

WELCOME TO THE SEMESTER!

We are grateful to have you teaching tuition-free courses for the School of Extended Learning. Our team is here to help you have a successful semester, so please let us know if you need help!

Please be reminded that all communication between instructors, program directors and students occurs in pipeline through our pipeline email accounts. Once students apply and register they should have access to their pipeline email account.

Through pipeline, you can access your official student roster to see who is enrolled. It is very important during the first three weeks you assist us in getting your official rosters accurate. Log into pipeline from the landing page at www.sbccc.edu. Click on your “faculty” tab at the top of the page and choose “Class Management” from the drop down menu. From there, you can view, print or download your class roster. Please ask your program director if you need help.

If you have open seats, you may have students complete the Noncredit Application and Registration in your packet, and turn them into the front desk.

If you are collecting applications on behalf of students, please check to be sure ALL SECTIONS on the Application are complete before turning them in:

- Full Legal Name? Date of Birth, Gender? Mailing Address?
- Ed. Level?
- Race/Ethnicity?
- Educational Goal?
- Parent Ed. Level?
- Signature?

Students must also complete the Registration Worksheet on the reverse side of the application to add your class and use the CRN number for your course. You must sign the registration form to permit a student to add.

Please also print a current class roster for each class meeting. Use this roster as a sign-in sheet to capture each student’s signature as evidence of that student attending the session. These sign-in sheets will also serve your positive attendance reporting at the end of each week. Your program Director will be collecting these sign-in sheets as they are important for auditing purposes. Your program Director can work with you to review the process for attendance reporting and grade submission.

We thank you for working with us, and, again, please do not hesitate to reach out to us with questions or concerns. Have a wonderful semester!

Dr. Melissa V. Moreno
Interim Vice President