

Course Planning Guide

STEP 1: How many units can you handle?

Here are some general guidelines:

- 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
- **Tips:**
 - 12 units is considered a full-time student, 18 units is the maximum
 - 60 transferable units are required for transfer to a UC or CSU
 - 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 (addressed in Step 3)
- Choose a General Education course (addressed in Step 4)
- Choose a course required for your major (addressed in 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 results

- 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 2017, complete these courses by the end of Fall 2016.

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 institution's Admissions Counselor for admissions requirements.

STEP 5: Choose your major

- **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.
- **SBCC Associate Degrees**
- **Transfer to UC or CSU**
- **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.
- **Tips:**
 - Make sure you have a balanced schedule with your work, classes and study time. (Refer to the Daily Schedule on the Course Planning Worksheet from Step 2.)
 - 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 **Pipeline Online Registration**
- **Tips:**
 - Register early! Check Pipeline for your assigned appointment for online registration.
 - Register for 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.
 - 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 at the same time and hitting the "Submit" button.