



To: All Faculty  
From: Faculty Services  
Date: April 19, 2010  
Subject: ACTIVE AND INACTIVE STUDENT ROSTER  
16-week session (February 8- June 7, 2010)

**\*\*\*PLEASE READ THIS BULLETIN THOROUGHLY\*\*\*  
“AND KEEP IT FOR FUTURE REFERENCE”**

**ACTIVE AND INACTIVE ROSTERS DO NOT HAVE TO BE RETURNED**

- ✓ All Student Check Rosters (white) were placed into instructors' mailboxes at B-1 Building. The check rosters were printed as of 04/15/10, and list active and inactive students in each of your classes. Please complete the following checks to assure all students in your class have proper enrollment. Any registration reinstatement for 16-week session must be cleared with the Office of Admissions and Records by Friday, May 7, 2010 by 1:00 p.m. Any registration exclusion for the 16-week session must be done via WLCA's Faculty and Staff Page [www.wlac.edu](http://www.wlac.edu) or LACCD Faculty and Staff Resource [www.laccd.edu](http://www.laccd.edu) by Sunday, May 9, 2010.
- ✓ Check Enrollment: Call roll from the active students on the check roster. Any student listed as INACTIVE on the roster, but is still in attendance must be REINSTATED. Any student listed as active, but has not attended your class for multiple meetings, should be excluded.
- ✓ **Exclusions:** If there are students who are no longer in your class, you may exclude them by May 9, 2010. This will be the last day to exclude students via the Internet. Visit WLCA's Faculty and Staff Page at [www.wlac.edu](http://www.wlac.edu) or LACCD Faculty and Staff Resource [www.laccd.edu](http://www.laccd.edu)
- ✓ **Reinstatement:** Students who are listed as inactive, but are still attending the class need to be reinstated by the instructor. To reinstate a student, complete an Add Permit and check-off the "reinstatement" box. Students should take the Add Card (reinstatement) to the Office of Admissions and Records for processing by May 7, 2010 at 1:00p.m. Student signature is required on any reinstatements.

IMPORTANT: STUDENTS WHO ARE NOT PROPERLY REGISTERED BY THE PRINTING OF THE FINAL GRADE ROSTER WILL NOT RECEIVE A GRADE IN THE COURSE. EVERY STUDENT LISTED ON THE FINAL GRADE ROSTER MUST BE ASSIGNED A GRADE.

ANY REGISTRATION PROBLEMS SHOULD BE CLEARED UP BY FRIDAY, MAY 7, 2010 BY 1:00 P.M. PLEASE WORK WITH ADMISSIONS TO CLEAR ANY REGISTRATION PROBLEMS.

IF YOU HAVE ANY QUESTIONS, YOU MAY CALL OR EMAIL JACKIE AT (310) 287-4354, EMAIL ([MANHEIJ@WLAC.EDU](mailto:MANHEIJ@WLAC.EDU)) OR LEO (310) 287-4329, EMAIL ([DIZONLS@WLAC.EDU](mailto:DIZONLS@WLAC.EDU)), IN THE OFFICE OF ADMISSIONS AND RECORDS.

**The Office of Admissions and Records office hours 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

West Los Angeles College 9000 Overland Avenue, Culver City, CA 90230  
Phone (310) 287-4501 Fax (310) 287-4327