



Admissions and Records Office

## Multipurpose Rosters

FALL 2007

**Multipurpose Attendance Rosters accompany this Bulletin. Please check the information at the top of the roster for accuracy.**

The rosters list all the students enrolled in your classes through **Thursday, September 27, 2007**. Students who were excluded or who dropped through **September 25, 2007<sup>th</sup>** will not appear on the rosters.

If there are any active students whose names do not appear on your roster, please give them an Add Permit signed and dated with the first date of their attendance. Advise students to submit Add Permits to the Admissions Office **immediately**. Add permits may only be given to students who have been admitted to Los Angeles City College. Make sure that you give add permits only to students who can show you one of the following:

1. Registration/Fee Receipt
2. Appointment to Register Card
3. Late Registration Card
4. Telephone Registration Notice for Summer & Fall 2006
5. Student ID (LACC Cub Card)

### ATTENDANCE REPORTING

As attendance recording is no longer required after census, use of the multipurpose form is optional.

The rosters contain a **key** printed at the bottom of each page. Please refer to the attendance Accounting and Grade Forms Faculty Handbook for instructions on recording attendance.

### PLEASE NOTE

If you wish to exclude students who become inactive, you may still do so through the use of the exclusion forms available at the Admissions Office. You may also exclude students through the District website at <http://www.laccd.edu>. You are not required to submit any forms or documents if you exclude students after census.

### DROP DATES

Students who are excluded or who drop on or before the "No Penalty Drop Date" (NPDD) will have nothing recorded on their permanent record. Students who are excluded or who drop after this date through the "Last Day to Drop" (LDTD) will receive a grade of "W". Students who remain active in a class must receive a grade.

**CENSUS AND EXCLUSION ROSTERS ARE NOW DUE!**