



## Requests to Add an Online Class after the Registration Deadline



To add an online class after the registration deadline, follow these steps:

1. Send an email to the instructor using your @student.LACCD.edu address
2. In the email subject line write: **Add Online Class Request [name of class]**
3. In the body of the email, provide the following information:
  - Name
  - Student ID
  - Name and Section of class
  - The following wording: ***“I [name of student] request to be added to [name of class, section #] and this email serves as a substitute for my signature on the ADD slip.”***
4. You must **ONLY** use your @student.LACCD.edu email address to request an ADD to an online class (Admissions will not process a request lacking the LACCD email address)
  - If the instructor approves your request to add the class, a request will be sent to Admissions.
  - Please check your class schedule to confirm whether you have been added to the requested online class.