MSJC
Mt. San Jacinto College

Fall 2024 Faculty Info

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 September 3, 2024. 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 2, 2024.

Add Authorization Expire (full term): Last day for students to use add authorization is September 2, 2024. Registration Change/Late Add petition are required after the add period is over. Students requesting to be added late should have been participating prior to census.

Auditing Classes: Forms will only be accepted August 19-23, 2024. 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 December 13, 2024. 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)/Registration Change - Reinstate: Deadline for full-term classes is November 17, 2024. 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.

End of Semester: Fall 2024 semester ends on December 13, 2024!

Grades Due: December 20, 2024 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.

August 2024
08/12 Regular instruction begins
08/19 - 08/23 Audit forms accepted
08/23 Last day to drop a full-term class w/ a refund; last day to submit Credit by Exam

September 2024
09/02 College Closed- Labor Day
09/02 Last day to drop a full-term class w/out a "W"
09/08 Census for full-term classes
09/30 Credit by exam must be completed

October 2024

November 2024
11/11 College closed - Veterans Day
11/17 Last day to drop a full-term class w/ a "W"
11/28 - 11/29- College closed- Thanksgiving

December 2024
12/06 Last day to apply for Graduation
12/07 -12/13 Final exams
12/20 Grades are due
12/25 - 12/31 College closed Winter Holiday