



**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 full-term classes is February 5, 2024. 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. Last day for a student to drop a full-term class without a “W” is February 4th, 2024.

**Add Authorization Expire (full term):** Last day for students to use add authorization is February 4th, 2024.

**Auditing Classes:** Forms will only be accepted January 16 - 26, 2024. 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 February 23rd, 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:** Deadline for full-term classes is April 28th, 2024. 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:** Spring 2024 semester ends on May 22nd, 2024! Graduation ceremony is on May 23rd, 2024!

**Grades Due:** May 30th, 2024 Grading is completed within 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](mailto:esgrading@msjc.edu)) prior to grading deadline.

## January 2024

**01/16** Regular instruction begins  
**01/16 - 01/26** Audit forms accepted  
**01/26** Last day to drop a full-term class w/ a refund; last day to submit Credit by Exam

## February 2024

**02/04** Last day to drop a full-term class w/out a “W”  
**02/05** Census for full-term classes  
**02/16 - 02/19** College Closed

## March 2024

**03/05** Credit by exam must be completed  
**03/29** Deadline to apply for Spring 2024 graduation (name to appear in program)



## April 2024

**04/01 - 04/05** Spring Break - college closed  
**04/28** Last day to drop a full-term class w/ a “W”

## May 2024

**05/10** Last day to apply for Graduation  
**05/16 - 05/22** Final exams  
**05/23** Graduation ceremony!  
**05/30** Grades are due

### Enrollment Services contact information:

Akia Marshall - Director, Enrollment Services  
Meredith Goebel (OOC) - Supervisor, Enrollment Services  
[www.msjc.edu/enroll](http://www.msjc.edu/enroll)

Email for Grading Inquiries: [ESGrading@msjc.edu](mailto:ESGrading@msjc.edu)

Helpful Resources regarding Census, Add Authorization, and Grading can be found on Sharepoint:

<https://mymsjc.sharepoint.com/sites/InstructionalServicesSelfServiceResource>