Good morning MCC Faculty.

As the close of the fall semester nears, please remember that Final Grades must be entered through our online system by Wednesday, January 2, 2019 at 10:00 am. The college will begin prerequisite checking, review of academic standing, and graduation review as the semester closes, so please enter grades at your earliest convenience, but no later than the morning of January 2nd.

If a student has officially withdrawn, the grade of “W” will appear as the student’s final grade, and no additional action is needed. When a student is unofficially withdrawn by the Financial Aid Office because he or she has stopped participating in your course, the registration status is changed to “UW”. The UW enables the college to be compliant with federal regulations and accurately report each student’s enrollment status, but UW is not a final grade. Although the student is considered unofficially withdrawn, the student will remain on your class roster and a final grade will need to be entered at the end of the semester for “UW” students.

Attached for your review are instructions for entering your grades online. Please contact me, Lisa Gibson, or Katharina Lach if we may be of assistance. Additional information regarding MCC grading can be found at https://www.middlesex.mass.edu/adjunctjunction/grading.aspx.

Thank you, Happy Holidays from the Enrollment Division.
1. Click MY MCC
2. Login your UserID and Password
3. Under My Advising/Faculty Tools on the left, click “Other Enrollment Links”
4. Click “Faculty Services”

5. Click “Final Grades”

6. Select the appropriate term – (i.e. Fall 2018) and click Submit.

7. Select your class CRN to view the correct class list, and enter the grade. Once you have entered your grades, click on submit. Please note that you must save the grades for page one and then go to page two if you have additional students.

8. The process is complete.

If you need assistance with entering your grades through the online system, you may call 978-656-3226 or contact your division assistant and someone will walk you through the process. Additionally, the staff in the Student Information Centers can help you with the logon procedure.

Please note that if you want to check that your grades are saved, you can exit the menu system and login again to confirm the grades are entered.

The deadline for posting 201809 final grades is 10:00AM on Wednesday January 2, 2019.

Thank you.