



To: All Faculty  
 From: Faculty Services  
 Date: April 26, 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](http://www.wlac.edu) or LACCD Faculty and Staff Resource [www.laccd.edu](http://www.laccd.edu)
- ❖ Last day to drop may vary depending on the end date for the course. Please check dates for every individual course.

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

Exclusion Rosters due back in Admissions	Friday, April 30, 2010
Census Rosters due back in Admissions	Monday, May 3, 2010
Active and Inactive Rosters will be distributed	Monday, May 10, 2010
Grade Rosters will be distributed	Tuesday, June 1, 2010

**The Office of Admissions and Records office hours are as follows:**

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

West Los Angeles College 9000 Overland Avenue, Culver City, CA 90230  
 Phone (310) 287-4501 Fax (310) 287-4327