CLASS CLOSED?

OPTION 1: Search for an open section of the class at www.sbcc.edu/classes or at http://pipeline.sbcc.edu.
OPTION 2: Keep trying to add the class as seats may open up during the registration period.
OPTION 3: Email the instructor to see if he/she is accepting add requests.
OPTION 4: Go to the first class meeting. Be early. Ask the instructor if he/she has any available seats.

If the instructor approves your request to add the class the instructor will provide you with an add authorization code. Login to your Pipeline to use the add authorization code to officially register and pay fees. Be sure to do this prior to the last day to add classes.

HOW DO I USE AN ADD AUTHORIZATION CODE?

STEP 1: Login to your Pipeline at http://pipeline.sbcc.edu.
STEP 2: Click on Registration.

**Registration and Student Records**

- **Check your registration status, register, add and drop classes.**

STEP 3: Select Register, Add or Drop Classes

**Registration**

- Check your registration status before attempting to register. Visit www.sbcc.edu
- Select Term
- Go here to view your class schedule. If you register 3 weeks before the start of classes, you will not be able to add classes.
- Register, Add or Drop Classes
- Add or Drop Classes now. Login to check search fees and schedules.

STEP 4: Enter the 5 digit CRN (course reference number) and SUBMIT.

**Add Classes Worksheet**

- CRN
- Submit Changes
- Class Search
- Exit Registration & View Fees
- Additional Fees

STEP 5: Enter the 4 digit add authorization code in the box and click VALIDATE.

**Registration Add Authorization Code**

<table>
<thead>
<tr>
<th>Status</th>
<th>Registration Add Auth Code</th>
<th>Subj</th>
<th>Crse</th>
<th>Rec</th>
<th>Credit Title</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2509</td>
<td>SOC 103</td>
<td>3</td>
<td>3</td>
<td>Internet Communications</td>
<td>Required - Section Cision</td>
</tr>
</tbody>
</table>

STEP 6: SUBMIT CHANGES. Be sure pay fees and print your Schedule/Bill for your records.

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