

MCAD New Faculty Orientation Fall 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 Fall Semester 2026 is the first five class days of the semester: **Monday, August 24 at 9:00 a.m. through Friday, August 28 at 11:59 p.m.**
- Students add and drop courses directly on myMCAD, on the Registration tab.
- Students must make these changes themselves in order for their schedules to be accurate. **Verbal permission to join courses is not sufficient.**
- There are two specialized forms that students can submit on myMCAD during add/drop:
 - Prerequisite/Corequisite Waiver Form: For courses in which they have not met prerequisites or corequisites. Department chairs review and approve or decline.
 - Course Capacity Waiver Form: For courses which are full. Department chairs review and approve or decline.
- **Students must make any add/drop changes on myMCAD and submit all forms no later than 11:59 p.m. on the final day of the add/drop period.**
- After the Add/Drop period, dropping a course 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 courses that begin later in the term.

Waitlists

- Waitlists existed during the initial registration period in April, but there are no waitlists being maintained for any courses as Fall 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 procedures 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 myMCAD 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, September 4**.

Student Alert Notice

- This form is for faculty to use to notify the student, Learning Center, and the Vice President of Student Affairs of *any* student success issues. Faculty can send multiple Student Alert notices for a student if necessary.
- Optimal due date is **Friday, October 16**, in order to give students enough time to improve their performance or withdraw before the withdrawal deadline of **Friday, November 13**, 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, October 20 at 9:00 p.m.**
- **Final grades will be due on Tuesday, December 15 at 12:00 p.m. (noon).**
- **There are no exceptions to grading deadlines.** Any late grades will be referred to department chairs for follow-up, and immediate response is expected.

Academic Calendar

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

If you have questions, please contact us at records@mcad.edu .

Have a great semester!