



To: All Fall 2017 Instructors

From: Ashley Dunn, Registrar
Subject: Attendance Accounting

Welcome to the fall 2017 semester. Rosters are available online using the Faculty Portal including:

1. Mandatory Exclusion Roster – Due ONLINE September 21, 2017

This roster is used to exclude students who have never attended or are not active as of the census date, September 11, 2017.

2. TBA Schedule – Due ONLINE September 21, 2017

For classes with To Be Arranged (TBA) hours, this roster is used to schedule students' participation hours. You are also **required to submit attendance documentation** for the entire semester to Admissions & Records at the end of the term.

3. Active Enrollment Roster (AER) – Open: October 23 - November 18, 2017

This roster is used to exclude student who are no longer attending or failing to meet your participation standards on your syllabus. **This roster may only be submitted once. Last day to submit the Active Enrollment Roster is November 18, 2017.**

4. Grade Roster – Due ONLINE January 3, 2018

This roster is used to assign grades as well as Incompletes. If you are assigning an incomplete, you will enter the "I" and the default grade. You will also enter the requirements for making up the incomplete before you will be allowed to press submit. Be sure to let students know what they need to do to make up their incompletes. You do not need to submit all grades in one session. You may use as many session as it takes to complete submitting your grades. When the student makes up the incomplete, you may submit a Grade Change Form to Admissions and Records to assign the appropriate grade.

5. Positive Attendance & Grade Roster – January 3, 2018

This roster is used to record attendance hours and assign grades (if required). You do not need to submit all hours/grades in one session. You may use as many sessions as it takes to complete submitting your grades/ hours. **Supporting attendance documentation for the semester must be submitted to Admissions & Records by the deadline indicated above.**

Adding Classes

Registering for Classes before school starts

Students are able to add open courses via the online Registration System until August 27, 2017. If the classes is closed, students may add themselves to the waitlist through August 26, 2017.

Issuing Permission Numbers

Once the semester begins, students need a Permission Number to add a course. An initial supply of Permission Numbers will be available in your Faculty Portal one week before school starts. Should you need additional Permission Numbers, please send an email to permissionnumbers@lavc.edu to request addition. Be sure to send the email from your LAVC email account.

Add Deadline

The last day to process Permission Numbers is September 10, 2017 online. Please encourage students to enroll online using their Permission Number on or before September 10.

Audit Add Permits

Students who do not want to earn credit or a grade in a class may be issued an Audit Add Permit. Audit Add Permits will not be accepted after the last day to add, September 8, 2017.

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	Date	Due Date
Day and Evening Classes Begin	August 28	
Saturday Classes Begin	September 2	
Fall 2017 Graduation Petition Filing Period	August 28	October 13
Pass/ No Pass Petitions Accepted	August 28	September 29 Friday of the 5 th week of the semester
Labor Day Holiday	September 4	
Last Day to Challenge Prerequisites	September 8 in-person only	
Last Day to Add Classes	September 8 in-person only September 10 online with Permission Numbers	
Last Day to Drop Classes without fees		
Last Day to Drop Classes without a "W"	September 10 online	
Last Day to Drop and receive a refund		
Census	September 11	
Mandatory Exclusions (due online)		September 21 ONLINE
Active Enrollment Roster (AER)	October 23 – November 18	November 18
Veteran's Day Holiday	November 10	
Last Day to Process Section Transfers	November 17 in-person only	
Last Day to Drop Classes with a "W"	November 19 online	
Last Day to Exclude Students	November 19 online	
Thanksgiving Holiday	November 23 – 26	
Final Exams	December 11 – 17	
Grades Submission (online)		January 3 Online
Positive Attendance Hours/ Grades (Online)		January 3 Online
Documentation (In-Person)		January 3 In-Person

Los Angeles Valley College

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We're here to help.

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