

## Instructions for MArch Students to Take a Course at NSCAD University

Graduate courses at NSCAD are acceptable as MArch electives. The most typical option is a studio course: MFAR 6003: Graduate Studio (three credits). (You can also take an academic research course: e.g., CULT 6110, AHIS 6700, or FHIS 6200.) You can't take an undergraduate NSCAD course or elevate it to a graduate level by doing additional work. Because the aim of a master's-level course is to apply existing knowledge in a new way, a two-part approach is needed. Typically, this involves identifying a NSCAD studio course (ceramics, textiles, media studies, etc.) and then developing an independent graduate-level proposal (usually architecture-related) that can be pursued alongside that course. In most cases, previous experience in the subject is useful but not essential. If approved, you will attend classes in a studio taught by a full-time faculty member, alongside undergraduate and graduate NSCAD students. To proceed:

1. **Check the NSCAD timetable**, [selfserv.nscad.ca/Student/courses/](http://selfserv.nscad.ca/Student/courses/), a month or two before the term begins. Select a subject and the appropriate term, then view available sections for an undergraduate course with a 3-credit weight and a time that fits your weekly schedule. Note the instructor's name and the location of the course (Downtown Campus, Port Campus, or online).
2. **Contact the MFA Director**, [mfadirector@nscad.ca](mailto:mfadirector@nscad.ca), to find out if the instructor is eligible to teach graduate students, and if so, to ask for the instructor's e-mail address.
3. **Contact the instructor** to see if a graduate-level place is available in the instructor's studio. If so, develop a preliminary graduate-level proposal (150 words) in consultation with the instructor.
4. **Go to the NSCAD Admissions portal**, [my.nscad.ca/](http://my.nscad.ca/) > Apply Now, to create a profile and apply for admission as a university student. When contacted, say that you're a visiting graduate student. For details, go to [tinyurl.com/nscad-visiting](http://tinyurl.com/nscad-visiting).
5. After the NSCAD Admissions office has set up your visiting student account and assigned you a username, **download and fill in two Dalhousie forms**:
  - a) Dalhousie: **Graduate Letter of Permission**: [tinyurl.com/dal-grad-forms](http://tinyurl.com/dal-grad-forms)  
At the top, consider where you will be in a week to receive the fully signed form. At the bottom, indicate MFAR 6003: Graduate Studio as the course. In the "Host institution" box, indicate NSCAD University. Leave "Dal equivalency" and "credit hrs" blank. Sign both pages.
  - b) Dalhousie: **Confirmation of Registration at Host University**: [tinyurl.com/dal-confirmation](http://tinyurl.com/dal-confirmation)
6. **Submit the Dalhousie Graduate Letter of Permission** to Architecture's Graduate Coordinator ([parcell@dal.ca](mailto:parcell@dal.ca)), who will review and forward it to the Faculty of Graduate Studies for approval, then to Dalhousie's Registrar's Office.
7. After Dalhousie's Registrar's Office has returned the fully signed Graduate Letter of Permission to you, login to the NSCAD Admissions portal, [my.nscad.ca](http://my.nscad.ca/), and **upload two forms** to your personal profile:
  - a) Dalhousie: **Graduate Letter of Permission**
  - b) Dalhousie: **Confirmation of Registration at Host University**
8. In consultation with the instructor, **prepare a project outline**:
  - a) course code: MFAR 6003: Graduate Studio
  - b) title of your research project
  - c) a short description (150–300 words) of the course of research; indicate whether a NSCAD workshop is needed
  - d) (written by you and the instructor): the milestones to be achieved, with their due dates and percentages of the final grade
  - e) (written by the instructor): the criteria for evaluating the outcome of the independent research
9. Login to the NSCAD Forms Portal, [forms.nscad.ca](http://forms.nscad.ca/), using your NSCAD username. Open the **Graduate Independent Research Form** and enter the parts of your project outline. Your completed form will be forwarded to the MFA Director for approval, then to the NSCAD Office of the Registrar.
10. **Go to the NSCAD Office of Student Experience**, second floor, 5163 Duke St. at Granville Mall.
  - a) Pay the admission deposit (\$100) and obtain a receipt.
  - b) Obtain a NSCAD student ID card.
  - c) Continue to the Service Centre (Granville Mall level). Show your NSCAD card to get a building access card (\$20; \$10 refundable).
11. **Begin attending classes.**
12. **Pay the balance of fees for the course.**

When your final grade appears on your NSCAD record (about 30 days after the course is over), submit a form to NSCAD's Office of Student Experience, asking them to send an official PDF of your transcript to Dalhousie's Registrar's Office: [admissions@dal.ca](mailto:admissions@dal.ca). NSCAD's MFAR 6003 course will appear as FNAR 699x on your Dalhousie academic record.