**SBCC Fall 2024 - Registration Steps**

**LOCAL HIGH SCHOOL STUDENT ENGLISH GUIDE**

**STEP 1**
- Go to sbcc.edu (DO NOT use Internet Explorer)

**STEP 2**
- Click on "Pipeline"

**STEP 3**
- Log into your Pipeline Account, using your Pipeline "Username and Password"

- If you don't know your Pipeline Username or Password click on "Find Username" to retrieve account info then return to Step 3

**STEP 4**
- Click on SBCC Portal

**STEP 5**
- To view your Student Education Plan (SEP)
- Click on "Starfish" (at the top)

**STEP 6**
- My Success Network

How can we help?
In the next steps you will build your Class Schedule and Register for Classes.

**Helpful Hints:**
- When you click on a plan it will always take you to the "Courses" tab first.
- This shows you a template of your academic plan, organized by term.

**In the next steps you will build your Class Schedule and Register for Classes**

**STEP 7**
- From the menu select "Degree Planner".

**STEP 8**
- "Degree Planner"
  - If a counselor has already created a plan you will see it here.
  - Click on the plan to access it.

**STEP 9**
- Navigating Your Plan:
  - The "Courses" Tab
  - When you click on a plan it will always take you to the "Courses" tab first.
  - This shows you a template of your academic plan, organized by term.

**STEP 10**
- Open a new tab, go to sbcc.edu (DO NOT use Internet Explorer).

**STEP 11**
- Scroll down and click on "Find a Class".

**STEP 12**
- Scroll down and click on "Fall 2024 Schedule".

STOP! READ! UNDERSTAND!

- In the next steps you will search for classes and review the different offered sections and select a class to register for.
- Begin with searching for courses that have the least number of sections offered.
- Example: Math / English usually offer multiple sections to choose from, but an Automotive class may only offer one or two sections, so you will want to start with Automotive and build your schedule around this course.
Click on a specific subject from the "Subject" drop down list to search for a class.

Example: If you are searching for an English class, you will click on "ENG English, Composition & Literature".

Once you have selected a course in the subject list click "Search".

Scroll down the list to find the class that you are looking for.

In this example: ENG 110

Review all available sections offered to find the section with day(s) and times that work best for you.

Helpful Definitions:
- **Status:** lets you know whether the class is open, waitlisted, or closed
- **I:** Instructional Methods, gives you additional information about the class, click on the "I" link at the top of the column to view all the code definitions
- **CRN:** Course Reference Number, this is the number you will enter in Pipeline to register for a class, each CRN is hyperlinked click to view all course details
- **Units:** tells you how many units the course is worth
- **Type:** tells you the type of instruction
- **Meeting Time:** identifies which days of the week and time of the day the class will be meeting (R listed means Thursday)
- **Location:** lets you know where the class meets, click the hyperlink to learn more
- **Cap:** Capacity is how many students can register for this class (the same applies to Waitlist Cap)
- **Actual:** tells you how many have already registered (the same applies to Waitlist Actual)
- **Date / Weeks:** date column provides you with the start & end date for the course and the weeks column tells you how many weeks the course will be
Once you find a section that works for your schedule, write down the CRN number (5 digit number)

You can use the Class Schedule Sheet (pink sheet) OR a piece of paper to write down the CRN numbers along with the class meeting times & days

ENG 110 - Composition and Reading (4 Units)

Prerequisites: ENG 085 or ENG 089 or by placement.
Practice in expository composition based on critical reading of various academic texts and one book-length work. Develop skills in writing effectively, reading carefully, and thinking clearly.

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<tr>
<th>Status</th>
<th>CRN</th>
<th>Units</th>
<th>Type</th>
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STEP 15

Repeat "Steps 13 - 15" until you have selected all your classes and the CRN numbers

Return to "Pipeline" and login using your username and password then Click "Login"

Click on "Register, Add or Drop Classes"

Click on "Fall 2024" from the drop down list

STEP 16

STEP 17

STEP 18

STEP 19
**STUDENT ID (K#)**

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

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**STEP 20**

- Every semester you will be asked to update: Major, Education Goals and Personal Info
- Update everything, hit continue until you get to the "Add or Drop Classes" page

**Helpful Hints:**
- If you are unsure about your major, choose a major you are currently interested in
- You can change anytime
- **DO NOT PICK UNDECLARED!**
- Contact us if you have questions!

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**STEP 21**

- In the boxes under "Add Classes Worksheet" enter the CRN number (5 digit course number)
- Use the multiple boxes to enter CRN numbers for courses you want to register for
- Next then Click "Submit Changes"

Add Classes Worksheet

<table>
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SUBMIT CHANGES  | CLASS SEARCH  | RESET
Review your "Account Detail"
- Check the "Total Account Balance"
- SBCC Promise Eligible Students - Your total "Account Balance" should be $0.00
  - Promise students - If balance is not $0.00, contact the Enrollment Service Office for additional support

"Click to View and Print Schedule/Bill"
Helpful Hints:
- Take a picture of your "Class Schedule" or Print

STEP 26
- SBCC Promise Sign-Up
  - Go to www.sbccpromise.org
  - Click on "Sign Up"

STEP 27
- Instructions to sign up for the SBCC Promise
  - Double check that you have completed all steps on the "Instructions List" below
  - Next then Click "Sign Up"

STEP 28
- Complete your SBCC Promise Sign Up
  - You will be routed to your "Pipeline Account"
  - Log into your "Pipeline Account" using your Username & Password

STEP 29
- "Opting-In" to the SBCC Promise

STEP 30
- 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
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 (VFD).

CONTACT THE ENROLLMENT SERVICES TEAM

Need Help?
Have questions?
We are here to help!
Contact us!
  ◦ Phone: (805)730-4086 (during phones hours)
  ◦ Chat: Type any questions into the chat box for a live representative during business hours > www.sbcc.edu/enrollmentservices/
  ◦ Email: Available to send messages at all hours and response time is within 24 business hours > info@sbcc.edu