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 fulltime 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](http://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](http://www.sbcc.edu/apply/degrees_certificates.php)
- For Transfer to UC or CSU: [http://www.assist.org](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 are selecting 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](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](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.