



# Admissions Bulletin

## Summer 2011 5 weeks Session

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):** attached to this bulletin are all census rosters for your courses taught during 5 weeks summer session (07/05/11-08/06/11) or 7 weeks (07/05/11-08/20/11). The Census roster(s) lists all students who were pre-enrolled as of Thursday, June 30, 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 MAY NOT be properly registered. For accurate listing check on-line thru the Faculty Information System (see instructions on back).

**Attendance:** Administrative Regulations E-13 requires that daily student attendance be maintained for ALL classes through Census week. It is imperative that attendance is recorded daily for each student on the Census roster. Write in any students who have "added" into the class through the add permit process. There is additional space on the back of the Census roster. Use your own symbols and complete the "Key" at the bottom of the Census Roster. Please note what codes you use for "present" and "absent".

**Adding Students:** Students not listed on the Census Roster can be added through the "add permit" process. Add Permits were issued to each instructor's mailbox and additional add permits are available from your department and the office of Admissions. Students should be added based upon seat availability in class. Students who are given add permits are required to submit them to Admissions immediately and should show proof (return copy of add permit) to the instructors by the next class meeting. **The deadline to submit add permits to Admissions is Monday, July 11 at 7:00pm.**

**Return of Roster:** Listed below are the due date and the date of distribution for every roster. Please note that each form must be returned back to the Office of Admissions **with the exception of Multipurpose Roster**. Failure to do so may result in disciplinary action by the Office of Academic Affairs.

**DATES MAY BE SUBJECT TO CHANGE**

<u>TYPE OF ROSTER</u>	<u>DISTRIBUTION DATE</u>	<u>DUE DATE</u>
Census Roster	Friday, July 01, 2011	Friday, July 15, 2011
Exclusion Roster	Friday, July 08, 2011	Friday, July 15,, 2011
Multipurpose Roster	Friday, July 22, 2011	DO NOT RETURN
Grade Roster	Tuesday, August 02, 2011	Friday, August 12, 2011

You may view your class roster via Internet at [WWW.LACCD.EDU](http://WWW.LACCD.EDU). Instructions on how to view your class online is on the back of this sheet.

**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