To: All Spring 2020 Instructors

From: Ashley Dunn, Registrar
Subject: Important Dates and Deadlines for full-term Spring 2020 classes

Welcome to the Spring 2020 Semester. There are a variety of tasks you need to complete at the beginning of each semester: taking attendance, issuing Permission Numbers, excluding students, creating participation schedules for TBA Hours, and recording weekly Positive Attendance Hours. The rosters you need to accomplish these tasks are available in your faculty portal, located at www.mycollege.laccd.edu, including:

1. Class Roster & Permission Numbers
   This roster shows you who’s enrolled in your class. If you scroll to the bottom of this page you will find the Permission Numbers you will need to give students to add your class. Permission Numbers will be available in your portal the day before classes begin. For more information on Permission Numbers, please see the section below on Adding Classes. Should you need additional Permission Numbers, please send your request to permissionnumbers@lavc.edu. Be sure to send the email from your faculty email account.

2. Mandatory Exclusions Roster (Click on the Drop Roster link to View) – Due March 3, 2020
   This roster is used to exclude students who have never attended or are not active as of the census date, February 24, 2020. Once the Mandatory Exclusion Roster is submitted, the Supplemental Roster becomes available. The Active Enrollment Roster will become available in April.

3. TBA Attendance Roster – Due March 3, 2020
   For classes with To Be Arranged (TBA) hours, this roster is used to schedule students’ participation hours. You are also required to submit attendance documentation for the entire semester to Admissions & Records by the end of the term, June 15, 2020.

4. Weekly Positive Attendance Roster – Due weekly
   This is the roster you will use to record students’ weekly attendance. It will help you calculate the Final Attendance Hours at the end of the term.

5. Active Enrollment Roster (Click on the Drop Roster link to View) – Opens: April 19. Due: May 9, 2020
   This roster is used to exclude student who are no longer attending or failing to meet the participation standards on your syllabus. The Active Enrollment Roster is mandatory. This roster will only become available once you have submitted the Mandatory Exclusion Roster. It may only be submitted once. The Last day to submit the Active Enrollment Roster is May 9, 2020.

6. Grade Roster – Due June 15, 2020
   This roster is used to assign grades as well as Incompletes. If you are assigning an incomplete, you will enter the “I” and the default grade. You will also enter the requirements for making up the incomplete before you will be allowed to submit. Be sure to let students know what they need to do to make up their incompletes. When the student makes up the incomplete, you may submit a Grade Change Form to Admissions and Records to assign the final grade. Once you have completed saving all grades, there is a final step, you must POST grades.
7. Final Attendance Hours & Grade Roster – Due June 15, 2020
These rosters are used to record attendance hours and assign grades. You do not need to submit all
hours/grades in one session. You may use as many sessions as necessary to complete entering, saving, and
submitting grades/ Positive Attendance Hours. **Supporting positive attendance documentation for the
semester must be submitted to Admissions & Records by June 15, 2020.**

Adding Classes
Issuing Permission Numbers – Expiration Date: February 23, 2020
Once the semester begins, students need a Permission Number to add a course. An initial supply of Permission
Numbers will be available in your Faculty Portal. Scroll to the bottom of the Class Roster page to view Permission
Numbers. Permission Numbers may only be used once. Please keep track of the Permission Numbers you have
already issued. Should you need additional Permission Numbers, please send your request to
permissionnumbers@lavc.edu. Be sure to send the email from your faculty email account, and include your Class
Number, and class for which you are requesting permission numbers.

Adding Online Classes
We no longer use email to add students to closed online classes. Students add closed online classes via Permission
Number. They may add classes online using the Permission Number through Sunday, February 23, 2020. **We do not
add students to online classes after the last day to add classes because students are required to attend prior to
census.**

Add Deadline – Must be processed ONLINE no later than February 23, 2020
The last day to add a class online with a permission number is Sunday, February 23, 2020. If a student, who has
been attending your class since before the census date, does not appear on your roster please give them a **paper
Permission Number & Attendance Verification Form to add them to your class.** Please be sure to indicate that they
have been attending since before census on the form and send the student to Admissions & Records to be added to
the class. Faculty may pick up blank Attendance Verification Forms in the Admissions & Records Office. Blank forms
may not be given to students.

Audit Add Permits – Friday, February 21, 2020
Students who do not want to earn credit or a grade in a class may be issued an Audit Add Permit. Audit Add Permits
will not be accepted after Friday, February 21, 2020. Faculty may pick up blank Audit Add Permits in the Admissions
& Records Office. Blank forms may not be given to students.
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<th>Due Date</th>
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<td>January 2</td>
<td>April 15</td>
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<td>Day and Evening Classes Begin</td>
<td>February 10</td>
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<td>Pass/ No Pass Petitions Accepted</td>
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<td>President's Day Holiday</td>
<td>February 14 - 17</td>
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<td>Last Day to Drop Classes without fees</td>
<td>February 23</td>
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<td>Last Day to Drop Classes without a “W”</td>
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<td>Last Day to Drop and receive a refund</td>
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<td>Last Day to Exclude Students</td>
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<tr>
<td>Grades/ PA Hours Due</td>
<td>June 15</td>
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**Los Angeles Valley College**  
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**We’re here to help.**  

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