MSJC — Mt. San Jacinto College
FALL 2023 Faculty Info

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 September 4, 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 September 4th, 2023.

Add Authorization Expire (full term): Last day for students to use add authorization is September 4th, 2023.
Auditing Classes: Forms will only be accepted August 21st – 25th, 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 December 15, 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 November 19, 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: Fall 2023 semester ends on December 15, 2023!

Grades Due: December 22, 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.

August 2023	September 2023	October 2023	November 2023	December 2023
08/14 Regular instruction begins **08/21 - 08/25** Audit forms accepted **08/25** Last day to drop a full-term class w/ a refund; last day to submit Credit by Exam	**09/04** College closed **09/04** Last day to drop a full-term class w/out a "W" **09/04** Census for full-term classes	**10/02** Credit by exam must be completed	**11/10** Veteran's Day- college closed **11/19** Last day to drop a full-term class w/ a "W"	**12/01** Last day to apply for Graduation **12/09 – 12/15** Final exams **12/15** Last day to apply for pass/no-pass for full-term class **12/22** Grades due