

GENERAL TIMELINE

- Class offering (meeting days/times) are reported to the Graduate School by the Program Director. This information is requested in February/March for Fall classes and September for Spring and Summer classes.
- Student registration begins mid-April for Fall classes and mid-October for Spring and Summer classes. A student may add/drop a class no later than five days after the start of the class. Be mindful of this when you review your class roster in MCWconnect.
- Your class syllabus is due one month prior to the start of class to Mary Beth Drapp mdrapp@mcw.edu. Any changes after submitting should be updated and submitted again to Mary Beth Drapp to ensure class recordings and faculty evaluations are up to date.
- Final grades need to be submitted in MCWconnect. In the Fall and Spring term, grades are due two weeks after the session end date. In Summer term, grades are due one week after the session end date.
- Student evaluations are completed in Oasis and are due 2 weeks after the end of the semester.

RESOURCES

- **FERPA** - The Family Educational Rights and Privacy Act protects the education records of current and former students. All administrators, course directors, faculty and coordinators must complete [FERPA training](#) prior to receiving access to student information.
- **Academic Systems** – An overview of the integration of academic data and points of contact
 - [Brightspace](#) – Course Content (MCW Network Credential Login through OneLogin)
 - [MCWconnect](#) – Class Rosters and Grade Entry (Log in with your unique NetID (Username) and password. If you did not receive your NetID, please contact MCWConnect_support@mcw.edu for assistance. If you forgot your password or need a password reset, click on "Forgot your password?" Or "Reset your password?" at the bottom of the login page.
 - [Oasis](#) – Student Evaluations (MCW Network Credential Login)
 - [OneLogin](#) Access to Brightspace, Box, myTime, etc. (MCW Network Credential Login)
- **Duo Security and Microsoft Authenticator** – required for access to certain systems
- **Academic Policies and Processes** – Includes information on evaluations and grading.
- **Academic Calendars** – Includes important dates and deadlines for the Graduate School such as class session start and end dates and grade due dates.
- **Graduate School Handbook** – student and faculty policies, rules and regulations
 - Annual Evaluation of Graduate Students
 - Repeating Courses
 - Guidelines for Missed Exams
 - Graduate School Course Evaluations

- Professional Misconduct
- Course Credit Calculations
- Changes in Title, Content, or Credit Hours
- Role of the PhD Mentor
- Role of the Master's Degree Mentor
- **Program & Degree Requirements**
- **Teaching Toolbox** – Includes distance learning and teaching information
 - Syllabus Guide
 - InfoScope – MCW Internal Website
 - Zoom/Brightspace/Panopto Integration Guide
 - Webex for Instruction Guide
 - Zoom and Getting Started with Zoom Info
 - Brightspace Virtual Classroom Guide
- **Information Services** – technologies support contact 414-955-4357 help@mcw.edu