



To: All Fall 2020 Instructors

From: Ashley Dunn, Registrar

Subject: Important Dates and Deadlines for full-term Fall 2020 classes

I hope you and your loved ones are staying safe and healthy through the upheavals of the pandemic. I hope you are adjusting to this new normal, and are feeling comfortable, and sane starting this new semester online. The world may have changed, but attendance accounting requirements are the same:

You still need to: take attendance, issue Permission Numbers, exclude students, create participation schedules for TBA Hours, and record weekly Positive Attendance Hours. The rosters needed to accomplish these tasks are available in your [faculty portal](#), 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 are run Friday before the start of the term, they are usually available Friday afternoon or Saturday morning before classes begin. For more information on Permission Numbers, please see the section below on Adding Classes. Should you need additional Permission Numbers, please send your request to permissionnumbers@lavc.edu. Be sure to send the email from your **faculty email account**. Please allow at least 24 business hours to respond to requests.

2. Mandatory Exclusions Roster *(Click on the Drop Roster link to View)* – **Due September 22 2020**

This roster is used to exclude students who have never attended or are not active as of the census date, September 14, 2020. 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 22, 2020

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 27, 2020.

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 link to View)* – **Due: Nov. 21, 2020**

This roster is used to exclude student who are no longer attending or failing to meet the participation standards on your syllabus. **The Active Enrollment Roster is mandatory.** This roster will only become available once you have submitted the Mandatory Exclusion Roster. It may only be submitted once. **The Last day to submit the Active Enrollment Roster is November 21, 2020.**

6. Grade Roster – Due December 27, 2020

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 27, 2020

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 entering, saving, and submitting grades/ Positive Attendance Hours. **Supporting positive attendance documentation for the semester must be submitted to Admissions & Records by December 27, 2020.**

Adding Classes

Issuing Permission Numbers – Expiration Date: September 13, 2020

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 faculty **email account**, and include your Class Number, and class for which you are requesting permission numbers.

Add Deadline – Must be processed ONLINE no later than September 13, 2020

The last day to add a class online with a permission number is **Sunday, September 13, 2020**. If a student, who has been attending your class since before the census date, does not appear on your roster please give them a **digital 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 our Virtual Admissions & Records Lobby to be added to the class. Please direct students to our homepage, located at <http://www.lavc.edu/admissions/index.aspx>, and have them click to chat. Blank Attendance Verification Forms may be obtained by sending requests to permissionnumbers@lavc.edu. Be sure to send the email from your **faculty email account**. Please allow at least 24 business hours to respond to requests. Blank forms may not be given to students.

Audit Add Permits – Friday, September 11, 2020

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 11, 2020. Faculty request blank Audit Add Permits by sending requests to permissionnumbers@lavc.edu. Be sure to send the email from your **faculty email account**. Please allow at least 24 business hours to respond to requests. Blank forms may not be given to students. Once you have given an Audit Add Permit to a student, please direct them to our homepage, located at <http://www.lavc.edu/admissions/index.aspx>, and have them click to chat. Staff will accept the form and process it via our virtual lobby.

	Date	Due Date
Fall 2020 Graduation Petition Filing Period For: AA/AS/ ADT/ Certificates	January 2	April 15
Day and Evening Classes Begin	August 31	
Pass/ No Pass Petitions Accepted	August 31	October 2 Friday of the 5 th week of the semester
Saturday Classes Begin	September 5	
Labor Day Holiday	September 7	
Last Day to Challenge Prerequisites	September 11 via online chat only	
Last Day to Audit Classes (in-person only) Last Day to Add Classes	September 11 via online chat only September 13 online with Permission Numbers	
Last Day to Drop Classes without fees Last Day to Drop Classes without a "W" Last Day to Drop and receive a refund	September 13 online	
Census	September 14	
Mandatory Exclusions (due online)		September 22
Veterans' Day Holiday	November 11	
Last Day to Process Section Transfers	November 20 via online chat only	
Active Enrollment Roster (AER)		November 21
Last Day to Drop Classes with a "W"	November 22	
Last Day to Exclude Students	November 22	
Thanksgiving Holiday	November 26 – 29	
Final Exams	December 14 – 20	
Grades/ PA Hours Due/ Attendance Accounting Documentation Due		December 27

Los Angeles Valley College
Office of Admissions & Records
5800 Fulton Avenue
Valley Gen, CA 91401
We're here to help.

Lilit Petrosyan (A-Shift)
Faculty Services Liaison
Petrosl2@lavc.edu

Stephanie Herrera (B-Shift)
Faculty Services Liaison
HERRERSD@LAVC.EDU