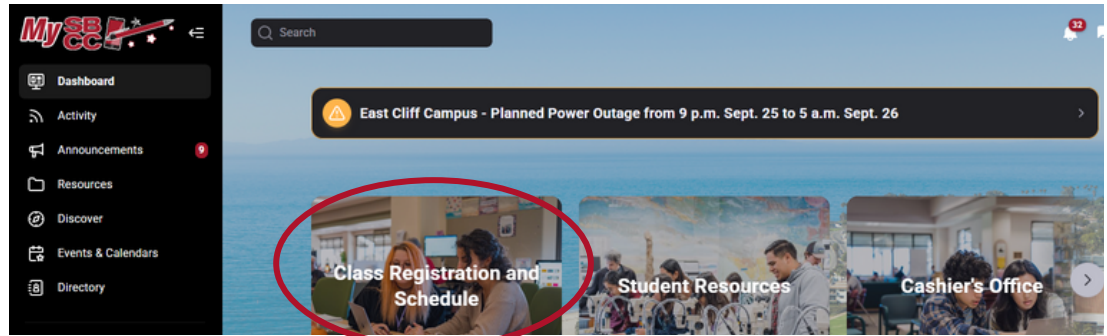


How to Use an **Add Code** from an Instructor To Register

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**** Before beginning, be sure to ask the instructor for an add code in-person or via email**

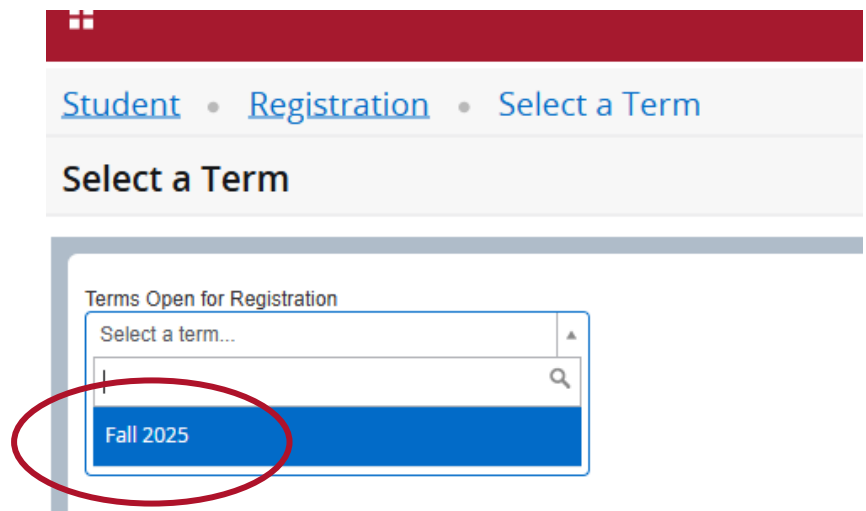
1. Go to
[My.SBCC.edu](https://my.sbccc.edu)



2. Hover over “Class Registration and Schedule” and **click** on “**Register for Classes**”



3. Select Enrollment Term

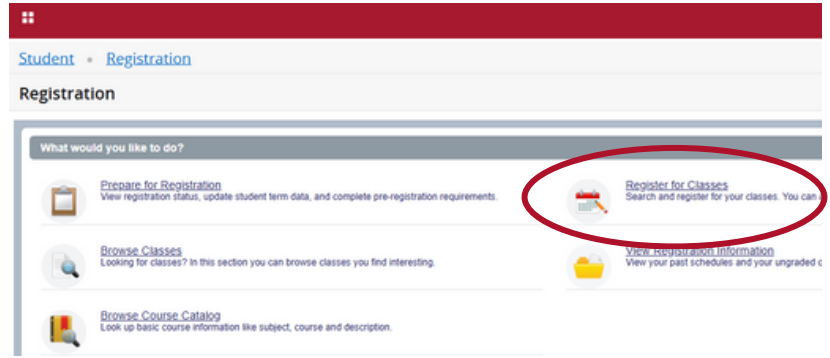


Questions? Visit: www.sbccc.edu/enrollmentservices

How to Use an **Add Code** from an Instructor To Register

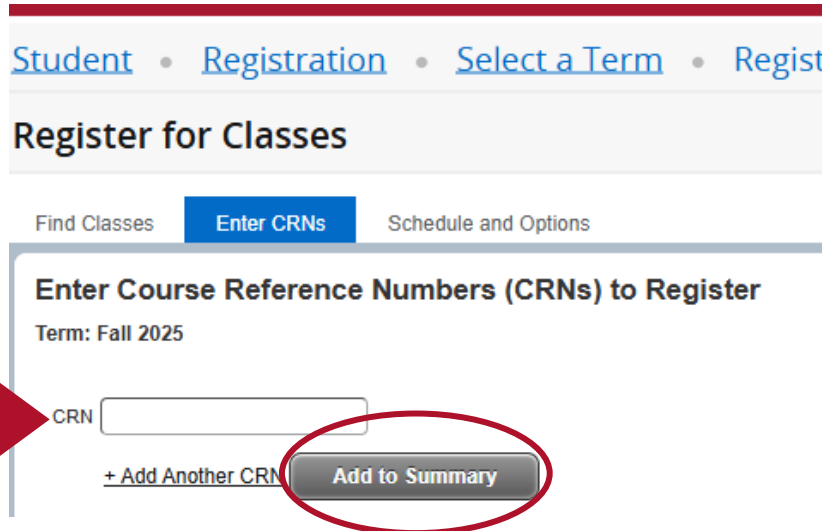
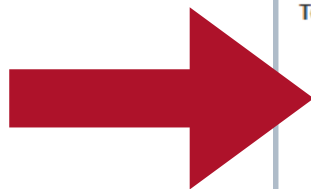
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4. Click on
“**Register for
Classes**”



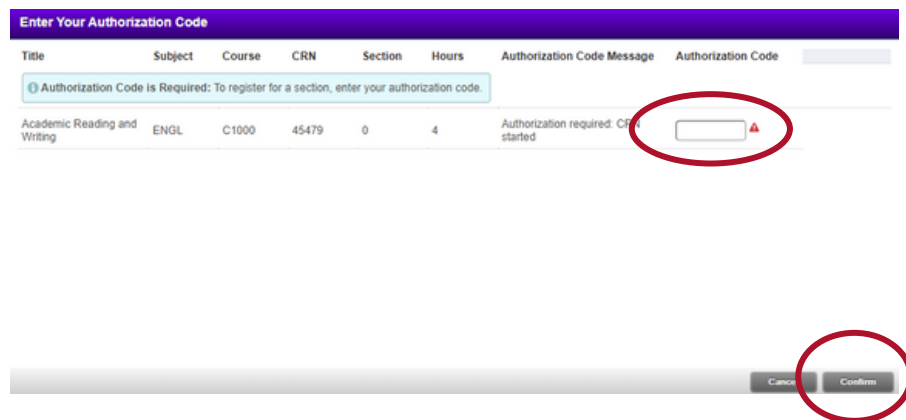
The screenshot shows the 'Student • Registration' page. Under the 'Registration' heading, there are four options: 'Prepare for Registration', 'Browse Classes', 'Browse Course Catalog', and 'Register for Classes'. The 'Register for Classes' option is circled in red. It includes a small icon of a person at a computer and the text 'Search and register for your classes. You can...'.

5. Enter the correct
CRN then click “**Add
to Summary**”



The screenshot shows the 'Student • Registration • Select a Term • Register for Classes' page. The 'Enter CRNs' tab is selected. Below the 'Find Classes' tab, there is a section titled 'Enter Course Reference Numbers (CRNs) to Register' for the 'Term: Fall 2025'. It features a 'CRN' input field, a '+ Add Another CRN' link, and an 'Add to Summary' button, which is circled in red.

6. Enter the Add
code in the empty
box then **CLICK**
“**SUBMIT**”



The screenshot shows the 'Enter Your Authorization Code' page. It contains a table with columns: Title, Subject, Course, CRN, Section, Hours, Authorization Code Message, and Authorization Code. The first row shows 'Academic Reading and Writing' with CRN 45479. The 'Authorization Code Message' column says 'Authorization required: CRN started'. The 'Authorization Code' column has an empty input box, which is circled in red. At the bottom right, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button circled in red.

**BE SURE
TO CLICK
“SUBMIT”**

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