1.- Send an email to the instructor using your assigned student email account (xxxxxxxx@student.laccd.edu), Include the following:

   a.- **Subject**: Add Online Class Request for (Term, Course Name, and Section Number). **Example**: Add Online Class Request for Spring 2016, Biology 20, Section # 0526

   b.- **Body**: Please provide the following Information
   - Name
   - ID #

   “I, (Your Name), request to be added to (Name of Class, Section Number), and this email serves as a substitute for my signature on the Add Slip.”

   (Admissions will *not* process a request lacking the information required on the steps listed above)

2.- If the instructor approves your request to add the class, the email will be forwarded to Admissions.

3.- If you are not able to be added due to fees, holds, unit limit, or other, you can contact the Admissions office 323-241-5321.

LASC is Using Canvas for All Online Classes.

http://www.lasc.edu/students/onlineservices/index.html