

CRASHING COS COURSES

WHEN THE SEMESTER STARTS



- If you are not enrolled or waitlisted for a class, you'll need to “crash” the class and ask the Instructor for an “ADD CODE” once the semester starts.
- Crashing is different from being on the waitlist, and there's no guarantee.
- Follow the steps below to crash a class this semester!

**IN-PERSON
CLASSES**



**ONLINE ONLY
CLASSES**

1 Step 1: Review class schedules based on your Student Ed. Plan (SEP), and select 1 section to crash. *Repeat for diff. classes.*

- *Pick 2-3 backup classes in case your first choice is full. It happens!*
- *Be prepared for the instructor to say they are not adding any more students!*
- *Repeat the process if necessary until you get added to classes!*

2 Step 2: Attend the first class meeting or email the instructor.

Let instructors know you're not on the waitlist and crashing the class for an add code.



IN-PERSON: attend class

- Attend the **first class** meeting and arrive early (example: 1 hr. early)
- Take into account parking and the room location of your classes!



ONLINE classes: Email instructor

- Find the instructor's full name in the class schedule
- Go to: [cos.edu/contact](https://www.cos.edu/contact)
- Email the instructor: include your name, Banner ID, course name (e.g., COMM C1000), and CRN. Also, include that you are not on the waitlist but would like to crash the course and get an ADD CODE.

3 Step 3: Keep going to class if the instructor says there's a chance. If not, move on and try another class.

- *Once the Instructor gives you the add code, follow the directions to add the class right away!*
- *If they say no, try one of your backup classes and repeat the steps.*

Important information:

- Add codes expire quickly. Don't wait!
- Online courses appear in Canvas within 24 hrs after adding the class with an Add Code.
- Need help? **Visit the Welcome Center or go to www.cos.edu.**

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