TO: High School Students Enrolled Spring 2010  
FROM: SBCC Dual Enrollment  
RE: Important SBCC Information

Congratulations on your participation in SBCC’s Dual Enrollment program for high school students! You’ll be earning both college and high school credit, so it’s important that you’re aware of your responsibilities as a Santa Barbara City College student, as well as the policies and procedures that are important to your success.

What are your next steps:

**Step 1:**
Apply to the college at [www.sbcc.edu/apply](http://www.sbcc.edu/apply). Be sure to select “Dual Enrollment” as the response to the Student Type question.

**Step 2:**
Once you have acquired the approval signature and list of specified course from your high school counselor, and your parent’s approval signature please submit the completed Dual Enrollment Approval form to the Admissions & Records office. Students will not be eligible to register in courses not specified on the Dual Enrollment Approval Form.

**Step 3:**
Log on to your student SBCC Campus Pipeline account to register for your course(s). Please note, that submitting your approval form and application to Admissions and Records does not register you in the course. It is the student’s responsibility to register for the course(s) in Pipeline.  
Forgot your username and password, or need to log on to pipeline for the first time? Just go to: [www.sbcc.edu](http://www.sbcc.edu) and click on:

![pipeline](pipeline.jpg)

Then “Find my user name”. Answer the questions and the system will provide you with your account information. Proceed to “Registration”, then “Register, Add or Drop Classes” on December 14 or anytime thereafter, and register online.

**Step 3:**
Pay your Health ($17) and Transportation ($25.00 or $26.00) fees online or in person. High school students are not required to pay SBCC enrollment fees ($26 per unit). Out of state students pay tuition. However, students taking courses on the SBCC Campus are required to pay the Health and Transportation Fee. IMPORTANT NOTE: If a student is enrolled only in online class(es), or classes on a high school campus, and does not come to SBCC for instruction, the Transportation and Health fees are not charged. Failure to pay fees within 7 days of registration will result in your classes being dropped for non-payment of fees.

**Step 4:**
Purchase Textbooks /course material. Students are responsible for purchasing course text books and any material that is required for their course. Some courses may have special fees, such as Ceramics, which assesses art clay fees of $30. Textbooks are generally available for purchase two to three weeks prior to the beginning of the semester. View text lists or buy textbooks at [www.sbccbooks.com](http://www.sbccbooks.com).

**Step 5:**
Attend Class. Students are expected to attend classes regularly. If you miss the first class missing the instructor may drop you and give your seat to another student. An instructor may drop students at any time for excessive absences. As a guideline, absence is considered excessive if a student misses three class meetings, or the equivalent of one week of class.
*IMPORTANT INFORMATION FOR YOUR SUCCESS AT SANTA BARBARA CITY COLLEGE*

**Grade / Transcripts:**
The grade you earn in your SBCC class(es) will become a part of your official college academic record, which means those grades will be on transcripts sent to any other college you may later attend. SBCC sends a final grade report to the Registrar of the high school you listed on your application unless you opted out on your semester Dual Enrollment Approval Form; it is, however, your responsibility to make sure you have received high school credit. You may want to check with your High School Registrar to assure your SBCC grade(s) has been posted to your high school transcript. Students may also view their course grades by logging into their SBCC Pipeline account.

**Dropping a class:**
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. Review your Schedule/Bill for course deadlines. If you stop attending class, and don’t officially withdraw, you may end up with a failing grade. Don’t let that happen to you! You may withdraw from classes if you are not doing well. You may officially withdraw through your pipeline account. Log into [http://pipeline.sbcc.edu](http://pipeline.sbcc.edu) and go to Registration and Student Records. Follow the instructions on the Add/Drop Classes page for dropping a class. Since the high schools cannot monitor the progress of high school students attending classes at SBCC, a student who drops a SBCC class must notify their high school counselor of this action.

**Family Educational Rights & Privacy Act (FERPA)**
FERPA rights transfer from the parent to the student at the time the student attains the age of 18 OR begins attending an institution of higher education, regardless of age. FERPA prevents a parent from accessing student information without the student’s permission. Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students’ college records will be released to parents only with the written consent of the student.

**Maturity Level / Parent Involvement**
Dual Enrollment students need to have the maturity and ability to work independently in a college environment. All SBCC students are expected to demonstrate advanced scholastic and self-responsibility regardless of age. All SBCC students are subject to college policies and procedures. Parents often ask, can I contact my son or daughter’s instructor regarding course content, assignments and/or grading policy? Your student is enrolled in a college course and it is important to understand that instructors only work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA, instructors cannot discuss performance or other student-related issues with parents. The college does not accommodate parental requests to contact instructors or represent the student on any college matter.

**Important Dates for Spring 2010**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>JAN 25</td>
<td>Spring Semester Begins</td>
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<tr>
<td>FEB 6</td>
<td>Last Day to Submit Approved Adds &amp; Last Day to Drop without a ‘W’</td>
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<td>FEB 12</td>
<td>Lincoln’s Day, Holiday</td>
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<td>FEB 15</td>
<td>Washington’s Day, Holiday</td>
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<td>MAR 26</td>
<td>Last Day to Withdraw from Classes/College</td>
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<td>MAY 17-22</td>
<td>Final Exams</td>
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<td>MAY 22</td>
<td>Spring Semester Ends</td>
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