

East Los Angeles College
INTERNAL ATTENDANCE ACCOUNTING CALENDAR
SUMMER 2016
JUNE 13, 2016 – JULY 15, 2016

**5 Weeks –
Session 1**

**Day and Evening Classes
Begin June 13, 2016**

Census Date.....June 16
 Census Rosters (Print on Web-Faculty).....**DUE BY: June 28**
Exclusion Rosters (Online only).....DUE BY: June 28
Grades (Online only).....DUE BY: July 22

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 Summer 2016 Classes.....June 12
 Summer Semester BeginsJune 13
ADD DEADLINE (Credit and Audit).....June 15
***DROP DEADLINE #1 – Last Day to Drop Classes Online Without Having to Pay Fee.....June 15**
 Last Day to Drop Online Without Class Appearing on Transcript
 Last day to file Pass/No Pass Petitions.....June 24
***DROP DEADLINE #2 – Last Day to Drop Classes Online with a “W” (75% of term).....July 7**
 Last Day of Instruction.....July 13
 Final Examinations.....July 14
 Graduation Petition Period.....June 13 – Aug. 19

HOLIDAYS – NO CLASSES

Independence Day Observed (College Closed).....July 4

Admissions Office Hours:

9:00 am – 7:00 pm Monday to Thursday and 8:00 am – 12:00 pm Friday
 For questions please contact, Laura Rios (323) 415- 5362 or Dora Crawford (323) 415-5361