



East Los Angeles College

Admissions Office

WINTER 2013

Date: December 28, 2012
 To: All Faculty
 From: Jeremy Allred, Dean of Admissions
 SUBJECT: CENSUS ROSTER

*****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 **Winter 2013**. The Census Roster(s) LISTS ALL STUDENTS who were PRE-ENROLLED AS OF THURSDAY, December 27 2012. 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 Regulations 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. You may request additional pages at the Admissions Office if additional pages are needed. The deadline to submit add permits to Admissions is **Friday, January 4th, 2013**.
- **Return of Roster:** Listed below are the different rosters printed and distributed to each instructor for each class. The Exclusion and Grade Roster must be submitted online. It is not necessary to turn in the signature copy of the exclusion and grade roster to the Admissions Office. Failure to return 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 the CENSUS ROSTER (pink) to the Admissions Office upon the due date.**

**** We are no longer distributing Exclusions and Grade Rosters. We are now implementing Paperless Procedures for the EXCLUSION and GRADE Rosters! You must EXCLUDE and issue GRADES via the internet at WWW.LACCD.EDU. Instructions on how to view your classes 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	Friday December 28, 2012	Thursday, January 17, 2013
Exclusion Roster	Only available online as of the first day of class and due online	Thursday, January 17, 2013
Grade Roster	Only available online as of the first day of class and due online	Thursday, February 07, 2013

ADMISSIONS OFFICE HOURS

9:00 AM – 6:00 PM Monday, Tuesday, Thursday – Wednesday 9:00am – 7:00pm
 8:00 AM – 12:00 PM Friday
 East Los Angeles College 1301 Avenida Cesar Chavez, Monterey Park, CA 91754
 For questions please contact Nancy (323) 415-5361 or Edward (323) 415-5362

HOW TO VIEW/OBTAIN ROSTER; EXCLUDE STUDENTS OR ASSIGN GRADES VIA THE INTERNET

We encourage all faculties to frequently check the current enrollment status of their classes, via the Internet. By doing this, you will help reduce end-of-semester problems for yourself, your students and the Admissions Office staff.

STEP 1: ACCESS THE DISTRICT WEB SITE

Log on the Internet either through a home Internet provider or through the Internet computers available at the Faculty Support Center (323) 265-8949, Hours: 9am-6pm Monday – Thursday or 8am-3pm on Fridays.

INTERNET ADDRESS: *WWW.LACCD.EDU*

STEP 2: ACCESS INSTRUCTOR SYSTEM AREA

At the top of the page, click on: **'FACUTLY & STAFF RESOURCES'**
Scroll down and click on: **'FACULTY SERVICES-INSTRUCTOR SYSTEM'**
Click on: **'LOG ON TO THE INSTRUCTOR SYSTEM HERE'**

STEP 3: ENTER YOUR USER ID AND PASSWORD

1. Enter Instructor User ID: consists up to 8 characters (enter the first 6 characters of your last name and the first character of your first name, if you have a middle name, type the first character) For example: John Redding Gonzalez = GONZALJR. Click "OK"
2. Enter Password: type in your 'DEC' password. If you do not have one enter your employee number as assigned to you by payroll located on your paycheck. Click "OK"

STEP 4: CHOOSE WHICH ACTION TO PERFORM

1. Click on: "View Your Class Roster", "Exclude Students from Classes" or "Assign Grades to Students"

STEP 5: ENTER COLLEGE, YEAR AND SEMESTER (THREE DATA FIELDS)

1. College: mark East Los Angeles College by clicking on the bubble
2. Year: type in the year of semester
3. Semester: select either Winter, Spring, Summer, or Fall
4. Click on "View Roster"

STEP 6: ENTER YOUR COURSE SECTION NUMBER (TICKET NUMBER)

1. Section number: type-in the section/ticket number of your class. The section number is listed in the class schedule or on any rosters you have received from admissions
2. Selection Data Viewing Option: mark one bubble of your choice, most common is; "Name Sequence w/o grades." Click "OK"

STEP 7: TO PRINT & SAVE THE ELECTRONIC SIGNATURE (Important)

1. Go to 'File' on toolbar and choose "print"
2. Remember to save the electronic signature (4 digit pin number) at the end, which will be the only verification of on-line process.

It is no longer required to turn in the signature form to the Admissions Office if processed on-line.

If you experience any difficulty please contact the Faculty Support Center (323) 265-8949.