Subject line: Add code request for Class name and section number

Address the Professor by his/her title and Last Name: Professor Garcia,

Explain your case: In a couple of sentences, explain why you were unable to register and why you need to add this class.

Request to be placed in the wait list for an add code: If you are considering adding students to your class, I respectfully request instructions from you on how to proceed in order to be added to your wait list. Do you advise students should come to the first class session(s)? Maintain email contact? Visit your office?

Sincerely,

Your First and Last names

Your ID Student Number

Information Items to be posted to students:

The Student Affairs Committee advises against the following practices:

1. Enforcing non-sanctioned prerequisites which are not published in the schedule of classes. This would include making “advisories” mandatory prerequisites for taking a class.

2. Requiring diagnostic tests as a condition of taking a course

3. Asking the student to make a purchase (such as a textbook, course handouts, the professor’s CD, etc.) as a condition for obtaining an add code

4. Requesting information of a personal nature (such as pictures, hobbies, ethnic background, etc.) from the student as a condition for obtaining an add code

5. Rejecting a student’s request because of his/her verbiage (such as incorrect grammar, tone that is slightly persistent or familiar, etc.) in an e-mail or other communication.

The Student Affairs Committee advises students to:

1. Attend the first class meeting in order to receive information on add code policies from specific instructors.
2. If you are unable to obtain and add code on the first week of class, continue to attend class –with instructor’s permission- to qualify for consideration for a late add code if a space becomes available.

3. Use the utmost care not to cross the thin line between showing special interest in adding the class and being persistent to the point of annoying the instructor.