



## Use this outline to email a Mt. SAC Professor to request adding a course the first week of class.

- **Subject line.**

Write a clear and concise subject line that tells the professor what your email is about. Example: Request adding course [insert name of class & CRN#]

- **Positive greeting.**

- Dear Professor [Insert Last Name],

- **Introduce yourself.**

*Hello, I am [insert your first & last name here], and I am writing to request to add*

- Include name of class (e.g., ENGL 1A, PSCY 1A, HIST 1, etc.)
- CRN# (XXXXX)

- **On the waitlist.**

- If you are on the waitlist, inform the professor that you are on the waitlist for the course & your waitlist #. [How to view your waitlist position](#)

- **Not on the waitlist.**

- If you are **not** on the waitlist, ask the professor if they will consider adding you to their course.

- **Request Add Code.**

- **Be patient.**

Professors receive many emails from students requesting to add their course. Be patient when sending a second email (wait at least two days) and send the original email to the professor.

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### Sample Email:

*Subject: Request adding course: ENGL 1A, CRN#33333*

*Dear Professor Mountie,*

*I am Josephine Walnut, student ID #A00000000, and I am writing to request to add your ENGL 1A course, CRN#33333, online*

*I am currently #3 on the waitlist, and very interested in joining your class. Please provide me with an add code if there is room in your course.*

*Thank you,  
Josephine Walnut*

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