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

**CCC-APPLY SUPPORT**
If you have problems logging in, call 1-877-247-4836
**I M P O R T A N T**

- 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.

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**S T E P 6**

- Click on "Begin Creating an Account"

- Important: This is NOT the same as your SBCC Pipeline Account

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**S T E P 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
If an existing account is found select one of the 2 options listed and click "Continue"

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"

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.

STEP 9

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

Local High School Name Key

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

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"

HELPFUL TOOLS!

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

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"

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.
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"

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"

If you have any issues with your CCC-Apply Account, call 1-877-247-4836
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"
  
  ![SBCC Pipeline Login]
  
  - 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 22

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

STEP 23

- Select a Term
- Next Select "Submit"

Registration Term

Select a Term: Fall 2024

STEP 24

- 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

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

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

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

"Opting-In" to the SBCC Promise

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