



Admissions Bulletin

WINTER 2009

November 11, 2008

To: Winter 2009 Faculty

From: Jeremy Allred, Dean of Admissions

SUBJECT: CENSUS ROSTER & SESSION DATES

*****PLEASE READ THIS BULLETIN THOROUGHLY AND KEEP IT FOR FUTURE REFERENCE*****

CENSUS ROSTER(S) (red & white): attached to this bulletin are all census rosters for your courses taught during Winter 2009. The Census roster(s) lists all students who were pre-enrolled as of Thursday, December 25, 2008. Some students may have registered after the roster print date. Please check all information for accuracy. Report any errors to the Office of Admissions. Students that are not printed on the census roster, but are in attendance in your class are NOT properly registered.

- **Attendance:** Administrative Regulation E-13 requires that daily student attendance be maintained for ALL classes through Census week. It is imperative that attendance is recorded daily for each student on the Census roster. Write in any students who you have “added” into the class through the add permit process. There is additional space on the back of the Census roster. Use your own symbols and complete the “Key” at the bottom of the Census Roster. Please note what codes you use for “present” and “absent”.
- **Adding Students:** Students not listed on the Census Roster can be added through the “add permit” process. Add Permits were issued to each instructor’s mailbox and additional add permits are available from your department and the Office of Admissions. Students should be added based upon seat availability in class. Students who are given add permits are required to submit them to Admissions immediately and should show proof (return copy of add permit) to the instructor by the next class meeting. The deadline to submit add permits to Admissions is Friday January 09, 2009.
- **Open Enrollment:** For low enrollment classes, the open enrollment process will continue on through the add deadline date. Students who complete the open enrollment process will bring a receipt to the instructor by the next class meeting. The student’s name will appear on subsequent rosters.
- **Return of Roster:** Listed below are the different rosters printed and distributed to each instructor for each class. Please note the DUE DATE that each form must be returned to the Office of Admissions. Failure to do so may result in disciplinary action by the Office of Academic Affairs. **It is crucial that you return the CENSUS ROSTER to the Admissions Office upon the due date. Note deadline dates on the second line of the Census Roster.**

DATES MAY BE SUBJECT TO CHANGE

<u>TYPE OF ROSTER</u>	<u>DISTRIBUTION DATE</u>	<u>DUE DATE</u>
Census Roster	Monday, December 29, 2008	Tuesday, January 20, 2009
Exclusion Roster	Friday, January 09, 2009	Tuesday, January 20, 2009
Multipurpose Roster	Friday, January 23, 2009	DO NOT RETURN
Grade Roster	Tuesday, February 03, 2009	Thursday February 12, 2009

You may view your class roster via the Internet at WWW.LACCD.EDU. Internet access information is available in the Admissions Office.