



# HOW-TO: EMAIL A PROFESSOR FOR A PERMISSION CODE "ADD CODE"

## THINGS TO KNOW:

- **THE PROFESSOR'S EMAIL ADDRESS**
- You can find the professor's email on the LBCC Class Schedule professor' next to the class via the class page on the website

COURSE: \_\_\_\_\_  
 Professor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Email #1: \_\_\_\_\_

COURSE: \_\_\_\_\_  
 Professor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Email #2: \_\_\_\_\_

COURSE: \_\_\_\_\_  
 Professor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Email #3: \_\_\_\_\_

**1**

### INSERT EMAIL SUBJECT LINE

- The email subject should state:  
**Subject: Request for add code to register is [class name here] section [section number here]**

**2**

### ENTER SALUATION

- Always start off with....  
**Dear Professor XXXXX,**

**3**

### INTRODUCE YOURSELF & BRIEFLY WHAT YOU NEED

- **EXAMPLE:** My name is {First & Last Name} and my Viking ID # is [XXXXXXXX] I am writing to request permission to register for your [Course name and time, i.e. *COUNS 1 Orientation College Success course on Tuesdays and Thursdays from 2-4pm*].

**4**

### EXPLAIN YOUR SITUATION

- You want to inform the professor that you are interested in getting an add code for their course.

**FOR EXAMPLE:** I am a dual enrolled student and I am interested in adding your course if possible. May I possibly get an add code for your class?

**5**

### ADD CLOSING & SIGNATURE

- **FOR EXAMPLE:** I would very much appreciate your permission to take this class. Thank you so much for your time and consideration. Looking forward to your reply.
- **Insert your SIGNATURE:**  
 Sincerely,  
 First & Last Name:  
 Viking ID #:  
 Email address:  
 Phone:

**NOTE: It is up to the instructor whether or not they will accept additional students to their sections.**