January 31, 2013

TO: LASC Faculty

FROM: Kimberly C. Carpenter
Registrar

SUBJECT: Spring 2013 Important Dates and Deadlines

- Recommended day for faculty to download Census Roster* ............. Sunday, February 3, 2013
- Spring 2013 Semester Begins ......................................................... Monday, February 4, 2013
- President’s Day Holiday (Campus Closed; No Classes) .............. Friday, February 15, 2013
- Non-Instruction Days ................................................................. February 16-17, 2013
- Deadline to add classes (No Exceptions) ..................................... Saturday, February 16, 2013
- Admissions & Records - Open 8:30-1:00 .................................... Sat., Feb. 2, 9 & 16, 2013
- President’s Day Holiday (Campus Closed; No Classes) ............. Monday, February 18, 2013
- Deadline to drop class without record of enrollment .................. Monday, February 18, 2013
- Deadline to drop class w/o fee liability/to be eligible for refund ...... Monday, February 18, 2013
- Census Date .................................................................................. Tuesday, February 19, 2013
- Census Rosters (Attendance) Due in Admissions and Records*...... Wed., February 27, 2013
- Mandatory Exclusions Due Online* ............................................ Wed., February 27, 2013
(No Exclusions? - You must go online to indicate that you do not have students to exclude by 2/27/13)
- Spring 2013 Final Grades due online* ........................................... Saturday, June 8, 2013

*Census and Exclusion and Final Grade rosters are no longer printed and distributed by the District Office. **You must log into the Faculty Services – Instructor System to print out your census (attendance) roster.** Please remember to write in the names of any students attending your class whose names are not listed on your census (attendance) roster. You must record the attendance of all students for the period of Feb. 4-Feb. 19, 2013, include a legend of all attendance symbols, **sign and date the census roster and bring it to admissions and records no later than Feb. 27, 2013.** Exclusions must be processed **online** no later than Feb. 27, **even if you have no students to exclude.** You must contact the Information Technology (IT) department if you are unable to log into the Faculty Services – Instructor System. Their contact number is (323) 241-5075. The IT staff is not available on weekends. If you need assistance, please contact them before the term begins.

Please be aware that effective Spring 2013, **all students are required to check their district issued email** - we no longer send email to personal email addresses. Please inform your students to check their district issued email regularly for information on important dates and deadlines and college information.

If you need additional assistance, other than login information, I can be reached at (323) 241-5466 or via email at carpenkc@lasc.edu.