SPRING 2025

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 (full-term sections) is February 3, 2025. 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 with a "W" is April 27, 2025.

Add Authorization Expire (full term): Last day for students to use add authorization is February 2, 2025.

Auditing Classes: Forms will only be accepted January 21 - 24, 2025. 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 21, 2025. 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 27, 2025. 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.

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 2025 semester ends on May 21, 2025!

Grades Due: May 29, 2025 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) prior to grading deadline.

January 2025
1/13 Regular instruction begins
1/20 MLK Day- College closed
1/21 - 1/24 Audit forms accepted
1/24 Last day to drop a full-term class w/ a refund
1/27 Last day to submit Credit by Exam

Febuarary 2025
2/2 Last day to drop a full-term class w/out a "W"
2/14 - 2/17 Presidents weekend- college closed
2/21 Last day to apply for Pass/No-Pass

March 2025
3/3 Credit by exam must be completed
3/31 - 4/1 Spring Break- college closed

April 2025
4/27 Last day to drop a full-term class w/ a "W"

May 2025
5/9 Last day to apply for Graduation
5/15 - 5/21 Final exams
5/26 Memorial Day- college closed
5/29 Grades due

Enrollment Services contact information:
Akia Marshall - Director, Enrollment Services
Jackie Alvarado, Meredith Goebel - Supervisor, 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://mymsjc.sharepoint.com/sites/InstructionalServicesSelfServiceResource