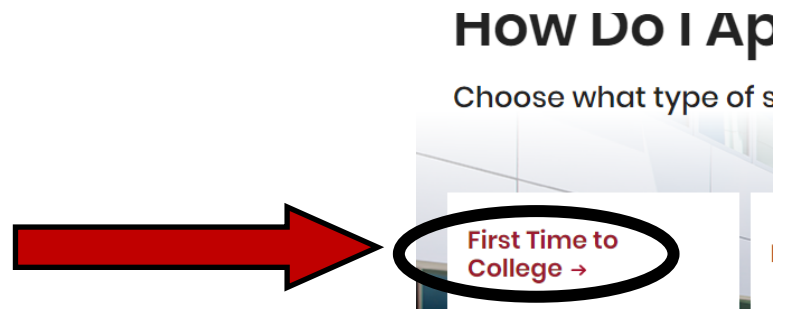


SBCC *FALL 2020* APPLICATION STEPS (G)

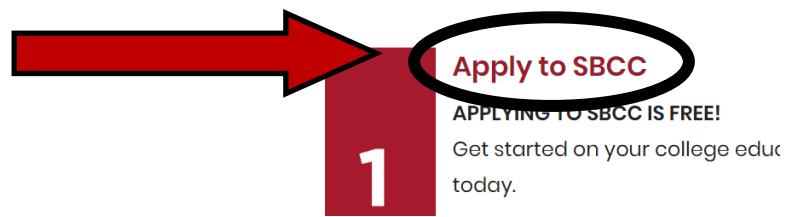
Contact information is available on the last page of this packet so that you can Ask Us questions/get help.

STEP 1: Go to sbcc.edu/apply

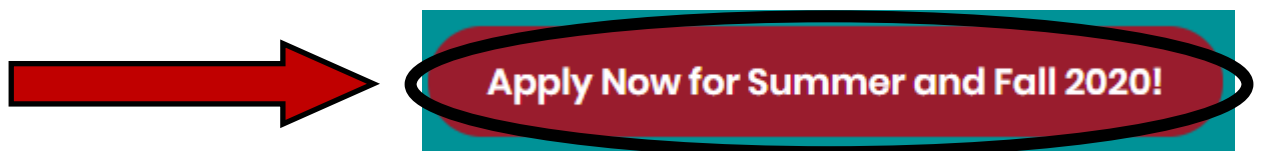
STEP 2: Scroll down and click on FIRST TIME TO COLLEGE/RETURNING/TRANSFER.



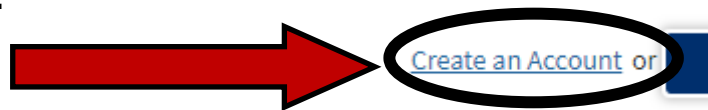
STEP 3: Click on APPLY to SBCC.



STEP 4: Scroll down and click on APPLY NOW for FALL 2020.



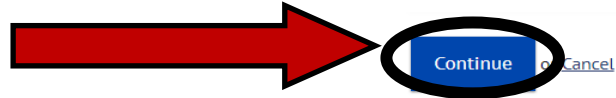
STEP 5: Click on CREATE an ACCOUNT.



STEP 6: Click on BEGIN CREATING MY ACCOUNT.

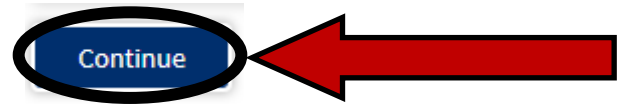
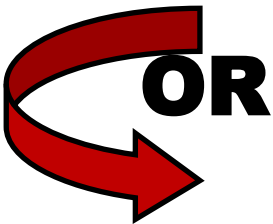


STEP 7: Enter your LEGAL NAME (**what's on your birth certificate**), DATE of BIRTH, and SOCIAL SECURITY NUMBER. Click on CONTINUE.

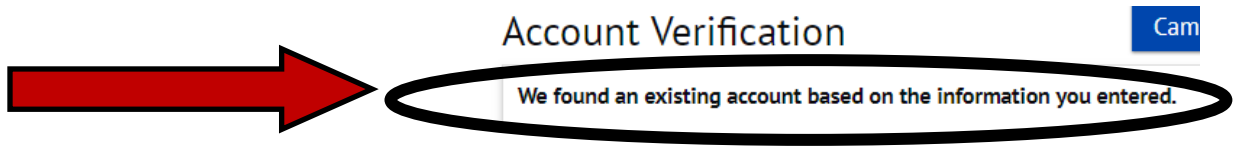


If you do not have a Social Security Number/Taxpayer Identification Number check the appropriate boxes. Some International Students, nonresident aliens, or others may not have a Social Security Number. If you do not have a SSN/Tax ID# then check the appropriate boxes and also complete an AB540 form and turn it into our Admissions & Records Dept.

STEP 8: If it says CONTINUE CREATING YOUR ACCOUNT continue by entering your email, telephone, and permanent address and click CONTINUE.



If it says WE FOUND AN EXISTING ACCOUNT then either answer security questions or have an email sent to you. If you can't find your account then Ask Us/Contact Us.



STEP 9: Create your CCCApply USERNAME & PASSWORD.

WRITE your USERNAME & PASSWORD down/put it in your phone.



Username and Password

When you sign in later, you must choose a unique username for your account.

Username

Minimum 6 characters (letters, numbers, special characters)

Password

7 to 20 characters (letters and at least one number)

STEP 10: Create your CCCApply 4 DIGIT PIN (if it prompts you to create one).



Security PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) correctly.

PIN

STEP 11: Create your ANSWERS to the 3 SECRET QUESTIONS & CLICK CONTINUE.



Security Questions

If you forget your username or password, or if you forget your PIN, please select three security questions you would like to answer.

First Security Question


STEP 12: WRITE down/take a picture of your CCCID and click CONTINUE.

Account Created

Your secure OpenCCC account has been created.


Please take a moment to ensure that you remember your username and password.

Your CCCID is: AXR8598



STEP 13: Click START NEW APPLICATION.

Start A New Application




STEP 14: Click on the TERM APPLYING FOR. YOU WILL CLICK ON THE SPRING 2020 TERM.

Enrollment Information for Santa Barbara City College

Term Applying For

Fall 2020 (Aug 24 - Dec 12) (08/24/2020 to 12/12/2020)




STEP 15: Choose an EDUCATIONAL GOAL. It is okay if you are not sure about your goal. Choose the answer that best fits your current goals, you can change it at anytime.

Educational Goal

Obtain an associate degree and transfer to a 4-year institution

CHOOSE ONE OF THE FIRST 4 LISTED





STEP 16: Choose your PROGRAM of STUDY/MAJOR. It is okay if you are not sure about your major. Choose the answer that best fits right now, you can change it at anytime.

Intended Major or Program of Study

Psychology-AA

Then CLICK

Continue



STEP 17: Review ACCOUNT & MAILING INFORMATION.

Account and Mailing Information



Review OpenCCC Account Information

STEP 18: Choose COLLEGE ENROLLMENT STATUS.

It is very important to answer this question correctly. You will pick the answer that fits your specific College Enrollment Status.

College Enrollment Status

As of 08/26/2018, I will have the following college enrollment status:

First-time student in college (after leaving high school)



STEP 19: Answer the HIGH SCHOOL EDUCATION questions.

Make sure to **answer correctly.**

High School Education

High school education level as of 08/26/2018

Month

Day

Year

High school completion date

Yes No

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

STEP 20: Answer YES or NO to “attended high school in California for 3 or more years”.

If you are unsure how to answer then Ask Us/Contact Us.

Yes No

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



STEP 21: Answer **LAST HIGH SCHOOL ATTENDED** questions with your information and then if applicable **TYPE IN YOUR HIGH SCHOOL/Homeschool Org & SELECT** from the list.

MAKE SURE YOU CHOOSE THE RIGHT Name.

Last High School Attended

- I attended high school.
- I was homeschooled in a registered homeschool organization.
- I was independently homeschooled.
- I did not attend high school and was not homeschooled.

Country

State

Enter the name or city of your high school or homeschool organization. Then make a selection from the list.

STEP 22: Answer **HIGH SCHOOL TRANSCRIPT INFORMATION**

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.

2.5

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.

-- Select --

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.

-- Select --

ANSWER THIS INFORMATION BASED ON YOUR HS TRANSCRIPTS. IF UNSURE MAKE SURE TO ASK US.

DO NOT GUESS OR ESTIMATE!

*Once you choose your **HIGHEST COURSES TAKEN** it will ask your **GRADE**. If you aren't sure about **YOUR GRADE** LOOK AT YOUR TRAN-*

STEP 23: Answer **CITIZENSHIP STATUS**. If you are unsure how to answer then Ask Us.

Citizenship

Citizenship Status

-- Select Status --

Are you AB540?= students (who don't have residency) who have attended high school in California for 3 or more years and earned a high school diploma or its equivalent (i.e. GED) are AB540 students.

If you are AB540 you will ANSWER = "Other" and check the box next to "No documents" & you will need to COMPLETE the AB540 FORM and turn it into Admissions & Records Dept.

STEP 24: Answer **MILITARY/MILITARY DEPENDENT** question.

U.S. Military/Dependent of Military

U.S. Military status as of 08/26/2018

-- Select Status --



STEP 25: Answer **CALIFORNIA RESIDENCE, OUT-OF-STATE ACTIVITIES, and SPECIAL RESIDENCY CATEGORY** questions.

It is VERY IMPORTANT to answer these questions correctly.

STEP 26: Answer **NEEDS & INTERESTS** questions.

- Main Language
- Financial Assistance (TANF/CalWORKS=Food Stamps/Cash Aid)
- Athletic Interest
- Programs and Services (YOU CAN LEAVE THIS BLANK)

STEP 27: Answer **DEMOGRAPHIC INFORMATION** questions.

- Gender/Transgender and Sexual Orientation questions are **OPTIONAL**.
- Parent/Guardian Educational Levels: If you don't know answer the best you can.
- Race/Ethnicity

STEP 28: Answer **FUTURE TRANSFER PLANS** question.

Future Transfer Plans

Future Transfer Plans

UC Santa Barbara



It's OK if you are UNSURE. Answer what you are thinking about doing today.

You can change this at any time.

STEP 29: Answer **PRIMARY LANGUAGE** question.

STEP 30: Answer **EMPLOYMENT EXPECTATION** question.

It is OK if you are UNSURE. Answer what you think it will be or what you are working now.

STEP 31: Answer SBCC PROMISE question.

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.

Yes, I consent/ I would like more information ▼

If you meet the SBCC PROMISE ELIGIBILITY GUIDELINES LISTED ANSWER

Yes, I Consent

IF YOU DON'T THEN ANSWER NO.

If unsure then Ask Us/Contact The Promise directly.

STEP 32: Answer SUPPORT SBCC question.

Support SBCC

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

-- Select --

STEP 33: CONSENT: This is so CCCApply has your consent to send SBCC your application information.

Request for Consent to Release Information

The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be sold, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that answering "no" to this question will not prevent release of certain "directory information" about you. To learn more about directory information or how to block its release, see the [Privacy Policy](#).

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 in the [Full Statement of Confidentiality](#).

I consent

STEP 34: Check BOTH "By Checking Here" Boxes.

Submitting 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 53300, subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By checking here, I, Theresa Ann Stein, 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 falsification, 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.

By checking here, I, Theresa Ann Stein, 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 expense.
- 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 on-line.

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.icanaffordcollege.com, and on most college websites.

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

STEP 35: Click on SUBMIT MY APPLICATION.

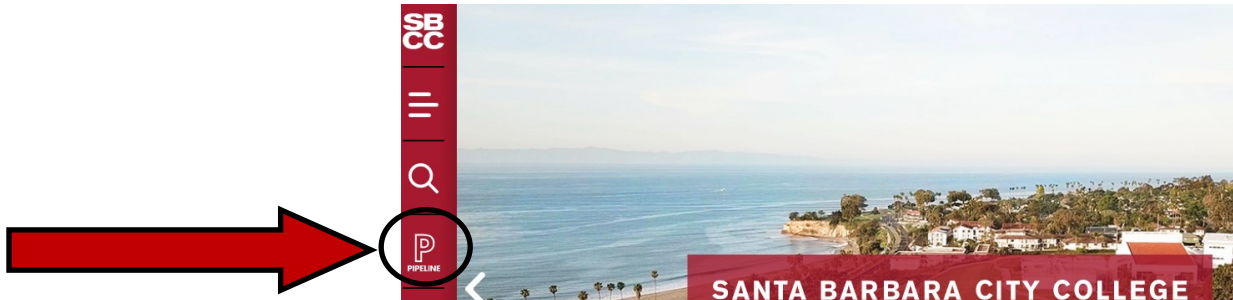
Submit My Application

STEP 36: Take a **PICTURE** of the **CONFIRMATION** PAGE/Write down your **CCCID** and **Confirmation Number**. Close out the CCCApply page.

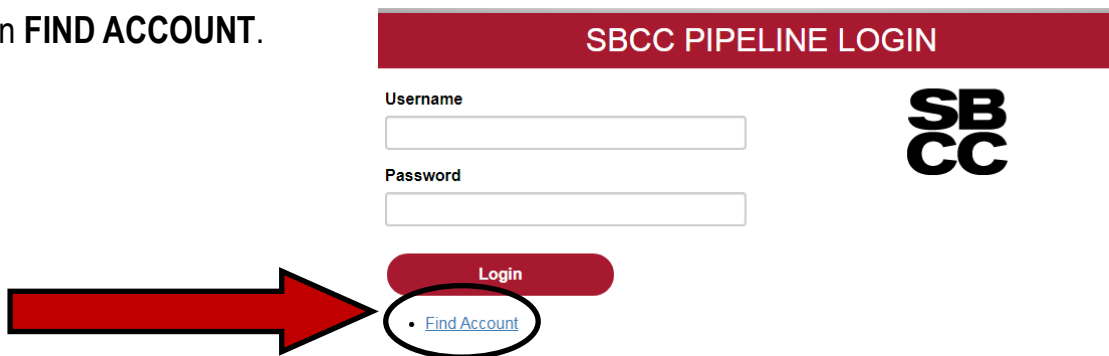
Creating/Logging Onto YOUR SBCC PIPELINE ACCOUNT

Although it can take up to 24 hours to be able to log onto your Pipeline Account many students can log on within 15-30 minutes. Go ahead and **start STEP 37 now**. If it doesn't work then wait another 15-30 minutes and try again. If after 24 hours it still doesn't work please contact us (look at ASK US for contact info on last page).

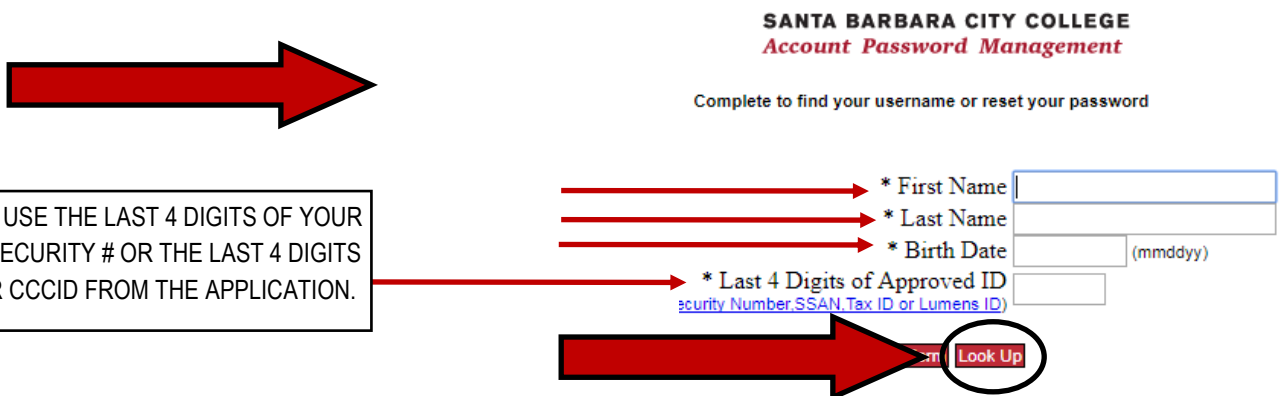
STEP 37: Go to sbcc.edu and click on PIPELINE.



STEP 38: Click on FIND ACCOUNT.



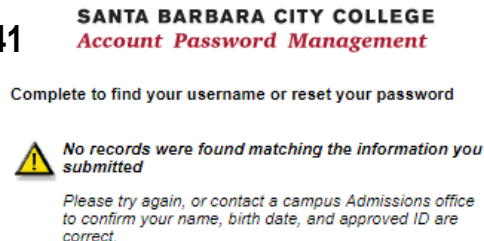
STEP 39: Type in FIRST NAME, LAST NAME, BIRTH DATE, and LAST 4 DIGITS of Social Security Number OR the LAST 4 DIGITS of your CCCID and click LOOK UP.



STEP 40: IF you DON'T receive this message move on to STEP 41.

IF YOU DO NOT SEE "NO RECORDS FOUND" GO TO STEP 41

***IF AFTER 24 HOURS you are still getting "No Records Found" Contact Us.**



STEP 41: Select your **SECRET QUESTION** and **ANSWER** and then click **SUBMIT**. Make it something you will remember. You will need this if you ever forget your Username/Password.

Secret Question and Answer
Please select a question and supply an answer. Future retrieval of your pipeline login information will require your secret answer.

Question:

Answer:

Confirm:
(Keep it simple so you remember!)
Limit 30 characters

STEP 42: CREATE a NEW PASSWORD (needs to be between 8-15 characters) and then Click **CHANGE PASSWORD**.

SANTA BARBARA CITY COLLEGE
Account Password Management

You are now required to reset your password.

Create a new Password between 8 and 15 characters...

Enter New Password: Type Password

Re-enter New Password:

STEP 43: WRITE down/put your **PASSWORD** and **USERNAME** in your phone. Then **CLICK** on **CLOSE THIS WINDOW**.

SANTA BARBARA CITY COLLEGE
Account Password Management

Changes complete!
(Allow up to 10 minutes for disabled or expired accounts to activate.)

USERNAME → Please log into Pipeline with your
username: **tastein**
and your new password.

STEP 44: **WAIT 5 MINUTES then** enter your **PIPELINE USERNAME** and **PASSWORD/LOGON** to **PIPELINE** and **CLICK LOGON**.

SBCC PIPELINE LOGIN

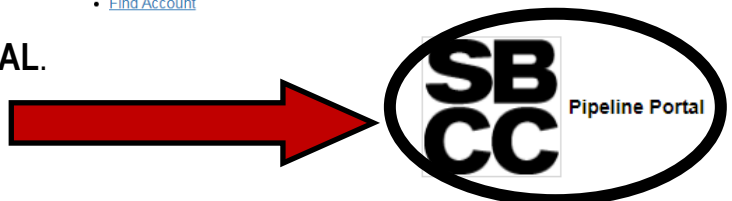
Username

Password

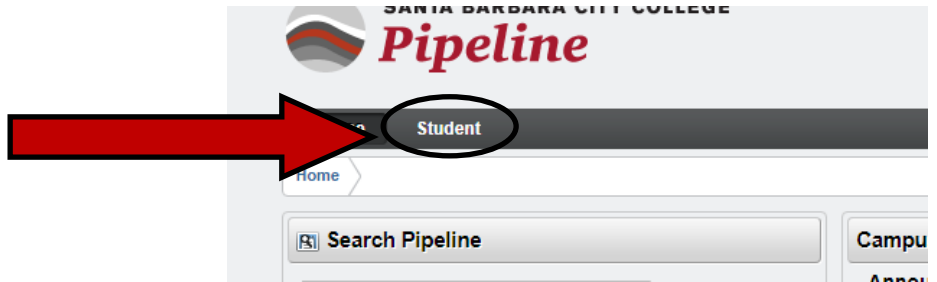
[Find Account](#)

SBCC

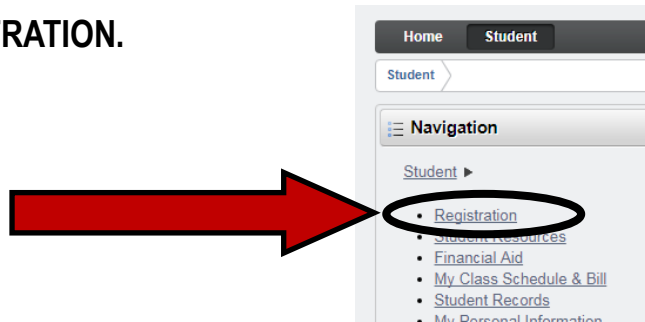
STEP 45: Click on **SBCC PIPELINE PORTAL**.



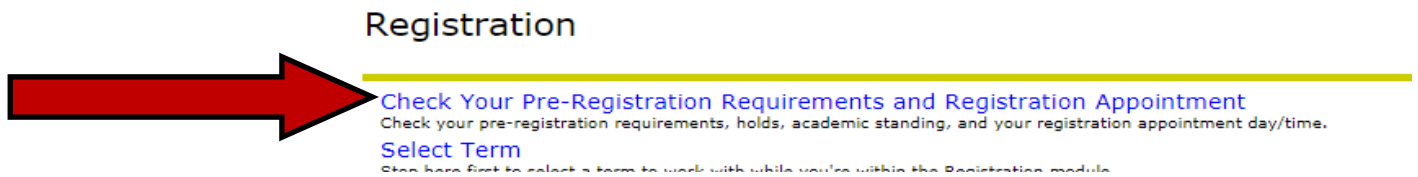
STEP 46: Click on **STUDENT TAB** at top of page.



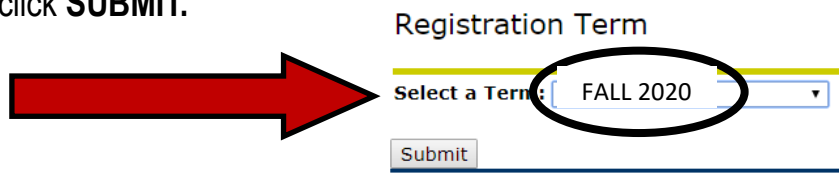
STEP 47: Click on **REGISTRATION**.



STEP 48: Click on **CHECK YOUR PRE-REGISTRATION REQUIREMENTS** and **APPOINTMENT**. Keep in mind that registration dates may not be posted when you apply. You will have to check back.

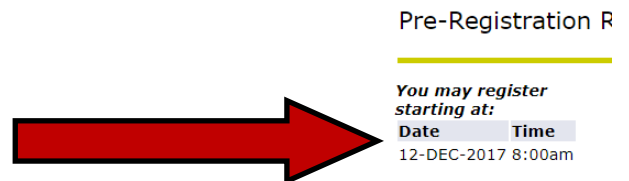


STEP 49: SELECT a **TERM** and click **SUBMIT**.



STEP 50: After clicking on **SUBMIT** you will be able to see your **REGISTRATION DATE** and **TIME** (if posted). You can register on or after this date and time. **WRITE this down/SAVE** in your phone.

*If you are unable to view your **Registration Date** for the term you are applying for, please check back at a later time and continue to **Step 51**.



STEP 51: **FIND YOUR K#** (SBCC Student ID #) on the top right hand corner of the screen and **WRITE IT IN DOWN/PUT IT IN YOUR PHONE**. **YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT**. It is how the College identifies you in our systems.

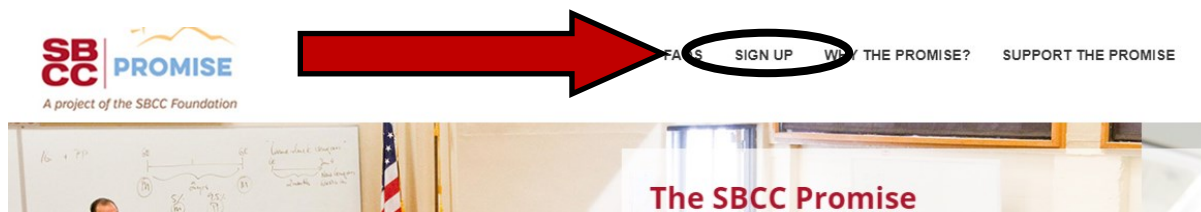
Close out and sign off of your Pipeline Account and move on to **STEP 52 IF YOU ARE ELIGIBLE FOR THE SBCC PROMISE PROGRAM**. IF YOU ARE **NOT ELIGIBLE** THEN YOU ARE READY TO **MOVE ONTO YOUR NEXT ENROLLMENT STEP**. Find your next STEP by Checking Your Pre-Registration Requirements on Pipeline.

ARE YOU ELIGIBLE FOR THE SBCC PROMISE?

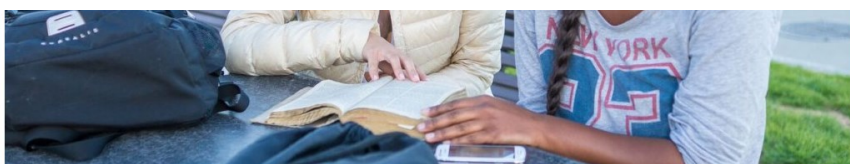
Did you complete your secondary education (i.e. High School Diploma/GED) within the Santa Barbara Community College District (Gaviota, CA. to Carpinteria, CA.)? Are you enrolling in SBCC in either the fall or spring term immediately after high school/equivalent (see SBCC Promise website for exceptions)? If you answered yes to both questions you may be eligible. Go to STEP 52.

If you aren't sure about your eligibility or think your situation might be an eligible exception go to sbccpromise.org to get more information.

STEP 52: Go to sbccpromise.org and CLICK on SIGN UP.



STEP 53: Click on **SIGN UP** towards the bottom of the page.



Sign Up

The SBCC Promise is not automatic, nor is it mandatory. Students who would like to take advantage of the SBCC Promise must opt in.

Students can sign up for the SBCC Promise during the registration process, or by clicking the "Sign Up" button below (Pipeline login is required):



STEP 54: Use your **PIPELINE USERNAME** and **PASSWORD** to **LOGIN**.

A screenshot of the 'SBCC PIPELINE LOGIN' form. The form has a dark red header with the text 'SBCC PIPELINE LOGIN' in white. On the right side of the header is the SBCC logo. Below the header are two input fields: 'Username' and 'Password'. A red button labeled 'Login' is positioned below the password field. Two large red arrows point from the left towards the 'Username' and 'Password' fields. The 'Login' button is circled in black. Below the login button are several links: 'Find Account', 'Need help? ¿Necesita ayuda?', 'Important notice for parents, relatives, or guardians of students', and 'Terms and Conditions'.

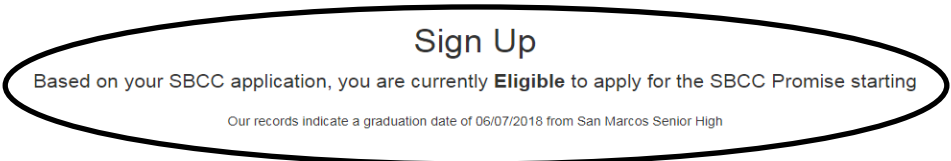
STEP 55: After **LOGGING IN** with your **PIPELINE USERNAME** and **PASSWORD** the following **MESSAGE** will **POP UP**. Move onto **STEP 56**.



IF this message **DOES NOT POP UP** don't worry. It just means that your application hasn't been received by the Promise yet. It can take a few hours so try again later. Contact **THE SBCC PROMISE** with questions/concerns. Go to: sbccpromise.org

For now go ahead and move onto **STEP 58**.

The SBCC Promise



STEP 56: At bottom of page **CLICK ON "OPT IN TO THE PROMISE"**

Eligibility

To be eligible for the SBCC Promise for the Spring 2018, a student must:

1. Complete their secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gavito to Carpinteria).
2. Submit the completed California College Promise Grant (CCPG) (formerly Board of Governors (BOGW) Fee Waiver Application) for each academic year by one week prior to the add/drop (census) date. The CCPG waives enrollment fees for qualifying students who are California residents or students who qualify for the AB-540 Nonresident Tuition Exemption. In order to qualify for the SBCC Promise, students must apply for the CCPG, however students are not required to meet the CCPG eligibility criteria. To be considered, students can submit one of the following applications:
 - Free Application for Federal Student Aid (FAFSA), for U.S. citizens or eligible non-citizens.
 - California Dream Act Application, for students who qualify for the AB-540 Nonresident Tuition Exemption. For more information, please visit the Dream Act Scholars section of the Admissions and Records website.
 - Board of Governor's Fee Waiver Application, for California residents or AB-540 eligible.
3. Enroll at SBCC in either the fall or spring term immediately following high school or equivalent. If entering military service directly out of high school, a student must enroll within 12 months of completion of military service.
4. Commit to a full time student schedule (minimum 12 units) throughout the duration of the SBCC Promise for each fall and spring semester (deadline: February 4, 2018 and for the following academic years) by one week prior to the add/drop (census) date. Summer session is encouraged but there is no minimum unit requirement.
5. Complete a Student Educational Plan (SEP) through New Student Academic Advising by the add/drop (census) date of your first term.
6. Participate in academic counseling (at least one session per semester) by one week prior to the following term's registration date.
7. Remain in good academic standing at SBCC.

For more information, eligibility requirements, and frequently asked questions please visit the SBCC Foundation Promise Website. If you have questions please contact Lucille Boss at promise@sbccfoundation.org or (805) 730-4416.

ACTION REQUIRED:

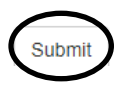
Opt-In: Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.

Opt-Out: No, I choose not to participate.



STEP 57: Click **SUBMIT**.

- **Opt-In: Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.**
- **Opt-Out: No, I choose not to participate.**



STEP 58: Find your **NEXT STEP** by **Checking your Pre-Registration Requirements on your Pipeline Account..**



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](#)
Once here, first to select a term to enroll with while under the Registration module.

If you have questions/need help? Ask Us by:

- Ask an SBCC Representative (if here in person)
- Come to the Welcome Center (*located on 1st floor of Student Services Building*).
- Call us at: 805-730-4450
- Email us at info@sbcc.edu

5/18/2020