

ESSENTIAL DEADLINES

1. Send Syllabi to Lisa Cheeks EVERY semester (within the first two weeks of class)

You can send by email (no .zip files), hard copy by interoffice mail or hand to her.

This must be a copy of **your** Course Syllabus, including calendar of assignments and methods of grading.

2. Enrollment Verification Online (Official Rolls) (about the second or third week of classes – check calendar)

You are required to verify official class rolls and student attendance in your course(s) using the Enrollment Verification Process available on-line. Log in to MyMTC and complete the process by date given.

It is extremely important you ensure that everyone attending your class is listed on the Official Class Roll.

If a student is attending, but not listed, you need to refer the student to Records so they can ascertain why the student has been purged from the roll. Normally there is an unresolved financial matter and the student may return to your class with an “Attendance Verification” form which you will need to sign indicating that the student has been attending your class. Records will then place him back on the roll. You do not need to take any further action.

If a student never attended you should record this student as a “No Show”.

If students attended one or more classes but have stopped attending, you should drop these students when they exceed the maximum number of absences allowed in the course. Once any student has exceeded the maximum number of absences allowed they should be withdrawn.

If you make a mistake in reporting during the Enrollment Verification Process email classroll@midlandstech.edu and provide the course prefix, number and section along with the student’s name and college ID number and the corrected information. Please do this as quickly as possible.

Please check your class roster periodically throughout the semester to make sure there have been no accidental mistakes made. Also, when a student stops attending and they have not withdrawn themselves, you need to fill out the required paperwork at that time. Do not wait to do so when the final grades are turned in. You can request “Withdraw” forms from Lisa Cheeks or Monica Boucher-Romano.

3. Grading Online (by specific deadline at end of the exam period, usually 3:00 p.m. on the day after the last exam day)

4. Student Learning Outcome Assessment data grids due to appropriate persons.

HIS – Reid Holland and Tony Scotti

SPA, FRE, GER – Robert Moonan and Tony Scotti

ART, MUS, PHI, REL, SPC, THE – Elena Martínez-Vidal and Tony Scotti

5. Grades and attendance as well as a copy of the final exam must be turned in to Lisa Cheeks

Do not send a sheet with final grades.

This should be a copy of all grades during the semester which resulted in the final grade.

You can send by email (no .zip files), hard copy by interoffice mail or hand to her.

Please be sure to have your name, the course name and number as well as section number and semester clearly marked on the records. Students' names and ID numbers need to be on the records as well.

Please keep an accurate record of student attendance from the first day of class until the end of the semester. On the official rolls, mark students as "No Show" only if they never attended or dropped the class during the first week. For students who attend even one day after the first week, be sure to record **the last date of attendance**. The last date attended must also be recorded beside each "W" or "WF" on the final grade report.

Department policy requires that a student attend at least 85% of all class meetings to be eligible to pass a course. The requirement is higher in some classes (Speech, FL courses). Please be diligent, take roll every day, and keep accurate records. The most frequent source of student complaint concerns instructor initiated withdraws from a course, and an instructor's best response is an accurate record of attendance and a consistently enforced policy.

MEETING THESE DEADLINES IS ESSENTIAL. THERE ARE NO ACCEPTABLE EXCUSES FOR NOT COMPLETING BY THE DUE DATE AND TIME.

PAY: You must return your signed contract by the **fifth working day** of the semester or you will not be paid on time. A list of payday for adjunct faculty is attached. Call Lisa Cheeks about any problems or questions concerning your paychecks or contract. If you move, notify the Payroll Office in writing.