



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]

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ENTER SALUATION

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

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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*].

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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?

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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.