Dear First Year SBCC Student,

The entire faculty and staff in the Academic Counseling Center want to welcome you to SBCC! We are so delighted that you have persisted with the enrollment process and will soon start your classes. Your first year in college is an exciting time in your life and we are committed to providing you information that will keep you “In The Know” about important deadlines, academic planning issues, student success tips and student services for academic success. So please take the time to check out our emails. We will be sending you one every week!

Classes start Monday! Make sure to attend the first day of class even if you are still on the waitlist. If you still need more units, you can crash classes. The following ideas should be helpful:

**How to Successfully Add (Crash) a Class**

**Contact the instructor ahead of time** if possible. Find out his/her office location, voice mail number or email address. You may also go to the Information desk in the Administration Building and ask to have a note placed in Professor X’s mailbox. Explain in your communication that you would like to add the class. It may help to briefly describe your background, academic goals and why you want to take their particular class. If you have an especially good reason for not registering ahead of time, mention it. Say that if you do not hear back from them you will be at the first class meeting in hopes of adding. Thank the instructor for considering your situation. There is a chance the instructor will respond with an authorization code to add the class before. On the day the class meets, show up early.

- If you can’t contact the instructor in advance, go to the first class meeting early. Ask the instructor if they will be accepting any adds. If they are, ask if you can be put on their add list. If not, politely excuse yourself and move on to your next potential class.

- If the instructor expressed a chance that you may add, tell him/her that you would like to keep attending for a spot that may become available. Often one or more students will drop the course and you may end up with a spot.

- Do not show up in the middle or at the end of a class and ask, “Are you taking adds?” This does not make you look like a very dedicated student. It’s easy to say no to someone who hasn’t even bothered to be there on time.

- Do not insist, whine, or beg the instructor. It won’t get you anywhere.
- If the instructor allows you to add the class, they will give you a four digit add code. Write down the add code and don’t share it with anyone. It’s only good
once. You must then make your add official, log on to your Pipeline account and navigate to “Registration.” Enter the five digit CRN# of the class and click “Register.” The next screen will ask you to enter your add code. Click “Validate.” Lastly, look at your account to see if you owe any fees and pay them promptly.

- If you are allowed to add the class late, **take responsibility for catching up.** Find out the instructor’s office hour 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.

The information above won’t guarantee a successful add, but it will help. Stay positive and persistent. Next semester, register EARLY so you are on the roster the first day and won’t have to go through the anxiety of crashing.

-Adapted from an article by Janice Peterson, retired SBCC Communication Professor

Stay “In The Know”

*The Academic Counseling Team*