6 WEEK SESSION - SUMMER 2016
MANDATORY EXCLUSION & AER
June 23, 2016

**Dates to Know:**
- **Last to drop without a “W”:** Friday, June 17
- **Last day for Section Transfers:** Thursday, June 30
- **Last day to drop with a “W”:** Thursday, July 14

<table>
<thead>
<tr>
<th>Type of Roster</th>
<th>Due Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Exclusion*</td>
<td>June 30, 2016</td>
<td>After the mandatory exclusion is submitted, instructors can still exclude students with the supplemental exclusion through the last day to drop with a “W”.</td>
</tr>
<tr>
<td>Active Enrollment Roster*</td>
<td>July 13, 2016</td>
<td>Will only appear during the applicable timeframe (approx. 2/3 of the way through the class timeframe) and only if the mandatory exclusion roster has been completed.</td>
</tr>
</tbody>
</table>

*EVEN IF YOU DO NOT NEED TO EXCLUDE STUDENTS FROM YOUR CLASS, THE MANDATORY EXCLUSION AND AER (ACTIVE ENROLLMENT ROSTER) STILL NEED TO BE SUBMITTED ONLINE.

**Instructions if you do not need to exclude students:**

Go to the instructor Login page at [https://services.laccd.edu/wfac/](https://services.laccd.edu/wfac/) or to the quick links in the Faculty & Staff section of the WLAC website.

- Type in username and password. Upon successful login, you will be given a four digit e-signature. Record this number and keep it for the entire session. Click Continue.
- Click on Section number
- Click on Exclude students (AER will only appear if the mandatory exclusion has been submitted)
- Click on No Students to Exclude
- You must click on Exclude Student to process your transaction
- Input your 4-digit electronic signature number
- Click on Process Exclusion
- After excluding students online, you may need to print the confirmation page for your record*.

*Hard copies (print-outs) are NO longer required to be submitted to the Admissions Office.
Instructions if you do need to exclude students:

Go to the instructor Login page at https://services.laccd.edu/wfac/ or to the quick links in the Faculty & Staff section of the WLAC website.

- Type in username and password. Upon successful login, you will be given a four digit e-signature. Record this number and keep it for the entire session. Click Continue.
- Click on Section number
- Click on Exclude students (AER will only appear if the mandatory exclusion has been submitted)
- Click on “Exclude” to exclude inactive students who have been absent from both the first and second meetings of class.
- Click on “NOT ACTIVE AS OF CENSUS” to exclude students who have attended, but have stopped and are no longer attending.
- Input your 4-digit electronic signature number
- Click on Process Exclusion
- After excluding students online, you may need to print the confirmation page for your record*.
  
*Hard copies (print-outs) are NO longer required to be submitted to the Admissions Office.

If you are having difficulty with your username and/or password, please contact the Info Tech Department: 310-287-4360, B-6 Building