FALL

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 (full-term sections) is September 2, 2025. 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 with a "W" is November 16, 2025.

Add Authorization Expire (full term): Last day for students to use add authorization is September 1, 2025.

Auditing Classes: Forms will only be accepted August 18th to 22nd. Audit forms must be signed by the Dean of Instruction before the student can submit to Enrollment Services online via student support hub. For more details refer to Audit form cover sheet.

Pass/No Pass: Last day to apply is December 12, 2025. 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 November 16, 2025. The final withdrawal (W grade) and reinstatement period extends through 75% of the class. Check section details in Self-Service for specific dates. No drops will be processed, or "W" grades be assigned after this date.

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: Fall 2025 semester ends on December 12th!

Grades Due: All Fall 2025 grades due no later than December 19, 2025. Grading is completed within Self-Service. If you teach a class which requires positive attendance, those hours must be entered by December 19, 2025 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.

August 2025
08/11 Regular instruction begins
08/18 - 8/22 Audit forms accepted
08/22 Last day to drop a full-term class w/ a refund; last day to submit Credit by Exam

September 2025
09/01 College Closed- Labor Day
09/01 Last day to drop a full-term class w/out a "W"
09/02 Census for full-term classes

October 2025

November 2025
11/11 College closed - Veterans Day
11/16 Last day to drop a full-term class w/ a "W"
11/27 - 11/28- College closed- Thanksgiving

December 2025
12/05 Last day to apply for Graduation
12/06 -12/12 Final exams
12/19 Grades are due
12/25 - 1/1 College closed Winter Holiday

Enrollment Services contact information:
Akia Marshall - Director, Enrollment Services
Meredith Goebel - Supervisor, Enrollment Services
Email for Grading Inquiries: ESGrading@msjc.edu
Helpful Resources regarding Census, Add Authorization, and Grading can be found on Sharepoint:
https://mymsjc.sharepoint.com/sites/InstructionalServicesSelfServiceResource