



Admissions Bulletin

FALL 2010

Date: August 27, 2010
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) (red & white): attached to this bulletin are all census rosters for your courses taught during fall 2010. The Census roster(s) lists all students who were pre-enrolled as of Thursday, August 26, 2010. Some students may have registered after the roster print date. Please check all information for accuracy. Report any errors to the Office of Admissions. Students that are not printed on the census roster, but are in attendance in your class are NOT properly registered.

- **Attendance:** Administrative Regulation 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 or you may request additional pages at Admissions.
- **Return of Roster:** Listed below are the different rosters printed and distributed to each instructor for each class. If you process the exclusion and grade online, it is not necessary to turn in the signature copy of the exclusion and grade roster to Admissions. Failure to return the 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 CENSUS ROSTER (red) to the Admissions Office upon the due date.**

DATES MAY BE SUBJECT TO CHANGE

| <u>TYPE OF ROSTER</u> | <u>DISTRIBUTION DATE</u> | <u>DUE DATE</u> |
|------------------------------|---------------------------------|------------------------------------|
| Census Roster | Friday, August 27, 2010 | Tuesday, September 21, 2010 |
| Exclusion Roster | Friday, September 10, 2010 | Tuesday, September 21, 2010 |
| Multipurpose Roster | Friday, September 24, 2010 | DO NOT RETURN |
| Grade Roster | Friday, December 10, 2010 | Tuesday, January 04, 2011 |

You may view your class roster via the Internet at WWW.LACCD.EDU. Internet access information is available in the Admissions Office.

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For questions please contact, Teddy (323) 415-5361 or Steven (323) 415-5362