Summer 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 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 (full term): 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 06 - 07 (8 wk.) and June 21-22 (6 wk.). Audit forms must be signed by the Dean of Instruction before the student can submit to Instruction Services submissions Hub.

Pass/No Pass: Last day to apply is July 27 (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.

Registration Change Form *(Petition to Enter Late)*: Forms 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 2023 semester ends on July 27, 2023!

Grades Due: August 07, 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

June 2023
06/05 Regular instruction begins & last day to drop w/ a refund *(8 wk.)*
06/06 - 07 Audit forms accepted (8 wk.)
06/19 College Closed
06/20 Regular instruction begins & last day to drop w/ a refund *(6 wk.)*
06/21 - 22 Audit forms accepted *(6 wk.)*

July 2023
20% of class meetings Last day to drop a class w/out a "W" (see Self-Service for specific dates)
07/04 College Closed
07/27 Last day to apply for pass/no-pass
75% of class meetings Last day to drop a class w/ a "W" (see Self-Service for specific dates)
July 27 Last day to apply for Summer 2023 graduation

August 2023
08/07 Grades due