



To: All Spring 2021 Instructors

From: Ashley Dunn, Registrar

Subject: Important Dates and Deadlines for full-term Spring 2021 classes

Welcome to the Spring 2021 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.lacc.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. 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**.

2. Mandatory Exclusions Roster (*Click on the Drop Roster link to View*) – **Due March 4, 2021**

This roster is used to exclude students who have never attended or are not active as of the census date, February 22, 2021. Once the Mandatory Exclusion Roster is submitted, the Supplemental Roster becomes available. The Active Enrollment Roster will become available in April.

3. TBA Attendance Roster – Due March 4, 2021

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 7, 2021.

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*) – **Opens: April 18. Due: May 8, 2021**

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 May 8, 2021.**

6. Grade Roster – Due June 4, 2021

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 4, 2021

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 June 14, 2021.**

Adding Classes

Issuing Permission Numbers – Expiration Date: February 21, 2021

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.

Adding Online Classes

We no longer use 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, February 21, 2021. **We do not add students to online classes after the last day to add classes because students are required to attend prior to census.**

Add Deadline – Must be processed ONLINE no later than February 21, 2021

The last day to add a class online with a permission number is **Sunday, February 21, 2021**. 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. Blank forms may not be given to students.

Audit Add Permits – Friday, February 19, 2021

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, February 19, 2021. Faculty may pick up blank Audit Add Permits in the Admissions & Records Office. Blank forms may not be given to students.

	Date	Due Date
Spring 2021 Graduation Petition Filing Period & 2/1/2021	January 2	April 16
Day and Evening Classes Begin	February 8	
Pass/ No Pass Petitions Accepted	May 5	
Saturday Classes Begin	February 20	
Last Day to Challenge Prerequisites	February 22	
Last Day to Audit Classes	February 19	
Last Day to Add	February 23 online with Permission Numbers (Varies by class/ Check your class roster)	
Last Day to Drop Classes without fees	February 21	
Last Day to Drop Classes without a "W"	2/1/21	
Last Day to Drop and receive a refund		
Census	February 22	
Mandatory Exclusions (due online)		March 4
President's Day Holiday	February 12 - 15	
Spring Break	April 2 - April 9	
Cesar Chavez Holiday	March 31	
Active Enrollment Roster (AER)	April 18 – May 8	
Last Day to Process Section Transfers	May 3	
Last Day to Drop Classes with a "W"	May 9 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21 2/1/21	
Last Day to Exclude Students	May 9 Varies by class/ Check your class roster	
Memorial Day Holiday	May 31	
Final Exams	June 1 – June 7	
Grades/ PA Hours Due		June 15

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

Lilit Petrosyan (A-Shift)
Faculty Services Liaison
818-778- 5814
Petrosl2@lavc.edu

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Faculty Services Liaison
HERRERSD@LAVC.EDU