



To request a late add for any ITV Spring Session B course after April 6, 2018, please email the course instructor the following formatted request:

### **Subject: Sp18B ITV add request**

- **Student name**
- **Student ID**
- **Date of birth**
- **Student LACCD email address**
- **Please add me to ITV Sp18B, ( 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.

Requests should not be sent to the ITV office. If you have technical errors, let your instructor know and they will contact the ITV office for you.

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

Requests that do not include all required information will not be processed.