COURSE PLANNING GUIDE

STEP 1: Decide how many units you are comfortable taking. Here are some general rules:

- Allow two hours of outside study time for every unit taken.
  - **Example:** 3 unit class = 3 hours classroom + 6 hours outside study time totals 9 hour commitment per week
- If you work, follow these guidelines –
  - 40 hours per week – 3 - 6 units
  - 30 hours per week – 6 - 9 units
  - 20 hours per week – 9 - 12 units
  - 10 hours per week – 12 - 18 units
- **TIP:** 12 units is considered a full-time student, 18 units is the maximum
- **TIP:** 60 transferable units are required for transfer to a UC or CSU
- **TIP:** 60 degree applicable units are required for an Associate degree

STEP 2: Plan Your Schedule

Map out your courses on the Course Planning Worksheet

- Choose your Math and English courses (see Step 3)
- Choose a General Education course (see Step 4)
- Choose a course required for your major (see Step 5)
- Choose an elective course if you need additional units or want to balance out your schedule

STEP 3: Select English and Math courses based on your placement scores.

- Math and English classes are your **TOP PRIORITY**! (Stay in the sequence of courses until completed for your educational goal).
  - **English flow chart**
  - **Math flow chart**
- Course placement and eligibility found in Pipeline under Student Records
- **TIP:** To be a competitive applicant for UC and CSU transfer, complete ENG 111 (or PHIL 111 or COMM 235) and at least one transferable MATH course one year prior to transfer (Example: If you are planning to transfer in Fall of 2014, complete these courses by the end of Fall 2013).
STEP 4: Select a general education course for your educational goal

- For an Associate’s Degree go to SBCC GE
- For Transfer to UC or CSU, refer to IGETC (Scroll down to second sheet for courses).
- For transfer to a California private university go to campus website at www.aiccu.edu or contact the institutions’ Admissions Counselor for admissions requirements.

STEP 5: If you know your major, choose a course that prepares you for that major. If undecided, select another general education course or elective that interests you. You can further explore majors at the Career Center.

- For SBCC Associate Degrees: http://www.sbcc.edu/apply/degrees_certificates.php
- For Transfer to UC or CSU: http://www.assist.org
- TIP: While reviewing required courses for your major, note any courses which may also satisfy General Education requirements – they often count for both!

STEP 6: Make sure the courses you select match your English skill level.

Most courses on the IGETC and SBCC GE advise ENG 110 eligibility. For other English skills advisories, check these suggested course lists:

- For a list of courses to consider if you are in English 60-80, click here.
- For a list of courses that apply to IGETC if you eligible for English 100/103, click here.

STEP 7: Finalize your course selection

Use the Online Schedule of Classes to select the classes you now know that you will be taking. http://www.sbcc.edu/classes

- TIP: Make sure you have a balanced schedule between work, classes and study time. (refer to the Daily Schedule on the Course Planning Worksheet from Step 2)
- TIP: Write down the CRN’s (Course Reference Number) for each course. Enter the CRN’s into the registration system to enroll.

STEP 8: Register for Classes

Use on-line registration at http://pipeline.sbcc.edu.
• **TIP**: Register early! Check Pipeline for your assigned appointment for online registration.

• **TIP**: Register in your desired number of units even if you are not able to get into a Math and/or English right away. Then check the schedule of classes every day to see if a spot on the waitlist opens up for you to enroll. If you get in, then adjust your course load to your desired number of units again.

• **TIP**: When you register for ENG 110, you will get an error directing you to register for ENG 120 as a co-requisite. You can do so by entering the CRN numbers of both courses in the boxes at the bottom of the page.