To: All Faculty  
Date: February 24  
Subject: Mandatory Exclusion  

1st 8-week session (February 10 – April 6)  

Mandatory exclusion need to be submitted on March 4, via the online system.  

Even if you do not need to exclude students from your class, your mandatory exclusion needs to be submitted via the online system. Below are the procedures on how to submit your mandatory exclusion via the online system.  

If you are NOT planning to exclude students from their classes, please follow these procedures:  

- Go to the SIS Instructor Login page at https://services.laccd.edu/wfac/ or under Quick Links in the Faculty & Staff section of West’s website.  
- Please type in your username and password.  
- After you log in successfully, you will be given a 4-digit electronic signature number. Please write this number down and keep it for the entire session. After writing down the number, please click “Continue.”  
- Click on Section Number,  
- Click on Exclude Students  
- Click on “NO Students to Exclude” .  
- You must click on “Exclude Student”, to process your transaction  
- Prior to submission of your exclusion online, please input your 4-digit electronic signature number  
- Click on Process Exclusion, to complete your transaction.  
- After excluding students online, you may need to print the confirmation page for your record. Exclusion rosters or hard copies (print-outs) are NO longer required to be submitted to the Office of Admissions and Records.  

If you are planning to exclude students from their classes, please follow these procedures:  

- Go to the SIS Instructor Login page at https://services.laccd.edu/wfac/ or under “Quick Links” in the “Faculty & Staff” section of West’s website.  
- Please type in your username and password.  
- After you log in successfully, you will be given a 4-digit electronic signature number. Please write this number down and keep it for the entire session. After writing down the number, please click “Continue”  
- Click on Section Number  
- Click on Exclude Students  
- Click on “NO SHOW” to exclude inactive students who have been absent from both the first and second meetings of class.  
- Click on “NOT ACTIVE AS OF CENSUS” to exclude students who have attended, but stopped and are no longer attending.  
- Prior to submission of your exclusion online, please input your 4-digit electronic signature number  
- Click on Process Exclusion, to complete your transaction.  
- Instructors should only use the online system to exclude students. After excluding students online, you need to print the confirmation page for your record. Exclusion rosters or hard copies (print-outs) are NO longer required to be submitted to the Office of Admissions and Records.
- If instructors have difficulty with their username and/or password, instructors need to contact the Info Tech Department at 310-287-4360. Info Tech Dept is located at B – 6 Building.

- After mandatory exclusion is submitted, instructors may submit supplemental exclusion until March 23, via the SIS Instruction Login Page at https://services.laccd.edu/wfac/ or under “Quick Links” in the Faculty & Staff section of West’s website.

Admissions Office hours are between February 10 through February 21 are as follows:

8:30 am – 7:00 pm Monday through Thursday  
8:30 am – 2:00 pm Friday

Admissions Office hours after February 21 are as follows:

8:30 am – 5:00 pm Monday and Thursday  
8:30 am – 7:00 pm Tuesday and Wednesday  
8:30 am – 1:00 pm Friday

*** DATES TO REMEMBER ***

<table>
<thead>
<tr>
<th>Census Rosters do not need to be submitted to the Admissions Office</th>
<th>Census rosters need to be retained by instructor for their record</th>
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</thead>
<tbody>
<tr>
<td>Mandatory Exclusion must be submitted online</td>
<td>Tuesday, March 4</td>
</tr>
<tr>
<td>Last Day to drop without a “W” appearing on permanent</td>
<td>Wednesday, February 19</td>
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<tr>
<td>Last Day for Section Transfers</td>
<td>Monday, March 10</td>
</tr>
<tr>
<td>Last Day to drop with a “W” appearing on permanent record</td>
<td>Sunday, March 23</td>
</tr>
</tbody>
</table>