



Students will occasionally not be able to add ITV courses for the following reasons:

- They have already attempted the course 3 times (see pg 3 of LAMC Fall 2018 [Schedule of Classes](#))
- Adding the course would take them over the 19 unit maximum load for the semester
- They already have a passing grade on record for the course

If you are unable to add a class for any of those reasons, you should submit a petition to your home campus requesting the necessary permission for your specific situation. To add the petitioned course please submit your APPROVED petition via email along with the following information to itvadmission@lamission.edu

Subject: F18 ITV add request

- **Student name**
- **Student ID**
- **Date of birth**
- **Student LACCD email address**
- **Please add me to ITV F18 (name of course and specific section number)**
- **Please refer to attachment for LACCD approval to take this course.**