



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 (full-term sections) is August 31st. 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 with a “W” is November 15, 2026.

Add Authorization Expire (full term): Last day for students to use add authorization is August 30th.

Auditing Classes: Forms will only be accepted August 17th to 31st. Audit forms must be signed by the Dean of Instruction before the student can submit to Enrollment Services online via student support hub. For more details refer to Audit form cover sheet.

Pass/No Pass: Last day to apply is December 11, 2026. 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 (W)/Reinstatement: Deadline for full-term classes is November 15, 2026. The final withdrawal (W grade) and reinstatement period extends through 75% of the class. Check section details in Self-Service for specific dates. No drops will be processed, or “W” grades be assigned after this date.

Petitions to Enter Late: Petitions are required after the add authorization period is over. Students requesting to be added late must have been participating prior to census.

End of Semester: Semester ends on December 11th!

Grades Due: All Fall 2026 grades due no later than December 18, 2026. Grading is completed within Self-Service. If you teach a class which requires positive attendance, those hours must be entered by December 18, 2026 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.

August 2026

8/10 Regular instruction begins
8/17 - 8/31 Audit forms accepted

8/21 Last day to drop a full-term class w/ a refund;
8/30 Drop w/out a “W”; add Auth expires
8/31 Census for Full-Term classes

September 2026

9/1 College Closed- Labor Day
9/28 last day to submit Credit by Exam

November 2026

11/11 College closed
11/15 Last day to drop a full-term class w/ a “W”
11/26 - 11/27 College closed

December 2026

12/4 Last day to apply for Graduation
12/7 -12/11 Final exams
12/18 Grades are due
12/25 - 1/1 College closed Winter Holiday

Enrollment Services Contact Information:

Cheri Naish - Interim Dean, Enrollment Services

Enrollment Services Leadership

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>

