



To: All Faculty
 From: Faculty Services
 Date: February 22, 2010
 Subject: MULTIPURPOSE ROSTER

***** PLEASE READ THIS BULLETIN THOROUGHLY *****
“AND KEEP IT FOR FUTURE REFERENCE”

Multipurpose Rosters were placed into instructors’ mailboxes at B-1 Building. Please check all courses information for accuracy. Report any errors to the Office of Admissions and Records.

MULTIPURPOSE ROSTERS DO NOT HAVE TO BE RETURNED

- ❖ Please check all students’ information for accuracy and report any error(s) to the Office of Admissions and Records. ADD NAMES OF STUDENTS WHO ARE ISSUED ADD PERMITS.
- ❖ Use your own symbols for recording attendance and indicate their meaning in the “KEY” located just above the signature line on the roster.
- ❖ Keep Multipurpose Rosters as your own record of students’ attendance, grades, etc.
- ❖ You will need the information recorded by you, on this roster, in of student registration/grading disputes.
- ❖ You can view your roster, exclude students, or assign grades using the Internet. Visit WLCA’s Faculty and Staff Page at www.wlac.edu or LACCD Faculty and Staff Resource www.laccd.edu
- ❖ Last day to drop may vary depending on the end date for the course. Please check dates for every individual course.

The Office of Admissions and Records is having Special Registration hours, and our office hours are as follows:

(Monday, February 1 – Saturday, February 26, 2010)
 8:30 am – 7:00 pm Monday – Thursday (February 1 – February 25, 2010)
 8:30 am – 2:00 pm Friday
 9:00 am – 1:00 pm Saturday (February 6 and 20, 2010)

The Office of Admissions and Records will resume its normal office hours starting, Monday March 1, 2010.

8:30 am – 5:00 pm Monday and Thursday
 8:30 am – 7:00 pm Tuesday and Wednesday
 8:30 am – 1:00 pm Friday

***** DATES TO REMEMBER *****

Exclusion Rosters due back in Admissions	Friday, February 26, 2010
Census Rosters due back in Admissions	Monday, March 1, 2010
Active and Inactive Rosters will be distributed	Monday, March 15, 2010
Grade Rosters will be distributed	Tuesday, April 6, 2010