



To: All Fall 2018 Instructors

From: Ashley Dunn, Registrar

Subject: Attendance Accounting

Welcome to the Fall 2018 Semester. There are a variety of tasks you need to complete at the beginning of each semester: taking attendance, issuing Permission Numbers, excluding students, creating participation schedules for TBA Hours, and recording weekly Positive Attendance Hours. The rosters you need to accomplish these tasks are available in your faculty portal, located at www.mycollege.laccd.edu, including:

1. Class Roster & Permission Numbers

This roster shows you who's enrolled in your class. If you scroll to the bottom of this page you will find the Permission Numbers you will need to give students to add your class. Permission Numbers will be available in your portal the day before classes begin. For more information on Permission Numbers, please see the section below on Adding Classes.

2. Mandatory Exclusions Roster (*Click on the Drop Roster Tab to View*) – **Due September 18, 2018**

This roster is used to exclude students who have never attended or are not active as of the census date, September 10, 2018. Once the Mandatory Exclusion Roster is submitted, the Supplemental Roster becomes available. The Active Enrollment Roster will become available in November.

3. TBA Attendance Roster – **Due September 18, 2018**

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 by the end of the term, December 21, 2018.

4. Weekly Positive Attendance Roster – **Due weekly**

This is the roster you will use to record students' weekly attendance. It will help you calculate the Final Attendance Hours at the end of the term.

5. Active Enrollment Roster (*Click on the Drop Roster Tab to View*) – **Opens: November 5. Due: November 17, 2018**

This roster is used to exclude student who are no longer attending or failing to meet the participation standards on your syllabus. This roster will only become available once you have submitted the Mandatory Exclusion Roster. This roster will be available November 5, 2018. **It may only be submitted once. The Last day to submit the Active Enrollment Roster is November 17, 2018.**

6. Grade Roster – **Due December 21, 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 submit. Be sure to let students know what they need to do to make up their incompletes. When the student makes up the incomplete, you may submit a Grade Change Form to Admissions and Records to assign the final grade. Once you have completed saving all grades, there is a final step, you must **POST grades**.

7. Final Attendance Hours & Grade Roster – Due December 21, 2018

These rosters are used to record attendance hours and assign grades. You do not need to submit all hours/grades in one session. You may use as many sessions as necessary to complete submitting your grades/ Positive Attendance Hours. **Supporting positive attendance documentation for the semester must be submitted to Admissions & Records by December 21, 2018.**

Adding Classes

Issuing Permission Numbers – Expiration Date: September 9, 2018

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. Scroll to the bottom of the Class Roster page to view Permission Numbers. Permission Numbers may only be used once. Please keep track of the Permission Numbers you have already issued. Should you need additional Permission Numbers, **please send your request to permissionnumbers@lavc.edu**. Be sure to send the email from your LACCD Faculty email account.

Adding Online Classes

We are no longer using email to add students to closed online classes. Students add closed online classes via Permission Number. They may add classes online using the Permission Number through Sunday, September 9, 2018.

Add Deadline – Must be processed ONLINE no later than September 9, 2018

The last day to add a class online with a permission number is **Sunday, September 9, 2018**. If a student, who has been attending your class since before the census date, does not appear on your roster please give them a **paper Permission Number & Attendance Verification Form to add them to your class**. Please be sure to indicate that they have been attending since before census on the form and send the student to Admissions & Records to be added to the class. Faculty may pick up blank Attendance Verification Forms in the Admissions & Records Office.

Audit Add Permits – September 7, 2018

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 **Friday, September 7, 2018**. Faculty may pick up blank Audit Add Permits in the Admissions & Records Office.

	Date	Due Date
Day and Evening Classes Begin	August 27	
Saturday Classes Begin	September 1	
Fall 2018 Graduation Petition Filing Period	August 27	October 5
Pass/ No Pass Petitions Accepted	August 27	September 28 Friday of the 5 th week of the semester
Labor Day Holiday	September 3	
Last Day to Challenge Prerequisites	September 7 in-person only	
Last Day to Add Classes	September 7 in-person only September 9 online with Permission Numbers	
Last Day to Drop Classes without fees		
Last Day to Drop Classes without a "W"	September 9 online	
Last Day to Drop and receive a refund		
Census	September 10	
Mandatory Exclusions (due online)		September 18 ONLINE
Active Enrollment Roster (AER)	October 22 – November 17	November 17
Veteran's Day Holiday	November 12	
Last Day to Process Section Transfers	November 16 in-person only	
Last Day to Drop Classes with a "W"	November 18 online	
Last Day to Exclude Students	November 18 online	
Thanksgiving Holiday	November 22 – 25	
Final Exams	December 10 – 16	
Grades Submission (online)		December 21 Online
Positive Attendance Hours/ Grades (Online) Documentation (In-Person)		December 21 Online December 21 In-Person

Los Angeles Valley College

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We're here to help.

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