

OFFICE OF STUDENT RECORDS AUGUST 2022

2022-2023 Faculty Newsletter

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New Faculty, Welcome to MCLA!

Returning Faculty, Welcome back!

The Office of Student Records (Registrar) is located on the first floor of Eldridge Hall. We can be reached at (413) 662-5216 or email registrar@mcla.edu.



ADD, DROP, WITHDRAW

Early Fall 22 Add/Drop Period: August 24-September 6

Regular Fall 22 Add/Drop Period: September 7-September 15

Fall 22 Course Withdrawal Deadline: November 2

ADD/DROP: Students wishing to add or drop a course to their schedule should complete the add or drop online via Self-Service Banner with their *alternate PIN* provided by the Department Chair.

FIRST YEAR STUDENTS WILL NEED TO COMPLETE AN ONLINE ADD/DROP FORM and will NOT be assigned alternate PINS. The form is available on our webpage under Registration Forms. Please only use this form for new, incoming freshmen. All others should be directed to Self-Service Banner.

WITHDRAWAL: The withdrawal period begins immediately following add/drop and runs through the 50% completion point of the course. Students wishing to withdraw from a course should complete the Withdrawal Form found on the Registrar's [webpage](#) (only available during Withdrawal period). Both instructor and advisor approval are required to withdraw from a course.

Any add/drop/withdrawal after the indicated deadline, must have approval of the Dean of Academic Affairs. Add/Drop/Withdrawal Policies can be found [here](#).

COURSE OVERLOAD

Course Overload forms are required when a student registers for more than 18 credit hours. The student and the advisor must sign off on the [Course Overload Form](#). Students who enroll in more than 21 credit hours need to also obtain the Department Chairperson and Dean of Academic Affairs signatures for approval. **IMPORTANT NOTE:** (An additional \$200 per credit will be charged for each credit over 18. (This policy does not affect matriculated students that were enrolled prior to Fall 19).

ADVISING & REGISTRATION

Course schedules are released to advisors and students 3 weeks prior to registration. The advising period for Spring 2023 begins on October 11. During this 3 week period, students are required to meet with advisors to discuss their academic standing and remaining course requirements prior to registration.

Advisors will be provided PIN numbers that will be given to their advisee after meeting with them. The student will need the PIN number to access on-line registration.

Online registration (via Banner) is staggered and will open for a new population of student every 24 hours (based on class status and earned credits). Once a student's registration period opens, it will not be closed until the end of the entire registration period.

In the event that a student is attempting to register for a class needing instructor approval, prerequisite override, or course over-enrollment, an online course override form must be completed, signed electronically by instructor and advisor, and turned into the Registrar's Office. Registration forms can be found on our [webpage](#).

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ACADEMIC CALENDAR

Available on the Registrar's webpage, the Academics webpage, and myMCLA portal (under Calendars); also available [here](#).

APPROVED COURSES & POLICIES

Approved courses and college policies through governance are available through myMCLA Portal—> Faculty—> *Approved Courses & Policies*

QUICK LINKS

[Academic Policies](#)

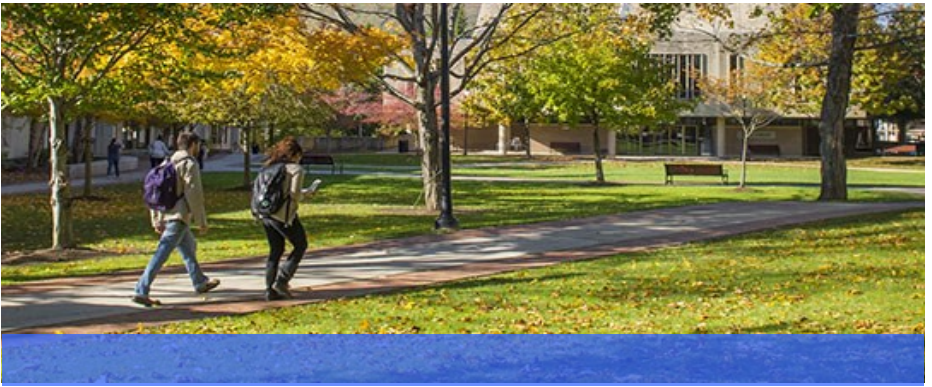
[Current Catalog](#)

[Grading Policies](#)

[Degree Works Training Videos](#)

Training sessions on Degree Works can be made with Gerol in Academic Technology or with Lisa Milanesi in Academic Affairs.

[Degree Audits vs. CAPP Analysis](#)



FINAL EXAMS

The final exam schedule is posted at the beginning of the semester in Faculty/Staff announcements and on our webpage under "Registration Forms & Schedules". Final Exam Policy Found [here](#).

GRADING

MIDTERM WARNINGS—Fall 22 Faculty Deadline to Submit Midterm Warnings is Oct 17

Faculty submit "D" and "F" reports on all students enrolled in their courses via Banner two weeks before the end of the withdrawal period. A memo outlining the submittal process will be emailed to faculty in advance. Copies of midterm grade notices will be sent to students and their advisors (via the Registrar) at least one week before the last day to withdraw without penalty ("W") from courses. The Midterm Warning Policy is found [here](#).

FINAL GRADES—Fall 22 Grades are due Dec 19 at noon

Final grades are due two days following the last day of finals at noon. Final grades are submitted on Banner by the instructor. Click [here](#) for on-line grading instructions.

CHANGING A GRADE

Grade change forms are located in the Faculty Services menu in Banner and may be submitted after the final grade posting deadline. The student's full name, identification number (A#), and reason for the change must be included. Please refer to the [Academic Appeals](#), [Academic Honesty](#), and [Incomplete](#) policies for information on changes of grades and applicable deadlines.

INCOMPLETE GRADE

An incomplete grade ("I") can be given to a student at the end of a term. It is a temporary grade which may be reported only when a portion of the assigned work, as clearly indicated in the course outline or syllabus, has not been completed because of the necessary absence of the student or other reason equally satisfactory to the instructor. Incomplete grades are given at the discretion of an instructor and the student must have completed at least two-thirds of the course work with a passing grade in order to be considered for an Incomplete.

An Incomplete Contract must be initiated by the instructor within the online grading component in Banner, with a completion date of no later than six weeks after the start of the following semester. After the work has been completed, the instructor must submit a Grade Change form with the updated grade.

GRADUATION

Graduation applications are due to the Registrar's office by 2/1 for May graduation, 6/1 for August graduation, and 10/15 for December graduation. Information pertaining to graduation requirements, graduating with distinction, graduate and undergraduate applications, and the May graduation ceremony are available [here](#). Please encourage your graduating students to complete the application on time!

INDEPENDENT STUDY

No more than twelve (12) credit hours of [independent study](#) can count toward a degree.

INTERNSHIP

No more than fifteen (15) credit hours of an [internship](#) can count toward a degree.

TEACHING ASSISTANTSHIP

No more than six (6) credit hours of a [teaching assistantship](#) can count toward a degree.



OFFICE STAFF

Bonnie Howland, Interim Director of Student Records/Registrar

Bonnie has been with the College since 2004. She currently also oversees the Student Financial Services Office and is also responsible for oversight of the Office of Student Records staff, degree clearance, and class registration.

Sarah Burdick, Assistant Director of Student Records

Sarah joined MCLA in 2020 as a Student Success Coach. She is responsible for assisting students in making decisions concerning educational goals leading to an MCLA degree. She is also the contact person for students requesting a leave of absence or withdrawal from the College. She can be reached at (413) 662-5388.

Lillian Shaker, Clerk

Lillian has been with the College since 1994. She is responsible for assisting the Registrar with graduation, Veterans Affairs, processing transcripts, helping students complete their common application, and general office duties. She can be reached at (413) 662-5216.

Jennifer Meaney, Clerk

Jenn has been with the College since 2012. She is responsible for student record additions and changes (uploading and entering credits for CBA, Independent Study, Off Campus Study, Teaching Assistantship, Waivers), evaluating and assigning transfer credit, classroom requests, enrollment verifications, and general office duties. She can be reached at (413) 662-5211.