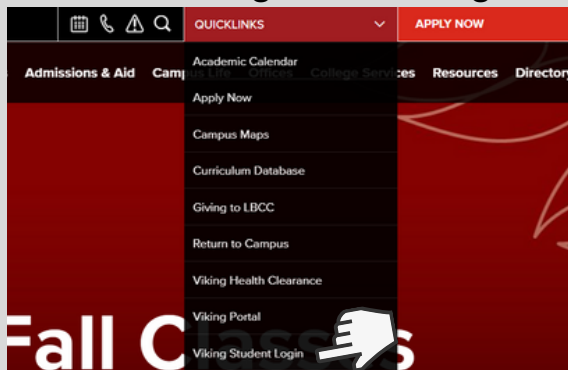


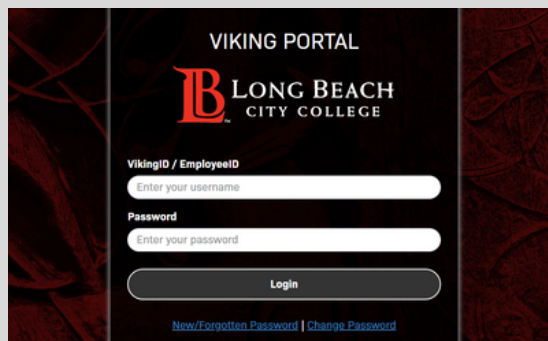
# HOW TO: Add A Class With An "Add Code"

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

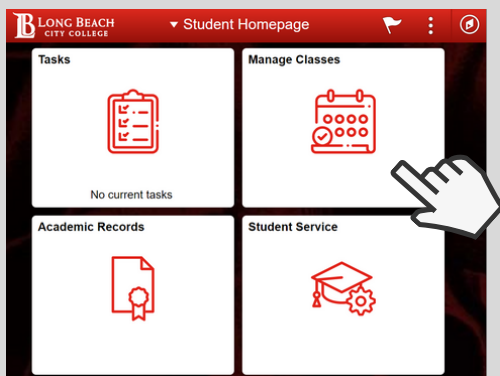
1. Go to [www.lbcc.edu](http://www.lbcc.edu) hover over "QUICKLINKS" & select "Viking Student Login"



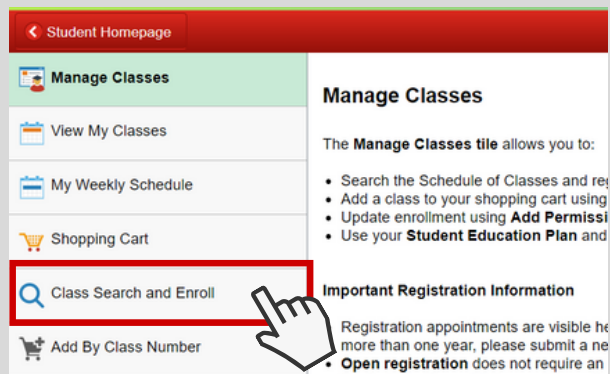
2. Enter LBCC Viking ID# & Password



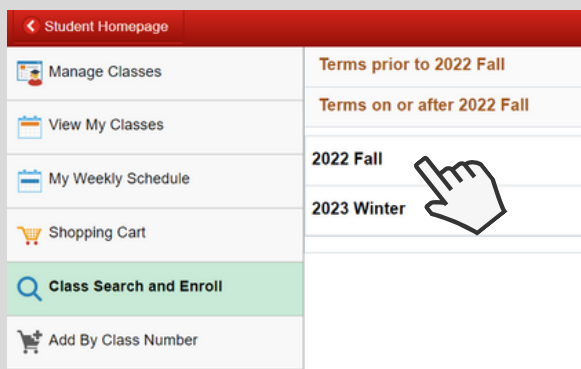
3. Click on "Manage Classes"



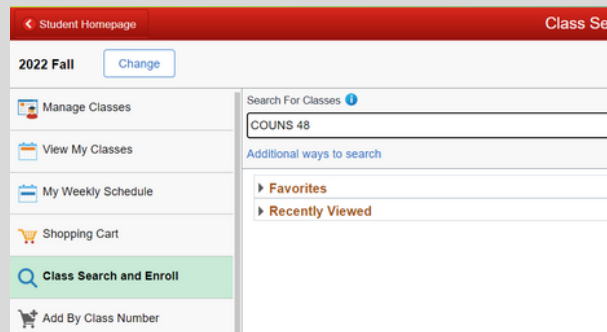
4. Click "Class Search and Enroll"



5. Select Term (i.e. Fall 2022)



6. Enter course SUBJECT & NUMBER from your Ed. Plan (i.e. Couns 48)



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

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

## 7. Click Search Results

Class Search Results Course Information

2022 Fall

- Manage Classes
- View My Classes
- My Weekly Schedule
- Shopping Cart
- Class Search and Enroll**
- Add By Class Number
- Drop Classes
- Update Grading Basis

**COUNS 48**  
Career Exploration

- Add to favorite courses
- Course Information
- Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	8FC Every Wednesday	Class 70660	08/29/2022 - 10/22/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377
2	Open	8LC Every Wednesday	Class 70661	10/24/2022 - 12/17/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377

## 8. Click on the desired course

**COUNS 48**  
Career Exploration

- Add to favorite courses
- Course Information
- Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	8FC Every Wednesday	Class 70660	08/29/2022 - 10/22/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377
2	Open	8LC Every Wednesday	Class 70661	10/24/2022 - 12/17/2022	Wednesday 12:45PM to 2:50PM	Liberal Arts Campus T2377
3	Wait List	8FZ 1st 8Wks TBA	Class 70421	08/29/2022 - 10/22/2022	Arranged Hours	Online

## 9. Go through the 4-step confirmation process

Class Search and Enroll

2022 Fall Undergraduate Long Beach City College

- 1 Review Class Selection Visited
- 2 Review Class Preferences Not Started
- 3 Enroll or Add to Cart Not Started
- 4 Review and Submit Not Started

Step 1 of 4: Review Class Selection

You have selected

**COUNS 48 Career Exploration**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class 70660	8FC Every Wednesday	08/29/2022 - 10/22/2022	Wednesday 12:45PM to 2:50PM	Open S

## 10. Insert 5-digit add code under "Permission Number"

Step 2 of 4: Review Class Preferences

**COUNS 48 Career Exploration**

Class 70660 - Open

Permission Number

Grading Basis

Graded

Accept

NOTE: A permission code is provided by the instructor

## 11. Select "Enroll"

Class Search and Enroll

2020 Summer Undergraduate Long Beach City College

- 1 Review Class Selection Complete
- 2 Review Class Preferences Complete
- 3 Review and Submit Visited

Step 3 of 4: Review and Submit

You have selected to add to your shopping cart

**COUNS 48 Career Exploration**

Option Status Open

Class

Class 50

Class 50

Are you sure you want to submit?

Yes No

Submit

## 12. Confirm Enrollment

Class Search and Enroll

2020 Summer Undergraduate Long Beach City College

- 1 Review Class Selection Complete
- 2 Review Class Preferences Complete
- 3 Review and Submit Visited

Step 3 of 4: Review and Submit

You have selected to add to your shopping cart

**COUNS 48 Career Exploration**

Option Status Open

Class

Class 50

Class 50

Are you sure you want to submit?

Yes No

Submit