



Admissions and Records Office

Census Roster Bulletin

OPENING BULLETIN Fall 2007

August 30, 2007

Welcome to the Fall 2007 semester! **Census Rosters** accompany this Bulletin. The rosters list all students enrolled in your classes through Wednesday, August 29, 2007.

IMPORTANT

You are only required to keep attendance until CENSUS DAY, Monday, September 17, 2007. Please make sure that every student that "ever attends your class" is added to the Census Roster before you submit the roster to the Admissions Office. The best way to do this is to add students' names to the roster as you issue Add Permits. ADDITIONAL SPACE TO PRINT STUDENTS' NAMES IS PROVIDED ON THE REVERSE SIDE OF CENSUS ROSTER.

ADD PERMITS MAY ONLY BE GIVEN TO STUDENTS WHO HAVE BEEN ADMITTED TO THE COLLEGE

PLEASE MAKE SURE THAT YOU GIVE ADD PERMITS ONLY TO STUDENTS WHO SHOW ONE OF THE FOLLOWING DOCUMENTS:

1. Registration/Fee Receipt
2. Appointment to Register Card
3. Late Registration Card
4. Telephone Registration Notice for Summer/ Fall 2007
5. Student ID (LACC Cub Card)

ADD PERMITS

Add Permits are available in your **DEPARTMENT**. Add Permits are not pre-printed. In order for a student to be properly enrolled in your class, please make sure you have done the following:

1. Entered the **CORRECT** section number on the permit.
2. Entered the date of the **FIRST CLASS ATTENDANCE**.
3. Signed the permit.

Please direct your students to show the second copy of the Add Permit to you after it is validated in registration. This will inform you that any required enrollment fee has been paid. Each year, we lose thousands of dollars in funding because students wait too long to process their Add Permits. In order for the college to receive ALL of the funding that it is entitled to, **PLEASE INSIST THAT STUDENTS PROCESS THEIR ADD PERMITS IMMEDIATELY. DO NOT ALLOW STUDENTS WHO ARE ADDING TO REMAIN IN CLASS WITHOUT SHOWING THE "INSTRUCTOR NOTIFICATION OF ADD" TO YOU.**

ADDING CLASSES THROUGH STEP OR THE WEB

Open classes with more than five (5) vacant seats will continue to be posted on the web and STEP until Saturday, September 8th. Courses automatically excluded from this list include:

1. All closed classes (those that have reached their enrollment limit).
2. Classes with 5 or fewer open seats (these seats would be given out by the instructor of record)
3. Classes with special entrance requirements: Dental Tech, Rad Tech, Theater Academy classes (and those identified by Department Chairs)
4. Independent study and honor classes.

IMPORTANT

The last day for students to add classes is Saturday, September 15, 2007. The Admissions Office will be open on Saturday, September 15th from 9am to 1pm.

ADMISSIONS OFFICE HOURS

Monday through Thursday: 8:30 a.m. to 7:00 p.m.
Friday: 8:30 a.m. to 2:00 p.m.

Extended Admissions Hours the first 2 weeks of the
Fall semester only:

*Monday through Thursday: 8:00 a.m. to 7:30 p.m.
Friday: 8:00 a.m. to 4:00 p.m.*

Please check your Calendar of Important Dates for scheduled roster and deadline dates. If the Admissions Office can be of any assistance, please contact us at extension 2104. Have a great semester!