

SUMMER 2022

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 dates for summer vary based on the section. Refer to Self Service for section details and Census Agreement information. 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.

Add Authorization Expire: Last day for students to use add authorization is the day before census. **Please refer to your section information in Self Service for details.**

Auditing Classes: Forms accepted only June 7-8 (8 wk.) and June 21-22 (6 wk.). 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 June 23 (8wk.) and June 30 (6 wk.) (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. 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 General Student Petition to Enrollment Services.

Final Withdrawal (W)/Reinstatement: 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: Summer 2022 Semester ends on July 28, 2022!

Grades Due: August 8, 2022 - 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

June 2022

June 6 Regular instruction begins & last day to drop w/ a refund (8 wk.)

June 7-8 Audit forms accepted (8 wk.)

June 20 Regular instruction begins & last day to drop w/ a refund (6 wk.)

June 7-8 Audit forms accepted (6 wk.)

June 16 Last day to submit credit by exam

June 23 Last day to apply for pass/no-pass

July 2022

20% of class meetings Last day to drop a class w/out a "W" (see Self-Service for specific dates)

July 4 College closed

July 7 Credit by exam must be completed

75% of class meetings Last day to drop a class w/ a "W" (see Self-Service for specific dates)

July 28 Last day to apply for Graduation

August 2022

August 8 Grades due

Enrollment Services contact information:

Barbara Fountain, Interim Dean, Student Services

Elizabeth Mascaro - Director, Enrollment Services

Akia Marshall - Director, Enrollment Services

www.msjc.edu/enroll

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>