Enrollment

Registration Procedures
Registration is the process of becoming officially enrolled in college. At Santa Barbara City College, registration for new, transfer and returning students consists of the following steps:

1. Submit an Application for Admission
   Applications may be submitted online, by mail or in person with Admissions & Records, Room SS-110, months (Summer/Fall – January; Spring – early October) before you intend to register. All new, transfer and returning students must submit an application for admission and be admitted to the college before they may register in classes. High school students participating in dual enrollment must file the Dual Enrollment Application and Dual Enrollment Approval Form. Refer to www.sbcc.edu/apply for more information.
   Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement, prerequisite and corequisite review and are required for awarding of degrees.
   Select majors and programs with special admission requirements and limitations on enrollment.
   The following programs ALSO require separate applications or have special admission procedures and/or enrollment deadlines:
   • Cosmetology/Esthetician
   • Honors Program
   • Learning Communities
   • Marine Diving Technologies
   • Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide
   • Radiographic & Imaging Sciences/Diagnostic Medical Sonography
   • Dual Enrollment & Middle College
   • School of Culinary Arts & Hotel Management
   • Special Students

For information on:
• Cosmetology, Esthetician Programs, 683-4191
• School of Culinary Arts and Hotel Management, 730-4256
• Learning Communities, www.sbcc.edu/esp
• Marine Diving Technologies Program, 730-4226
• Radiographic & Imaging Sciences/Diagnostic Medical Sonography and Nursing Programs, 730-4166

2. Log on to Student Portal - Pipeline
   Log on to the student portal - Pipeline at http://pipeline.sbcc.edu. The student portal allows students to manage various college transactions, including but not limited to: checking your pre-registration requirements, viewing your registration appointment day/time, registering, finding your SBCC ID, adding and dropping classes, paying fees, seeing grades, activating campus card, and claiming your financial aid status and your SBCC e-mail account. All official college correspondence will be sent to your SBCC e-mail.

3. Apply for Financial Aid
   All students are encouraged to apply for financial aid. Santa Barbara City College offers several types of financial aid which are funded through federal, state and local agencies and the college itself. Refer to www.sbcc.edu/financialaid, as well as the Financial Aid section of this Catalog.

4. Orientation
   Orientation is required for all first-time students who have a goal of earning an Associate Degree, developing basic English/reading or math skills, or transferring to a four-year college or university. All other students are strongly urged to participate in Orientation. By participating in Orientation, students will learn about college services, programs and enrollment procedures. Options for completing orientation may be found at www.sbcc.edu/orientation.

5. Assessment and Prerequisites
   When students file an application for admission to the college, they receive information regarding assessment and prerequisite requirements.
   First-time-in-any-college students with goals of Associate Degree, transfer, or basic English/reading/math skills are required to be assessed in both Math and English or English-as-a-Second-Language before enrolling in any classes. All other students are strongly advised to assess prior to enrollment. Assessment may include options other than testing. It is important that students read the list of acceptable Assessment

Steps to Enrollment

Apply
Submit application for admission online, by mail, or in person with Admissions & Records, www.sbcc.edu/apply

Student Portal - Pipeline
Review your pre-registration requirements and registration appointment day and time, http://pipeline.sbcc.edu

Financial Aid
Apply for Financial Aid (optional) at www.sbcc.edu/aid

All Students
Register and Pay Fees (Required)
Log on to Pipeline, http://pipeline.sbcc.edu, and go to Registration and Student Records. Review your registration status and appointment date/time. Select classes. Pay fees, www.sbcc.edu/fees

Transportation, Parking, Housing
www.sbcc.edu/transport
www.sbcc.edu/housing

Books
www.sbccbooks.com

Attend Classes
www.sbcc.edu/attend
If you do not have access to a computer, wish to conduct college business in person, or just have questions, visit Student Services, SS-110, or call 730-4450 for assistance.
Options noted on this page for alternatives to testing. Students seeking to defer or refuse assessment should contact the Assessment Office for procedures. For additional information about testing, call (805) 730-4149. If you have a verified disability that requires accommodation, contact the Learning Disabilities Specialist, (805) 730-4146, to arrange for alternative test-taking arrangements. For information about the English as a Second Language test, call Assessment at (805) 730-4149, or the English as a Second Language Department at (805) 895-0581, ext. 2320.

Prerequisites and Corequisites
Many courses at Santa Barbara City College have enforced prerequisites or corequisites, which are noted in the Schedule of Classes. All students are required to meet prerequisite and corequisite standards prior to registering in such courses. Prerequisites and corequisites ensure that courses selected by the student are appropriate for the student’s level of knowledge or ability to succeed (e.g., student has prior experience with course content or has met the eligibility level prescribed).

Test Availability
Assessment tests are offered many times prior to registration each semester. Testing is available online in the Assessment Computer Lab on a drop-in basis, without an appointment. Appointments are required for paper and pencil exams. Specific test dates and times are listed at the Assessment website, www.sbcc.edu/assessment.

Assessment Options (Testing not required)
Check the options to assessment listed below, and bring verification to the Admissions Office or Assessment Center (Rm. SS-110 or SS-251) by mail, fax (805) 892-3664, or e-mail prerequisites@sbcc.edu for evaluation and review prior to enrollment. Note: Test scores listed below also must include submission of an official high school transcript and counselor approval.

English
(1) AP scores of 3, 4, 5; or 5 or higher on the Interna- tional Baccalaureate English Exam; (2) SAT Writing Test, score of 680 (660 prior to Spring 2005); (3) ACT Combined English test score of 30; (4) proof of APWPE exam passage at UC, or EPT or EAP (pilot program for Summer/Fall 2010–2015) exam passage at CSU; (5) work equivalent English 110 course (Fresh- man Composition), with a grade of “C” or better (Note: For out-of-state and private colleges, a catalog course description is required); or (6) B.A. or B.S. degree (California Code of Regulations, Title 5, Chapter 6, 55000(l).

Skills Advisory Recommendations
In addition to prerequisites, many Santa Barbara City College courses have recommended minimum math and/or English advisories in the Schedule of Classes. Advisories have been established as a means of alerting students to the minimum standards necessary for class success. Enrollment in such courses is recommended for students who have met the eligibility level prescribed.

Test Availability
Assessment tests are offered many times prior to registration each semester. Testing is available online in the Assessment Computer Lab on a drop-in basis, without an appointment. Appointments are required for paper and pencil exams. Specific test dates and times are listed at the Assessment website, www.sbcc.edu/assessment.

Assessment Options (Testing not required)
Please check the options to assessment listed below, and bring verification to the Admissions Office or Assessment Center (Rm. SS-110 or SS-251) by mail, fax (805) 892-3664, or e-mail prerequisites@sbcc.edu.

Prerequisite Challenge
A student may challenge a prerequisite based upon (1) knowledge or ability to succeed (e.g. student has prior coursework, assessment levels, certification, license or work experience to meet prerequisite, or by other criteria presented by the student); (2) prerequisite course has not been made reasonably available; or (3) prerequisite is discriminatory: (A) prerequisite is not necessary for success in the course (is not valid) and (5) prerequisite was not established in accordance with the college’s governing principles. A prerequisite challenge petition must be filed no later than the semester deadline posted at www.sbcc.edu/ prerequisites.

Proof of prerequisite completion may include external official transcripts as well as options other than testing. It is important students read the assessment options noted below for alternatives to testing.

Assessment Options may be accessed at www.sbcc.edu/prerequisites.
Additional, you may select to use your SBCC photo I.D. as a Campus Card which may be used as a cash card for select campus services. Obtain your SBCC photo I.D. card in Administrative Records (SS-110).

Photo I.D. is required prior to issuance of the SBCC photo I.D. card.

The Office of Student Life (Campus Center, Room 217) maintains listings of available rooms, apartments, and room and board situations in the community. For housing information, go to www.sbcc.edu/housing.

Parking permits are required in order to park vehicles on campus, with the exception of Pershing or encountering extended absences due to medical, when classes are scheduled. Students anticipating

reason. Students are expected to make appointments

and/or phone message if they are absent for a medical

Students are expected to notify their instructor by e-mail

as an excused absence for a limited period of time.

excessive if a student misses three (3) class meetings

for pickup at

Bookstore. Textbooks may be purchased or reserved

for selected classes.

Attendance

The last step of enrollment will be completed upon attendance at the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows" and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. An instructor may drop a student from a semester-length course at any time for excessive absences through the 9th week of the Fall/Spring Semesters, and 60% of the class for the Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) class meetings or the equivalent of one week of class attendance, or according to attendance guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence during the first week period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Student Transportation Office, Student Support Services, Room SS-250, ext. 2257.

It is the student's responsibility to officially withdraw by stated deadlines either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an "F" or "FW" grade.

Fees and Refunds

Students are encouraged to pay fees at time of registration. Payment must be received within seven (7) days of registration or you may be dropped for non-payment. Students finding it difficult to pay enrollment fees should visit the Financial Aid Office at (SS-210) or go to www.sbcc.edu/financialaid/certifying for excused absences for classes. All fees are subject to change without notice.

As the student, you are responsible for dropping classes by the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class by the stated deadline.

Non-Resident Tuition

Tuition for out-of-state students is $211 per unit; $250 per unit for students enrolled in fewer than 6 units for Fall and Spring; and $115 for Summer Session. Students are responsible for dropping courses before the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class by the stated deadline.

Student Enrollment Fee

Santa Barbara City College charges a required enrollment fee of $46.00 per unit. The State of California, through its Board of Financial Assistance Program, has provided fee credits, fee waivers, or special Board of Governors waivers to help defray the cost of the Student Enrollment Fee. Information regarding fee credits, fee waivers, or Board of Governors waivers should be obtained from the Financial Aid Office.

Room SS-210, several days before a student enrolls in classes.

Tuition/Enrollment Fee Refund

Both tuition and the enrollment fees will be refunded by course deadlines. Check your Schedule/Bill for deadline dates. Refunds are not automatic. For additional information on refunds, go to www.sbcc.edu/ fiscalservices/cashier A $10.00 per semester processing charge will be assessed on all refunds. (This charge does not apply to classes cancelled by the college.) The following fees are not refundable once the semester begins: Health Services, Student Representation, Parking Permits, Transportation and Student Activity.

Health Services Fee

All students pay a required health services fee of $18.25 per semester. Permits for Summer Session are valid 7 days prior to the start of spring classes. Spring Semester passes are valid 7 days prior to the start of spring classes until the last day of final examinations for spring. Summer passes are valid 7 days prior to the start of the Summer Session until the last day of final examinations for summer. Students enrolling only in distance learning or off-campus classes are exempt from paying the Transportation Fee. The fee is refundable to students who withdraw from all classes prior to the first day of the semester, provided the student photo I.D. card is returned.

Student Transportation Fee

All students are required to pay a "Student Transportation Fee" during registration. This fee is $26.00 per semester for students enrolled in 6 units or more; $25.00 for students enrolled in fewer than 6 units for Fall and Spring; and $11.50 for Summer Session. The Student Transportation Fee entitles a student to unlimited use of BART and/or the Public Transportation System. Your SBCC I.D. card with the current semester sticker is your pass. Fall Semester passes are valid 7 days prior to the start of Fall classes until 7 days before the start of spring classes. Spring Semester passes are valid 7 days prior to the start of spring classes until the last day of final examinations for spring. Summer passes are valid 7 days prior to the start of the Summer Session until the last day of examination for the Session. Students enrolling only in distance learning or off-campus classes are exempt from paying the Transportation Fee. The fee is refundable to students who withdraw from all classes prior to the first day of the semester, provided the student photo I.D. card is returned.

Textbook/Lab Supplies

Students are expected to purchase all textbooks, supplies and uniforms, as needed for instruction. Some materials may be purchased through the Campus Bookstore. In laboratory courses, students are charged for the actual cost of items lost or broken.

Parking Fees

Any student who intends to park a vehicle on campus must register his/her vehicle and purchase a parking permit. Parking permits are not required for mopeds and motorcycles. Permits should be purchased online through Pipeline at a discounted rate. Price includes shipping, handling, postage and applicable credit card processing fees.

All Day/Evening permits are $35.25 per semester. Board of Governors Grant Waiver students are eligible for a reduced All Day/Evening permit of $20.00 plus a $3.25 convenience fee which covers shipping, handling, postage and applicable credit card processing fees per semester. Evening only permits are $18.25 per semester. Permits for summer are $18.25. Parking permits are non-transferable, and parking fees are only refundable to students who return permits prior to the first day of the semester. Lost/ stolen permits are not refundable. Purchasing a parking permit does not guarantee a parking space. Parking permits may be purchased online at http://pipeline.sbcc.edu.

Student Activity Fee

Students are expected to pay a Student Activity Fee at the time of registration. The $10.00 yearly fee entitles the student to free admission to numerous college events, in addition to discounts from the Bookstore and businesses in the community. A student activity sticker is affixed to the student photo I.D. card. Duplicates will not be issued for cards misplaced or stolen. The fee is only refundable to students who withdraw from all classes prior to the first day of the semester. The student photo I.D. card with activities sticker must be returned.

Student Representation Fee

The $1.00 Student Representation Fee provides support for students and/or representatives who state positions/representatives before city, county and district governments and before offices/agents of state and federal governments. A refund may be requested, after registration by going to the Associate Dean, Educational Programs - Student Support Services, CC-222, with proof of payment.

Financial Aid

Santa Barbara City College offers several types of financial aid to students, including loans, grants, and scholarships. Students interested in financial aid must apply for financial assistance through the federal, state and local agencies and the college itself. The major categories include:

Grants: These awards are based on financial need and do not require repayment.

• Loans: Various loan programs are available to help defray the cost of a college education. Loans must be repaid. Information on federal, state and local loan programs can be found on the federal, state, and local websites. These loans may be federal or state loans, or loans from private lenders. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for financial aid which are funded through federal, state, and local agencies.

• Federal Work Study: Financial aid which is funded through governmental and non-governmental programs, offers awards based on financial need and provides the student with an opportunity to earn money for school through employment with participating Federal Work Study employers.

• Scholarships: These are based on academic achievement and financial need and/or student activity involvement. They do not require repayment.

• Work Study: Some students qualify for benefits through the Veterans Administration, California State Department of Rehabilitation and Bureau of Indian Affairs, among others. Eligibility requirements vary.

For additional information and the most recent updates, please refer to www.sbcc.edu/financialaid.