

East Los Angeles College
INTERNAL ATTENDANCE ACCOUNTING CALENDAR
SUMMER 2016
July 5, 2016 – August 19, 2016

**7 Weeks -
Session 2**

**Day and Evening Classes
Begin July 5, 2016**

Census Date.....July 12
 Census Rosters (Print on Web-Faculty).....**DUE BY: July 20**
Exclusion Rosters (Online only).....**DUE BY: July 20**
Grades (Online only).....**DUE BY: Aug. 26**

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 BeginsJuly 5
ADD DEADLINE (Credit and Audit).....**July 9**
***DROP DEADLINE #1** – Last Day to Drop Classes Online Without Having to Pay Fee.....**July 9**
 Last Day to Drop Online Without Class Appearing on Transcript
 Last day to file Pass/No Pass Petitions.....July 22
***DROP DEADLINE #2** – Last Day to Drop Classes Online with a “W” (75% of term).....**Aug. 8**
 Last Day of Instruction.....Aug. 17
 Final Examinations.....Aug. 18
 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