

SPRING 2022

FACULTY INFORMATION

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 February 7, 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 February 6, 2022.

Add Authorization Expire (full-term course): Last day for students to use add authorization is February 6, 2022.

Auditing Classes: Audit forms will only be accepted January 24 – 28, 2022. Audit forms must be signed by the Dean of Instruction before the student can submit them to Enrollment Services.

Pass/No Pass: Last day to apply is February 25, 2022 (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. 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 May 1, 2022. 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. 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: Spring 2022 Semester ends: May 25, 2022.

Grades Due: June 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.

Important Dates

January 2022

Jan 18 Regular instruction begins

Jan 24-28 Audit forms accepted

Jan 28 Last day to drop a full-term class & get a refund

February 2022

Feb 4 Last day to apply for credit by examination

Feb 6 Last day to drop a full-term class without a "W"

Feb 18-21 College closed (PRESIDENT'S HOLIDAY)

Feb 25 Last day to apply for pass/no-pass for a full-term class

March 2022

March 11 Credit by exam must be completed

March 4 Last day to apply for Graduation

March 28 – April 1 College closed (SPRING BREAK)

May 2022

May 1 Last day to drop a full-term class with a "W"

May 19-25 Final exams

May 26 Graduation 2022

June 2022

June 3 Grades due

Enrollment Services contact information:

Barbara Fountain, Interim Dean, Student Services
Elizabeth Mascaro (MVC) - Director, Enrollment Services
Akia Marshall (SJC) - Director, 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>