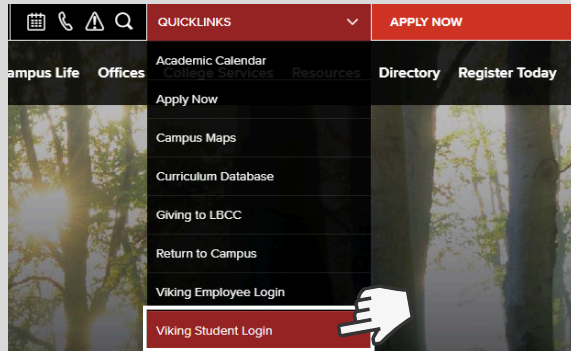# HOW TO: Add A Class With An "Add Code"

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.
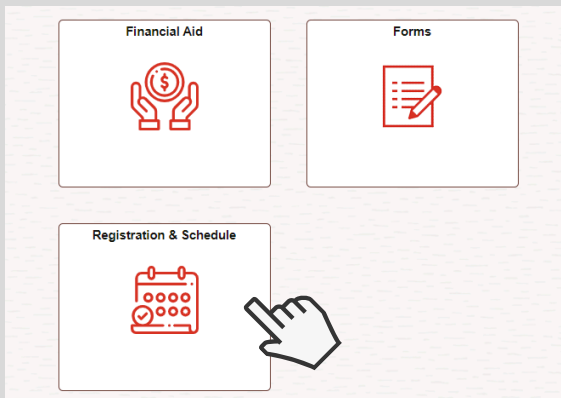
1. Go to www.lbcc.edu click on "Quicklinks," & select "Viking Student Login"
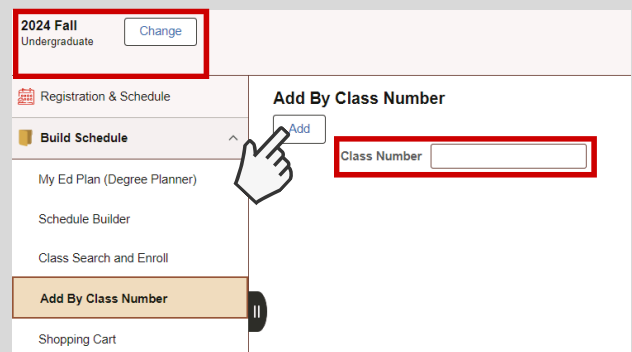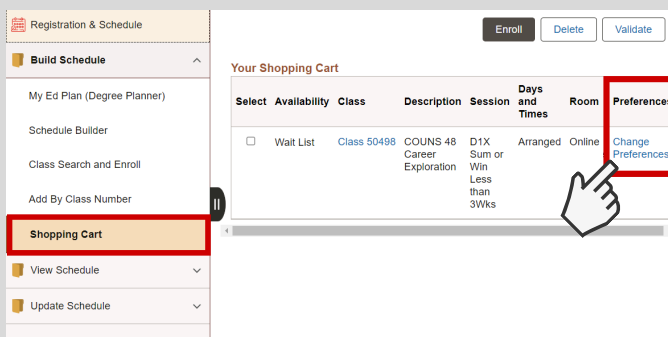

2. Enter LBCC Viking ID# & Password.
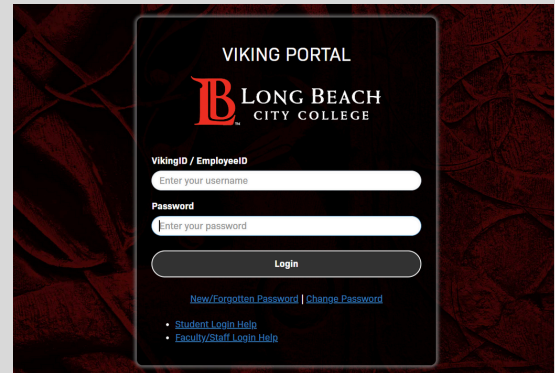
3. Click on "Registration & Schedule"

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

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

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