



Faculty "Hot" Page

(Hot topics and important dates)

Fall 2013 Final Grades

December 20, 2013

TBA Attendance Rosters

December 20, 2013

Positive Attendance Hours

December 20, 2013

- **Fall 2013 Final Grades:** Submit via the Faculty Services Instructor System, **Friday, December 20.**
- **Incomplete Grades:** Must accompany an Incomplete Form. Incomplete forms are due to Admissions and Records (Remember to include the Incomplete Default Grade "IDG" and the instructions for completing the Incomplete Grade **Friday, December 20.**
- **To Be Arranged (TBA) Attendance Rosters:** In-person in Admissions and Records, SSB Room 102 **Friday, December 20.** Include your TBA arrangements for each student or your sign in/computer swipe sheets by **December 20.**

Faculty teaching courses with TBA hours have individually arranged meeting times. If your students are required to meet regularly each week, you must submit your summary of TBA arrangements eight days after the census date. If students fulfill the TBA requirement on an irregular schedule, documentation is required for WSCH courses with TBA time to substantiate that students have TBA time scheduled and have attended TBA session throughout the term. This documentation **must be submitted to Admissions and Records in-person no later than Friday, December 20.** Please remember to sign and date all documentation, and include the section number and the term.

Missing outstanding TBA documentation is an audit finding which cannot reoccur. Swipe card reports and sign in sheets are examples of acceptable documentation that is due at the end of the term.



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- **Positive Attendance Hours:** Due online via the Faculty Services Instructor System , **Friday, December 20**. Positive Attendance classes do not have a census date. Instructors must keep a record of the hours students attend throughout the entire class, and enter these hours online at the end of the term.
- **Grades and Financial Aid**

Outstanding or missing grades have a major affect on financial aid appeals, official transcript production, course prerequisite clearances, course repetition processing and academic standing. All of these processes occur immediately after the final grade due date, which is why it is so important that you submit all of your grades in a timely manner. **Please do not skip over or refuse to grade students.** All students must be graded, and we must have 100% submission of final grades, TBA documentation and positive attendance hours.

For your convenience, Admissions and Records will be open on **Friday, December 20** and **Monday, December 23** if you are in need of assistance, or a quiet place to submit your grades online. If you do not know your login information, please contact IT at (323) 241-5075. The campus is still experiencing problems with the telephone voice mail so you may not be able to leave a message. You may also email IT at guptavs@lasc.edu for assistance or questions about your login.

If you have any questions, need further clarification, or cannot assign grades online, please contact Admissions and Records immediately via email at carpenkc@lasc.edu, or by telephone at (323) 241-5466.