Fall 2015 - Important Dates and Information

Fall 2015 Classes begin Monday, August 31, 2015.

Deadline to submit Add Permit: All students must be added by Monday, September 14, 2015. No Exceptions. You may obtain a supply of add permit forms from your department Chairperson’s office, your dean’s office, Academic Affairs, or the Office of Admissions and Records. Please do not send students to request add permits. The forms are only provided to faculty for distribution to students who are approved to add. Please make sure that you do not distribute blank Add Permits. Add permits are required of all students who wish to add from August 31 – September 14, 2015, with your approval.

Section Transfers – If a student is attending your class, yet enrolled in another section of the same class, he/she must obtain your approval on a Section Transfer form, and submit the form to Admissions and Records for processing, in order to appear on your class roster. The Section Transfer form effectively drops the section that the student is no longer attending and replaces it with the section that you approve of them to add. Please sign the Approved Section Transfer form if the student is able to provide proof that they are actively enrolled in a different section of the same class and you have agreed to allow them to add your class. When we receive this form in Admissions and Records, we will move the student from the wrong section to your section. (This transaction is not possible if the student drops the course that they are not attending. Section transfers can take place through to the last day to drop a class. To avoid confusion, please carefully take attendance to ensure that everyone attending your class is listed on your census roster.)

Mandatory Exclusions – Due online no later than September 22, 2015.

- Students who do not attend class on August 31 – September 14, 2015, must be excluded as a no-show. Please process your online mandatory exclusions quickly to allow space for students who wish to add. It is important to clear your rosters as soon as possible to make room for students wishing to add your class.
- Students who attend the first class meeting and stop attending as of the census date must be excluded as “inactive”. You cannot continue to add students after Monday, September 14, 2015.
- You may continue to exclude students after you submit mandatory exclusions through November 22, 2015; however, you are not required to drop students after you have processed your mandatory exclusions.
- If you have no students to exclude, you must go online and indicate that you have no students to exclude no later than September 22, 2015.
- 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 September 22, 2015. Contact Admissions and Records for further assistance with manual submission of exclusions.

New!!! – Active Enrollment Rosters – Effective July 1, 2015, all faculty must exclude students who stop attending after the census date (but do not formally withdraw). This will be done via the Active Enrollment Roster (AER). The AER will become available in the Faculty Services – Instructor System (1) only after you have submitted mandatory exclusions, and (2) only during the applicable timeframe. It will show current active students that have not dropped or have not been excluded by you. Students who have dropped or who have been excluded will appear, but will have the exclusion button disabled on the form. You must select each individual student you wish to exclude or use the “No Students to Exclude” button when there are no applicable students. Once the selection has been made, the next page will allow you to review what you are submitting and give you an opportunity to make corrections by clicking “Revise Exclusions”.

Once you have completed your review, click “Process these Exclusions” to submit your entries. No changes can be made after submittal. The exclusion date will be the date the roster was submitted. For Fall 2015 classes, the last day to drop students using the AER roster will be the same as the last day to drop with a “W” grade (November 22, 2015).

Because this process has been mandated by the Board of Trustees, all faculty are required to submit the exclusions.

For further information, please refer to Administration Regulation E-13.

**Q:** What is the difference between the Mandatory Exclusion Roster and the Active Enrollment Roster?

**A:** The state requires that faculty clear the roll of all inactive students as of the census date, so that we do not report apportionment for students who have never attended. In addition, the mandatory exclusions must be submitted no later than 8 days after the census date. Students excluded during this process receive no record of enrollment, and no liability for fees.

**Q:** What is the difference between Supplemental Exclusions and the Active Enrollment Roster?

**A:** The Supplemental Exclusion roster can be submitted any time after the mandatory exclusion roster has been submitted, through to the last day to drop with a “W” grade for the term. Supplemental exclusions are processed as of the day they are submitted, and may result in a “W” grade, depending on the effective date of exclusion provided by the instructor. Supplemental exclusions are usually used to drop students who have stopped attending after the census date, but may be used to drop students that you overlooked in the mandatory exclusion process. Supplemental Exclusions are optional. The Active Enrollment Roster will only appear after the mandatory exclusions have been submitted, and, during the applicable timeframe, determined by the District Office. So, you will be able to exclude students throughout the entire term. However, if you chose not to exclude using the supplemental exclusion roster, you will be required to exclude close to the end of the term using the Active Enrollment Roster.

**Q:** Why is there a need for an additional exclusion process?

**A:** The AER process was created to help resolve Financial Aid audit exceptions that occur when students stop attending classes after census, but do not formally withdraw (drop the class). Absent documentation, in such instances the college bears the financial burden rather than the students themselves. The AER process serves as documentation that the student has stopped attending class, effectively transferring financial responsibility to the student, rather than the college.

**Q:** Will I have to keep attendance after the census date?

**A:** You will need to maintain some mechanism for identifying students who have stopped attending after census through the 75% period of instruction. You are still required to maintain a census roster, but you no longer need to turn it in to Admissions and Records. You should continue recording attendance on the census roster so that it will be easy to identify students who have stopped attending when the AER reporting period occurs. This should minimize errors.
Since this is a mandatory process, you will be monitored and identified for failing to complete the AER, the same as the mandatory exclusion process. If you need assistance with the process, we are here to assist you in Admissions and Records. When you log into the Faculty System, look for this message:

**REMINDER**

THE ACTIVE ENROLLMENT PERIOD IS FROM XX/XX/XXXX TO XX/XX/XXXX. PLEASE USE THE “EXCLUDE STUDENTS” FUNCTION TO EXCLUDE STUDENTS THAT ARE NO LONGER ACTIVE IN YOUR CLASS.

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**Census Rosters** – You do not need to submit Census Rosters to Admissions and Records. However, you must maintain attendance and retain the attendance record for your class. The printable form is available online through View Roster. See “Print Census Roster” option at the bottom of the screen. Use this attendance information to complete the mandatory exclusion roster and your Active Enrollment Roster.

**Final Grades** – must be submitted online via the Faculty Services – Instructor System no later than December 29, 2015. If you assign an incomplete grade, you must assign an incomplete default grade (IDG) online, and you must also submit a written Incomplete Form to Admissions and Records by the grade submission due date. You must assign a final grade to every student listed on your final grade roster.

**Contact Information** - We can be reached at (323) 241-5321 during office hours, or, via email at carpenkc@lasc.edu

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