



# Admissions Bulletin

# Spring 2009

Date: February 6, 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 spring 2009. The Census roster(s) lists all students who were pre-enrolled as of Thursday, February 5, 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 backside 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, February 6, 2009	<b>Tuesday, March 03, 2009</b>
Exclusion Roster	Friday, February 20, 2009	<b>Tuesday, March 03, 2009</b>
Multipurpose Roster	Friday, March 06, 2009	DO NOT RETURN
Active/Inactive	Friday, April 17, 2009	DO NOT RETURN
Grade Roster	Friday, May 29, 2009	<b>Tuesday, June 16, 2009</b>

You may view your class roster via the Internet at [WWW.LACCD.EDU](http://WWW.LACCD.EDU). Internet access information is available in the Admissions Office.

# **HOW TO VIEW/OBTAIN ROSTER; EXCLUDE STUDENTS OR ASSIGN GRADES VIA THE INTERNET**

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

## **STEP 1: ACCESS THE DISTRICT WEB SITE**

Log on the Internet either through a home Internet provider or through the Internet computers available at the Faculty Support Center (323) 265-8949, Hours: 9am-6pm Monday – Thursday or 8am-3pm on Fridays.

**INTERNET ADDRESS:** *WWW.LACCD.EDU*

## **STEP 2: ACCESS INSTRUCTOR SYSTEM AREA**

At the top of the page, click on: '**FACUTLY & STAFF RESOURCES**'  
Scroll down and click on: '**FACULTY SERVICES-INSTRUCTOR SYSTEM**'  
Click on: '**LOG ON TO THE INSTRUCTOR SYSTEM HERE**'

## **STEP 3: 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 'DEC' password. If you do not have one enter your employee number as assigned to you by payroll located on your paycheck. Click "OK"

## **STEP 4: CHOOSE WHICH ACTION TO PERFORM**

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

## **STEP 5: ENTER COLLEGE, YEAR AND SEMESTER (THREE DATA FIELDS)**

1. College: mark East Los Angeles College by clicking on the bubble
2. Year: type in the year of semester
3. Semester: select either Spring, Summer, or Fall
4. Click on "View Roster"

## **STEP 6: ENTER YOUR COURSE SECTION NUMBER (TICKET NUMBER)**

1. Section number: type-in the 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: mark one bubble of your choice, most common is; "Name Sequence w/o grades." Click "OK"

## **STEP 7: TO PRINT** (Important)

1. Go to 'File' on toolbar and choose "print"
2. Send Signature form to Admissions.

**Note:** Rosters will still be considered delinquent until the signature form is received by admissions.

*When assigning grades, a valid grade must be submitted for all active students.*

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