

Email Template to a Professor when petitioning for minimum 12 units in season of competition:

1. Insert your own information where there is yellow highlight and bold font
2. Proof the email for any errors.
3. Then remove the highlight and undo the bold font
4. Type a Subject line for the email: Petition **Class, Time, Ticket #**
5. Type or paste the professor's email address
6. The professor's email is listed next to the class on the IVC schedule of classes posted on the webpage

Hi Professor _____,

My name is **First & Last Name** and I am an Irvine Valley College student-athlete on the **Women's Golf** team for the **fall 2015** semester of competition. National Governing Bodies for intercollegiate sport mandate that I meet athletic eligibility requirements within strict timeframes. I need to earn my associate degree in two years, meet transfer admissions requirements and enroll into as well as attend 12 units in order to represent the college.

I am petitioning your class so that I can continue to progress quickly towards my degree, complete transfer requirements and enroll into 12 units as required.

I would like to know if you have space for me to register with an APC code into your **COUN10** course, **Mon & Wed at 8 am, ticket #XXXX**.

I am on the waitlist for your class. I will attend class and talk with you to see if you have space for me in your class.

Thank you,

First & Last Name

IVC Student ID #

Email address

Phone