

How to Use an Add Code to Register

SANTA BARBARA CITY COLLEGE | Welcome Center

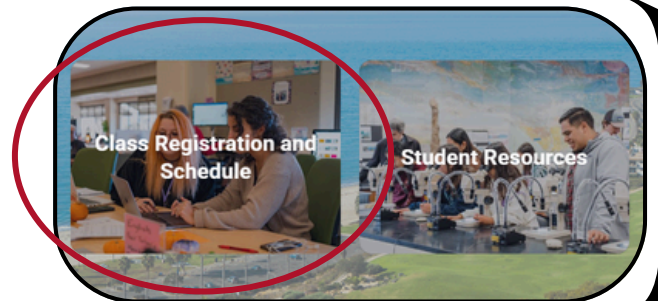


** Before beginning, ask the instructor for an “Add Code” in-person or via email

** If you are already on the waitlist, you need to drop yourself from the waitlist **FIRST**

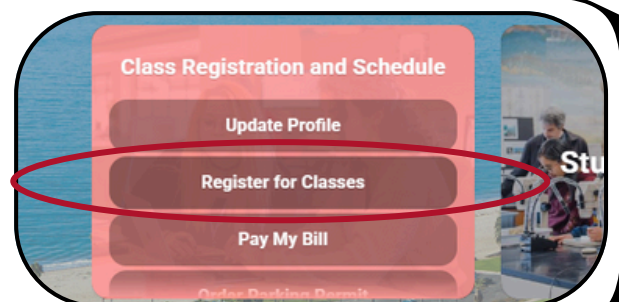
1

Go to My.SBCC.edu



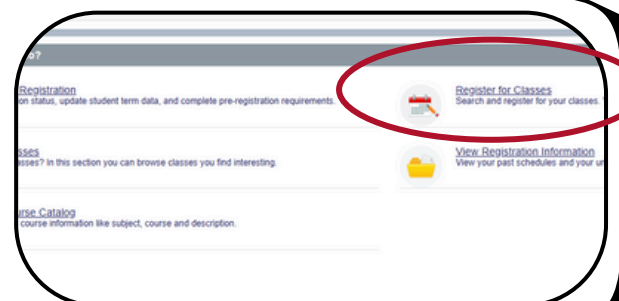
2

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



3

Click on “Register for Classes”



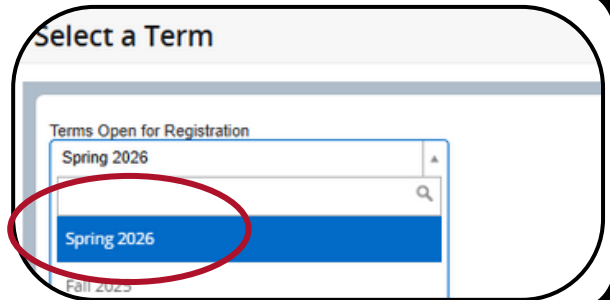
Questions? Visit: www.sbcc.edu/enrollmentservices

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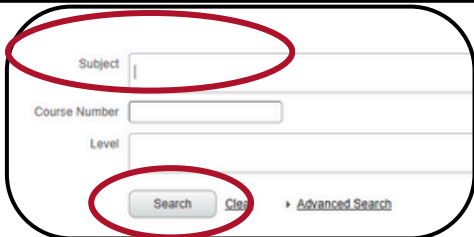
4

Select Your Enrollment Term



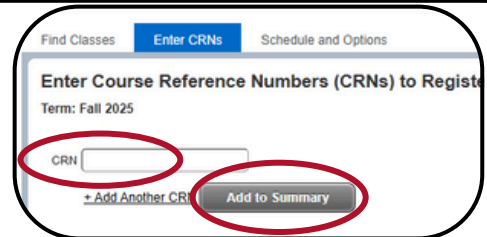
A screenshot of a web interface titled "Select a Term". Below the title is a dropdown menu labeled "Terms Open for Registration". The menu is open, showing "Spring 2026" selected and highlighted in blue. Other visible options include "Fall 2025". A red oval highlights the selected "Spring 2026" option.

5



A screenshot of a search form with fields for "Subject", "Course Number", and "Level". Below the fields are "Search" and "Clear" buttons, and a link for "Advanced Search". A red oval highlights the "Subject" input field.

Begin typing subject, select, and click "search"

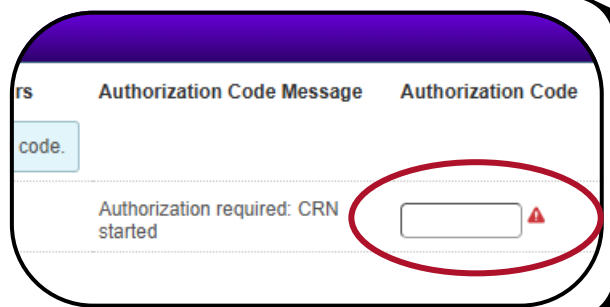


A screenshot of a form titled "Enter Course Reference Numbers (CRNs) to Register". It shows a "CRN" input field and an "Add to Summary" button. A red oval highlights the "Add to Summary" button.

or enter CRN and click "Add to Summary"

6

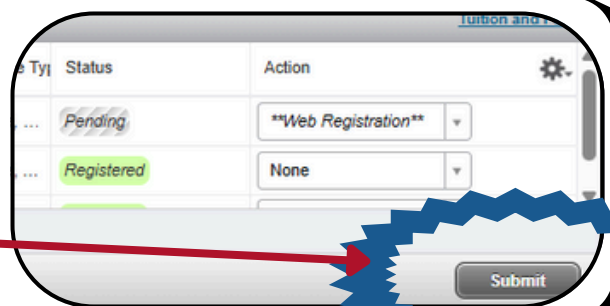
Enter the Add Code in the pop-up box then click "Confirm"



A screenshot of a pop-up box titled "Authorization Code Message". It contains a text input field for "code." and a "Confirmation" button. A red oval highlights the "Confirmation" button.

7

CLICK
"SUBMIT"



A screenshot of a registration table with columns for "Type", "Status", and "Action". The "Status" column shows "Pending" and "Registered". The "Action" column shows "**Web Registration**" and "None". A red arrow points from the text "CLICK 'SUBMIT'" to a "Submit" button at the bottom right of the table, which is highlighted with a blue starburst effect.

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