

**East Los Angeles College  
Admissions and Records Office**

**SPRING 2020  
FEBRUARY 10, 2020 – JUNE 8, 2020  
MANDATORY ATTENDANCE AND GRADING ROSTER DEADLINES**

**The Dates Below Apply Only to Courses with Start and End Dates Listed above.  
If the above dates differ, contact the Admissions and Records Office for Assistance.**

Census Date.....February 24.....Eve of 20% class is scheduled to meet  
**Mandatory Exclusion Roster (MER).....DUE BY: March 5.....8 Business Days after Census Date**  
**Supplemental Exclusion Roster (SER).....DUE BY: May 10..... Available until the Last Day to Drop with a “W”**  
(will become available after the MER is submitted)  
**Grade Roster.....DUE BY: June 15.....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](mailto:ithelpdesk@elac.edu)
- \* Call IT at (323) 265-8700

**IMPORTANT DATES AND DEADLINES**

Last day to pre-register in courses on-line for classes.....Feb. 09  
Day and Evening Classes Begins.....Feb. 10  
**ADD DEADLINE – Last Day to Add or Audit Full Term Classes.....Feb. 23**  
**\*DROP DEADLINE #1 – Last Day to Drop Classes Online Without Having to Pay Fee.....Feb. 23**  
Last Day to Drop Online Without Class Appearing on Transcript  
Last Day to “Swap” courses without Class Appearing on Transcript  
Graduation Petition Period.....Feb. 24 - May 07  
Last day to file Pass/No Pass and Last Day for Section Transfers.....Feb. 28  
**\*DROP DEADLINE #2 – Last Day to Drop Classes Online with a “W” (75% of term).....May 10**  
Last Day of Instruction.....June 01  
Final Examinations.....June 02 - June 08

**HOLIDAYS – College Closed**

Holiday – College Closed (Observance of President Day).....Feb. 14  
Non-Instruction Day – (No Classes).....Feb. 15 – Feb. 16  
Holiday – College Closed (Observance of President’s Day).....Feb. 17  
Holiday – College Closed (Observance of Cesar Chavez Day).....Mar. 31  
Spring Break (No Classes).....Apr. 06 – Apr. 12  
Non-Instruction Day (No Classes).....Apr. 13  
Holiday – College Closed (Observance of Memorial Day).....May 25

**Admissions Office Hours:**

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

For questions please contact

Guillermo Sanchez (323) 415- 5362 or Alexander Deng (323) 415-5361  
[sancheg3@elac.edu](mailto:sancheg3@elac.edu) [denga@elac.edu](mailto:denga@elac.edu)