

Welcome to the Lyme Academy College of Fine Arts! We value your contribution to our working community of artists and wish to ensure your continued success as a Non-Matriculated Student. The College values the history of Non-Matriculated and Degree Seeking students working side-by-side in the classroom as a mutually beneficial relationship. Your personal success and satisfaction as a Non-Matriculated Student are important to us. As individual assessment and advising are keys to ensuring this success, we are asking some Non-Matriculated students to submit a portfolio of artwork. We ask that you submit a portfolio:

IF YOU ARE:

- New to the College as a Non-Matriculated student and wish to enroll in our Degree Classes.
- A Non-Matriculated student who wants to register for a course and has not met the listed pre-requisites.

Portfolio Submission Guidelines:

1. CD, Email, and Websites are strongly encouraged.
2. 5-8 images that represent your artistic ability
3. The Office of Admissions will forward your portfolio to the appropriate Department Chair or course instructor for review.
4. If faculty determines that your portfolio is acceptable for enrollment in your desired course selection, we will send notification that you have been enrolled in the course(s) of your choice.
5. If the Department Chair determines that alternate placement is necessary, we will notify you as soon as possible and you will be advised of more appropriate placement.

Portfolio Returns:

Please submit your portfolio in CD or electronic format if possible since we will not be able to return work to you.

Non-Matriculated Student Fees Are as Follows:

1. \$908 per credit hour
2. Individual Studio Fees are course specific
3. \$35 Registration Fee

Payments:

1. Payment will be made at the time of registration
2. If a portfolio review is required, we will hold your payment until review is complete and we enroll you in the course.
3. We will refund your payment if your portfolio review indicates alternate placement and we can not help you to identify an alternate course that meets your needs.

Withdrawals and Refunds:

There are no refunds for Degree classes unless the course is cancelled by the college in which case you will receive a full refund, including your registration fee.

Cancellations and Schedule Changes:

The Lyme Academy College of Fine Arts reserves the right to cancel courses, and to alter fees, scheduling or staffing of courses. If a program or course should be cancelled, students will be informed at least a week before the class start date. Refunds take six weeks to process.

Registration and Transfer of Credits: Non-matriculated students may take up to 11.5 Degree Program Credits per semester. Classes may be taken for a grade & credit, or no-grade (audit). Classes taken for audit can not be considered for credit if a student later wishes to matriculate into a Degree Program. Classes taken for audit can not be considered for credit if a student later wishes to matriculate into a Degree Program. Classes taken for credit will be subject to a review process should a student later wish to matriculate into a Degree Program.