**TO ADD TRADITIONAL & HYBRID CLASSES**

After August 30 and/or if the class is full ("closed"), you may try to “Add” or “Crash” the class. Attend the first meeting of the desired class and request an Add Card from the instructor. If one is given, take it to the ADD/DROP line in Admissions in the Student Services Building (SSB) 2nd Floor. (*Hybrid classes are those with both an in-classroom and online component)

**TO ADD ONLINE CLASSES**

If you want to try to add an ONLINE course that is full or closed, email the instructor for permission. Instructor email addresses are listed at [www.WLAC.edu/Online](http://www.WLAC.edu/Online)

**IN THE EMAIL REQUEST INCLUDE:**
1) Course name and section number in the subject line
2) Your full name, email address, STUDENT ID NUMBER, and a phone number in the message.

Your request will only be processed if you use your LACCD email address that is listed for you in the Student Information System.

**IF YOU GET PERMISSION FROM THE INSTRUCTOR:**
- Check that Distance Learning Center (DLC) was cc’d on the email from the instructor. If not, forward a copy to Online@WLAC.edu
- It typically takes the DLC two business days to add the course to a student’s schedule after the instructor’s email is received. It may take longer during the first two weeks of classes.
- Expect an email confirmation from the DLC (be sure to check your junk/spam folder). You can also check SIS or your Etudes account.

**dates to know**

**Last Day To (For Traditional Classes Only):**
- ADD CLASSES VIA WEB ...... Aug 30
- IN-PERSON ...... Fri, Sept 11
- Drop classes w/ a refund/no fee owed .............. Fri, Sept 11
- Drop classes w/o a “W”.......................... Fri, Sept 11
- Drop classes with a “W”.......................... Fri, Nov 20
- File for Pass/No Pass.......................... Fri, Sept 11