

East Los Angeles College
Admissions and Records Office
REQUIRED ATTENDANCE AND GRADING ROSTERS
FALL 2019 – FULL TERM 16 WEEK COURSES
August 26, 2019 – December 15, 2019

The Dates Below Apply Only to Courses with Start and End Dates Listed above.

If the above dates differ, deadlines are different contact the Admissions and Records Office for Assistance.

Census Date.....September 9, 2019.....Eve of 20% class is scheduled to meet
Mandatory Exclusion Roster (MER).....DUE BY: September 19.....8 Business Days after Census Date
Supplemental Exclusion Roster (SER).....DUE BY: November 15.....1 Day Prior to Last Day to Drop with a “W”
 (will become available after the MER is submitted)
Grade Roster.....DUE BY: December 20.....5 college work days after the last
day of the final period

Note: MER, SER and Grade Roster must be submitted online. Failure to submit rosters by the deadline will require in-person submission at the Admissions and Records Office. Please check your faculty portal to view the specific drop dates for your class. Select the Drop Roster tab for complete details.

Need Assistance

If you need assistance in accessing the Faculty Information Portal, please contact the Teaching & Learning Center at (323) 265-8949 or visit F5-321.

If you are unable to log in, contact the IT department on campus.

- * Visit the IT Office, K5-104
- * Email IT at ithelpdesk@elac.edu
- * Call IT at (323) 265-8700

IMPORTANT DATES AND DEADLINES

Late Registration for Full Term Courses – (must attend first day of class for instructor permission) . Aug. 26 - Sept. 6
 Graduation Petitions for Fall 2019.....Aug. 26 - Dec. 13
ADD DEADLINE - Last Day to Add or Audit Full Term ClassesFriday, Sept. 6
(This deadline in only for 16 week courses, date for short-term classes is approximately 20% of term)
DROP DEADLINE #1 - Last Day to Drop Classes Online Without Fee Penalty and.....Friday, Sept. 6
(This deadline in only for 16 week courses, date for short-term classes is approximately 10% of term)
Last Day to Drop Online Without Class Appearing on Transcript.....Friday, Sept. 6
Last Day for Section Transfers.....Friday, Sept. 6
 Last Day to file for Pass/No Pass Friday, Oct. 4
DROP DEADLINE #2 - Last Day to Drop Classes Online with a “W” (75% of term) Sunday, Nov. 17
(This deadline in only for 16 week courses, date for short-term classes check the student information
portal)
 Last Day of Full Term Class Instruction Sunday, Dec. 8
 Final Examinations Dec. 9 - Dec. 15
 Fall 2019 Semester Ends.....Sunday, Dec. 15

HOLIDAYS – College Closed

Holiday – College Closed in Observance of Labor Day.....Monday, Sept. 2
 Holiday – College Closed in Observance of Veteran’s Day.....Monday, Nov. 11
 Holiday – College Closed in Observance of Thanksgiving Day Nov. 28 - 29
 Non-Instructional Days – College Closed.....Nov. 30 - Dec.1

Admissions Office Hours:

Monday thru Thursday: 9:00 am – 7:00 pm; Friday: 8:00 am – 12:00 pm

For questions please contact

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