To: All Faculty
From: Faculty Services
Date: April 6
Subject: GRADE SUBMISSION VIA ONLINE SYSTEM
1st 8-week session (February 10 – April 6)

GRADE MUST BE SUBMITTED ONLINE: ON FRIDAY, APRIL 11

- It is too late to exclude students via online system.
- Incomplete Grade: Incomplete grade should only be issued under extenuating circumstances. An incomplete grade should be discussed with the student and the terms and timeline for completion agreed upon.
- In Lieu of Grade Cards and Grade Change Request Cards: In lieu of grade cards and grade change request cards must be submitted by instructors to the Office of Academic Affairs (CE Building) for approval.

DIRECTION FOR SUBMITTING GRADES VIA THE ONLINE SYSTEM:
- 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.
- Type in your username and password. After you log in successfully, you will be given a four digit electronic signature number. Please write this number down and keep it for the entire session. After writing down the number, please click “Continue”
- All students must be assigned a letter grade other than a “W.”
- If you give your student an incomplete grade, a default grade must be entered (IDG = I (incomplete grade); DG (default grade)), and state specific instructions for removal of incomplete grade. Incomplete grade card needs to be submitted to the Office of Admissions and Records after student fulfills the specific instructions for the removal of incomplete grade.
- Prior to submission of your grade online, please input your electronic signature.
- Instructors should only use the online system to submit grades. After submitting grades online, grade collection rosters or signed 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, please contact the Info Tech Department at 310-287-4360. Info Tech Dept is located at B – 6 Building.
If you have students who attended your class and you need to issue a grade, but student’s name is not on grade collection roster, you need issue to an in lieu of grade card and submit it to the Academic Affairs Office.

If, after you have submitted your grades, and you need to make corrections, please fill-out grade change request card and submit it to Academic Affairs Office.

You may submit your in lieu of grade cards and/or grade change request cards by U.S. mail, hand carry it to the Academic Affairs Office (CE Building) or place the card in the Academic Affairs mailbox #405:

West Los Angeles College  
Attn: Academic Affairs Office  
9000 Overland  
Culver City, CA 90230

After your student fulfills the specific instructions for the removal of incomplete grade, please submit you incomplete grade card by U.S. mail, hand carry it to the Admissions Office (SSB Building 2nd floor) or place the card in the Admissions Office mailbox #404:

West Los Angeles College  
Attention: Office of Admissions and Records  
9000 Overland Avenue  
Culver City, CA 90230

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