



To: All Faculty

From: Faculty Services

Date: February 5, 2010

Subject: CENSUS ROSTER & SESSION DATES  
16-wk session (February 8 – June 7, 2010)

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

CENSUS ROSTER(S) (red) were placed into instructors’ mailboxes at B-1 Building. Please check all information for accuracy. Report any errors to the Office of Admissions and Records. Census Rosters were printed on 02/03/2010. Therefore, students who added on or after 02/05/2009 will not appear on your roster. The rosters list all students who were enrolled during registration. Students who are not on the census roster, but are in attendance in your class may have enrolled during open enrollment. Please have student show you proof of enrollment.

- ❖ You may add additional students on the backside of the Census Roster when issuing “Add Permits” and maintain attendance for them. You may request additional pages at Admissions.
- ❖ Use your own symbols and complete the “Key” at the bottom of the Census Roster.
- ❖ Note deadline dates on the second line of the Census Roster.
- ❖ It is crucial that you **return** the CENSUS ROSTER to the Office of Admissions and Records upon the due date.
- ❖ Short term classes have different dates for distribution. See the Office of Admissions and Records.

**NOTE: DATES MAY BE SUBJECT TO CHANGE**

<b>TYPE OF ROSTER</b>	<b>DISTRIBUTION DATE</b>	<b>DUE DATE</b>
Census Roster	Friday, February 5, 2010	Monday, March 15, 2010
Exclusion Roster	Monday, February 22, 2010	Tuesday, March 2, 2010
Multipurpose Roster	Monday, March 8, 2010	DO NOT RETURN
Active and Inactive Roster	Monday, April 19, 2010	DO NOT RETURN
Grade Roster	Tuesday, May 25, 2010	Tuesday, June 15, 2010

**The Office of Admissions and Records is having Special Registration hours, and our office hours are as follows:**

(Monday, February 1 – Saturday, February 26, 2010)  
 8:30 am – 7:00 pm Monday – Thursday (February 1 – February 25, 2010)  
 8:30 am – 2:00 pm Friday  
 9:00 am – 1:00 pm Saturday (February 6 and 20, 2010)

**The Office of Admissions and Records will resume its normal office hours starting, Monday March 1, 2010.**

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

Instructions may view your class roster, exclude students, or assign grades via the WLAC’s Faculty and Staff Page at [www.wlac.edu](http://www.wlac.edu) or LACCD Faculty and Staff Resource

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