First Week of Class:
During your first class meeting you must check to see that each student in attendance is on the class roster. Enrollments may be verified on Faculty Eagle Advisor. All section numbers of the classes you teach will be listed here.

Census:
On the first day of the term census rosters will be available on Faculty Eagle Advisor. Please report drops as appropriate. Census due dates are listed on your Faculty Census Rosters; for short term section, this is also the last day to drop without a “W”. Census Rosters are MANDATORY for all sections as required by State and local auditors.

Last day to drop a full-term class without a “W” is September 7, 2015.

Auditing Classes:
Audit forms will only be accepted August 24-28, 2015

Pass/No Pass:
Last day to apply: September 18, 2015 (some classes have an earlier date).
Please check with Enrollment Services for specific dates for short-term classes.
Please remember that most UC and CSU campuses may not accept the pass/no pass grading option.

Final Withdrawal (W)/Reinstatement:
Deadline for full-term classes: November 20, 2015
The final withdrawal (W grade) period extends through 75% of the class. Please check with Enrollment Services for short-term classes. No “W” grade may be assigned after this date.

Petitions to Enter Late
Petitions are required after the late add code expiration date (same as census due date) and must be received by 75% of the class.

End of Semester:
Fall 2015 Semester ends: December 18, 2015
Grades Due: January 4, 2016
Give final grade to each student on Faculty Eagle Advisor. If you teach a class which requires positive attendance, those hours must be entered as well. If you need to issue an incomplete (“I” grade), you must submit an Incomplete Grade Form to Enrollment Services (Evaluators Office) prior to grading deadline. Last date of attendance is reported as the date the student stopped attending face to face or stopped attendance procedures for instructors.

Important Dates

August 2015
Aug 17 Regular instruction begins
Aug 24-28 Audit forms accepted
Aug 28 Last day to drop a full term class and get a refund

September 2015
Sept 4 Last day to apply for credit by examination
Sept 7 HOLIDAY
Sept 7 Last day to drop full-term class without a “W”
Sept 18 Last day to apply for pass/no pass

October 2015
Oct 9 Credit by exam must be completed

November 2015
Nov 11 HOLIDAY
Nov 16 Last day to apply for Fall Graduation
Nov 20 Last day to drop a full-term class with a “W”
Nov 26-29 HOLIDAY

December 2015
Dec 12-18 Final Exams
Dec 31 RTA “GoPass ends

January 2016
Jan 4 Grades posted

Whom To Call
Susan Loomis (MVC) ex: 5210 - Assoc. Dean, Student Services
Cheri Naish (SJC) ex: 3210 - Director, Enrollment Services
Help with my.msjc.edu access, grading instructions and positive attendance:
  Jennie, ex: 3224 (SJC)
  Jeanine: 5220 (MVC)
  Giovanna: 5219 (MVC)
  Robert: 5213 (MVC)

Enrollment Services Office Hours:
San Jacinto Campus
Monday - Thursday 8:00am—5:30pm
Friday 8:00am-12:00pm
Menifee Valley Campus
Temenecito Education Complex
Mon – Thurs 8:00am-5:30pm
Fri. CLOSED
San Gorgonio Pass Campus
Mon – Thurs 8:30am-5pm
Fri. CLOSED