

## Mt. San Jacinto College

### Grading Instructions

Please note that each student listed on the roster is officially enrolled in your class and must receive a grade. Students auditing courses will appear on the grading screen, but shall not be issued a grade. If you attempt to grade and audit student, you will receive an error message. **Grading is available seven (7) calendar days prior to the end of full-term courses and one (1) calendar day prior to the end of short-term courses. The deadline to submit grades is listed on Faculty EagleAdvisor for each of your class sections.** Completing grading by the due date is critical for students who receive Financial Aid or are transferring to other institutions.

The authorized grades are A, B, C, D, F, P, NP or I. If you need to issue an Incomplete (I) grade, you must submit an "Incomplete Grade Form" to Enrollment Services (Evaluators Office) prior to the grading deadline. The form is available online at [www.msjc.edu/StudentServices/EnrollmentServices/Documents/incomplete.pdf](http://www.msjc.edu/StudentServices/EnrollmentServices/Documents/incomplete.pdf). Incomplete grades cannot be submitted via Faculty Eagle Advisor.

In an effort to reduce district fiscal liability, MSJC has instituted a change to the grade submission process to include last date of attendance when issuing grades of F and NP.

For each student who is on your grade roster but has stopped attending a face-to-face class (or stopped engagement in the academic activities in an online class) and is receiving a grade of F or NP, please report the last date of attendance by inputting the date on the final grading screen. Only dates as of census (date provided on screen) may be entered except for positive attendance courses. Instructors are required to clear the rolls of inactive enrollment prior to census. **Please note, a last date of attendance should not be provided if the student earned (remained enrolled) and is receiving a grade of F or NP.**

If you have a Positive Attendance class, you will use Faculty Eagle Advisor to input hours at the time you submit your grades. Positive Attendance Hours are the actual hours the student attended class and are required for each student that is graded (including those that may have a "W" grade). The last date of attendance may be any date as of the start of the class or after.

After submitting your grades, you will get a resolution screen that shows all the grades submitted. You are not required to submit any roster(s) to Enrollment Services; however, you may print the resolution screen that shows after the grades are submitted.

It is good practice for all instructors to print out and keep copies of grade and attendance sheets for a minimum of 5 years.

**Reminder-** When grading, it is important to remember that after thirty minutes of inactivity you will be timed out of Faculty EagleAdvisor. It is not until you click the submit button are you notified of the time out. When this happens the grades are not submitted and you must log back in and submit again.

You will find the website easy and convenient to use. Should you have questions, you may visit or call one of the Enrollment Services staff members during office hours or send an email.

### Office Hours:

<b>San Jacinto Campus</b> (951) 487-3215 Mon - Thur 8am-5:30pm Fri 8am-12pm	<b>Menifee Valley Campus</b> (951) 639-5215 Mon - Thur 8am-5:30pm Fri 8am-12pm	<b>Temecula Education Complex</b> (951) 308-1059 Mon - Thur 9am-6pm Fri CLOSED	<b>San Gorgonio Pass Service Center</b> (951) 922-1327 Mon-Thur 8:30am-5pm Fri - Closed
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You may also email questions to [help@msjc.edu](mailto:help@msjc.edu) for login issues or [ESGrading@msjc.edu](mailto:ESGrading@msjc.edu) for grading issues