

## 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 8 2020. 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 7 2020.**

### Auditing Classes:

Audit forms will **only** be accepted **August 24-August 28, 2020**

### Pass/No Pass:

Last day to apply: **September 14, 2020** (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 20, 2020**  
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 code expiration date, (prior to census) and must be received by 75% of the class.

### End of Semester:

Fall 2020 Semester ends: **December 18, 2020**

### Grades Due: January 4, 2021

Give final grade to each student on 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 (Evaluators Office) prior to grading deadline. Last date of attendance is reported as the date the student stopped attending face to face or stopped engagement online. This date is only applicable to students receiving grades of "F" or "NP".

**Note:** You have 30 minutes of inactivity before you time out of Self-Service.

#### Enrollment Services contact information:

Elizabeth Mascaro (SJC) - Interim Director, Enrollment Services  
Jared Davis (MVC) - Director, Academic Records

Support Hub phone number: (951) 465 - 7887  
Email [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 2020

Aug 17	Regular instruction Begins
Aug 24-Aug 28	Audit forms accepted
Aug 28	Last day to drop a full-term class and get a refund
Aug 28	Last day to apply for credit by examination
Sept 7	Last day to drop full-term class without a "W"

### September 2020

Sept 7	HOLIDAY
Sept 14	Last day to apply for pass/no pass for a full-term class

### October 2020

Oct 2	Credit by exam must be Completed
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### November 2020

Nov 11	HOLIDAY
Nov 20	Last day to drop a full-term class with a "W"
Nov 26-27	HOLIDAY

### December 2020

Dec 12-18	Final Exams
Dec 14	Last day to apply for Spring Graduation

### January 2021

Jan 4	Grades Due
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