Spring 2023
FACULTY INFORMATION

First Week of Class: During your first class meeting you must verify that each student in attendance is on the class roster. Enrollments may be verified in Self-Service. All section numbers of the classes you teach will be listed there.

Census: Census date for full-term classes is February 06, 2023. Students who have never attended or stopped participating must be dropped prior to this date. Census confirmation is MANDATORY for all sections as required by State and local auditors. Once you have confirmed your roster is accurate, accept your Census Agreements in Self-Service. Last day for a student to drop a full-term class without a "W" is February 05, 2023.

Add Authorization Expire (full term): Last day for students to use add authorization is February 05, 2023.

Auditing Classes: Forms will only be accepted January 23 - 27, 2023. Audit forms must be signed by the Dean of Instruction before the student can submit to Enrollment Services online via student support hub.

Pass/No Pass: Last day to apply is February 24, 2023. Confirm specific dates with Enrollment Services for short-term classes. Please remember that most UC and CSU campuses may not accept the pass/no pass grading option. If a student has selected a Pass/No Pass grading option during registration and would like to receive a letter grade, they must submit a Student Petition to Enrollment Services.

Final Withdrawal (W)/Reinstatement: Deadline for full-term classes is April 30, 2023. The final withdrawal (W grade) period extends through 75% of the class. Check section details in Self-Service for specific dates. No "W" grade may be assigned after this date. Students may request an Incomplete or an Excused Withdrawal after this deadline or will need to be issued a final grade (A-F) at the end of the term.

Petitions to Enter Late: Petitions are required after the late add authorization period is over. Students requesting to be added late should have been participating prior to census.

End of Semester: Spring 2023 semester ends on May 24, 2023!

Grades Due: June 02, 2023- Grading is completed within Self-Service. 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 (esgrading@msjc.edu) prior to grading deadline.

Important Dates

January 2023
01/17 Regular instruction begins
01/23 - 01/27 Audit forms accepted
01/27 Last day to drop a full-term class w/ a refund

February 2023
02/05 Last day to drop a full-term class w/out a "W"
02/06 Census for full-term classes
02/24 Last day to apply for pass/no-pass for full-term class

March 2023
03/10 Credit by exam must be completed
03/27 - 03/31 Spring Break

April 2023
04/30 Last day to drop a full-term class w/ a "W"

May 2023
05/11 Last day to apply for Graduation
05/18 - 05/24 Final exams

June 2023
06/02 Grades due