

East Los Angeles College
INTERNAL ATTENDANCE ACCOUNTING CALENDAR
FALL 2016
AUGUST 29, 2016 – DECEMBER 18, 2016

**Day and Evening Classes
 Begin August 29, 2016**

Census Date.....Sept. 12
 Census Rosters (Print on Web-Faculty).....**DUE BY: Sept. 20**
 Exclusion Rosters (Online only).....**DUE BY: Sept. 20**
 Grades (Online only).....**DUE BY: Dec. 27**

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 Fall 2016 Classes.....Aug. 28
 Fall Semester BeginsAug. 29
ADD DEADLINE (Credit and Audit).....Sept. 9
***DROP DEADLINE #1 – Last Day to Drop Classes Online Without Having to Pay Fee.....Sept. 11**
 Last Day to Drop Online Without Class Appearing on transcript
 Last day to file Pass/No Pass Petitions (short term classes vary, check with instructor).....Oct. 7
***DROP DEADLINE #2 – Last Day to Drop Classes Online with a "W" (75% of term).....Nov. 20**
 Last Day of Instruction.....Dec. 11
 Final Examinations.....Dec. 12 – 18
 Graduation Petition Period.....Aug. 29 – Dec. 16

HOLIDAYS – NO CLASSES

Labor Day (College Closed).....Sept. 5
 Veterans Day (College Closed).....Nov. 11
 Thanksgiving (College Closed).....Nov. 24 – Nov. 27

Admissions Office Hours:

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

Computer and Printer Resources for Faculty

MAIN CAMPUS

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

Phone: (323) 265-8949

Fall Hours

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

1:00p.m. – 4:30p.m. (Friday)

Reprographics/Mailroom, located in G1-114 & G1-116

Phone: (323) 265-8761

SOUTH GATE EDUCATIONAL CENTER

Faculty Lounge, located in same room as faculty mailboxes

