

How to ADD an ONLINE CLASS

1. You **must get approval from the instructor** to add a class.
2. There are four (4) ways to contact the instructor:
 - **Attend the first class meeting (orientation) that is held on-campus.** In most cases this will be the only **face-to-face meeting** you will have with your instructor. If space is available, the instructor will give you a **signed add slip** or take your name and student identification number. If you are given an add slip, it is your responsibility to submit it to the admissions office as soon as possible. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going online to MyECC or using the **telephone registration system by calling 1-310-516-9339**. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Blackboard, if appropriate.*
 - **Contact the instructor by email.** Many instructors prefer contact by email, especially if the course **does not have any face-to-face meetings**. You can find contact information for the instructor by going to the Distance Education web-page at <http://www.elcamino.edu/library/distance-ed/> and clicking on “**Our Faculty,**” located in the “**Distance Education Quick Link**” box on the right hand side of the home page. DE faculty members are listed in alphabetical order. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going **online** to MyECC or using the **telephone registration system by calling 1-310-516-9339**. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Blackboard, if appropriate.*
 - **Contact the instructor by telephone.** This can sometimes be challenging. Many of our faculty members are full-time instructors and have offices on campus. The start of a semester can be very busy and it is difficult for faculty to respond to a voicemail in a timely manner. **Telephone information** can also be found on the **Distance Education website** at <http://www.elcamino.edu/library/distance-ed/>. Click on “**Our Faculty.**” If the instructor takes your name and student identification number, he/she will submit a list of students to be added by the Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going **online** to MyECC or using the **telephone registration system by calling 1-310-516-9339**. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added*

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- **Contact the instructor in person.** You can try to catch full-time instructors in their offices. You can contact their Division office to acquire their office schedule. Please remember that at the start of a semester, instructors are busy preparing for the new semester and **may not be in the office**. If you are given an add slip, it is your responsibility to submit it to the admissions office as soon as possible. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by the Admissions office. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going **online** to MyECC or using the **telephone registration system by calling 1 -310-516-9339**. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Blackboard, if appropriate.*

High School Students

High school students follow the same process outlined above. Please review the information on the admission process for high school students located on the El Camino College website at

<http://www.elcamino.edu/student-services/highschool/>