

## Attendance Procedures for Instructors

### 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 [my.msjc.edu](http://my.msjc.edu). 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 [my.msjc.edu](http://my.msjc.edu). 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 3, 2018**.

### Auditing Classes:

Audit forms will **only** be accepted **August 20—August 24, 2018**

### Pass/No Pass:

Last day to apply: **September 14, 2018** (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 16, 2018**

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, (prior to census) and must be received by 75% of the class.

### End of Semester:

Fall 2018 Semester ends: **December 14, 2018**

### Grades Due: December 21, 2018

Give final grade to each student on [my.msjc.edu](http://my.msjc.edu). 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 engagement online. This date is only applicable to students receiving grades of "F" or "NP".

**Note:** You have 30 minutes of inactivity before you time out of

## Important Dates

### July 2018

July 2 Registration begins  
July 4 HOLIDAY

### August 2018

Aug 20-24 Audit forms accepted  
Aug 24 Last day to drop a full term class and get a refund  
Aug 31 Last day to apply for credit by examination

### September 2018

Sept 3 Last day to drop full-term class without a "W"  
Sept 3 HOLIDAY  
Sept 14 Last day to apply for pass/no-pass for full term classes

### October 2018

Oct 5 Credit by exam must be completed

### November 2018

Nov 12 HOLIDAY  
Nov 13 Last day to apply for Fall Graduation  
Nov 16 Last day to drop a full-term class with a "W"  
Nov 22-23 HOLIDAY  
Nov 23-24 HOLIDAY

### December 2018

Dec 8-14 Final Exams  
Dec 21 Grades due

### Whom To Call

Susan Loomis (MVC) ex: 5210 - Dean, Student Services  
Cheri Naish (SJC) ex: 3210 - Director, Enrollment Services  
Help with [ea.msjc.edu](http://ea.msjc.edu) access, grading instructions and positive attendance:

Jennie, ex: 3224 (SJC)                      Giovanna, ex: 5219 (MVC)  
Linda, ex: 3220 (SJC)                      Robert, ex: 5220 (MVC)  
Grace, ex 3214 (SJC)                      Meghan, ex 5213 (MVC)

Or email [ESGrading@msjc.edu](mailto:ESGrading@msjc.edu)

### Enrollment Services Office Hours:

#### San Jacinto Campus

Monday - Thursday 8AM—5:30PM  
Friday 8:00AM—12 Noon

#### Menifee Valley Campus

#### Temecula Education Complex

Mon – Thurs 8:00AM-5:30PM

#### San Geronio Pass Campus

Mon - Thurs 8:00AM-5:30PM

Friday **CLOSED**