

Mandatory Exclusions

Submitting exclusions or notifying the college you have no one to exclude.

Go to mycollege.laccd.edu and login to your faculty portal.
Select **“My Schedule”** to choose a class.
Select **“Drop Roster”**



Sign in with your organizational account

trudgeje

.....

Sign in

1st time signing in? [Click here.](#)
Forgot your password? [Click here.](#)



The screenshot shows the LACCD faculty portal interface. At the top, there is a banner with the text "Welcome to LACCD" and "Los Angeles Community College District" over a background image of students. Below the banner is a "Faculty Schedule" section with a table of classes. On the right side, there is a navigation menu with several options, including "My Schedule" which is highlighted with a red box.

Class	Days and Times	Enrolled
Hist Motion Pictures (Laboratory)	Mon Wed 03:45pm - 04:45pm	4
Hist Motion Pictures (Lecture)	Mon Wed 04:45pm - 05:45pm	4
Undstn Motion Pctr (Lecture)	Mon Tue Wed Thu 08:30am - 09:55am	2

- My Schedule
- Early Alert Status
- Email
- Canvas
- eTudes
- First Time User, Need Help

Click on the Class Roster Icon

Joel Trudgeon

Faculty Center | Advisor Center | Search




my schedule | class roster | early alert roster | drop roster | grade roster | positive attendance | tba attendance roster | final attendance hours

Faculty Center




My Schedule

2017 Fall | LA Community College District [change term](#) [View Personal Data Summary](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2017 Fall > LA Community College District

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Early Alert Roster	Positive Attendance Roster	TBA Attendance Roster	Final Attendance Ho
 CINEMA 003-C07 (28448)	Hist Motion Pictures (Laboratory)	4	MoWe 3:45PM - 4:45PM	City-SOT HIGH	Aug 28, 2017- Dec 17, 2017	Early Alert Roster	Positive Attendance Roster	TBA Attendance Roster	Final Attendance Hour
 CINEMA 003-C07A (28449)	Hist Motion Pictures (Lecture)	4	MoWe 4:45PM - 5:45PM	City-SOT HIGH	Aug 28, 2017- Dec 17, 2017	Early Alert Roster	Positive Attendance Roster	TBA Attendance Roster	Final Attendance Hour
 CINEMA 107-V04 (28642)	Undstn Motion Pctr (Lecture)	2	MoTuWeTh 8:30AM - 9:55AM	Valley-BIRM HIGH	Aug 28, 2017- Oct 20, 2017	Early Alert Roster	Positive Attendance Roster	TBA Attendance Roster	Final Attendance Hour
CINEMA 107-V05 (28643)	Undstn Motion Pctr (Lecture)	0	MoTuWeTh 8:30AM - 9:55AM	Valley-BIRM HIGH	Oct 23, 2017- Dec 15, 2017	Early Alert Roster	Positive Attendance Roster	TBA Attendance Roster	Final Attendance Hour

[View Weekly Teaching Schedule](#) [Go to top](#)

Click on the “Drop Roster” Tab to get to the Mandatory Exclusions

Joel Trudgeon

Faculty Center | **Advisor Center** | Search

my schedule | class roster | early alert roster | **drop roster** | grade roster | positive attendance | tba attendance roster | final attendance hours

Class Roster

2017 Fall | Regular Academic Session | LA Community College District | Credit

▼ **CINEMA 003 - C07 (28448)** [change class](#)

History Of Motion Pictures (Laboratory)

Days and Times	Room	Instructor	Dates
MoWe 3:45PM-4:45PM	City-SOT HIGH	Joel Trudgeon	08/28/2017 - 12/17/2017

*Enrollment Status

Enrollment Capacity 5 Enrolled 4

Select display option: Link to Photos Include photos in list

Enrolled Students									
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Request Test Proctoring
1	<input type="checkbox"/>		-----		Non-Graded	0.00	Credit - Accounting	Sophomore	Request Test Proctoring
2	<input type="checkbox"/>				Non-Graded	0.00	Credit - Early Childhood Education	Sophomore	Request Test Proctoring
3	<input type="checkbox"/>				Non-Graded	0.00	Credit - Communication Studies	Sophomore	Request Test Proctoring
4	<input type="checkbox"/>				Non-Graded	0.00	Credit - Cinema / Video Production	Freshman	Request Test Proctoring

When you click on the “drop roster” it will take you to the “mandatory exclusion roster”.

Mandatory Exclusion Roster

2017 Fall | Regular Academic Session | LA Community College District | Credit

CINEMA 003 - C07 (28448) [change class](#)
 History Of Motion Pictures (Laboratory)

Days and Times	Room	Instructor	Dates
MoWe 3:45PM-4:45PM	City-SOT HIGH	Joel Trudgeon	08/28/2017 - 12/17/2017

Instructions

The Mandatory Exclusion Roster (MER) can only be submitted once for the entire class. Check 'No Show' if the student never attended; check 'Not Active as of Census' if the student was not active prior to census; leave blank if the student was active as of census. If there no students that should be dropped, click the No Students to Exclude checkbox. Click the certification statement at the bottom of the page, then click Submit. To send a student an email...

Census Date 09/11/2017

Enrollment 5 Enrolled 4
 Capacity

Select display option:
 Link to Photos Include photos in list

Display Active Students Only: No Students to Exclude:

Last Day to Drop 11/19/2017 Drop Deadline with Penalty 11/19/2017

Accounting Method (5) WSCW-Weekly Student Contact Hr

Enrolled Students							Find	First	1-7 of 7	Last
Notify	Photo	ID	Name	Status	Reason	Last Date of Attendance	No Show	Not Active as of Census		
<input type="checkbox"/>		8	nd	Dropped (was enrolled)	Dropped		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		1	...	Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		9	ia	Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		L	...	Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		I	...	Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		1	ha	Dropped (was enrolled)	Dropped		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		I	...	Dropped (was enrolled)	Dropped		<input type="checkbox"/>	<input type="checkbox"/>		

I declare under penalty of perjury that the submitted roster for this class is true and accurate to the best of my knowledge.

[Select All](#) [Clear All](#)

[Submit](#)

[Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

The "drop roster" has now become the "mandatory exclusion roster".

1. Click "Display Active Students Only" to limit the number of students available to exclude.
2. Check the students to be excluded and
3. Click Submit.
4. Click "Notify selected students" to notify the students you have excluded them from your class.

Instructions

The Mandatory Exclusion Roster (MER) can only be submitted once for the entire class. Check 'No Show' if the student never attended; check 'Not Active as of Census' if the student was not active prior to census; leave blank if the student was active as of census. If there no students that should be dropped, click the No Students to Exclude checkbox. Click the certification statement at the bottom of the page, then click Submit. To send a student an email...

Census Date 09/11/2017

Enrollment 5 Enrolled 4
 Capacity

Select display option:
 Link to Photos Include photos in list

Display Active Students Only: No Students to Exclude:

Last Day to Drop 11/19/2017 Drop Deadline with Penalty 11/19/2017

Accounting Method (5) WSCW-Weekly Student Contact Hr

Enrolled Students							Find	First	1-4 of 4	Last
Notify	Photo	ID	Name	Status	Reason	Last Date of Attendance	No Show	Not Active as of Census		
<input checked="" type="checkbox"/>				Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>				Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				Enrolled	Enrolled		<input type="checkbox"/>	<input type="checkbox"/>		

I declare under penalty of perjury that the submitted roster for this class is true and accurate to the best of my knowledge.

[Select All](#) [Clear All](#)

[Submit](#)

[Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

1.

Display Active Students Only:

2.

3.

[Submit](#)

4.

[notify selected students](#)