## HOW TO: Add A Class With An "Add Code"

This guide outlines the process for students to add a class using a "**PERMISSION NUMBER**"/"**ADD CODE**" through the Viking Student Portal. This applies to students on the waitlist for a class or trying to add a class after the semester started.

#### 

### 3. Click on "Registration & Schedule"



#### 5. Click on "Shopping Cart" and select "Change Preferences."

Ħ	Registration & Schedule							Enr	oll De	elete	Validate
P	Build Schedule	^		Your SI	nopping Car	rt					
	My Ed Plan (Degree Planner)			Select	Availability	Class	Description	Session	Days and Times	Room	Preferences
	Schedule Builder			0	Wait List	Class 50498	COUNS 48	D1X	Arranged	Online	Change
	Class Search and Enroll						Career Exploration	Sum or Win		~	Preferences
L	Add By Class Number		1					Less than 3Wks		[V/	3
E	Shopping Cart		4							$\checkmark$	
	View Schedule	×									
ľ	Update Schedule	~									

#### 2. Enter LBCC Viking ID# & Password.



#### 4. Click "Build Schedule" & then "Add By Class Number." Select Term (i.e. Fall 2024) & enter your 5-digit class #.



# 6. Enter your Permission # (given by professor) and click "Save." Checkmark the class and click "Enroll."





For further assistance, contact our Welcome Center Email: getstarted@lbcc.edu | Phone: (562)938-4049