

## MCAD New Faculty Orientation Spring Semester 2019

### Records Office: Policies, Due Dates, and Procedures

#### FERPA

Please see our Intranet resources and the attached FERPA directory/non-directory list to familiarize yourself with how FERPA works at MCAD and your role in safeguarding student academic information.

#### Add/Drop Week

- The Add/Drop period for Spring Semester 2019 is **Tuesday, January 22 – Monday, January 28** (the first five class days of the semester).
- The Add/Drop form is available in Records. Students use this form to add or drop a class during the first week of class. Instructor signature is required to ADD a class. Instructor signature is NOT required to DROP a class during this period. It is the instructor's option to allow a waitlisted student into the class by completing and signing an Add/Drop form.
- Students must submit all Add/Drop forms to Records no later than **5:00 p.m. on Monday, January 28**.
- After the Add/Drop period, dropping a class will count as a withdrawal and will require the instructor's signature. Students may not add courses after the Add/Drop period (with the exception of 1-credit workshops that begin later in the term).

#### Waitlists

- Waitlisted students may only add courses during Add/Drop week, with an instructor's signature on an Add/Drop form.
- If a student does not receive permission to join a course for which they are waitlisted, or fails to turn in their signed form to Records, the course will not be added to their schedule.
- All waitlists will be deleted at the end of the Add/Drop period.

#### Class Lists

- Shows students registered and current status (preregistered/current or waitlisted), instructor, class, time, and location.
- Available on the Faculty Info tab of myMCAD: [my.mcad.edu](http://my.mcad.edu)

### **Class Attendance Verification Form**

- To verify student attendance after the first week of class.
- Available via the Faculty Info tab on myMCAD or the Records Intranet page. Use your online class list to determine if any students are attending and not registered, or, conversely, registered but not attending.
- Send to Records by **Friday, February 1**.

### **Student Alert Notice**

- Online form notifies student and Dean of Student Affairs of unsatisfactory or incomplete work or any other student success issues. Faculty can send more than one alert notice for a student if necessary.
- Official due date is **Friday, March 15**, in order to give students enough time to improve their performance or withdraw before the withdrawal deadline of **Friday, April 19**, but faculty may file these at any point in the semester.

### **Grading**

- Midterm and final grades are entered online in myMCAD. Grade entry in myMCAD is mandatory. Grade entry in Blackboard is optional.
- Midterm grades will be due on **Tuesday, April 2**.
- Final Spring Semester 2019 grades will be due at **12:00 p.m.** on **Tuesday, May 21**.

### **Academic Calendar**

Always available on the Intranet (see the bottom of the page for the link).

If you have questions regarding any of the above, please contact us right away:

**Morrison Building, Room M103**

**612.874.3727**

**[records@mcad.edu](mailto:records@mcad.edu)**

**Have a great semester!**