



To request a late add for any ITV Spring 2019 course after February 3, 2019, email the instructor of the course the following information:

Subject: Sp19 ITV add request

- **Student name**
- **Student ID**
- **Date of birth**
- **Student LACCD email address**
- **Please add me to ITV Sp19, (name of course and specific section number)**

The course instructor will then issue you a permission number that you will use to add yourself to the course. Please click [HERE](#) for step-by-step instructions on using a permission code to add a class.

If you do not see the instructor's email on the ITV website, please email gaydosj2@lamission.edu with all of the above information and your email will be forwarded to the course instructor.

Once you enroll in a class using a permission number, you will not have access to the Canvas website until the following day!