

## 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 in Self-Service. All section numbers of the classes you teach will be listed here.

### Census:

**Census date for full-term classes is September 7, 2021.** 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.

Last day to drop a full-term class without a "W" is **September 6, 2021.**

### Add Authorization Expire (full-term course):

Last day for students to use add authorization is September 6, 2021.

### Auditing Classes:

Audit forms will **only** be accepted **August 23-August 27, 2021.**

### Pass/No Pass:

Last day to apply: **September 13, 2021** (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.*

### Final Withdrawal (W)/Reinstatement:

Deadline for full-term classes: **November 21, 2021**

The final withdrawal (W grade) period extends through 75% of the class. Please check with Enrollment Services for short-term classes. No "W" grade may be assigned after this date.

### Petitions to Enter Late:

Petitions are required after the late add authorization period is over, (prior to census) and must be received by 75% of the class.

### End of Semester:

Fall 2021 Semester ends: **December 17, 2021**

### Grades Due: January 3, 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. 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, Interim Dean, Student Services  
Elizabeth Mascaro (MVC) - Director, Enrollment Services  
Akia Marshall (SJC) - Director, Enrollment Services

Support Hub phone number: (951) 465 - 7887

Email for Grading Inquiries: [ESGrading@msjc.edu](mailto:ESGrading@msjc.edu)

Visit [www.msjc.edu/HUB](http://www.msjc.edu/HUB) for additional services

#### Enrollment Services Hours:

Monday - Thursday 9:00AM—5:00PM

Friday 8:00AM—12 Noon

## Important Dates

### August 2021

Aug 16	Regular instruction Begins
Aug 23-Aug 27	Audit forms accepted
Aug 27	Last day to drop a full-term class and get a refund
Aug 27	Last day to apply for credit by examination
Sept 6	Last day to drop full-term class without a "W"

### September 2021

Sept 6	HOLIDAY
Sept 13	Last day to apply for pass/no pass for a full-term class

### October 2021

Oct 1	Credit by exam must be Completed
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### November 2021

Nov 11	HOLIDAY
Nov 21	Last day to drop a full-term class with a "W"
Nov 25-26	HOLIDAY

### December 2021

Dec 3	Last day to apply for Graduation
Dec 11-17	Final Exams

### January 2022

Jan 3	Grades Due
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