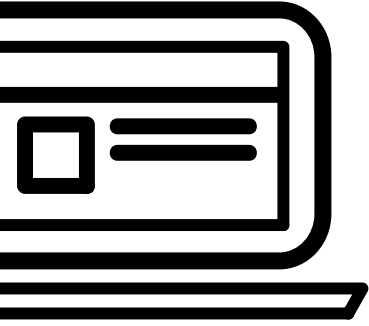


# HOW TO: Email a Professor for a Permission Code "Add code"



## THINGS TO KNOW:

- THE PROFESSOR'S EMAIL ADDRESS
- You can find the professor's email on the LBCC Class Schedule, next to the class listing

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.
- If the course is related to your major, you definitely want to make that addition.
- **FOR EXAMPLE:** This is my first semester in college 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.**