



To: All Spring 2018 Instructors

From: Ashley Dunn, Registrar

Subject: Attendance Accounting

Welcome to the spring 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. For more information on Permission Numbers, please see the section below on Adding Classes.

2. Drop Roster (formerly Mandatory Exclusion Roster) – Due March 2, 2018

This roster is used to exclude students who have never attended or are not active as of the census date, February 20, 2018.

3. TBA Attendance Roster – Due March 2, 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, June 11, 2018.

4. Weekly Positive Attendance Roster

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. Drop Roster (formerly Active Enrollment Roster) – Due May 5, 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 may only be submitted once. The Last day to submit the Active Enrollment Roster is May 5, 2018.**

6. Grade Roster – Due June 11, 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 June 11, 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 June 11, 2018.**

Adding Classes

Issuing Permission Numbers – Expiration Date: February 19, 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 the day before the start of the term. 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.

Add Deadline – Must be processed ONLINE no later than February 19, 2018

The last day to add a class online with a permission number is **February 19, 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 – February 15, 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 **Thursday, February 15, 2018**. Faculty may pick up blank Audit Add Permits in the Admissions & Records Office.

Event/ Task	Date	Due Date
Day and Evening Classes Begin	February 5	
President's Day Holiday	February 16 - 19	
Saturday Classes Begin	February 10	
Spring 2017 Graduation Petition Filing Period	January 3	March 9
Pass/ No Pass Petitions Accepted	February 5	March 9 In Person Only Friday of the 5th week of the semester
Last Day to Challenge Prerequisites	February 15	
Last Day to Add Classes	February 19	
Last Day to Drop Classes without fees Last Day to Drop Classes without a "W" Last Day to Drop and receive a refund	February 19	
Mandatory Exclusions (due online)		March 2
Cesar Chavez Day	March 30	
Spring Break	March 31 – April 6	
Last Day to Process Section Transfers	May 4 in-person only	
Active Enrollment Roster Due		May 5
Last Day to Drop Classes with a "W"	May 6	
Last Day to Exclude Students	May 6	
Memorial Day	May 28	
Final Exams	May 29 – June 4	
Grades Submission (online)/ Positive Attendance Hours/ Grade Collection		June 11 Online

Los Angeles Valley College

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We're here to help.

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