prohibited. Violators will be ticketed.
More classes for adults and professionals in Grow Folio: kcad.edu/continuingstudies