

PIERCE COLLEGE



# How to Add/Crash a Class

There is no guarantee you will add a class using these steps but they can help you reach that goal. Be sure to plan early next semester to avoid having to crash a class again.

## **Enroll in the waitlist**

If the class is showing as full, keep an eye out for course waitlists. Several courses (not all) will have waitlist and you may add your name to the waitlist. Make sure that you continuously check your school email. If a student enrolled in the course “drops” the course and you are on the waitlist you will be emailed and have the opportunity to add the course.

## **Email the Professor before the start of the semester (if there is no official waitlist)**

Email your professor before the class starts and find out if they will add students to their class. They may take an unofficial waitlist before the class starts or ask that you get an add code the first day of class.

## **Be professional and courteous**

Be respectful when asking to be added to a class, indicate the reason for not adding the class prior to it being closed and why you need to take this class. If the professor says, there may be room to add the class on the first day then be sure show up early the first day.

## **Attend the first day of class and show up early**

Show up early to the first day of class. Never show up in the middle or end of the class asking to add the class. Ask the professor if s/he is adding any more students to their class and how you can be added.

## **Turn in your add slip as soon as possible**

Turn in your add slip to the Admissions and Records Office as soon as possible. If you change you decide to not add the course then let your professor know so they can give your spot to another student.

## **Look for other options if there are no spots available to add**

If there are no spots available to add then check for another section of the course being taught at a different time and attend that class. You may also consider taking the class at another school. See a counselor first to ensure that the class you are taking meets the appropriate requirement you are trying to fulfill. Even courses within the LACCD that have the same course number may not have been approved to fulfill the same requirement.

## **Plan early for next semester**

To avoid this situation again, it is critical to plan early. See a [Pierce College Counselor](#) and make sure you know the prerequisites for all your courses to ensure you are on track and you will not have to go through the hassle of adding a class late again.