**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** Click on “FIND ACCOUNT” to find them. Then go back to **STEP 3**.

**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.

You are about to build your CLASS SCHEDULE/ figure out what classes you want to REGISTER for.

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.

STEP 8: GO to sbcc.edu Do NOT use Internet Explorer

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

- Fall 2020—Schedule of Classes (August—December 12)

**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 that section. You can use a PINK CLASS SCHEDULE SHEET (available at the Welcome Center) or a piece of paper to write down the CRN Numbers along with when the class meets etc.

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

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

**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 to know 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.

Call us at: 805-730-4450

Email us at: info@sbcc.edu

See us at: The Welcome Center (1st Floor of Student Services Bldg.)
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.

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

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.

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

IF you are a PROMISE STUDENT and your TOTAL ACCOUNT BALANCE is NOT $0.00 ASK FOR HELP (see STEP 19 for contact info). -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. NEXT...

If you are **an SBCC PROMISE eligible** student move onto **STEP 26**.

If you are **not an SBCC PROMISE eligible** student move onto **STEP 33**.

* Go to www.sbccpromise.org/eligibility/ if you aren’t sure if you are eligible for the SBCC Promise.

**STEP 26:** GO to sbccpromise.org and Click ON “SIGN UP” (*if you already did this it’s okay...do it again*). This will 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. To opt in go to STEP 30.*

**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**: One of the **eligibility requirements** for the **PROMISE PROGRAM** is to apply and 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 Financial Aid as soon as possible 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 #** and **LEAVE** this **PACKET** with an SBCC Rep (if using it in person).

*Remember to APPLY for and COMPLETE your FINANCIAL AID.*

**YES** I have completed the CCCPG/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 CCCPG/FAFSA/DREAM ACT: Make sure to talk with the SBCC Financial Aid Department as soon as possible so they can give you more information on how to apply for and get your Financial Aid complete.

*Go to: www.sbcc.edu/financialaid/ for more information.*

**REMEMBER**: You just registered for classes and tuition and fees are **due within 7 days**. If unpaid you will be dropped from all classes. Students who are **SBCC Promise eligible** should have a $0 balance due and therefore do not need to pay tuition or fees.