Required Attendance and Grading Report Forms

East Los Angeles College
Admissions and Records Office

Fall 2020 – Full Term 16 Week Courses
August 31, 2020 – January 3, 2021

The Dates Below Apply Only to Courses with Start and End Dates Listed above.
If the above dates differ, deadlines are different contact the Admissions and Records Office for Assistance.

Census Date: September 14, 2020
Eve of 20% class is scheduled to meet Mandatory Exclusion Roster (MER) DUE BY: September 24
8 Business Days after Census Date Supplemental Exclusion Roster (SER) DUE BY: November 15
Available until the Last Day to Drop with a “W” (will become available after the MER is submitted)

Grade Roster DUE BY: January 8, 2021
5 college work days after the last day of the final period

Note: MER, SER and Grade Roster must be submitted online. Failure to submit rosters by the deadline will require in-person submission at the Admissions and Records Office. Please check your faculty portal to view the specific drop dates for your class. Select the Drop Roster tab for complete details.

Need Assistance
If you need assistance in accessing the Faculty Information Portal, please contact the Office of Professional Development by scheduling an appointment at https://elacpd.appointlet.com
If you are unable to log in, contact the IT department on campus.

* Email IT at elac-techsupport@laccd.edu
Support Phone (213) 338-8557
Email is best form to contact IT Please use in case of an urgent or immediate need.

IMPORTANT DATES AND DEADLINES

Late Registration for Full Term Courses – (must attend first day of class for instructor permission) Aug. 31 - Sept. 7
Graduation Petitions for Fall 2020 Aug. 24 - Dec. 11

ADD DEADLINE - Last Day to Add or Audit Full Term Classes Sunday, Sept. 13
(Date for short-term classes less than 16 weeks is approximately 20% of term, check the Student Information Portal)

DROP DEADLINE #1 - Last Day to Drop Classes Online Without Fee Penalty Sunday, Sept. 13
Last Day to Drop Online Without Class Appearing on Transcript Sunday, Sept. 13
Last Day for Section Transfers Sunday, Sept. 13
(Date for short-term classes less than 16 weeks is approximately 10% of term, check the Student Information Portal)

Last Day to file for Pass/No Pass Friday, Oct. 2

DROP DEADLINE #2 - Last Day to Drop Classes Online with a “W” (75% of term) Sunday, Nov. 22
(Date for short-term classes less than 16 weeks is approximately 10% of term, check the Student Information Portal)

Last Day of Full Term Class Instruction Sunday, Dec. 13
Final Examinations Dec. 14 - Dec. 20
Fall 2020 Semester Ends Sunday, Jan 3, 2021

Admissions Operating Hours:
Monday thru Thursday: 9:00am – 7:00pm; Friday: 8:00am – 12:00pm
For questions please contact:
Faculty eChat: http://www.elac.edu/Student-Services/Admissions/Faculty-Admission-Resources
Faculty Email: admissions-faculty-services@elac.edu
Guillermo Sanchez sancheg3@elac.edu or Alexander Deng denga@elac.edu
Holidays and Non-Instructional Days – College Closed

Holiday – College Closed in Observance of Labor Day ................................................................. Monday, Sept. 7
Holiday – College Closed in Observance of Veteran’s Day ......................................................... Wednesday, Nov. 11
Holiday – College Closed in Observance of Thanksgiving Day ................................................... Nov. 26 - 27
College Closed – Non-Instructional Days .................................................................................... Nov. 28 – 29
College Closed – Non-Instructional Days .................................................................................... Dec. 21 – 23
Holiday – College Closed .............................................................................................................. Dec. 24 – 25
College Closed – Non-Instructional Days .................................................................................... Dec. 26 – 29
Holiday - College Closed .............................................................................................................. Dec. 30 – Jan. 01