“Crashing”
How to Add a Closed College Class

Many college students will find themselves needing a class that is closed. You may still have options for getting into that class. The key is to communicate with the instructor and to make a request that is likely to be accepted. Here’s how:

✓ **Start Early.** Contact the instructor before classes begin. Find out the instructor’s email, voicemail and/or office location. You can find this on SBCC’s web-site, click on “find people.” Remember some professors may not respond during summer or winter break.

✓ **Be specific and brief.** Request the exact course (CRN, section number, dates and times) you would like to add. Briefly describe the reasons you would like to add the course. If you have a good reason for not registering before the class closed, mention it.

✓ **Attend early the first day.** If you can’t contact the instructor in advance or you do not hear back from them, go to the first class meeting anyway. Arrive early. Ask the instructor if s/he will be accepting adds. If the answer is "yes", the instructor may give you a four digit add code to enter into the SBCC Pipeline registration tool. If the answer is "no", politely excuse yourself and move on to the next potential class.

✓ **Don’t show up in the middle or at the end of a class** and ask, “Can I add your class?” This does not make you look like a dedicated student. It’s easy to say no to someone who hasn’t even bothered to be there on time. If you can’t avoid being late to the class, quietly enter, do not interrupt the instructor. Wait until the end of class to inquire about possibly adding the course.

✓ **Be courteous.** You are asking for a favor and the instructor is under no obligation to add you, even if it appears that there is space available. Thank them for considering your request. Address them as, “Professor” and use a professional tone.

✓ **Project commitment.** Instructors want hard-working and motivated students in their classes. Establish yourself as such in your communication. Lazy students who simply waited till the last minute have less of a chance of getting in.

✓ **Be persistent.** You may need to crash many different classes before you find an instructor who will add you. An instructor may ask you to attend 3 or 4 classes before you can have an add code. Make sure you attend each class on time and follow all instructions to receive your add code.

✓ **No whining.** Don’t beg the instructor and don’t insist because you are an International Student you need the class because you must have 12 credits. These tactics will not get you an add code.

✓ **Show gratitude.** If the instructor allows you to add the class, thank the instructor immediately. The best way to give thanks is to be a positive, involved and hard-working student in the course.

✓ **Add Codes are Valuable.** If you accept an add code, commit to registering for the course right away. If you are given an add code and decide not to register for the course, inform the instructor immediately so that another student can take your seat.

✓ **Be responsible.** If you are allowed to add the class late, take responsibility for catching up. Find out the instructor’s office hours and make the time for a visit to collect any class materials you have missed. Talk to other students to get notes on what you have missed.

✓ **Plan ahead.** Next time, plan your registration so you register the first day and won’t have to go through the stress of crashing.