

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 February 2, 2026. 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 April 26, 2026.

Add Authorization Expire (full term): Last day for students to use add authorization is February 1, 2026.

Auditing Classes: Forms will only be accepted January 20 - 23, 2026. 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 20, 2026. 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 26, 2026. 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.

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 2026 semester ends on May 19, 2026!

Grades Due: May 28, 2026 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.

January 2026
1/12 Regular instruction begins
1/19 MLK Day- College closed
1/20 - 1/23 Audit forms accepted
1/23 Last day to drop a full-term class w/ a refund
1/26 Last day to submit Credit by Exam

February 2026
2/1 Last day to drop a full-term class w/out a “W”
2/13 - 2/16 Presidents weekend- college closed
2/20 Last day to apply for Pass/No-Pass

March 2026
3/2 Credit by exam must be completed
3/30 - 4/3 Spring Break- college closed

May 2026
5/8 Last day to apply for Graduation
5/14 - 5/20 Final exams
5/25 Memorial Day- college closed
5/28 Grades due



Enrollment Services contact information:

Cheri Naish - Interim Associate Dean, Enrollment

Akia Marshall - Director, Enrollment

Meredith Goebel - Supervisor, Enrollment

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>