

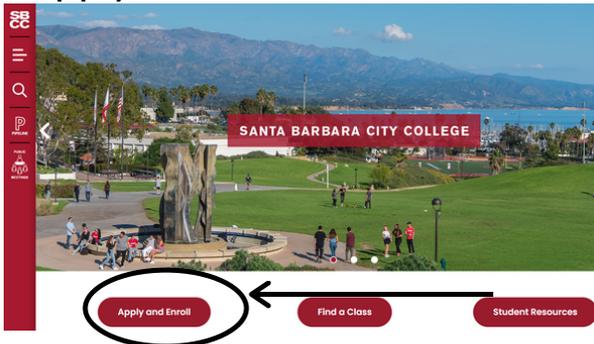
SBCC Application Guide for Promise Students

STEP 1

- Go to sbcc.edu (Chrome browser works best)

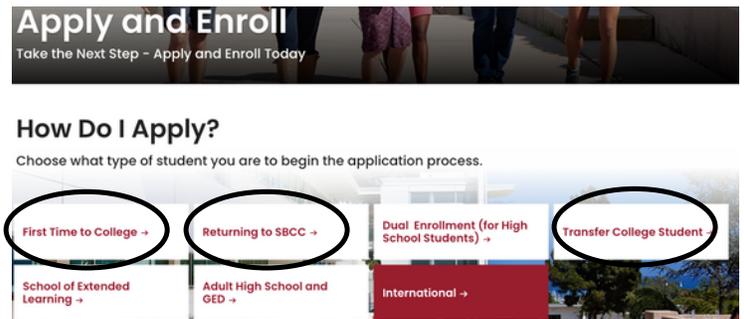
STEP 2

- Click on "Apply and Enroll"



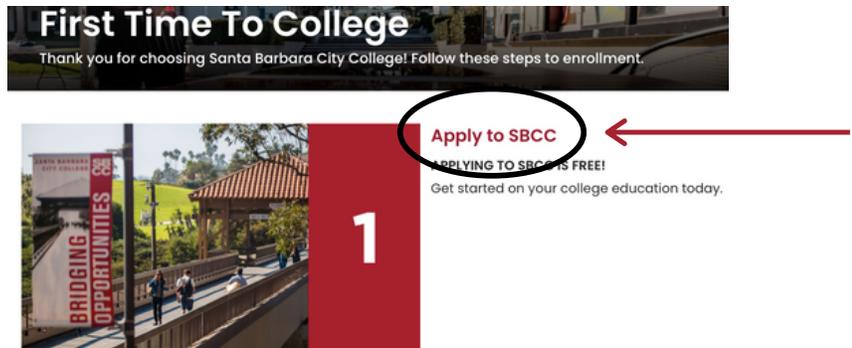
STEP 3

- Click on "First Time to College"



STEP 4

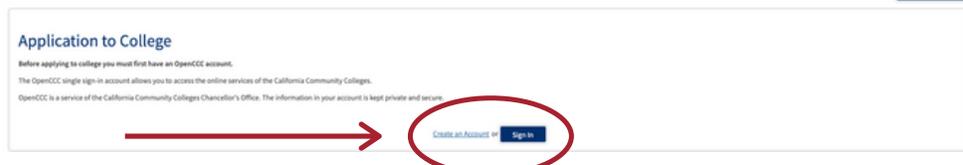
- Click on "Apply to SBCC"



STEP 5

- Click on "Create an Account" or "Sign In"
- In this example we will click on "Create an Account"
- If you already have a CCC-Apply Account, log in and skip to Step 9

 SANTA BARBARA CITY COLLEGE



CCC-APPLY SUPPORT

If you have problems logging in, call 1-877-247-4836

- Use your full Legal Name (the name listed on your birth certificate)
- If you do not have a Social Security Number (SSN) or Taxpayer Identification check the appropriate boxes and complete an AB540 Form to submit to SBCC's Admissions & Records Department - ask SBCC staff for the form.

STEP 6

- Click on "Begin Creating an Account"
- Important: This is NOT the same as your SBCC Pipeline Account

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Free email accounts are available from many sources:

- Google Gmail
- Yahoo Email
- Microsoft Outlook
- Other Providers

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office do not endorse any particular email providers, and will have no liability should any issues arise with a particular email provider.

Your information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are agreeing to the terms and conditions of the Privacy Policy.

[Begin Creating My Account](#)

STEP 7

- Create your CCC-Apply Account
- Click on "Continue" after completing each page
- Write down your username password, safety pin and security questions & answers for future use

Create Account Personal Information - Page 1 of 3

Legal Name
Enter your legal name as it appears on official documents such as your government issued ID.

First Name

Check this box if you do not have a first name

Middle Name

Check this box if you do not have a middle name

Last Name

Suffix

Name

Do you have a previous name (such as a maiden name)?
 Yes No

Do you have a preferred name that is different than your legal and/or previous name?
 Yes No

Date of Birth
This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.

Date of Birth
Month: Day: Year:

Confirm Date of Birth
Month: Day: Year:

Social Security Number
The Social Security Number (SSN) or Taxpayer Identification Number (TIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.
[View Information on the Social Security Number](#)

Do you have a social security number or taxpayer identification number?
 Yes, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Create Account Contact Information - Page 2 of 3

Email
An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address

Repeat Email Address

Telephone
Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

Main Telephone Number Extension
up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Second Telephone Number Extension
up to four digits

I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Permanent Address
City permanent address is outside the United States.

I have no permanent address because I am currently homeless.

International (i.e. 91 or 11) area codes (not) provide a permanent address.

Street Address

Include apartment number or suite

City

State

Zip Code

Create Account Security and Credentials - Page 3 of 3

Username and Password
To enable you to sign in later, you must choose a unique username for your account.

Username

Minimum 4 characters (letters, numbers, special characters)

Password

7 to 21 characters (letters and at least one number)

Repeat Password

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

Security PIN
For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN

Repeat PIN

Security Questions
If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security questions. Please select three security questions you would like to be asked, and enter your answers to these questions.

First Security Question

Answer to the First Security Question

Second Security Question

Answer to the Second Security Question

Third Security Question

Answer to the Third Security Question

I've read a list Create My Account

PREVIOUS ACCOUNT FOUND?

- If an existing account is found select one of the 2 options listed and click "Continue"

Account Verification

We found an existing account based on the information you entered.

Please select from the following options:

- Send me an email link to reset my password.
- Access my account by answering security questions.

[Help](#)

STEP 8

- Close the window and repeat steps 1-4 to return to CCC-Apply and sign in with the Username and Password you just created.

SANTA BARBARA CITY COLLEGE

Application to College

STEP 9

- Click on "Start a New Application" for the term you are applying for

SANTA BARBARA CITY COLLEGE

My Applications

STEP 10

Complete your "Enrollment Information"

- "Term Applying For"
 - Select the term you are applying for
- "Educational Goal"
 - Select a Goal that fits best
- "Major Category"
 - Select a category that best represents your intended major, degree, or program of study
- "Intended Major or Program of Study"
 - Select a program of study that best fits your current goal

Note: you can update any of this info later in your SBCC Student Account

- Next Click "Continue"

Enrollment Information

Term Applying For

Educational Goal

Major Category

Intended Major or Program of Study

Have your Transcript ready for this section!

Complete the "Education" Section

- "College Enrollment Status"
 - High school seniors select: "First-time student in college (after leaving high school)"
- "High School Education"
 - Select your High School Education Level you will have completed when you start the term at SBCC
 - "Completion Date" : The date you will graduate from High School, pass the GED, or receive a certificate of equivalency; estimate if unsure of the exact date
 - "High school / GED in California" : Select the answer for both questions that best fit your high school / GED completion
- Complete "Last School Attended" Section
 - Select the County and State for the school
 - "Name of School / Home School Attended"
- Complete "High School Transcript Information"
 - Enter your "unweighted high school GPA"
 - Unweighted GPA has a maximum value of 4.0
 - Using your transcript enter your last completed English and Math Course & Grade
- Next click "Continue"

Education

College Enrollment Status

As of July 01, 2021, I will have the following college enrollment status:

-- Select enrollment status --

High School Education

High school education level as of July 01, 2021

Received high school diploma from U.S. school

High school completion date

Month Day Year

Did you receive your diploma, GED, or certificate in California?

Yes No

Have you attended high school in California for three or more years?

Yes No

Last School Attended

I attended high school.

Country

United States of America (the)

State

California

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list.

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was your **unweighted high school GPA** (grade point average)? Please enter a value between 0.00 and 4.00.

If you are still in high school, enter your **cumulative unweighted GPA** as of the end of 11th grade.

What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

12th grade Honors English Composition or Literature

What grade did you receive?

A

What was the highest **math course** you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.

Statistics

What grade did you receive?

A

Local High School Name Key

- | | |
|---|--|
| • SBHS: Santa Barbara Senior High School, Santa Barbara | • Carpinteria HS: Carpinteria Senior High, Carpinteria |
| • SMHS: San Marcos Senior High School, Santa Barbara | • Bishop Garcia Diego HS: Bishop Garcia Diego High School, Santa Barbara |
| • DPHS: Dos Pueblos Senior High, Goleta | • Olive Grove HS: Olive Grove Charter Santa Barbara, Santa Barbara |
| • La Cuesta HS: La Cuesta Continuation High, Santa Barbara | • SBCC Middle College: Alta Vista Alternative Hs, Santa Barbara |
| • Quetzal / Alta Vista HS: Alta Vista Alternative Hs, Santa Barbara | |

STEP 12

Complete Citizenship / Military Section

- "Citizenship & Immigration"
 - Select the response that best represents your status. This information will not be used to determine your admission to SBCC
- "U.S. Military/Dependent of Military"
 - Select your U.S. Military Status as of the day before you start the semester you are applying for
- Next click "Continue"

Special Note:

- You may be asked to provide additional information based on your specific situation, for example a Visa Type or an Alien Registration Number
- If you choose Other and you do not have a Visa you will click on the No Documents box
- If Other is your answer to this section you will also need to complete an AB540 Form and submit it to our Admissions and Records Department
- You can find the AB540 Form and instructions on the Admissions & Records page of the SBCC website

Citizenship/Military

Citizenship & Immigration

Citizenship & Immigration Status ⓘ

U.S. Citizen

U.S. Military/Dependent of Military

U.S. Military status as of January 10, 2021 ⓘ

None apply to me

Save Continue

STEP 13

Residency Section

- "California Residence"
 - Indicate yes or no if you have lived in California for two years or more
 - This information will not be used to determine your admission to SBCC
- "Out-of-State Activities"
 - Select if any apply to you
- "Special Residency Categories"
 - Indicate whether or not you have ever been placed in court-ordered Foster Care
- Next click "Continue"

Residency

California Residence

Have you lived in California continuously since January 10, 2019? ⓘ

Yes No

Out-of-State Activities

As of January 10, 2019, have you engaged in any of the following activities? Check each activity that applies.

I paid taxes outside of California ⓘ

I registered to vote outside of California ⓘ

I declared residency at a college or university outside of California ⓘ

I filed for a lawsuit or divorce outside of California ⓘ

Special Residency Categories

Have you ever been in court-ordered foster care? ⓘ

Yes No

Save Continue

HELPFUL TOOLS!

- If you have any problems with your application call 1-877-247-4836
- Click on the  for definitions and explanations

STEP 14

Needs & Interests Section

- "Main Language"
 - Select Yes or No
- "Financial Assistance"
 - Select Yes or No
- "Athletic Interest"
 - Select Yes or No
- "Programs & Services"
 - Check the programs and services you are interested in
- Next click "Continue"



To learn more about SBCC Student Programs and Services visit:
sbcc.edu/student-services/

Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

Yes No

Financial Assistance

Are you interested in receiving information about money for college?

Yes No

[clear selection](#)

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

Yes No

[clear selection](#)

Athletic Interest

Are you interested in participating in a sport while attending college?

[Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.]

Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).

Yes, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.

No, I am not interested in participating in a sport (beyond taking P.E. classes).

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- Academic counseling/advising
- Basic skills (reading, writing, math)
- CalWorks
- Career planning
- Child care
- Counseling - personal
- DSPS - Disabled Student Programs and Services
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health services
- Housing information
- Employment assistance
- Online classes
- Re-entry program (after 5 years out)
- Scholarship information
- Student government
- Testing, assessment, orientation
- Transfer information
- Tutoring services
- Veterans services

[Save](#)

[Continue](#)

STEP 15

Demographic Information Section

- "Gender/Transgender" & "Sexual Orientation"
 - These questions are optional
- "Parent/Guardian Educational Levels"
 - Indicate the education levels of your parents and/or guardians
- "Race/Ethnicity"
 - Per U.S. Department of Education guidelines, colleges are required to collect this data
 - Check the box below if you identify as Hispanic or Latino
 - If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups
- Next click "Continue"

Demographic Information

Gender/Transgender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's [gender identity](#) and [gender expression](#).

Gender

Do you consider yourself [transgender](#)?

Select Gender --- Select Transgender Resp. ---

Sexual Orientation

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Please indicate your [sexual orientation](#)

Select Sexual Orientation ---

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the [parents and/or guardians who raised you](#).

Parent or Guardian 1

Select Education Level ---

Parent or Guardian 2

Select Education Level ---

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data. Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

Yes No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Middle Eastern or North African
- White

[Save](#)

[Continue](#)

CA Law:

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students. This information is used for summary demographic reporting and will not be used for a discriminatory purpose. Your responses are kept private and secure.

Providing this information is optional.

STEP 16

Supplemental Questions

- "Future Transfer Plans"
 - The list of 4 year colleges/universities under Future Transfer Plans does not list all 4-year schools
 - If your transfer school isn't listed pick the one that best fits your current educational goals
- "Primary Language"
 - Select your primary language
- "Employment Expectation"
 - Estimate hours to be worked per week during semester
- "SBCC Promise"
 - If you meet SBCC Promise Eligibility Requirements, select: *Yes, I consent/ I would like more information*
- "Support SBCC"
 - Select Yes or No if you are interested in learning about the Foundation for SBCC and ways to support SBCC and its students
- Next click "Continue"

Supplemental Questions

Santa Barbara City College would like to gather some additional information on your application to college.

Future Transfer Plans

Future Transfer Plans
-- Select --

Primary Language

Primary Language
-- Select --

Employment Expectation

Hours to be worked per week during semester
-- Select --

SBCC Promise

I completed my secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to Carpinteria) as part of the 2015-2016 (or after) graduating high school class and I consent to releasing my application information to the SBCC Foundation to determine if I am eligible to receive funds to cover required fees, books and supplies.
-- Select --

Support SBCC

I am interested in learning about the Foundation for SBCC and ways to support SBCC and its students.
-- Select --

Save Continue

STEP 17

Submission

- "Review Your Responses"
 - NO CHANGES can be made to your application once it is submitted
- "Request for Consent to Release Information"
 - Consenting allows for CCC-Apply to submit your application to SBCC for admission
- "Submit Your Application"
 - Check both boxes to submit application
- Next click "Submit My Application"

Submission

Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

Review My Application

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

I consent Do not consent

Submit Your Application

You are about to submit your application to Santa Barbara City College. NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

*Section 54301 of subchapter 4.3 of chapter 6 of division 6 of title 5 of the California Code of Regulations.

Checking here, I, Julio Cesar Huerta, declare that:

All of the information in this application pertains to me.

- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that fabrication, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Santa Barbara City College.

Checking here, I, Julio Cesar Huerta, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expenses.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available online.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanurforcollege.com, and on most college websites.

Submit My Application



If you have any issues with your CCC-Apply Account, call 1-877-247-4836

SAVE IT FOR YOUR RECORDS!

Great Job,

Your application was submitted.

Confirmation

your application for admission has been submitted to Santa Barbara City College.

Name
CCCID
College
Term
Email
Date & Time
Confirmation #

Santa Barbara City College

Confirmation

- Save it, print it or take a picture!
- Write down your CCC-ID and Confirmation #

CREATING / LOGGING INTO YOUR SBCC PIPELINE ACCOUNT

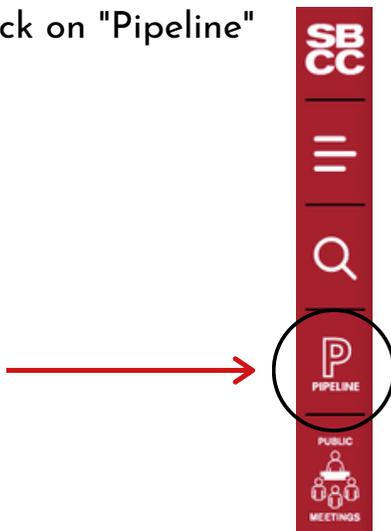
It may take up to 24 hours before you can log onto your Pipeline Account. Some students may be able to log on within 15-30 of submitting their application.

Continue to Step 18...

**If after 24 hours you are still unable to log into your Pipeline Account after submitting your application contact the Enrollment Services Department 805.730.4086 or info@sbcc.edu*

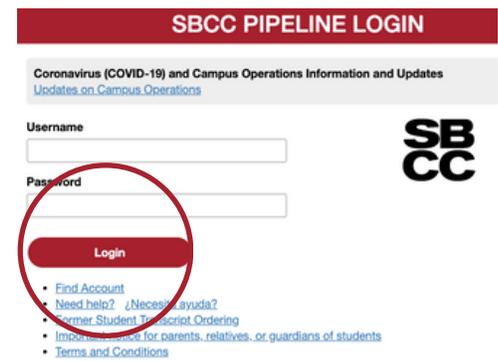
STEP 18

- Click on "Pipeline"



STEP 19

- Log into your Pipeline Account, using your Pipeline "Username and Password"



- If you don't know your Pipeline Username or Password click on "Find Account" first

STEP 20

- Click on SBCC Portal



STEP 21

- Hover over the "Student" tab and click on "Registration"



STEP 2 2

- Click on "Check Your Pre-Registration requirements and Registration Appointment"

Registration

[Check Your Pre-Registration Requirements and Registration Appointment](#)

Check your pre-registration requirements, holds, academic standing, and your registration appointment day/time.

[Select Term](#)

Stop here first to select a term to work with while you're within the Registration module.

[Register, Add or Drop Classes](#)

Add or Drop classes here. Links to class search, fees and schedules.

[Look Up Classes to Add](#)

Need to find a class? Start here. You can move right into registration once you've found the class(es) you want.

[Week at a Glance](#)

[Student Schedule and Bill](#)

A look at your schedule, complete with times, locations, instructors and course deadlines. A must for those who've forgotten where to go.

[Student Detail Schedule](#)

Check your waitlist position. View more details about your class schedule.

[Update Ed Goal & Major](#)

Change your educational goal and/or your major. NOTE: Changing your educational goal after October 15 (Summer/Fall) or March 15 (Spring) will not affect your priority registration appointment date and time for the next semester. Additionally, changing your educational goal will NOT remove preregistration holds (orientation, assessment and advising).

[Registration Fee Assessment](#)

See how much you owe with detail codes that explain the charges.

[Register to Vote!](#)

Link to the ca.gov register to vote site.

STEP 2 3

- Select a Term
- Next Select "Submit"

Registration Term

Select a Term: **Fall 2024**

SUBMIT

STEP 2 4

- Your Registration Date and Time will be displayed
- You can register on or after your posted Registration Date
- If it has been 24 hours since you submitted your application and your Registration Date is not displayed, contact the Enrollment Services Department

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [CONTACT US](#) [FOOTER](#)

Pre-Registration Requirements and Holds

You may register starting at:

Date	Time
28-OCT-2020	8:00am

No holds exist on your record.

✓ You have no Holds which prevent registration.

✓ Your Combined Academic Standing is Academic Good Standing.

K00 Spring 2021
Jan 12, 2021 10:37 am

SBCC K #:

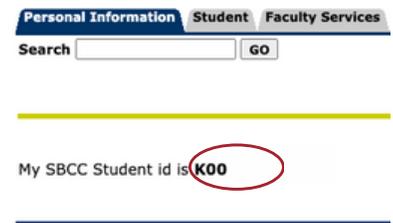
Your K# will displayed at the top right corner of this page.

Write your K# down or save it in your phone.

You will continue to use your K# while at SBCC, so have it handy!

STUDENT ID (K#)

- You can also locate your K# by hovering over the "Student" tab, then Click on "My Personal Information" then click on "My SBCC Student ID (K number)"



PROMISE OPT-IN

Are you eligible for the SBCC Promise?

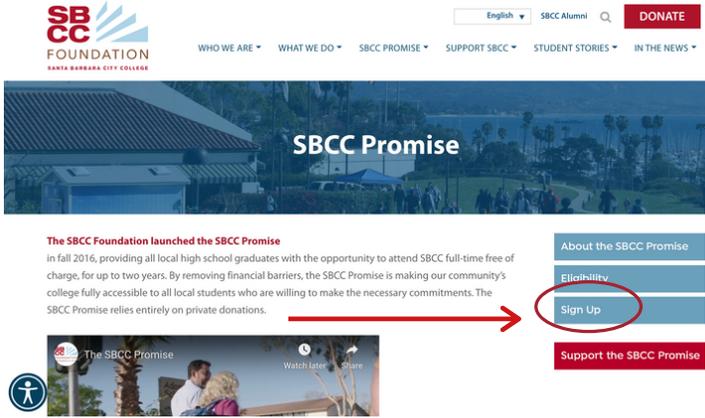
Do you meet the following SBCC Promise Eligibility Requirements:

- Complete your secondary education within the Santa Barbara Community College District
- Enroll at SBCC for the fall or spring semester immediately after your high school graduation, GED completion, or the equivalent.

***Local High School Seniors continue to Step 25 to Opt-In to the SBCC Promise ***

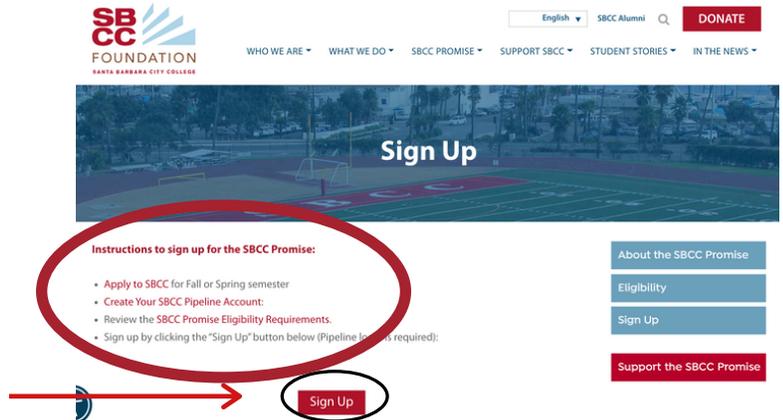
STEP 25

- SBCC Promise Sign-Up
 - Go to www.sbccpromise.org
 - Click on "Sign Up"



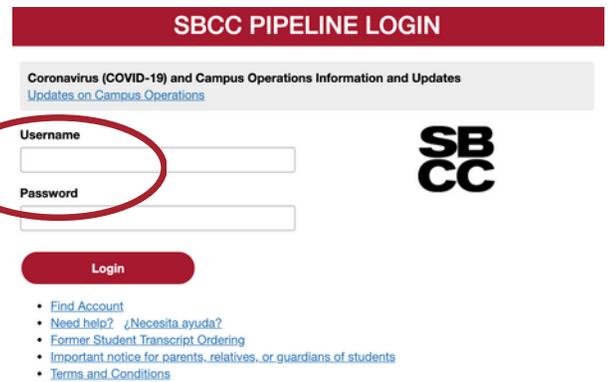
STEP 26

- Double check that you have completed all steps on the "Instructions List" below
- Next Click "Sign Up"



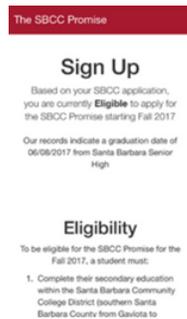
STEP 27

- Complete your SBCC Promise Sign Up
 - You will be routed to your "Pipeline Account"
 - Log into Pipeline



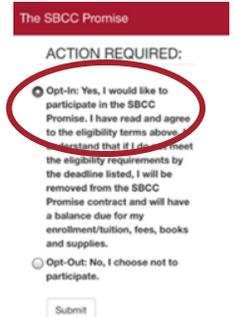
STEP 28

- "Opting-In" to the SBCC Promise



STEP 29

- Next then Click "Opt-In" to sign up for the SBCC Promise
- Click then "Submit"



NOTE: YOU ARE NOT AUTOMATICALLY SIGNED UP FOR THE PROMISE YOU MUST OPT-IN MANUALLY

NEXT STEPS

- To be eligible for the SBCC Promise you must complete your Financial Aid
 - FAFSA OR Dream Act OR CA College Promise Grant (CCPG)
- **YES - I have completed my Financial Aid Application**
 - Log into our Pipeline Account to confirm SBCC has received your Financial Aid
 - Check if you have "Outstanding Requirements" and are required to submit additional documentation for your Financial Aid
 - **Checking your Financial Aid Award on Pipeline:**
 - Log into "Pipeline", Hover over "Student", Click "Financial Aid" > Click "Award"
 - **Checking for Financial Aid Outstanding Requirements/Documents:**
 - Log into "Pipeline", Hover over "Student", Click "Financial Aid", Click "Eligibility", "Select Aid Year", Click "Submit", Review "Student Requirements"
- **NO / I DON'T KNOW If I have completed my required Financial Aid**
 - Contact the SBCC Financial Aid Office for additional support/assistance
 - SBCC Financial Aid Department Contact:
 - www.sbcc.edu/financialaid
 - (805) 730-5157
 - Virtual Front Desk
- Complete Orientation at sbcc.edu/orientation
- Register for Class Planning

CONTACT THE ENROLLMENT SERVICES TEAM

- Need Help?
- Have questions?
- We are here to help!
- **Contact us!**
 - Phone: (805)730-4086 (during phones hours)
 - **Email: info@sbcc.edu** > Response time is within 24 business hours

