



Admissions Bulletin FALL 2011

Date: August 25, 2011
 To: All Faculties
 From: Jeremy Allred, Dean of Admissions
 SUBJECT: CENSUS ROSTER & SESSION DATES

*****PLEASE READ THIS BULLETIN THOROUGHLY AND KEEP IT FOR FUTURE REFERENCE*****

CENSUS ROSTER(S) (pink): attached to this bulletin are all census rosters for your courses taught during Fall 2011. The Census roster(s) lists all students who were pre-enrolled as of Wednesday, August 24, 2011. Some students may have registered after the roster print date. Please check all information for accuracy. Report any errors to the Office of Admissions E1-118. Students that are not printed on the census roster, but are in attendance in your class are NOT properly registered.

- **Attendance:** *Administrative Regulation E-13 requires that daily student attendance be maintained for ALL classes through the end of the Census week. It is imperative that attendance is recorded daily for each student on the Census Roster.*
- **Adding Students:** *You may add additional students on the back side of the Census Roster when issuing "Add Permits" and maintain attendance for them or you may request additional pages at Admissions. The deadline to submit add permits to Admissions is Monday, September 12, 2011.*
- **Return of Roster:** *Listed below are the different rosters printed and distributed to each instructor for each class. The Exclusion and Grade Rosters must be submitted online. It is not necessary to turn in the signature copy of the exclusion and grade roster to Admissions. Failure to return the rosters on time may result in disciplinary action by the Office of Academic Affairs. It is crucial that you return the original hard copy of CENSUS ROSTER (pink) to the Admissions Office upon the due date.*

We are no longer distributing Exclusions and Grade Rosters. We are now implementing Paper Less Procedures for the **EXCLUSION and GRADE Rosters! You must **EXCLUDE and GRADE** via Internet at WWW.LACCD.EDU. Instructions on how to view your class online is on the back of this sheet.*

DATES MAY BE SUBJECT TO CHANGE

<u>TYPE OF ROSTER</u>	<u>DISTRIBUTION DATE</u>	<u>DUE DATE</u>
Census Roster	Thursday, August 25, 2011	Tuesday, September 20, 2011
Exclusion Roster	Will be available online only, as of the first day of class & due online:	Tuesday, September 20, 2011
Multipurpose Roster	Friday, September 23, 2011	DO NOT RETURN
Grade Roster	Will be available online only beginning the week of finals & due online:	Tuesday, December 27, 2011

ADMISSIONS OFFICE HOURS

8:00 AM – 7:00 PM Monday – Thursday
 8:00 AM – 4:00 PM Friday
 E1-118

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 For questions please contact: Monica (323) 415-5361 or Steven (323) 415-5362