school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions & Records for information and an exemption request form or go to www.sbcc.edu/forms.

Non-resident students do not automatically become residents by being in California for one year. A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency prior to the start of the semester in which the student is seeking reclassification. Deadline enforced.

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents.

The Director, Admissions & Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Associate Dean, Educational Programs—Student Support Services or her designee.

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, 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. International transcripts must be submitted with an official translation in English.

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 and Imaging Sciences/Diagnostic Medical Sonography
- Dual Enrollment and Middle College
- School of Culinary Arts and Hotel Management
- Special Students

For information on:

- Cosmetology, Esthetician Programs, 683-4191
- School of Culinary Arts and Hotel Management, 730-4258
- Learning Communities, www.sbcc.edu/esp
- Marine Diving Technologies Program, 730-4226
- Radiographic and Imaging Sciences/Diagnostic Medical Sonography and Nursing Programs, 730-4166
- Dual Enrollment Program, 730-3020
- Middle College, 897-3561
- Special Student Status, 730-4001

When students file their applications with Admissions & Records, they will be given information about the Assessment, Orientation and Advising programs. These programs are provided to help students succeed in reaching their educational goals.

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 I.D., adding and dropping classes, paying fees, seeing grades, activating campus card, and checking your financial aid status and your SBCC e-mail account. All official college correspondence will be sent to your SBCC email account.

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
**STEPS TO ENROLLMENT**

**APPLY**
Submit application for admission online, or in person and submit official high school and college transcripts. 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). www.sbcc.edu/aid

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**NEW STUDENTS**
Never been to college before, or only attended while in high school and have a goal/plan of:
- Associate Degree or Certificate of Achievement
- Transfer to 4-Year School
- Basic English/Math/Reading Skills
- Undecided Goal

**ORIENTATION (Required)**
www.sbcc.edu/orie

**ASSESSMENT/PREREQUISITES (Required)**
See Assessment page in the Schedule, or refer to www.sbcc.edu/assessment and www.sbcc.edu/prerequisites.

**ADVISING (Required)**
www.sbcc.edu/advising

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**ALL OTHER STUDENTS**
- High School Students
- Attended College Before
- Personal Enrichment/Job Training

**ORIENTATION (Highly Recommended)**
www.sbcc.edu/orie

**PREREQUISITES (Required)**
All prerequisites and corequisites are enforced at registration. Check prerequisites in the Schedule of Classes. To satisfy a prerequisite through coursework from other colleges, you must submit a prerequisite verification, www.sbcc.edu/prerequisites. Submit all official transcripts to Admissions & Records. Deadlines apply.

**ADVISING (Highly Recommended)**
www.sbcc.edu/advising

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**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/commute; 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 (805) 730-4450 for assistance.
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, Certificate of Achievement, 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, certificate, 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 options noted in this section 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) 730-4164, to request 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) 965-0581, 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 satisfied by SBCC coursework or SBCC assessment will be checked automatically at point of registration. Satisfaction of prerequisites through external course work and/or other means requires submission of a Prerequisite Verification Form. Satisfactory completion of prerequisites and corequisites by internal and external coursework requires a “satisfactory grade”. Satisfactory grades are defined as A+, A, A-, B+, B, B-, C+, C or P (California Code of Regulations, Title 5, Chapter 6, 55000(l).

Verification forms and instructions may be accessed at www.sbcc.edu/prerequisites.

Prerequisite Verification
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 that satisfies the prerequisite, or by other criteria presented by the student); (2) prerequisite course has not been made reasonably available; (3) prerequisite is discriminatory; (4) prerequisite is not necessary for success in the course (is not valid) and (5) prerequisite was not established in accordance with the college’s process for establishing prerequisites. A prerequisite verification 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 or assessment, as well as options other than testing. It is important students read the assessment options noted below for alternatives to testing.

Verification forms and instructions may be accessed at www.sbcc.edu/prerequisites.

Skills Advisory Recommendations
In addition to prerequisites, many Santa Barbara City College courses have recommended minimum math and/or English advisories, which are noted 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 on computer in the Assessment Computer Lab on a drop-in basis. In addition, during the spring months, testing is offered on a variety of Saturdays by appointment. Specific test dates and times are listed at the Assessment website, www.sbcc.edu/assessment. Students who require accommodation for testing should contact SBCC’s Disabled Student Programs and Services (DSPS) to make advance arrangements.
Assessment Options (Testing not required)
Options to Assessment testing are listed below. Students may bring or mail verification to the Admissions Office or Assessment Center (Rm. SS-110 or SS-251). To fax proof of an option, use this number: (805) 892-3664. Visit prerequisites@sbcc.edu to begin the evaluation and review process prior to enrollment. Note: Test scores listed below must include submission of an official high school transcript and counselor approval.

**English**
(1) Advanced Placement scores of 3, 4, 5 on the English Literature or Language exams; a score of 5 or higher on the International Baccalaureate English Exam; (2) SAT Critical Reading test score of 500, or higher; (3) ACT English test score of 22, or higher; (4) proof of AWPE exam passage at UC, or EPT exam passage at CSU, or EAP passage at CSU. Note: ‘conditional’ status is not acceptable from CSU (EAP acceptance is a pilot program for Summer/Fall 2010–2015); (5) an equivalent English 110 course (Freshman Composition), with a grade of “C” or better; or (6) BA or BS degree from a regionally accredited college or university in the United States.

**Mathematics**
(1) Scores of 3, 4, 5 on the Mathematics-Calculus AB or BC Advanced Placement Exam; (2) a score of 3 on the Advanced Placement Statistics Exam; (3) transcript or grade report which shows an equivalent prerequisite math course from another college, with a grade of “C” or better; (4) qualifying raw score report from an MDTMP math test taken at another college; (5) passage of the EAP at CSU note: ‘conditional’ status not acceptable at SBCC (EAP acceptance is a pilot program for Summer/Fall 2010–2015); (6) elect to begin at the Math 1, Basic Math level (students must notify a counselor, or Assessment staff for option 6).

7. Register in Classes
Following Assessment, Orientation and Advising, students will have sufficient information to register in classes. Registration is available online and in person in Admissions & Records (SS-110). Priority registration requires an assigned appointment, which is visible in the student portal—Pipeline. No appointment is required during open registration.

During the first two weeks of the semester (first week in Summer) (see each course reference number at www.sbcc.edu/classes for deadlines), program changes are allowed online and in person in Admissions & Records.

Late Registration
Once a class closes or the registration period concludes, classes may only be added by obtaining permission from the instructor through the last day to add deadline.

1. Full semester-length Fall/Spring classes must be added with instructor permission and add authorization code by the end of the second week of the semester.
2. Fall/Spring courses less than full semester in length and all Summer courses must be added prior to the 20% length of the class. Find the last day to add by clicking on the CRN from the semester web schedule of classes.

An instructor may refuse to admit a late registrant when the total number of class hours missed by the student exceeds the number of hours the class meets in one week; when the work missed cannot be made up; when the class is full; or when normal progress
in the course would be impossible or unsafe. Special
instructions for late registration are available from
Admissions & Records.

Students who miss the last day to add deadline for a
course due to extenuating circumstances may submit
a Petition for Late Add to Admissions & Records. In
order to be eligible for consideration of a late add, a
student must have begun attending the course prior
to the last day to add deadline. Instructor approval
and signature is required for consideration. The final
deadline to submit a Petition for Late Add is the end of
the 4th week of the semester for full semester-length
classes (25% length of the class for classes less than
full semester in length).

Throughout the enrollment process (including class
adds, drops and withdrawals), certain deadlines are
established. These deadlines are necessary in order to
comply with State of California attendance regulations
and must be complied with by all students. Failure
to comply with these deadlines may mean that the
student will not be registered and will not receive credit
for, or be allowed to attend, classes.

8. Final Steps

Paying Fees
Students are encouraged to pay fees at time of
registration. Payment must be received within seven
(7) days of registration or students may be dropped for
non-payment. Students will not be dropped for non-
payment after instruction has begun. As the student,
you are responsible for dropping classes by the stated
deadlines. If you register in a class and later change
your mind, it is your responsibility to drop the class.
Students finding it difficult to pay enrollment fees
should visit the Financial Aid Office at (SS-210) or go
to www.sbcc.edu/financialaid before registering for
classes. All fees are subject to change without notice.
Refer to the Fees and Refunds section of this Catalog.

Secure Student Identification Card and Arrange
Transportation, Parking and Housing
The SBCC photo I.D. card provides access to college
services, including computer labs, library and learning
resources center, and serves as a student MTD bus
pass for those taking credit classes on the SBCC
campus. Additionally, 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 Admissions
& 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
Park. Parking fines will be issued for parking violations.
For parking and transportation information, go to
www.sbcc.edu/commute.

Purchase Books
Students are expected to purchase all textbooks,
supplies and uniforms, as needed for instruction. Most
materials may be purchased through the Campus
Bookstore. Textbooks may be purchased or reserved

Class 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. Also, an instructor may
withdraw a student from semester-length courses at
any time for excessive absence through the 9th week of
the Fall/Spring Semesters, and 60% point of the class for
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 absence
guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted
as an excused absence for a limited 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
Dean, Educational Programs—Student Support
Services, Room SS-260, ext. 2278.

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.

For detailed information regarding the steps to
enrollment for SBCC Noncredit Educational Programs,
visit www.sbcc.edu/apply. These processes were still
under development at the time of Catalog publication.