

Self-Print Census Roster

All faculty must print their own Fall 2015 Census Roster (attendance roster) on line before the first class meeting. Instructions on how to print a census roster are below.

*Census Rosters are expected to be submitted to Instructor Service by **09/22/2015** (8 calendar days after Census date/day). You may submit directly to Instructor Service (E1-118) or scan and email it to Edward Palmer (PalmerE@elac.edu).*

Where do I go to print my Census Roster?

- 1) The District's home page is: www.laccd.edu
- 2) Select the tab near the top: **Faculty & Staff Resources**
- 3) The next screen will show: **Resources accessible from any computer**
Scroll down and select: **Faculty Services – Instructor System**
- 4) On the Login page, key in your **DEC User ID and Password**, then click **Submit**
 - ✓ **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"
 - ✓ **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"
- 5) Electronic Signature Notice: **Write down** the four digit number in red, then click **Continue**
Important requirement: **Must** have this number to complete transactions.

How do I PRINT my Census Roster?

1. Select a class: click the bubble to select one of your class sections
2. View Roster: Select "View Roster" from the blue box on the left hand side
3. Scroll down to the bottom of the page
4. Once at the bottom of the page, select Print Census Roster (located in the dark blue bar towards the bottom of the page)
5. Confirm Print: Click "Print" button at top or bottom of list.

Admissions Office Hours: 9:00 AM – 6:00 PM...Monday, Tuesday, Thursday;
9:00 AM – 7:00 PM...Wednesday and 8:00 AM – 12:00PM Friday
For questions please contact Eddie (323) 415-5362

East Los Angeles College

INTERNAL ATTENDANCE ACCOUNTING CALENDAR

FALL 2015 (AUGUST 31, 2015 – DECEMBER 20, 2015)

**Day and Evening Classes
Begin AUGUST 31, 2015**

Census Date.....	Sept. 14
Census Rosters (Print on Web-Faculty & submit to Admissions).....	DUE BY: Sept. 22
Exclusion Rosters (Online only).....	DUE BY: Sept. 22
Grades (Online only).....	DUE BY: Dec. 29

Print out your Census Roster online using Web-Faculty:

www.laccd.edu Faculty and Staff Faculty Services View Roster Print Census Roster
(Blue bar, bottom of page)

If you need assistance in the process, please contact the **Teaching & Learning Center (323) 265-8949**, who can guide you through the process.

If you cannot log in, verify your User Name and employee # with IT and they can reset your password. To contact IT, do one of the choices below:

- * Visit the IT Office, H9-Building
- * Email IT at ithelpdesk@elac.edu
- * Call IT at (323) 265-8700

IMPORTANT DATES

Last day to pre-register in courses on-line for Fall 2015 Classes.....	Aug. 30
Fall Session Begins.....	Aug. 31
ADD DEADLINE (Credit and Audit)	Sept. 11
*DROP DEADLINE #1 – Last Day to Drop Classes Online Without Having to Pay Fees.....	Sept. 13
Last Day to Drop Online Without Class Appearing on Transcript.....	Sept. 13
Last day to file Pass/No Pass Petitions.....	Oct. 09
*DROP DEADLINE #2 – Last Day to Drop Classes Online with a “W” (75% of term).....	Nov. 22
Last Day of Instruction.....	Dec. 13
Final Examinations.....	Dec. 14 - 20
Graduation Petition Period.....	Sept. 01 – Dec. 18

HOLIDAYS – NO CLASSES

Labor Day (College Closed).....	Sept. 07
Veterans Day (College Closed).....	Nov. 11
Thanksgiving Day (College Closed).....	Nov. 26-29

Admissions Office Hours:

9:00 am – 6:00 pm Monday, Tuesday, Thursday; 9:00 am – 7:00 pm Wednesday; 8:00 am – 12:00 pm Friday
For questions please contact Eddie (323) 415- 5362

Computer and Printer Resources for Faculty

Teaching and Learning Center (TLC), located in D7A (next to the student bookstore)

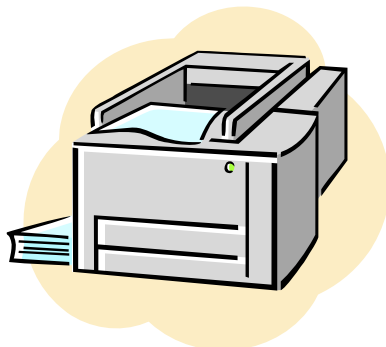
Hours: 9:30 a.m. – 8:00 p.m. (Monday – Thursday)

Contact: Patricia Godinez

Phone: (323) 265-8930

Reprographics/Mailroom, located in G1-114 & G1-116

Phone: (323) 265-8761



LOS ANGELES COMMUNITY COLLEGES
 College: East Los Angeles College
 Semester: Fall 2013
 Section: 1604 (PRESDEV 020)
 Instructor: I HONDALES (0 45)
 Count: _____

Begin Date: 8/26/2013
 End Date: 12/18/2013
 * Census Date: 9/9/2013
 No Penalty Drop: 5/8/2013
 Last Day to Drop: 11/17/2013

Census Roster

#	Student Name	Student ID	Week								Notes	
			1	2	3	4	5	6	7	8		
1	ABREGO GARCIA, GUERRAFANICO											
2	ALVAREZ, AMARON 8											
3	AMALOS JR, PAUL											
4	AVINA, DIANA											
5	BARAGAN, CAMATEL											
6	CALDERON, DANIELLE											
7	CONTERRAS, DANIA O											

RETURN TO ADMISSIONS OFFICE AS SOON AS POSSIBLE AFTER CENSUS WEEK.
Please Recording attendance after census is not required.

KEY
 Please write in a date in the numbered box above each column. Record symbols in the boxes at right with which to note each student's weekly status. This roster produces no student's above the census.

Present Absent Add-First Day Attending
 Exclusion Drop _____
 Instructor's Signature _____ Date _____

https://services.laccd.edu/w/face/wface_census>AllStudents.asp 1/16/2014

There are numbered columns for eight weeks. Write in the first date for each week of attendance.

- KEY: in the boxes at the bottom of the list, record the symbols you use for Present, Absent, etc.,
- Write in names of students who add your class.
- Record student attendance for each class through the Census Date*.
- To print a blank form for writing in added students, click "HIDE STUDENTS" button at top or bottom of page. Then PRINT button.
- Sign and submit by due date – Eight (8) days after Census Date*.

Updated 01/16/14