MSJC
Mt. San Jacinto College

Attendance Procedures for Instructors

First Week of Class:
During your first class meeting **you must check to see that each student in attendance is on the class roster**. Enrollments may be verified on Self-Service. All section numbers of the classes you teach will be listed here.

Census:
Census Agreements are available in Self-Service one week prior to the census date of each section. To see the census dates for your section(s) reference the Deadline Dates in Self-Service. Students who have never attended or stopped attending by census need to be reported as such via the Grading Roster tab so that they may be dropped. Census reporting is **MANDATORY** for all sections as required by State and local auditors excluding Positive Attendance classes. If you need assistance, please contact us.

Auditing Classes:
Audit forms will **only** be accepted **June 8 & 9 for 8 week classes**
Audit forms will **only** be accepted **June 22 & 23 for 6 week classes**

Pass/No Pass:
Deadline for 8 week course: **June 24, 2021**
Deadline for 6 week course: **July 1, 2021**
Please remember that most UC and CSU campuses may not accept the pass/no pass grading option.

Final Withdrawal (W)/Reinstatement:
The final withdrawal (W grade) period extends through 75% of the class. No "W" grade may be assigned after this date.

Petitions to Enter Late
Petitions are required after the late add code expiration date, (prior to census) and must be received by 75% of the class.

End of Semester:
Summer 2019 Semester ends: **July 29, 2021**

Grades Due: August 9, 2021
Give final grade to each student on Self-Service. If you teach a class which requires positive attendance, those hours and grades must be entered online as well. If you need to issue an incomplete (I grade), you must submit an Incomplete Grade Form to Enrollment Services (Evaluators Office) prior to grading deadline. Last date of attendance is reported as the date the student stopped attending face to face or stopped engagement online.

Enrollment Services Contact Information:

Barbara Fountain (MVC) - Interim Dean, Student Services
Elizabeth Mascaro (MVC) - Interim Director, Enrollment Services
Akia Marshall (SJC) - Director, Enrollment Services

Support Hub phone number: (951) 465 - 7887

Email ESGrading@msjc.edu

Visit www.msjc.edu/HUB for additional services

Enrollment Services Office Hours:

Monday - Thursday 9:00AM—5:00PM

Important Dates

JUNE 2021

June 7	**8 week session begins**
First Class meeting or prior	Last day to drop and receive a refund 8 week session
June 8-9	Audit forms accepted 8 week session
June 24	Deadline for Pass/No Pass 8 week session
July 21	**6 week session begins**
First Class meeting or prior	Last day to drop and receive a refund 6 week session
June 22-23	Audit forms accepted 6 week session
July 1	Deadline for Pass/No Pass (6 week session)
20% of class Meeting	Last day to drop a 6 or 8 week course without a "W"

JULY 2021

July 5	Holiday—campus closed
July 17	Last day to submit paperwork for credit by examination
75% of class Meeting	Last day to drop a 6 or 8 week course with a "W"
July 15	Last day to apply for Summer 2021 graduation
July 29	GoPass bus ridership ends

AUGUST 2021

August 9	Grades due date