



## Adding an Online Class—Guidelines

Go to the LASC website [www.lasc.edu](http://www.lasc.edu) to register for the online class. If the class is full and you are on the waitlist, refer to #1 below. If you are not on the waitlist and the class is closed, refer to #2 below:

### 1. Students on the Waitlist

- Before the start of the term, if a spot becomes available and you are at the top of the waitlist, you will receive an email to your @student.laccd.edu account asking if you accept the class. You will only have 24 hours to accept the class, so check your @student.laccd.edu email address often.
- At the beginning of the term, the instructor will contact students from the waitlist if they decide to add additional students. There is no need for students on the waitlist to contact the instructor.
- Instructors will only contact those students who are approved to add. If you are not contacted by the instructor during the first week of class, that means that the class is full and no additional students will be added. There is no need to contact the instructor. Look for alternative options for classes.
- Faculty will only contact you via your district assigned email address (xxxxxx@student.laccd.edu).
- If you are approved to add the class, the instructor will email you with a permission number that you can use to add yourself to the class online in the new SIS system. You will enter this number in the box that is labeled “Permission Nbr.”

### 2. Students Not on the Waitlist

- **Once the term has started**, you may email the instructor to add a class.
- **See the guidelines on the next page** for how to email an instructor to add an online class.
- On the first day of class, you can email the instructor a request to add the class (see required information below). Be aware that **if** instructors approve adds, they will draw from the waitlist first.
- Due to the volume of requests received, only those students whose adds are approved will be contacted. If you are not contacted, you will not be added. There is no need to continue to contact the instructor once you submit a request to add a closed class.
- Faculty will only contact you via your district assigned email address (xxxxxx@student.laccd.edu).



## Requesting to Add an Online Class After the Registration Deadline

1. **Send an email to the instructor using your LACCD student email (xxxxx@student.laccd.edu).**

Format the email in the following way:

a.) **Subject:**

Add Online Class Request for Term, Course Name, and Section Number

**Example:** Add Online Class Request for Fall 2017, Biology 5, Section #10233

b.) **Body of the email:**

Include:

- Your full name
- ID Number (ex: 881234567)

I, (Your Name), request to be added to (Name of Class, Section Number).  
Thank you!

2. **If the instructor approves your request to add the class, they will email you back with a permission number.**
3. **Use the permission number to add the class in the new SIS system.** You will be asked for the permission number (Permission Nbr) when you try to add the class.
4. **If you cannot be added due to fees, holds, unit limit, etc., you can contact the Admissions Office at (323) 241-5321.**

**Please note:** you will not see the class in Canvas until the day *after* your add is processed.