



Admissions Bulletin FALL 2009

Date: August 31, 2009
 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 2009. The Census roster(s) lists all students who were pre-enrolled as of Thursday, August 27, 2009. 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.
- **Open Enrollment:** For low enrollment classes, the open enrollment process will continue on through the add deadline date. Students who complete the open enrollment process will bring a receipt to the instructor by the next class meeting. The student's name will appear on subsequent rosters.
- **Return of Roster:** Listed below are the different rosters printed and distributed to each instructor for each class. Please note the DUE DATE that each form must be returned to the Office of Admissions. Failure to do so may result in disciplinary action by the Office of Academic Affairs. **It is crucial that you return the CENSUS ROSTER to the Admissions Office upon the due date. Note deadline dates on the second line of the Census Roster.**

DATES MAY BE SUBJECT TO CHANGE

<u>TYPE OF ROSTER</u>	<u>DISTRIBUTION DATE</u>	<u>DUE DATE</u>
Census Roster	Friday, August 28, 2009	Tuesday, September 22, 2009
Exclusion Roster	Friday, September 11, 2009	Tuesday, September 22, 2009
Multipurpose Roster	Friday, September 25, 2009	DO NOT RETURN
Active/Inactive	Wednesday, November 4, 2009	DO NOT RETURN
Grade Roster	Friday, December 11, 2009	Tuesday, January 05, 2010

You may view your class roster via the Internet at WWW.LACCD.EDU. Internet access information is available on the back of this bulletin or in the Admissions Office.

WEB FACULTY SYSTEM

VIEW AND PRINT ROSTERS, EXCLUDE STUDENTS, ASSIGN GRADES, RECORD POSITIVE ATTENDANCE AND CONTACT STUDENTS VIA THE INTERNET

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

STEP 1: ACCESS THE WEB FACULTY SYSTEM

The Web Faculty System may be accessed from any computer and any internet provider 24 hours a day. Computers are available at the Faculty Support Center (323) 265-8949, Hours: 9am-6pm Monday – Thursday or 8am-3pm on Fridays.

INTERNET ADDRESS: <https://services.laccd.edu/wfac/>

STEP 2: 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 password. If you do not have one enter your employee number as assigned to you by payroll located on your paycheck. Click "OK"

STEP 3: CHOOSE WHICH ACTION TO PERFORM

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

STEP 4: ENTER COLLEGE, YEAR AND SEMESTER (THREE DATA FIELDS)

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

STEP 5: ENTER YOUR COURSE SECTION NUMBER (TICKET NUMBER)

1. Section number: type-in the four digit 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: make your viewing selection, most common is; "Name Sequence w/o grades." Click "OK"

STEP 6: PRINT, SIGN AND SUBMIT TO ADMISSIONS AND RECORDS OFFICE

1. Go to 'File' on toolbar and choose "print"
2. Sign roster
3. Submit to the Admissions and Records Office

Note: Census, Exclusion and Grade and/or Positive Attendance Rosters MUST be returned to the Admissions and Records Office by the due date and will be considered delinquent until the hard copies are received. Faculty failing to submit rosters will be placed on the delinquent list and forwarded to the Office of Academic Affairs. Multipurpose and Active/Inactive are kept by faculty no need to return.

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