SUMMER 2025

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 summer vary by 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.

Adding/Late Adds: The last day for students to use add authorization is the day before census.
Please refer to your section information in Self Service for details. Petitions (Registration Change forms) are required after late add authorization period. Students requesting to be added late should have been attending/participating prior to census.

Auditing Classes: Audit forms will be accepted only 6/10/25 & 6/11/25 for 8 week courses; 6/24/25 & 6/25/25 for 6 week courses. Audit forms must be signed by the course Instructor and Dean of Instruction before the student can submit to Enrollment Services online via student support hub.

Pass/No Pass: The last day for students to apply is July 31, 2025. 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: 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.

End of Semester: Summer 2025 semester ends on July 31st, 2025!

Grades Due: Grading must be completed within Self-Service no later than August 7th, 2025 . 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.

June 2025
6/9 Regular instruction begins (8 wk)
6/10 - 6/11 Audit forms accepted (8 wk)
6/19 College Closed
6/23 Regular instruction begins (6 wk);
credit by exam due
6/24 - 6/25 Audit forms accepted (6 wk)

July 2025
7/3 - 7/4 College Closed
7/31 Pass no pass deadline;
last day to apply for Summer
2025 graduation and certificate

Enrollment Services contact information:
Akia Marshall - Director, Enrollment Services
Itzel Cruz, Meredith Goebel - Supervisor, 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