Fall 2022
FACULTY INFORMATION

MSJC | Mt. San Jacinto College

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 6, 2022. 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 5, 2022.

Add Authorization Expire (full term): Last day for students to use add authorization is September 5, 2022.

Auditing Classes: Forms will only be accepted August 22 - 26, 2022. 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 September 12, 2022. 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: Deadline for full-term classes is November 20, 2022. 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 2022 semester ends on December 16, 2022!

Grades Due: December 23, 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

August 2022
8/15- Regular instruction begins
8/22 - 8/26 Audit forms accepted
8/26 Last day to drop a full-term class w/ a refund

September 2022
9/5 Last day to drop a full-term class w/out a "W"; *college closed*
9/6 Census for full-term classes
9/12 Last day to apply for pass/no-pass for full-term class

October 2022
10/3 Credit by exam must be completed

November 2022
11/11 College closed
11/20 Last day to drop a full-term class w/ a "W"
11/24 - 11/25 College closed

December 2022
12/2 Last day to apply for Graduation
12/10 - 12/16 Final exams
12/23 Grades due