STEP 1: GO to sbcc.edu ☑️ Do NOT use Internet Explorer

STEP 2: Click ON “PIPELINE”

STEP 3: LOGON to Pipeline using your Pipeline USERNAME and PASSWORD and click on LOGIN.

If you don’t know your USERNAME or PASSWORD it may be on your Pipeline Card

OR

you can Click on “FIND ACCOUNT” to find them.

STEP 4: Click ON SBCC Pipeline Portal.

STEP 5: Once inside your Pipeline Account, hover over the “STUDENT” tab and click on “COURSE PLANNING” in the drop-down list.
**STEP 6**: Click ON the “DEGREE WORKS — AUDIT and PLANNING” hyperlink.

**STEP 7**: Click ON the “PLANS TAB”. *Leave tab open while doing next step*. This is the Student Education Plan (SEP) you did with a counselor/at a Class Planning Workshop. **Review/find** courses under **Plan for FALL 2020**.

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**HELPFUL HINT**: In the next 6 STEPS you will search for classes and figure our what section of each class that you want to register for. **It will be EASIER** if you start to look at classes that have the least number of sections offered

*i.e. Math/English usually offer multiple sections to choose from but an Automotive class may only offer one or two sections so you would start with Automotive* and then build your schedule this way.

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**STEP 8**: GO to **sbcc.edu**  

**STEP 9**: **SCROLL DOWN** and click on **FIND A CLASS**.
**STEP 10:** SCROLL DOWN and click on FALL 2020 SCHEDULE.

**STEP 11:** To FIND classes click on the list in the SUBJECT drop down list. *i.e. if you are looking for an English class you will click on ENG English, Composition & Literature in the drop down list.* Once you select from the Subject drop down list click SEARCH.

**STEP 12:** Scroll DOWN the list to FIND the class that you are looking for (i.e. ENG 110) and then LOOK at all the available sections offered to FIND the section with the day(s) and times that work best for your schedule.
**STEP 13:** Once you **FIND** the **SECTION** that works for your schedule **WRITE** down the 5 DIGIT NUMBER (aka CRN Number) that is listed next to the section on your **PINK CLASS SCHEDULE SHEET** along with when the class meets etc.

![Section with CRN number](image)

**STEP 14:** **CONTINUE STEPS 11-13 UNTIL** YOU HAVE ALL YOUR CLASSES PICKED OUT AND THE CRN’s WRITTEN DOWN ON YOUR **PINK CLASS SCHEDULE SHEET**.

**STEP 15:** RETURN to Pipeline. **Log in** to Pipeline using your username and password and Click ON **LOGIN**.

![Pipeline login page](image)

**STEP 16:** Once inside Pipeline hover over the **Student Tab** and Click ON **REGISTRATION** in the drop-down list.
**STEP 17**: Click ON REGISTER, ADD, OR DROP CLASSES.

**STEP 18**: Click ON FALL 2020 from the drop-down list.

 ALSO if you don’t know your K#/SBCC ID # you can find it at the top right of this page. WRITE IT DOWN/TAKE A PIC. You will NEED THIS.

**STEP 19**: Every semester you will be asked to update your Major and Education Goals and your personal information. Update everything and hit continue until you get to the following Add or DROP CLASSES page.

 IF UNSURE about your MAJOR choose what you are thinking about majoring in right now. You can change it ANYTIME. DO NOT PICK UNDECLARED.

 ASK if you have questions.
**STEP 20**: In boxes under **ADD CLASSES WORKSHEET** type in each 5 digit course number (CRN), *use the multiple boxes to put in your multiple CRN’s*, and click on **SUBMIT CHANGES**.

![Add Classes Worksheet]

**STEP 21**: If it says **WEB REGISTRATION** next to each course and **today’s date** you have **successfully** registered for that/those classes.

![Web Registration]

**STOP**

If anything other than **WEB REGISTRATION** pops up next to **ANY OF THE CLASSES** please ask for **HELP**.

**IF WEB REGISTRATION** pops up for **ALL YOUR CLASSES** move to **STEP 22**.

**STEP 22**: Click ON **EXIT REGISTRATION** and **VIEW FEES**.

![Exit Registration & View Fees]

**STEP 23**: Look at your **ACCOUNT DETAIL** and **IF YOU ARE A PROMISE STUDENT** make sure that your **TOTAL ACCOUNT BALANCE IS $0.00**.

![Account Detail]

**STOP**

**IF you are a PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE IS not $0.00** **ASK FOR HELP**. **-OR-** IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE is $0.00** (or if you are NOT a Promise Student) then move to **STEP 24**.
**STEP 24:** Click ON CLICK TO VIEW SCHEDULE and PRINT SCHEDULE/BILL.

**STEP 25:** TAKE A PICTURE WITH YOUR PHONE (if you have one) OF YOUR SCHEDULE.

**STEP 26:** GO to sbccpromise.org and Click ON “SIGN UP” (if you already did this it’s okay...do it again). We want to double check that you are signed up for The Promise.

**STEP 27:** Scroll down and Click ON “SIGN UP”.

**STEP 28:** Log ON to your Pipeline Account.

**STEP 29:**

**FYI:** The SBCC Promise is not automatic, nor is it mandatory. Students who would like to take advantage of the SBCC Promise must opt in.

**STEP 30:** Once you Log ON to PIPELINE you will be able to OPT IN to the PROMISE. Your screen should look similar to this.
**STEP 31:** Scroll down the page until the screen looks like this. Click **OPT IN** to sign up for the **PROMISE PROGRAM.** Then Click On **SUBMIT.**

**STEP 32:** To be **eligible** for the **PROMISE PROGRAM** you also need to **complete** your **FINANCIAL AID** (CCCPG/FAFSA/DREAM ACT).

Have you **COMPLETED** your **FINANCIAL AID**?

- **YES** I have completed the FAFSA/DREAM ACT: If you have already completed a FAFSA/DREAM ACT then log onto your Pipeline Account to make sure SBCC has received it and if you have anything that SBCC needs so your Financial Aid Award can be complete.

- **NO/I DON’T KNOW if I have completed** the FAFSA/DREAM ACT: Make sure to talk with an SBCC Financial Aid Advisor, available today before you leave this workshop so they can give you more information on how to get your Financial Aid complete.

**STEP 33:** **FINAL STEP**

LOG OUT of your Account. Make sure you **know your K#/SBCC ID #,** LEAVE this PACKET at the **COMPUTER** and CHECK OUT with an SBCC REPRESENTATIVE/Talk with Financial Aid before you leave to go back to class.