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."

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•	Build Schedule	^		Your Sh	opping Car	t					
	My Ed Plan (Degree Planner)			Select	Availability	Class	Description	Session	Days and Times	Room	Preferences
	Schedule Builder				Wait List	Class 50498	COUNS 48 Career	D1X Sum or	Arranged	Online	Change Preferences
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_	Add By Class Number							than 3Wks		[]	3
L	Shopping Cart		4								,
•	View Schedule	~									
•	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