

MCAD New Faculty Orientation Spring Semester 2024

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 2024 is the first five class days of the semester: **Tuesday, January 16 through 5:00 p.m. on Monday, January 22.**
- Students can 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 **5:00 p.m. on the final day of the add/drop period.**
- After the Add/Drop period, dropping a class will count as a withdrawal and will require student submission of a Course Withdrawal Form from the Registration tab of myMCAD. This will request 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 2024 begins.
- Any student wishing to be added to a full course, and/or wishing 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, as well as the room, day, and time of the section.
- Look for the Class List with Institutionally Recognized Names to see your students who have requested to use recognized names on campus.

Class Attendance Verification Form

- Use this form to verify student attendance after 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 by **Friday, January 26**.

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 more than one Student Alert notice for a student if necessary.
- Official due date is **Friday, March 8**, in order to give students enough time to improve their performance or withdraw before the withdrawal deadline of **Friday, April 12**, 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 26 at 9:00 p.m.**
- Final grades will be due at **12:00 p.m. (noon) on Tuesday, May 14.**
- **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 regarding any of the above, please contact us right away at records@mcad.edu .

Have a great semester!