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”

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
* 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
sanchezg3@elac.edu or denga@elac.edu