

# Self-Print Census Roster

All faculty must print their own Census Roster (attendance roster) on line before the first class meeting. Instructions on how to print a census roster are below.

*Census Rosters are expected to be submitted to Instructor Service 8 calendar days after Census date/day (02/21/17). You may submit directly to Instructor Service or scan and email it to Laura Rios ([riosl@elac.edu](mailto:riosl@elac.edu)) or Monica Barrios ([barriom@elac.edu](mailto:barriom@elac.edu)).*

**DUE DATE – March 1, 2017**

## Where do I go to print my Census Roster?

- 1) The ELAC's home page is: [www.elac.edu](http://www.elac.edu)
- 2) Select the tab near the top: **Faculty & Staff**
- 3) Scroll down to box titled "Services" and select: **WebFaculty Roster Online**
- 4) On the Login page, key in your **DEC User ID and Password**, then click **Submit**
  - ✓ **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: Joe Robert Gonzalez = GONZALJR.
  - ✓ **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 "Submit"
- 5) Electronic Signature number **Write down** the four digit number in red, then click **Continue**

Important requirement      **Must** have this number to complete transactions.

## How do I PRINT my Census Roster?

1. Select a class: click the bubble to select one of your class sections
2. View Roster: Select "View Roster" from the blue box on the left hand side
3. Scroll down to the bottom of the page
4. Once at the bottom of the page, select **Print Census Roster** (located in the dark blue bar towards the bottom of the page)
5. Confirm Print: Click "Print" button at top or bottom of list.

**Admissions Office Hours:** 9:00 AM – 7:00 PM...Monday to Thursday; 8:00 AM – 12:00 PM Friday  
For questions please contact Laura Rios (323) 415-5362 or Monica Barrios (323) 415-5361

**LOS ANGELES COMMUNITY COLLEGES**

College: East Los Angeles College  
 Semester: Fall 2013  
 Section: 1694 (PERSDEV 020)  
 Instructor: I. MORALES (0 sc)  
 Count:   
 Begin Date: 8/26/2013  
 End Date: 12/15/2013  
 \* Census Date: 9/9/2013  
 No Penalty Drop: 9/8/2013  
 Last Day to Drop: 11/17/2013

**Census Roster**

#	Student Name	Student ID	1	2	3	4	5	6	7	8	Notes
1	ABREGO GARCIA, GIANFRANCO										
2	ALVAREZ, AHARON S										
3	AVALOS JR, RAUL										
4	AVINA, DIANA										
5	BARRAGAN, CHANTEL										
6	CALDERON, DANIELLE										
7	CONTRERAS, DANIA O										

**RETURN TO ADMISSIONS OFFICE AS SOON AS POSSIBLE AFTER CENSUS WEEK.**

\*Note: Recording attendance after census is not required.

KEY

Please write in a date in the numbered box above each column. Record symbols in the right hand column to note each student's weekly status. This roster includes all students active at census.

Present  Absent  Add-First Day Attending

Exclusion  Drop

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

There are numbered columns for eight weeks. Write in the first date for each week of attendance.

- KEY: in the boxes at the bottom of the list, record the symbols you use for Present, Absent, etc.,
- Write in names of students who add your class.
- Record student attendance for each class through the Census Date\*.
- To print a blank form for writing in added students, click "HIDE STUDENTS" button at top or bottom of page. Then PRINT button.
- Sign and submit by due date – Eight (8) days after Census Date\*.

# East Los Angeles College

## INTERNAL ATTENDANCE ACCOUNTING CALENDAR

### SPRING 2017

## FEBRUARY 6, 2017 – JUNE 5, 2017

**Day and Evening Classes  
Begin February 6, 2017**

Census Date.....	Feb. 21
Census Rosters (Print on Web-Faculty).....	<b>DUE BY: Mar. 1</b>
Exclusion Rosters (Online only).....	<b>DUE BY: Mar. 1</b>
Grades (Online only).....	<b>DUE BY: Jun. 12</b>

Print out your Census Roster online using Web-Faculty:

[www.elac.edu](http://www.elac.edu) Faculty & Staff WebFaculty Roster online View Roster Print Census Roster  
(Blue bar, bottom of page)

If you need assistance in the process, please contact the **Teaching & Learning Center at (323) 265-8949** or visit F5-321.

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, K5-104
- \* Email IT at [ithelpdesk@elac.edu](mailto:ithelpdesk@elac.edu)
- \* Call IT at (323) 265-8700

#### IMPORTANT DATES

Last day to pre-register in courses on-line for Spring 2017 Classes.....	Feb. 5
Day and Evening Classes Begins .....	Feb. 6
<b>ADD DEADLINE (Credit and Audit).....</b>	<b>Feb. 16</b>
<b>*DROP DEADLINE #1 – Last Day to Drop Classes Online Without Having to Pay Fee.....</b>	<b>Feb. 19</b>
Last Day to Drop Online Without Class Appearing on transcript	
Last day to file Pass/No Pass Petitions.....	Mar. 3
<b>*DROP DEADLINE #2 – Last Day to Drop Classes Online with a "W" (75% of term).....</b>	<b>May 7</b>
Last Day of Instruction.....	May 28
Final Examinations.....	May 30

#### HOLIDAYS / NON INSTRUCTIONAL DAYS – NO CLASSES

Holiday – College Closed (President’s Holiday).....	Feb. 17 – 20
Non Instructional Day.....	Mar. 30
Holiday – College Closed (Cesar Chavez Day).....	Mar. 31
Spring Vacation – Non Instruction.....	Apr. 1 – 7
Non Instructional Day.....	Apr. 16
Holiday – College Closed (Memorial Day).....	May 29

#### Admissions Office Hours:

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

# Computer and Printer Resources for Faculty

## MAIN CAMPUS

**Teaching and Learning Center (TLC), located in F5-321**

Phone: (323) 265-8949

### **Hours**

8:00 a.m. – 8:00 p.m. (Monday – Thursday)

1:00p.m. – 4:30p.m. (Friday)

**Reprographics located in G1-114**

Phone: (323) 265-8761

## SOUTH GATE EDUCATIONAL CENTER

**Faculty Lounge, located in same room as faculty mailboxes**

