Steps Required to Get Approval for Community Access Courses via Email


2. Request Form Instructions, [http://summer.calpoly.edu/community/request.html](http://summer.calpoly.edu/community/request.html)
3. Request Form (blank)

4. Student fills in their name and email address.
5. Student selects a college or online classes to bring up a list of course prefixes and professor emails.
6. Student selects the course prefix.

7. Student fills in the course number.
8. Student selects professor’s email. Student may also manually type in an email address if it does not appear on the list.

9. A message is automatically generated for the student.
10. Student can include additional information (e.g. section numbers).

Note: The course request form sends an email to the professor AND summer@calpoly.edu. This ensures that Extended Education has a record of permissions given or denied.