

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 on my.msjc.edu. All section numbers of the classes you teach will be listed here.

Census:

On the first day of the term census rosters will be available on my.msjc.edu. Please report drops as appropriate. Census due dates are listed on your Faculty Census Rosters; for short term section, this is also the last day to drop without a "W". Census Rosters are **MANDATORY** for **all sections** as required by State and local auditors. Last day to drop a full-term class without a "W" is **September 2, 2019**.

Auditing Classes:

Audit forms will **only** be accepted **August 19—August 23, 2019**

Pass/No Pass:

Last day to apply: **September 13, 2019** (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 15, 2019**

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 2019 Semester ends: **December 13, 2019**

Grades Due: December 20, 2019

Give final grade to each student on my.msjc.edu. 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

Whom To Call

Susan Loomis (MVC) ex: 5210 - Dean, Student Services
Cheri Naish (SJC) ex: 3210 - Director, Enrollment Services
Help with ea.msjc.edu access, grading instructions and positive attendance:

Jennie, ex: 3224 (SJC) Giovanna, ex: 5219 (MVC)
Linda, ex: 3220 (SJC) Robert, ex: 5220 (MVC)
Grace, ex 3214 (SJC) Jannett, ex 5213 (MVC)
Or email ESGrading@msjc.edu

Enrollment Services Office Hours:

San Jacinto Campus

Monday - Thursday 8AM—5:30PM
Friday 8:00AM—12 Noon

Menifee Valley Campus

Temecula Higher Education Ctr.

Mon - Thurs 8:00AM-5:30PM
Friday **CLOSED**

San Geronio Pass Campus

Important Dates

July 2019

July 4 HOLIDAY
July 8 Registration begins

August 2019

Aug 19-23 Audit forms accepted
Aug 23 Last day to drop a full term class and get a refund
Aug 30 Last day to apply for credit by examination

September 2019

Sept 2 Last day to drop full-term class without a "W"
Sept 2 HOLIDAY
Sept 13 Last day to apply for pass/no-pass for full term classes

October 2019

Oct 4 Credit by exam must be completed

November 2019

Nov 11 HOLIDAY
Nov 15 Last day to apply for Fall Graduation
Nov 15 Last day to drop a full-term class with a "W"
Nov 28-29 HOLIDAY
Nov 23-24 HOLIDAY

December 2019

Dec 7-13 Final Exams
Dec 20 Grades due