8 WEEK SESSION - SUMMER 2016
MANDATORY EXCLUSION & AER
June 24, 2016

Dates to Know:
- Last to drop without a “W”: Monday, June 20
- Last day for Section Transfers: Friday, July 8
- Last day to drop with a “W”: Friday, July 22

<table>
<thead>
<tr>
<th>Type of Roster</th>
<th>Due Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Exclusion*</td>
<td>July 1, 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 21, 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/](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