Self-Print Census Roster

All faculty must print their own Fall 2015 Census Roster (attendance roster) on line before the first class meeting. Instructions on how to print a census roster are below.

_Census Rosters are expected to be submitted to Instructor Service by 09/22/2015_ (8 calendar days after Census date/day). You may submit directly to Instructor Service (E1-118) or scan and email it to Edward Palmer (PalmerE@elac.edu).

**Where do I go to print my Census Roster?**

1) The District’s home page is: www.laccd.edu
2) Select the tab near the top: Faculty & Staff Resources
3) The next screen will show: Resources accessible from any computer
   Scroll down and select: Faculty Services – Instructor System
4) On the Login page, key in your DEC User ID and Password, then click Submit
   ✓ Enter Instructor User ID: consists up to 8 characters (enter the first 6 characters of your last name and the first character of your first name, if you have a middle name, type the first character) For example: John Redding Gonzalez = GONZALJR. Click “OK”
   ✓ Enter Password: type in your ‘DEC’ password. If you do not have one enter your employee number as assigned to you by payroll located on your paycheck. Click “OK”

5) Electronic Signature Notice: Write down the four digit number in red, then click Continue
   Important requirement: Must have this number to complete transactions.

**How do I PRINT my Census Roster?**

1. Select a class: click the bubble to select one of your class sections
2. View Roster: Select “View Roster” from the blue box on the left hand side
3. Scroll down to the bottom of the page
4. Once at the bottom of the page, select Print Census Roster (located in the dark blue bar towards the bottom of the page)
5. Confirm Print: Click “Print” button at top or bottom of list.

_Admissions Office Hours:_ 9:00 AM – 6:00 PM, Monday, Tuesday, Thursday;
9:00 AM – 7:00 PM, Wednesday and 8:00 AM – 12:00 PM Friday
For questions please contact Eddie (323) 415-5362

Updated 08/10/2015
East Los Angeles College
INTERNAL ATTENDANCE ACCOUNTING CALENDAR

Day and Evening Classes
Begin AUGUST 31, 2015

Census Date…………………………………………………………………………………………………………………………….Sept. 14

Census Rosters (Print on Web-Faculty & submit to Admissions)............................................................DUE BY: Sept. 22

Exclusion Rosters (Online only)............................................................................................................................DUE BY: Sept. 22

Grades (Online only).............................................................................................................................................DUE BY: Dec. 29

Print out your Census Roster online using Web-Faculty:
www.laccd.edu  Faculty and Staff  Faculty Services  View Roster  Print Census Roster
(Blue bar, bottom of page)

If you need assistance in the process, please contact the Teaching & Learning Center (323) 265-8949, who can guide you through the process.

If you cannot log in, verify your User Name and employee # with IT and they can reset your password. To contact IT, do one of the choices below:

* Visit the IT Office, H9-Building  * Email IT at ithubdesk@elac.edu  * Call IT at (323) 265-8700

IMPORTANT DATES

Last day to pre-register in courses on-line for Fall 2015 Classes.................................................................Aug. 30

Fall Session Begins .............................................................................................................................................Aug. 31

ADD DEADLINE (Credit and Audit)..................................................................................................................Sept. 11

*DROP DEADLINE #1 – Last day to Drop Classes Online Without Having to Pay Fees..........................Sept. 13

Last day to Drop Online Without Class Appearing on Transcript.....................................................Sept. 13

Last day to file Pass/No Pass Petitions............................................................................................................Oct. 09

*DROP DEADLINE #2 – Last day to Drop Classes Online with a “W” (75% of term).........................Nov. 22

Last Day of Instruction....................................................................................................................................Dec. 13

Final Examinations..........................................................................................................................................Dec. 14 - 20

Graduation Petition Period....................................................................................................................Sept. 01 – Dec. 18

HOLIDAYS – NO CLASSES

Labor Day (College Closed).........................................................................................................................Sept. 07

Veterans Day (College Closed)..................................................................................................................Nov. 11

Thanksgiving Day (College Closed).............................................................................................................Nov. 26-29

Admissions Office Hours:
9:00 am – 6:00 pm Monday, Tuesday, Thursday; 9:00 am – 7:00 pm Wednesday; 8:00 am – 12:00 pm Friday
For questions please contact Eddie (323) 415-5362

Updated 08/10/2015
Computer and Printer Resources for Faculty

Teaching and Learning Center (TLC), located in D7A (next to the student bookstore)

Hours: 9:30 a.m. – 8:00 p.m. (Monday – Thursday)
Contact: Patricia Godinez
Phone: (323) 265-8930

Reprographics/Mailroom, located in G1–114 & G1–116
Phone: (323) 265-8761

Updated 08/10/2015
There are numbered columns for eight weeks. Write in the first date for each week of attendance.

- KEY: in the boxes at the bottom of the list, record the symbols you use for Present, Absent, etc.,

- Write in names of students who add your class.

- Record student attendance for each class through the Census Date.

- To print a blank form for writing in added students, click "HIDE STUDENTS" button at top or bottom of page. Then PRINT button.

- Sign and submit by due date – Eight (8) days after Census Date.

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**RETURN TO ADMISSIONS OFFICE AS SOON AS POSSIBLE AFTER CENSUS WEEK.**

**TRADE**: Recording attendance after census is not required.

**KEY**

- Write in a date in the numbered box above each column; record present in the boxes at April with which to make each student's weekly status. The next includes all students who are also assigned.

**Instructor's Signature**

[Updated 01/15/14]