



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 summer vary based on section. Refer to Self Service for section details and Census Agreement information. 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.

Add Authorization Expire (full term): Last day for students to use add authorization is the day before census. **Please refer to your section information in Self Service for details.**

Auditing Classes: Forms will only be accepted June 4 - 5, 2024 (8 wk course). Audit forms must be signed by the Dean of Instruction before the student can submit to Enrollment Services online via student support hub.

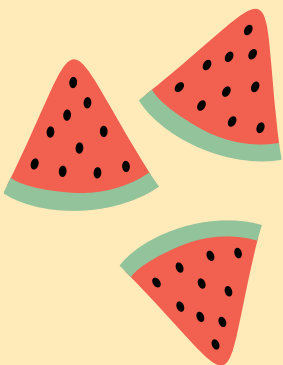
Pass/No Pass: Last day to apply is July 25, 2024. Confirm specific dates with Enrollment Services for short-term classes. Please remember that most UC and CSU campuses may not accept the pass/no pass grading option. If a student has selected a Pass/No Pass grading option during registration and would like to receive a letter grade, they must submit a Student Petition to Enrollment Services.

Final Withdrawal (W)/Reinstatement: The final withdrawal (W grade) period extends through 75% of the class. Check section details in Self-Service for specific dates. 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: Summer 2024 semester ends on July 25th, 2024!

Grades Due: Summer 2024 grades are due **August 5th, 2024**. Grades are to be submitted via 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.



June 2024

06/03 Regular instruction begins (8 wk)
06/04 - 06/05 Audit forms accepted (8 wk)
06/17 Regular instruction begins (6 wk)
06/18 - 20 Audit forms accepted (6 wk)
06/19 College Closed

July 2024

07/04 College Closed
07/07 Credit by exam due
07/25 Pass no pass deadline; last day to apply for Summer 2024 graduation and certificate



Enrollment Services contact information:

Akia Marshall - Director, Enrollment Services
Jackie Jones- Supervisor, Enrollment Services
Meredith Goebel- Lead Student Services Assistant, 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://mysjc.sharepoint.com/sites/InstructionalServicesSelfServiceResource>