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 ea.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 ea.msjc.edu. Please report drops as appropriate. Census due dates are listed on your Faculty Census Roster. This is also the last day to drop the course without a “W” grade. Census Rosters are MANDATORY for all sections as required by State and local auditors excluding Positive Attendance classes. If you need assistance, please contact us.

Auditing Classes:
Audit forms will only be accepted June 3 & 4 for 8 week classes
Audit forms will only be accepted June 17 & 18 for 6 week classes

Pass/No Pass:
Deadline for 8 week course: June 17, 2019
Deadline for 6 week course: June 25, 2019
Please remember that most UC and CSU campuses may not accept the pass/no pass grading option.

Final Withdrawal (W)/Reinstatement:
The final withdrawal (W grade) period extends through 75% of the class. 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:
Summer 2019 Semester ends: July 25, 2019

Grades Due: August 5, 2019
Give final grade to each student on ea.msjc.edu. If you teach a class which requires positive attendance, those hours and grades must be entered online 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.

Note: You have 30 minutes before you timeout of ea.msjc.edu

Note: You have 30 minutes before you timeout of my.mjsc.edu

Important Dates

<table>
<thead>
<tr>
<th>JUNE 2019</th>
<th>JULY 2019</th>
<th>AUGUST 2019</th>
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</thead>
<tbody>
<tr>
<td>June 3</td>
<td>Holiday—campus closed</td>
<td>August 5 Grades due date</td>
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<tr>
<td>8 week session begins</td>
<td>75% of class Meeting Last day to apply for Summer 2019 graduation</td>
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<tr>
<td>First Class meeting or prior meeting Last day to drop and receive a refund 8 week session</td>
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<tr>
<td>June 3-4 Audit forms accepted 8 week session</td>
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<tr>
<td>June 17 Deadline for Pass/No Pass 8 week session</td>
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<tr>
<td>June 17 6 week session begins</td>
<td>July 4 Holiday—campus closed</td>
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<tr>
<td>June 17-18 Audit forms accepted 6 week session</td>
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<tr>
<td>June 25 Deadline for Pass/No Pass (6 week session)</td>
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<tr>
<td>20% of class Meeting Last day to drop a 6 or 8 week course without a “W”</td>
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Whom To Call
Susan Loomis (MVC) ex: 5210 - Dean, Student Services
Cheri Naish (SJC) ex: 3210 - Director, Enrollment Services
Help with ea.msjc.edu access, grading instructions and positive attendance:
Email: esgrading@msjc.edu
Jennie, ex: 3224 (SJC) Giovanna, ex: 5219 (MVC)
Linda, ex: 3220 (SJC) Robert, ex: 5220 (MVC)
Grace, ex: 3214 (SJC) Meghan, ex: 5213 (MVC)

Enrollment Services Office Hours:
San Jacinto Campus Menifee Valley Campus
Monday - Thursday 8am—5:30pm Friday CLOSED
Temecula Higher Education Center San Gorgonio Pass Campus
Mon – Thurs 8:00am-5:30pm Mon - Thurs 8:00am-5:30pm
Friday CLOSED