

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 February 8, 2021. Students who have never attended or stopped participating by this date must be dropped. 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 **February 7, 2021**

Auditing Classes:

Audit forms will **only** be accepted **January 25-January 29, 2021**

Pass/No Pass:

Last day to apply: **February 26, 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: **May 2, 2021**

The final withdrawal (W grade) period extends through 75% of the class. Please check with Enrollment Services for short-term classes.

Petitions to Enter Late:

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

End of Semester:

Spring 2021 Semester ends: **May 26, 2021**

Grades Due: June 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".

Enrollment Services contact information:

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

Support Hub phone number: (951) 465 - 7887

Email ESGrading@msjc.edu

Visit www.msjc.edu/HUB for additional services

Enrollment Services Hours:

Monday - Thursday 9:00AM—5:00PM

Important Dates

January 2021

Jan 19	Regular instruction Begins
Jan 25-29	Audit forms accepted
Jan 31	Last day to drop a full-term class and get a refund
Feb 5	Last day to apply for credit by examination
Feb 7	Last day to drop full-term class without a "W"

February 2021

Feb 12-15	HOLIDAY
Feb 26	Last day to apply for pass/no pass for a full-term class

March 2021

March 5	Last day to apply for Spring Graduation
Mar 12	Credit by exam must be Completed
Mar 29-Apr 2	HOLIDAY

May 2021

May 2	Last day to drop a full-term class with a "W"
May 20-26	Final Exams

June 2021

June 4	Grades Due
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