Greetings Faculty,

For those of you teaching Summer 2013 classes, please note the following important dates:

**For courses starting June 10, 2013:**

**Exclusions** - Exclusions **must be processed online** no later than Monday, June 25, 2013. If you have no students to exclude, you must go online and indicate that you have no students to exclude no later than June 25, 2013. There is no need to submit anything to Admissions and Records, with the exception of faculty who are unable to log into the system to process exclusions online. If you are unable to submit exclusions online, please submit manual exclusions to Admissions no later than June 25, 2013.

**Census Rosters** – Census rosters can be downloaded from the Faculty Services – Instructor System, which is located on the LASC web page under the Faculty & Staff heading. **You must print out the census roster, record attendance** from the first day of class through to the census date (June 17, 2013), include an explanatory legend, **sign and date** the form, and **return it to Admissions and Records**. Census Rosters are due in Admissions, Student Services Building, Room 102, no later than June 25, 2013.

**Final Grades** – final grades **must be submitted online** via the Faculty Services – Instructor System no later than July 25, 2013. If you assign an incomplete grade, you must assign an incomplete default grade online (IDG), and you must also submit a written incomplete form to Admissions and Records.

**For courses starting June 17, 2013:**

**Exclusions** - Exclusions **must be processed online** no later than Monday, July 2, 2013. If you have no students to exclude, you must go online and indicate that you have no students to exclude no later than July 2, 2013. There is no need to submit anything to Admissions and Records, with the exception of faculty who are unable to log into the system to process exclusions online. If you are unable to submit exclusions online, please submit manual exclusions to Admissions **no later than July 2, 2013**.

**Census Rosters** – Census rosters can be downloaded from the Faculty Services – Instructor System, which is located on the LASC web page under the Faculty & Staff heading. **You must print out the census roster, record attendance** from the first day of class through to the census date (June 24, 2013), include an explanatory legend, **sign and date** the form, and **return it to Admissions and Records**. Census Rosters are due in Admissions, Student Services Building, Room 102, no later than July 2, 2013.
Final Grades — final grades must be submitted online via the Faculty Services – Instructor System no later than August 1, 2013. If you assign an incomplete grade, you must assign an incomplete default grade online (IDG), and you must also submit a written incomplete form to Admissions and Records.

If you have any questions, we can be reached at 323 241 5321 during office hours. During the summer, Admissions and Records is available by telephone Monday – Thursday from 8:00am – 6:30pm. Our office hours are Monday – Tuesday: 8:00-4:00 and Wednesday – Thursday from 10:00 – 6:00pm. The campus is closed on Fridays.

Regards,
Kimberly C. Carpenter, M.A.
Registrar
Office of Admissions and Records
Los Angeles Southwest College
1600 W. Imperial Hwy.
Los Angeles, CA 90047
Telephone: (323) 241-5466/5321
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