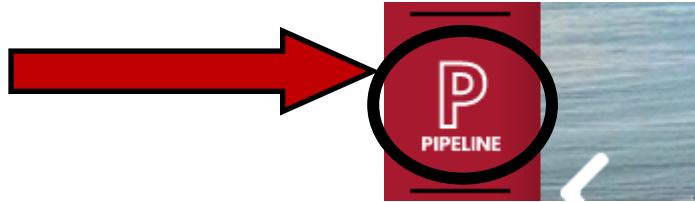


SBCC *FALL 2020* REGISTRATION STEPS

***RETURN TO WELCOME CENTER* (Gen.)**

STEP 1: GO to **sbcc.edu**  Do NOT use Internet Explorer

STEP 2: Click ON “PIPELINE”



STEP 3: LOGON to Pipeline using your Pipeline **USERNAME** and **PASSWORD** and click on **LOGIN**.

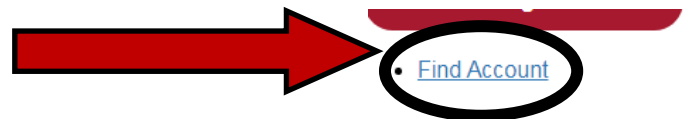
SBCC PIPELINE

Username

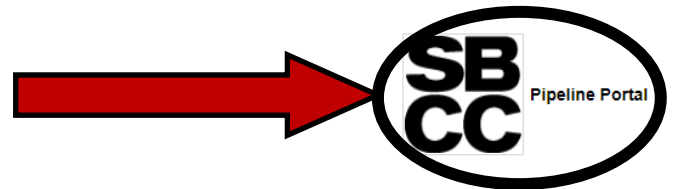
Password

Login

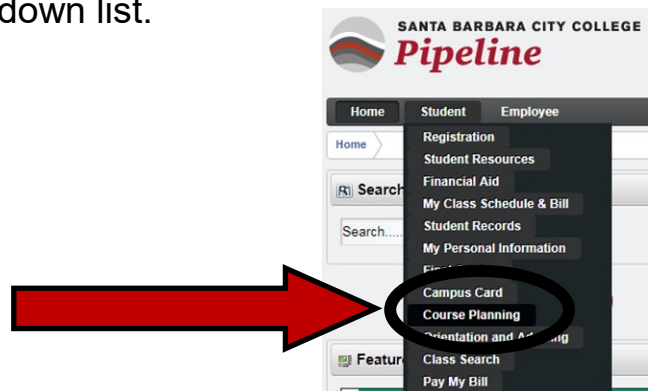
 If you don't know your **USERNAME** or **PASSWORD** Click on “**FIND ACCOUNT**” to find them. Then go back to **STEP 3**.



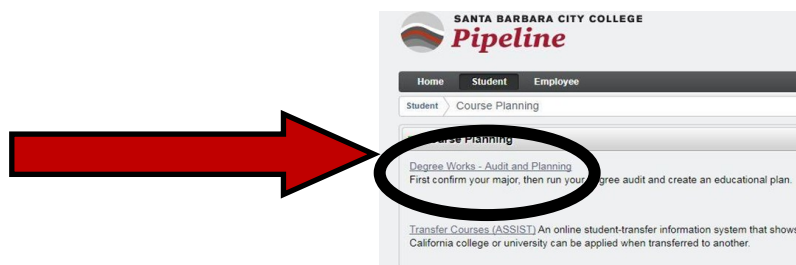
STEP 4: Click ON SBCC Pipeline Portal.



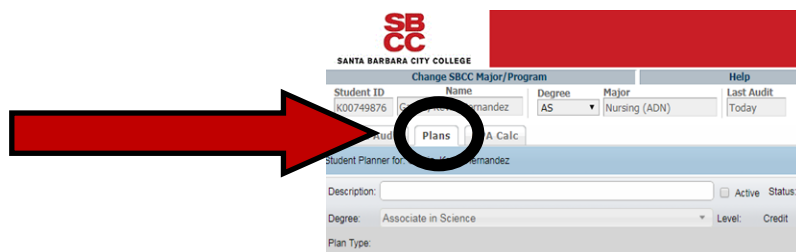
STEP 5: Once inside your Pipeline Account, hover over the “**STUDENT**” tab and click on “**COURSE PLANNING**” in the drop-down list.



STEP 6: Click ON the “**DEGREE WORKS — AUDIT and PLANNING**” hyperlink.



STEP 7: Click ON the “**PLANS TAB**”. Leave tab open while doing next step.
This is the Student Education Plan (SEP) you did with a counselor/at a Class Planning Workshop. **Review/find** courses under **Plan for FALL 2020**.



You are about to build your **CLASS SCHEDULE/** figure out what classes you want to **REGISTER** for.

HELPFUL HINT: In the next 6 STEPS you will search for classes and figure out what section of each class that you want to register for. It will be **EASIER** if you start to look at classes that have the least number of sections offered

**i.e. Math/English usually offer multiple sections to choose from but an Automotive class may only offer one or two sections so you would start with Automotive) and then build your schedule this way.*

STEP 8: GO to **sbcc.edu** 🖱️ Do NOT use Internet Explorer

STEP 9: SCROLL DOWN and click on **FIND A CLASS**.



STEP 10: SCROLL DOWN and click on **FALL 2020 SCHEDULE**.



- **Fall 2020—Schedule of Classes (August— December 12)**

STEP 11: To FIND classes click on the list in the **SUBJECT** drop down list. (i.e. if you are looking for an English class you will click on ENG English, Composition & Literature in the drop down list). Once you select from the Subject drop down list click **SEARCH**.

Class Schedule Search for: Fall 2020
Change term and/or level by selecting from the lists and click the 'Select' button. Then search.

Term: Spring 2020, Fall 2019, Summer II 2019, Summer I 2019, **Fall 2020**
Credit: Noncredit, Adult HS/GED, **Select**

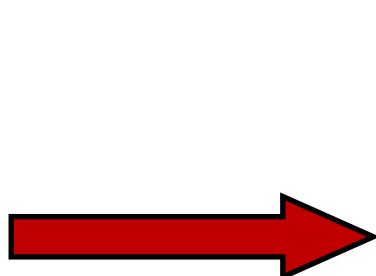
SUBJECT → **Subject** dropdown menu:
EMT Emergency Medical Technician
ENG English, Composition & Literature
ENGR Engineering
ENT Entrepreneurship
ENVS Environmental Studies
ERTH Earth and Planetary Sciences

Course Number: 101
CRN: 12345
Title: Introduction To Accounting
Part-of-Term: <all>, Primary Term, One or Two Day Class
Instructional Method: <all>, Classroom only

Start Time: Hour 05
End Time: Hour 11
Days: Mon Tue
Open Classes Only: No
Off Campus Classes Only: No
Online Classes Only: No
On Campus Classes Only: No

SEARCH → **Search** button

STEP 12: Scroll **DOWN** the list to **FIND** the class that you are looking for (i.e. ENG 110) and then **LOOK** at all the available sections offered to **FIND** the section with the day(s) and times that work best for your schedule.



ENG 110 - Composition and Reading (4 Units)

Prerequisites: ENG 088 or ENG 098 or by placement.

Practice in expository composition based on critical reading of various academic texts and one book-length work. D

Hours: 72 (72 lecture)

Transfer Information: C-ID Approved Course (ENGL 100.), CSUGE Area A2, IGETC Area 1A, CSU Transferable, I

SBCC General Education: SBCCGE Area D1

Grading Options: Pass/No Pass or Standard Letter

Status	I	CRN	Units	Type	Meeting Time	Location	Cap
OPEN		54602	4.0	Lec	M W	08:00am - 10:05am IDC 221	12
OPEN		54603	4.0	Lec	T R	08:00am - 10:05am IDC 221	12
OPEN	MT	54616	4.0	Lec	T R	10:30am - 12:35pm WCC 120	24

STEP 13: Once you **FIND** the **SECTION** that works for your schedule **WRITE** down the 5 DIGIT NUMBER (aka CRN Number) that is listed next to that section. You can use a **PINK CLASS SCHEDULE SHEET** (available at the Welcome Center) or a piece of paper to write down *the CRN Numbers* along with when the class meets etc.

ENG 110 - Composition and Reading (4 Units)

Prerequisites: ENG 088 or ENG 098 or by placement.
Practice in expository composition based on critical reading of various academic texts and one book-length work. D

Hours: 72 (72 lecture)

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OPEN	MT 54616	4.0	Lec	T R	10:30am - 12:35pm WCC 120	24

STEP 14: **CONTINUE STEPS 11-13 UNTIL** YOU HAVE ALL YOUR CLASSES PICKED OUT AND THE CRN's WRITTEN DOWN.

STEP 15: RETURN to Pipeline. Log in to Pipeline using your username and password and Click on **LOGIN**.

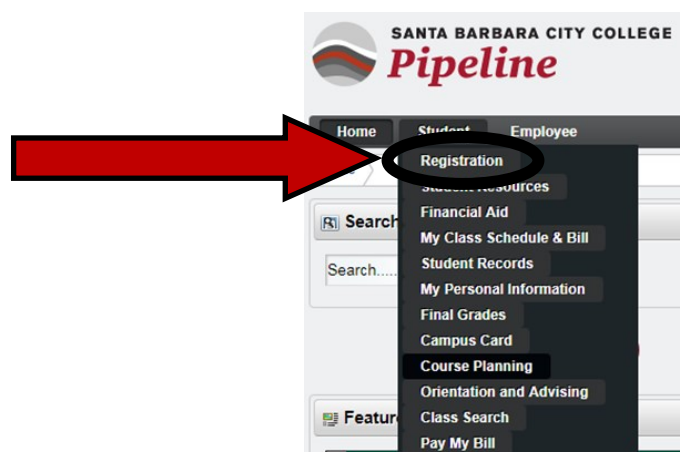
SBCC PIPELINE

Username

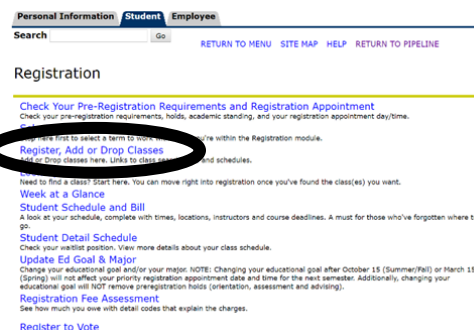
Password

Login

STEP 16: Once inside Pipeline hover over the **Student Tab** and Click on **REGISTRATION** in the drop-down list.



STEP 17: Click ON REGISTER ,ADD, OR DROP CLASSES.



Personal Information Student Employee

Search Go

RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

Registration

[Check Your Pre-Registration Requirements and Registration Appointment](#)
Check your pre-registration requirements, holds, academic standing, and your registration appointment day/time.

[Register, Add or Drop Classes](#)
Click here first to select a term to register. Then click on **Register, Add or Drop Classes** to register. You will be taken to the registration module.

[Update Ed Goal & Major](#)
Click here to update your educational goal and/or major. You can move right into registration once you've found the class(es) you want.

[Week at a Glance](#)
A look at your schedule, complete with times, locations, instructors and course deadlines. A must for those who've forgotten where to go.

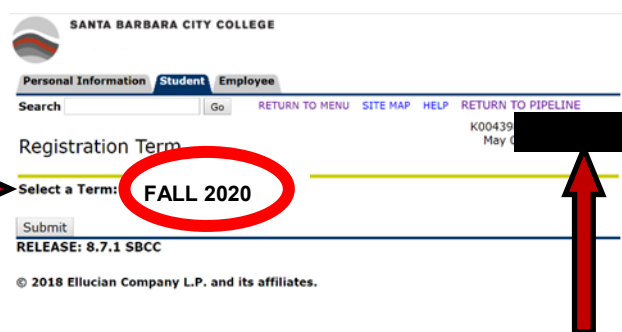
[Student Schedule and Bill](#)
Check your current schedule, view more details about your class schedule.

[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 pre-registration holds (orientation, assessment and advising).

[Registration Fee Assessment](#)
See how much you owe with detail codes that explain the charges.

[Register to Vote](#)

STEP 18: Click ON FALL 2020 from the drop-down list.



SANTA BARBARA CITY COLLEGE

Personal Information Student Employee

Search Go

RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

K00439
May

Registration Term

Select a Term: **FALL 2020**

Submit

RELEASE: 8.7.1 SBCC

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ALSO if you don't know your **K#/SBCC ID #** you can find it at the top right of this page. **WRITE IT DOWN/TAKE A PIC.** You will **NEED** to know THIS.

STEP 19: Every semester you will be asked to **update your Major and Education Goals** and your **personal information**. **Update everything** and **hit continue** until you get to the following **Add or DROP CLASSES** page.

IF UNSURE about your **MAJOR** choose what you are thinking about majoring in right now. You can change it **ANYTIME**.

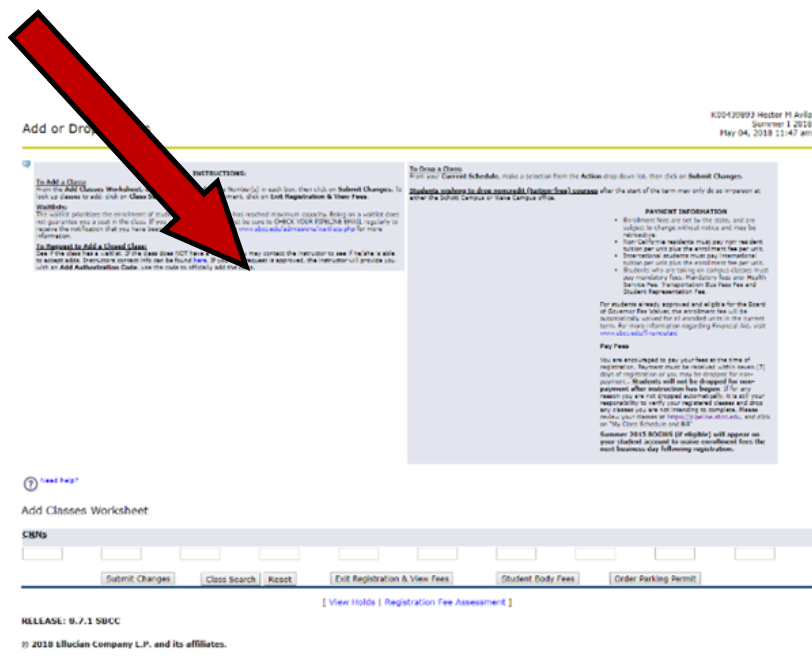
DO NOT PICK UNDECLARED.

ASK if you have questions.

Call us at: 805-730-4450

Email us at: info@sbcc.edu

See us at: The Welcome Center (1st Floor of Student Services Bldg.)



K00420002 Hector H Avila
September 1, 2020
May 04, 2020 11:47 am

Add or Drop

INSTRUCTIONS:

To Add a Class: Click on the Add Classes Worksheet link on the left. Then click on **Submit Changes** to add the class to your schedule. You will be taken to the registration module.

To Drop a Class: Click on the Add Classes Worksheet link on the left. Then click on **Submit Changes** to drop the class from your schedule. You will be taken to the registration module.

PAYMENT INFORMATION

- Enrollment fees are not the same, and are subject to change without notice and may be retroactive.
- Non-California residents must pay non-resident tuition per unit plus the enrollment fee per unit.
- International students must pay international tuition per unit plus the enrollment fee per unit.
- Students who are taking on campus classes must pay mandatory fees. Mandatory fees are: Health Service Fee, Transportation Bus Pass Fee and Student Transportation Fee.

Fee Refund

You are entitled to pay your fees at the time of registration. Refund must be received within seven (7) days of registration or you may be dropped for non-payment. Students will not be dropped for non-payment after notification has begun. If you are dropped you are not dropped automatically. It is your responsibility to notify your registered classes and drop any classes you are not attending in the system. Please notify your advisor of any drop or add, and drop on the class schedule and add.

Summer 2020 BIDDING (if eligible) will appear on your student account for more information. From the most business day following registration.

Add Classes Worksheet

CRNS

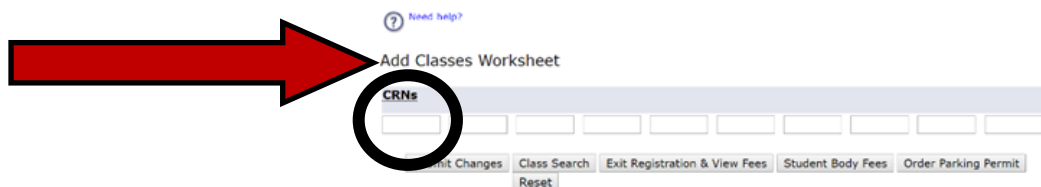
Submit Changes Class Search Reset Exit Registration & View Fees Student Body Fees Order Parking Permit

[View Holds | Registration Fee Assessment]

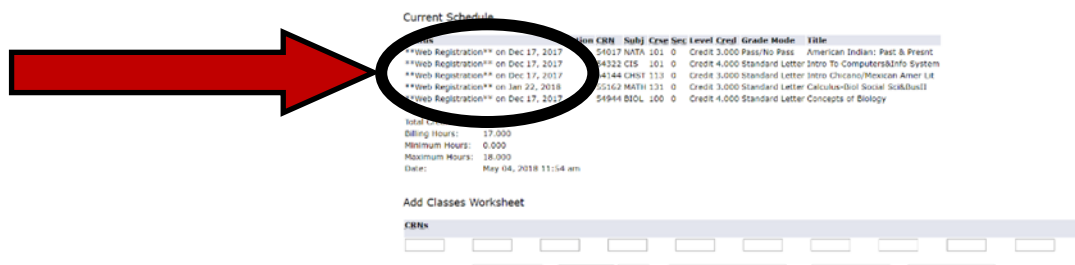
RELEASE: 8.7.1 SBCC

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STEP 20: In boxes under **ADD CLASSES WORKSHEET** type in each 5 digit course number (CRN), use the multiple boxes to put in your multiple CRN's, and click on **SUBMIT CHANGES**.

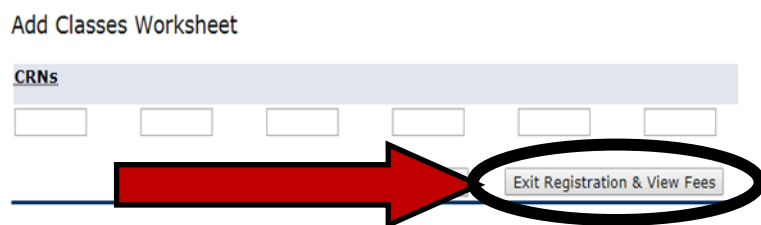


STEP 21: If it says **WEB REGISTRATION** next to each course and **today's date** you have **successfully** registered for that/those classes.

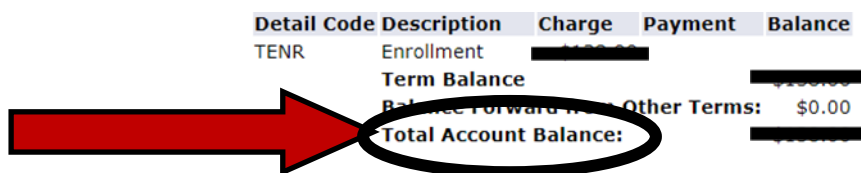



If anything other than WEB REGISTRATION pops up next to ANY OF THE CLASSES please ask for HELP.
IF WEB REGISTRATION pops up for ALL YOUR CLASSES move to STEP 22.

STEP 22: Click ON **EXIT REGISTRATION** and **VIEW FEES**.



STEP 23: Look at your **ACCOUNT DETAIL** and **IF YOU ARE A PROMISE STUDENT** make sure that your **TOTAL ACCOUNT BALANCE IS \$0.00**.

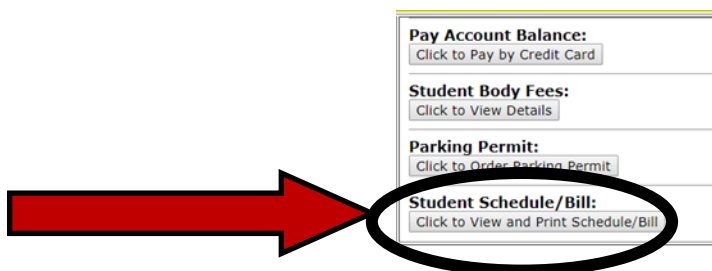


Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment			
	Term Balance			
	Balance Forward			
	Other Terms:			\$0.00
	Total Account Balance:			\$0.00



IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE IS not \$0.00 ASK FOR HELP** (see **STEP 19 for contact info**). **-OR-** IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE is \$0.00** (or if you are NOT a Promise Student) then move to **STEP 24**.

STEP 24: Click on **CLICK TO VIEW SCHEDULE** and **PRINT SCHEDULE/BILL**.



STEP 25: TAKE A PICTURE WITH YOUR PHONE (if you have one) of YOUR SCHEDULE.

NEXT...

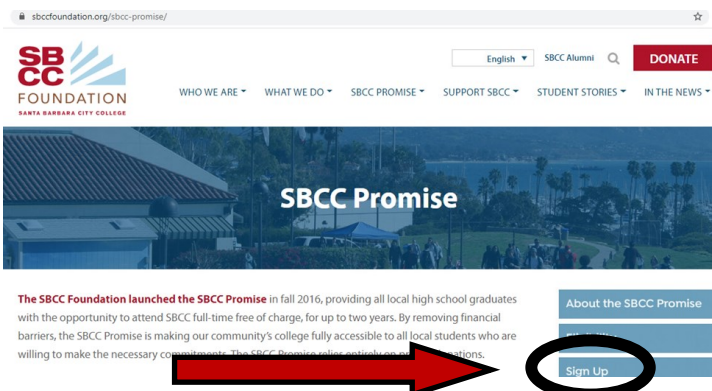
If you are an **SBCC PROMISE** eligible student move onto **STEP 26**.

If you are **not** an **SBCC PROMISE** eligible student move onto **STEP 33**.

* Go to www.sbccpromise.org/eligibility/ if you aren't sure if you are eligible for the SBCC Promise.

STEP 26: GO to sbccpromise.org and Click ON **"SIGN UP"** (if you already did this it's okay...do it again).

This will double check that you are signed up for The Promise.

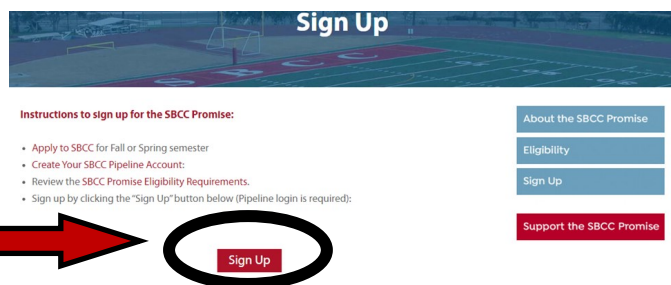


STEP 27: Scroll down and Click ON

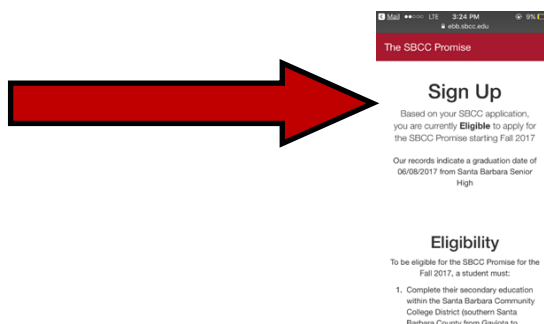
STEP 28: Log on to your **Pipeline Account**.

STEP 29:

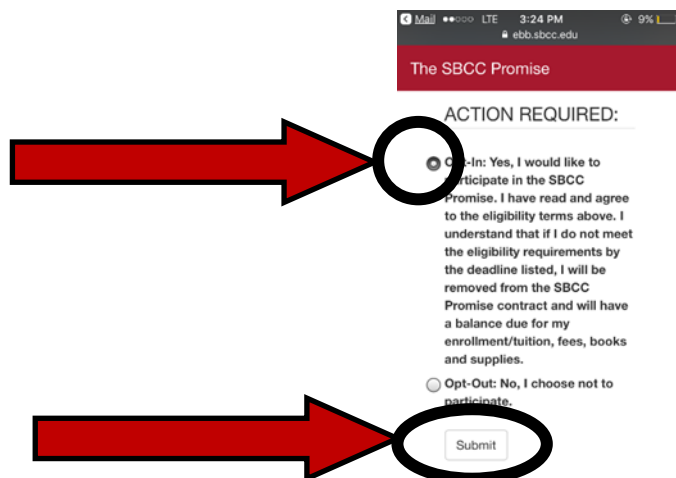
FYI: The SBCC Promise is not automatic, nor is it mandatory. Students who would like to take advantage of the SBCC Promise must opt in. To opt in go to STEP 30.



STEP 30: Once you Log ON to PIPELINE you will be able to **OPT IN** to the **PROMISE**. Your screen should look similar to this.



STEP 31: Scroll down the page until the screen looks like this. Click **OPT IN** to sign up for the **PROMISE PROGRAM**. Then Click On **SUBMIT**.



STEP 32: One of the **eligibility requirements** for the **PROMISE PROGRAM** is to **apply and complete** your **FINANCIAL AID** (CCCPG/FAFSA/DREAM ACT).

Have you **COMPLETED** your **FINANCIAL AID**?

→YES I have completed the FAFSA/DREAM ACT: If you have already completed a FAFSA/DREAM ACT then log onto your Pipeline Account to make sure SBCC has received it and if you have anything that SBCC needs so your Financial Aid Award can be complete.

→NO/I DON'T KNOW if I have completed the FAFSA/DREAM ACT: Make sure to talk with Financial Aid as soon as possible so they can give you more information on how to get your Financial Aid complete.

STEP 33: FINAL STEP

LOG OUT of your Account. Make sure you **know your K#/SBCC ID #** and **LEAVE** this **PACKET** with an SBCC Rep (if using it in person).

Remember to APPLY for and COMPLETE your FINANCIAL AID.

→YES I have completed the CCCPG/FAFSA/DREAM ACT: If you have already completed a FAFSA/DREAM ACT then log onto your Pipeline Account to make sure SBCC has received it and if you have anything that SBCC needs so your Financial Aid Award can be complete.

→NO/I DON'T KNOW if I have completed the CCCPG/FAFSA/DREAM ACT: Make sure to talk with the SBCC Financial Aid Department as soon as possible so they can give you more information on how to apply for and get your Financial Aid complete.

Go to: www.sbcc.edu/financialaid/ for more information.

***REMEMBER:** You just registered for classes and tuition and fees are **due within 7 days**. If unpaid **you will be dropped** from all classes. Students who are **SBCC Promise eligible** should have a \$0 balance due and therefore do not need to pay tuition or fees.