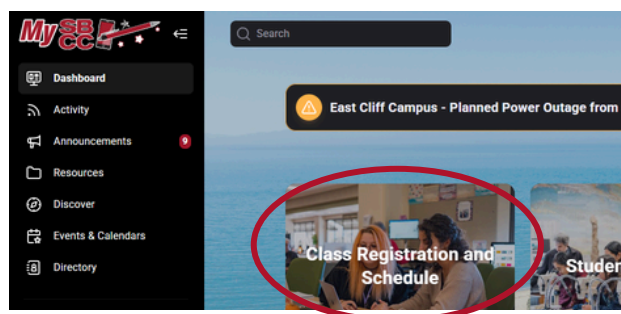


How to Use an **Add Code** from an Instructor To Register

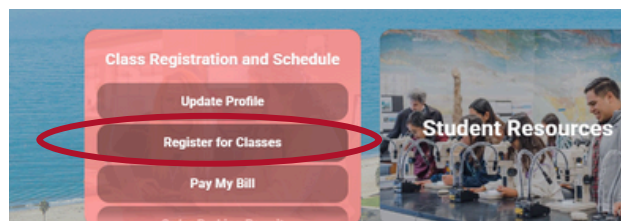
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**** Before beginning, be sure to ask the instructor for an add code in-person or via email**

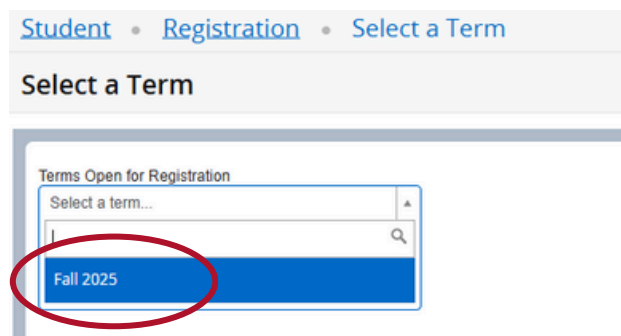
1. Go to [My.SBCC.edu](https://my.sbcc.edu)



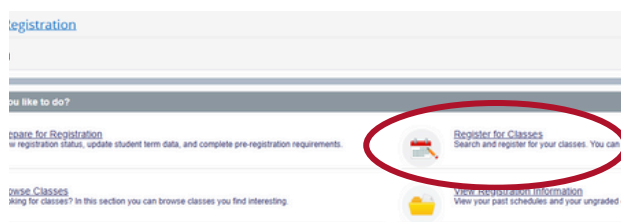
2. Hover over “Class Registration and Schedule” and **click** on “**Register for Classes**”



3. Select Enrollment Term



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

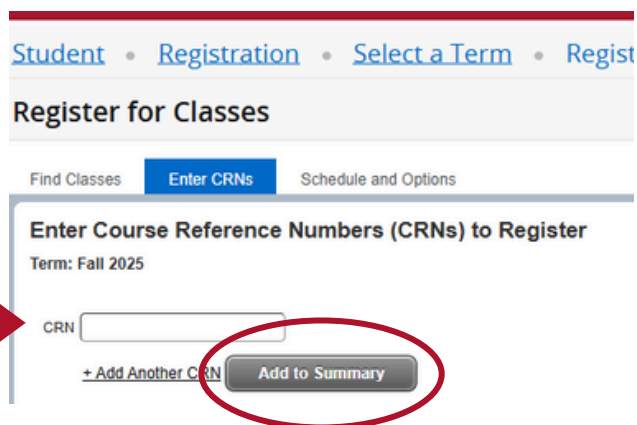


Questions? Visit: www.sbcc.edu/enrollmentservices

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

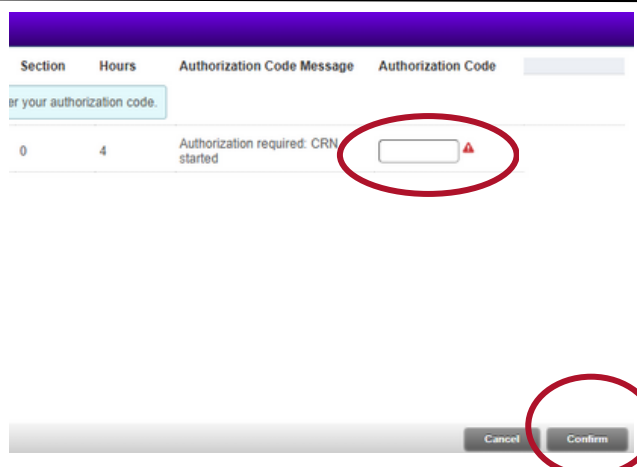
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5. Enter the correct CRN then click
"Add to Summary"



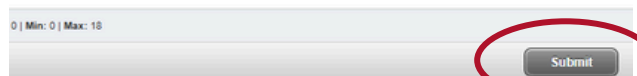
The screenshot shows the 'Register for Classes' page. The breadcrumb trail is 'Student • Registration • Select a Term • Register'. The page title is 'Register for Classes'. Below the title are tabs for 'Find Classes', 'Enter CRNs' (which is selected), and 'Schedule and Options'. The main heading is 'Enter Course Reference Numbers (CRNs) to Register' with the term 'Fall 2025'. There is a text input field for 'CRN' and a button labeled '+ Add Another CRN'. The 'Add to Summary' button is circled in red. A large red arrow points from the instruction box to this button.

6. Enter the Add code in the empty box then **CLICK**
"Confirm"



The screenshot shows the authorization code entry page. It has a table with columns: 'Section', 'Hours', 'Authorization Code Message', and 'Authorization Code'. The first row shows '0' for Section and '4' for Hours. The 'Authorization Code Message' column contains 'Authorization required: CRN started'. Next to this message is an empty text input field for the authorization code, which is circled in red. At the bottom right, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button circled in red.

7. CLICK
"SUBMIT"



The screenshot shows a form with a text input field containing '0 | Min: 0 | Max: 10'. To the right of the input field is a 'Submit' button, which is circled in red.

****Note:** If you are already on the waitlist, be sure to **drop** yourself from the waitlist **FIRST**

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