



Admissions Bulletin

Spring 2011

Date: February 4, 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) (red & white): attached to this bulletin are all census rosters for your courses taught during Spring 2011. The Census roster(s) lists all students who were pre-enrolled as of Thursday, February 3, 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. 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 backside of the Census Roster when issuing "Add Permits" and maintain attendance for them or you may request additional pages at Admissions.*
- **Return of Roster:** *Listed below are the different rosters printed and distributed to each instructor for each class. Please note the **DUE DATE** that each form must be returned to the Office of Admissions. Failure to do so may result in disciplinary action by the Office of Academic Affairs. **It is crucial that you return the CENSUS ROSTER to the Admissions Office upon the due date. Note deadline dates on the second line of the Census Roster.***

DATES MAY BE SUBJECT TO CHANGE

<u>TYPE OF ROSTER</u>	<u>DISTRIBUTION DATE</u>	<u>DUE DATE</u>
Census Roster	Friday, February 4, 2011	Tuesday, March 01 2011
Exclusion Roster	Friday, February 18, 2011	Tuesday, March 01, 2011
Multipurpose Roster	Friday, March 04, 2011	DO NOT RETURN
Grade Roster	Friday, May 27, 2011	Tuesday, June 13, 2011

You may view your class roster via the Internet at WWW.LACCD.EDU. Internet access information is available in the Admissions Office.

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