

## MCAD New Faculty Orientation Spring Semester 2026

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

#### FERPA

Please see our Intranet resources, and particularly the FERPA directory/non-directory list, to familiarize yourself with how MCAD remains compliant with FERPA and your role in safeguarding student academic information.

#### Add/Drop Week

- The **Add/Drop** period for Spring Semester 2026 is the first five class days of the semester: **Tuesday, January 20 at 9:00 a.m. through Monday, January 26 at 11:59 p.m.**
- Students locate the Add/Drop Courses Form on myMCAD, on the Registration tab.
- Students must submit an Add/Drop Courses Form whether they are adding or dropping courses. **Verbal permission to add courses is not sufficient.**
- Department chair approval within the form is required to ADD a class. Chair approval is NOT required to DROP a class during this period. Financial Aid approval is required if a student is dropping a course without replacing the credits. All of these approvals are managed within the form's workflow.
- **Students must submit all Add/Drop Courses Forms on myMCAD no later than 11:59 p.m. on the final day of the add/drop period.**
- After the Add/Drop period, dropping a class counts as a withdrawal and requires student submission of a Course Withdrawal Form, on the Registration tab of myMCAD. This requests approval from the chair of the student's major (or Student Affairs for undeclared students).
- Students **may not** add courses after the Add/Drop period, with the exception of 1-credit workshops that begin later in the term.

#### Waitlists

- Waitlists existed during the initial registration period in November, but there are no waitlists being maintained for any courses as Spring Semester 2026 begins.
- Any student wishing to be added to a full course, and/or to join a course for which they are not already registered, must follow the add/drop process as outlined above.

*(continued below)*

## **Class Lists**

- Available on the Faculty Info tab of myMCAD: my.mcad.edu
- Class lists display students' registration status, class level, institutionally recognized names and pronouns, and the room, day, and time of the section.
- Look for the Class List with Institutionally Recognized Names to see your students who have shared their recognized names with the Records Office for use on campus. *(Note: not all students who use recognized names disclose them through this process!)*

## **Class Attendance Verification Form**

- Use this form to verify student attendance **as of the first class meeting**.
- Available via the Faculty Info tab on myMCAD. Use your online class list to determine if any students are attending and not registered, or, conversely, registered but not attending.
- Submit one form per section you are teaching, ASAP after the first class meeting and **no later than Friday, January 30**.

## **Student Alert Notice**

- This form notifies the student, Learning Center, and the Vice President of Student Affairs of unsatisfactory or incomplete work or any other student success issues. Faculty can send multiple Student Alert notices for a student if necessary.
- Optimal due date is **Friday, March 13**, in order to give students enough time to improve their performance or withdraw before the withdrawal deadline of **Friday, April 17**, 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 Canvas is optional.
- **Midterm grades will be due on Tuesday, March 24 at 9:00 p.m.**
- **Final grades will be due on Tuesday, May 19 at 12:00 p.m. (noon).**
- **There are no exceptions to grading deadlines.** Any late grades will be referred to department chairs/program directors for immediate follow-up.

## **Academic Calendar**

Always available on the Intranet. Scroll to the bottom of intranet.mcad.edu for the link. Check this to find out important upcoming academic due dates.

If you have questions, please contact us at [records@mcad.edu](mailto:records@mcad.edu) .

**Have a great semester!**