



# ***GREAT NEWS!!!***

*Save paper and time, add your students online --- meet the September 6 deadline!*

---

## ***Instructors Are STRONGLY ENCOURAGED To Add Students Electronically***

Per Academic Affairs administration, instructors need to use their LAMC email address, no exceptions. Electronic adding will be made mandatory at a future date due to the LACCD SIS Implementation project. Per LACCD Distance Education requirements, electronic add requests must include the following information:

- (1) full name of student;
- (2) LACCD issued student email, or (if LACCD is not working, **student's** personal email on file in Admissions);
- (3) the Student Identification Number;
- (4) date of birth;
- (5) section number of the class to be added, and
- (6) Please Note: Only one student can be added per each individual email.

If a student requests to add via email, the student must send the email to the instructor from their LACCD issued email address. Only the instructor may send the electronic add (when using the LAMC email address) to the following email address: admissions@lamission.edu. Please do not send the electronic add request to the personal email address of any Admissions staff due to yearly audit considerations. Our processing time is one working day or within 24 hours of receiving your request (Monday through Friday). Thank you for your support of our electronic add process!



***TOGETHER WE CAN ACHIEVE THE DREAM!***