FALL 2012 SEMESTER - IMPORTANT ADMISSIONS AND RECORDS NEWS (Revised)

Census Roster – Now Available Online

The LACCD has made the Census Rosters available on the district website. Please see log in instructions available on the reverse of this memo. This means that for the Fall 2012 semester instructors have the option to submit either the red and white roster received from the District or to print out the Census Roster. Per current LACCD policy, a paper Census Roster must be submitted to the Admissions and Records office. The deadline for Census Rosters to be submitted to the Admissions office is: Thursday, September 27, 2012.

Please note: Fall 2012 will be the last time the Census Rosters will be distributed by the Admissions Office. Instructors will need to print out the Census Rosters for their classes beginning with the Winter 2013 or Spring 2013 session.

Semester Deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10</td>
<td>(Extended) Add Permit Deadline (Semester Length Classes)</td>
</tr>
<tr>
<td>September 18</td>
<td>Online Exclusion Roster (Semester Length Classes)</td>
</tr>
<tr>
<td>September 27</td>
<td>Census Rosters (Semester Length Classes)</td>
</tr>
<tr>
<td></td>
<td>Audit Finding: Make sure attendance is recorded and key/legend is marked.</td>
</tr>
</tbody>
</table>
| December 21  | Semester length class grades are due on Friday, December 21. Grades are due within five working days of the end of a section. (Please see page eight of the “Assign Grades” portion of the revised “On-Line Faculty Services”.)

(Extended) Add Permit Deadline

The deadline for a student to submit an add permit to Admissions or for an instructor to submit an online add request for semester length classes is Monday, September 10, 2012. The add deadline for short term classes is the day before the Census Date listed on the roster.

Procedure for Instructors To Do Online Adds

Per Academic Affairs administration, all instructors need to use their LAMC email address, no exceptions. Only one student can be added per each individual email. Online add requests must have the following information:

1. full name of student,
2. email address of student (must match email on file in Admissions),
3. the Student Identification Number
4. the date of birth and
5. the section number of the class to be added.

Only instructors may send the electronic add request (when using their LAMC email address) to the following email address: admissions@lamission.edu.

Revised 11/28/2012 RT