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. 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. 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 February 8, 2015.

Auditing Classes:
Audit forms will only be accepted January 26-January 30, 2015

Pass/No Pass:
Last day to apply: February 20, 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: May 1, 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, (prior to census) and must be received by 75% of the class.

End of Semester:
Spring 2015 Semester ends: May 28, 2015

Grades Due: June 4, 2015
Give final grade to each student on 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”.

Whom To Call
Susan Loomis (MVC) ex: 5212 - 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, ex: 5220 (MVC)
Linda, ex: 3220 (SJC)
Giovanna, ex: 5219 (MVC)

Enrollment Services Office Hours:
San Jacinto Campus
Monday - Thursday 8am—5:30pm
Friday 8:00am-12:00pm

Menifee Valley Campus
Monday - Thursday 8am—5:30pm

Temecula Education Complex
Mon – Thurs 8:00am-5:30pm
Fri. CLOSED

San Gorgonio Pass Campus
Mon – Thurs 8:30am-5pm
Fri. CLOSED

Important Dates

January 2015
Jan 20 Regular instruction Begins
Jan 26-Jan 30 Audit forms accepted
Jan 30 Last day to drop a full term class and get a refund

February 2015
Feb 6 Last day to apply for credit by examination
Feb 8 Last day to drop full-term class without a “W”
Feb 13-16 HOLIDAY
Feb 20 Last day to apply for pass/no pass

March 2015
Mar 9 Last day to apply for Spring Graduation
Mar 13 Completed
Mar 23-29 Spring Break—College closed

May 2015
May 1 Last day to drop a full-term class with a “W”
May 21-28 Final Exams
May 25 HOLIDAY

June 2015
June 4 Grades posted