

## MCAD New Faculty Orientation Fall Semester 2022

### 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 FERPA works at MCAD and your role in safeguarding student academic information.

#### Add/Drop Week

- The **Add/Drop** period for Fall Semester 2022 is the first five class days of the semester: **Monday, August 29 through 5:00 p.m. on Friday, September 2.**
- Students can locate the Add/Drop Courses Form on myMCAD, on the Records Office tab.
- Students must submit an Add/Drop Courses Form whether they are adding or dropping courses. Verbal permission is not sufficient.
- Department chair approval 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 submission of a Course Withdrawal Form on myMCAD, which 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 April, but there are no waitlists being maintained for any courses as Fall Semester 2022 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, September 9**.

## 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, October 21**, in order to give students enough time to improve their performance or withdraw before the withdrawal deadline of **Friday, November 11**, 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, November 1 at 9:00 p.m.**
- Final grades will be due at **12:00 p.m. (noon) on Tuesday, December 20.**
- **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 (see 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](mailto:records@mcad.edu) .

**Have a great semester!**