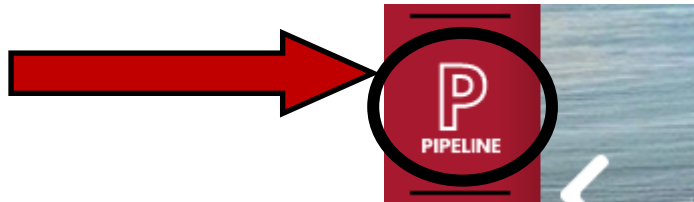# SBCC *FALL 2020*
REGISTRATION STEPS (LHS)

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

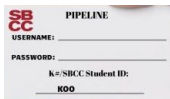**STEP 2**: Click ON "**PIPELINE**"

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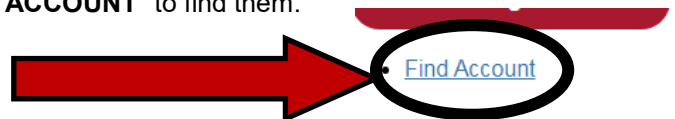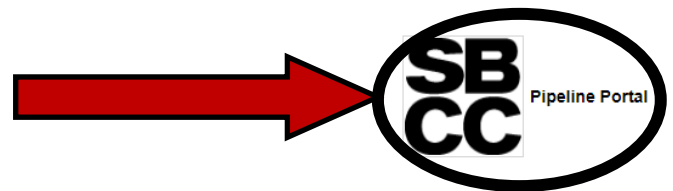
SBCC PIPELI

Username

Password

Login

If you don't know your **USERNAME** or **PASSWORD** it may be on your Pipeline Card

OR

you can Click on "**FIND ACCOUNT**" to find them.

Find Account

STEP 4: Click ON **SBCC Pipeline Portal**.

SB CC Pipeline Portal

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

SANTA BARBARA CITY COLLEGE
Pipeline

Home	Student	Employee

Home

Search

Search......

Registration
Student Resources
Financial Aid
My Class Schedule & Bill
Student Records
My Personal Information
Campus Card
Course Planning
Orientation and Advising
Class Search
Pay My Bill

Featur
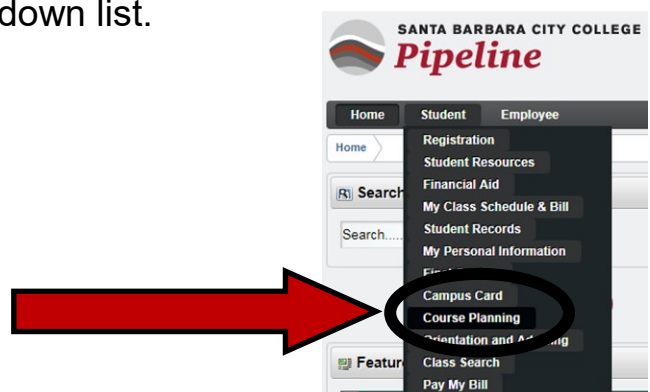
STEP 6: Click ON the **"DEGREE WORKS — AUDIT and PLANNING"** hyperlink.
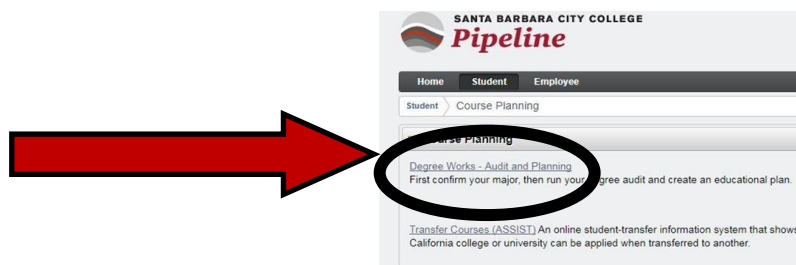
STEP 7: Click ON the **"PLANS TAB"**. *Leave tab open while doing next step*.
This is the Student Education Plan (SEP) you did with a counselor/at a Class Planning Workshop. **Review/find** courses under **Plan for FALL 2020.**
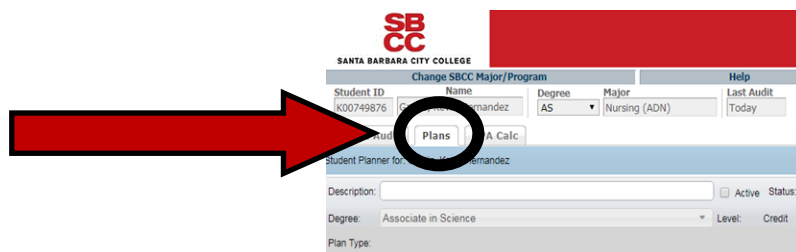
You are about to build your **CLASS SCHEDULE/** figure out what classes you want to **REGISTER** for.

HELPFUL HINT: In the next 6 STEPS you will search for classes and figure our 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 se

Spring 2020	Credit
Fall 2019	Noncredit
Summer II 2019	Adult HS/GED
Summer I 2019	

Select

SUBJECT → Subject

EMT Emergency Medical Technician
ENG English, Composition & Literat
ENGR Engineering
ENT Entrepreneurship
ENVS Environmental Studies
ERTH Earth and Planetary Sciences

Start Time — Hour 05 ▾
End Time — Hour 11 ▾

Course Number: 101
Days — Mon Tue ☐ ☐

CRN: 12345
Open Classes Only ◉ No

Title: Introduction To Accounting
Off Campus Classes Only ◉ No

Part-of-Term:
<all>
Primary Term
One or Two Day Class

Online Classes Only ◉ No
On Campus Only ◉ No

Instructional Method: <all>
Classroom Only

SEARCH → Search Reset

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.
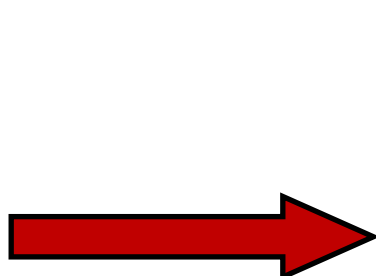
ENG 110 - Composition and Reading (4 Units)

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,
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 the section on your **PINK CLASS SCHEDULE SHEET** along with when the class meets etc.

ENG 110 - Composition and Reading (4 Units)

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

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

SBCC PIPELI
Username
Password
Login

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

SANTA BARBARA CITY COLLEGE
Pipeline

Home   Student   Employee
Registration
Student Resources
Financial Aid
My Class Schedule & Bill
Student Records
My Personal Information
Final Grades
Campus Card
Course Planning
Orientation and Advising
Class Search
Pay My Bill

Search
Search.....

Featur
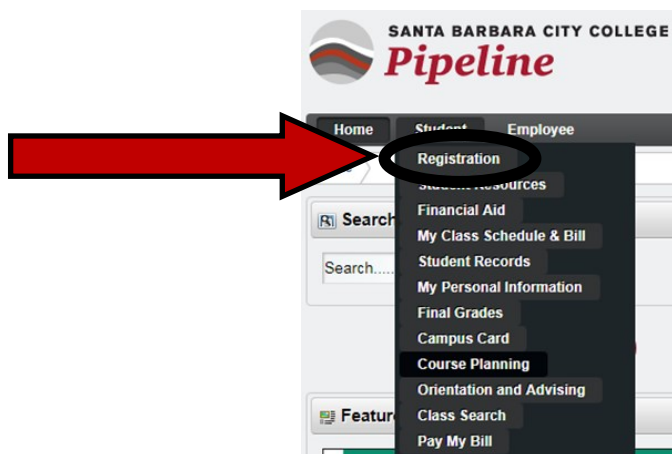
STEP 17: Click ON REGISTER ,ADD, OR DROP CLASSES.
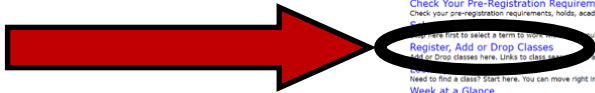
STEP 18: Click ON FALL 2020 from the drop-down list.
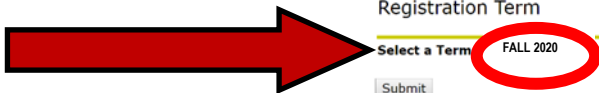
ALSO if you don't know your **K#/SBCC ID #** you can find it at the top right of this page. **WRITE IT DOWN/TAKE A PIC.** You will **NEED** THIS.

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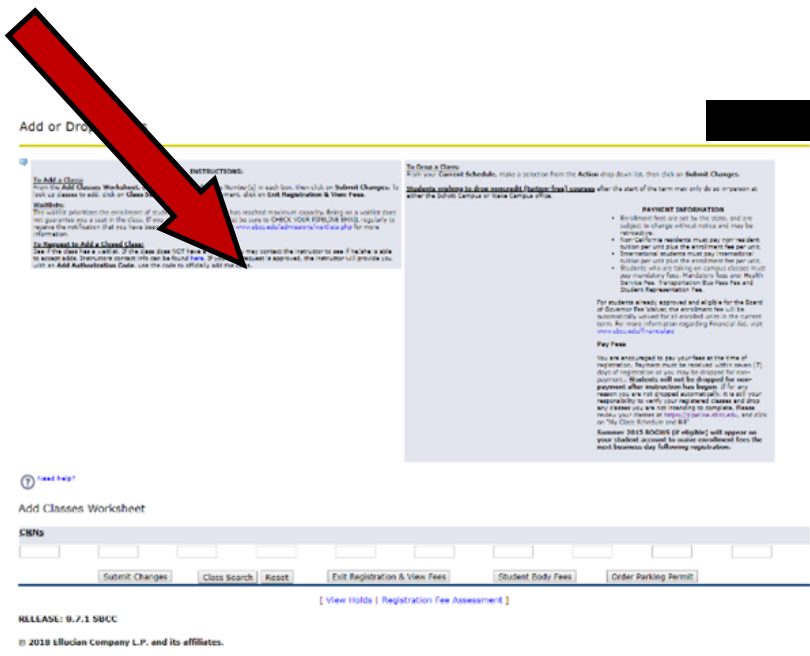
STEP 20: In boxes under **ADD CLASSES WORKSHEET** type in each 5 digit course number (CRN), _use the multiple boxes to put in your multiple CRN's_, and click on **SUBMIT CHANGES**.
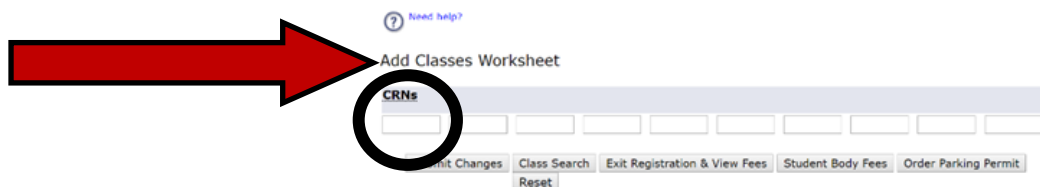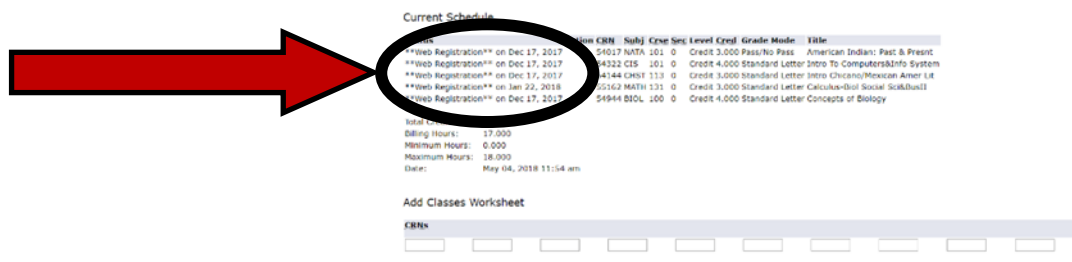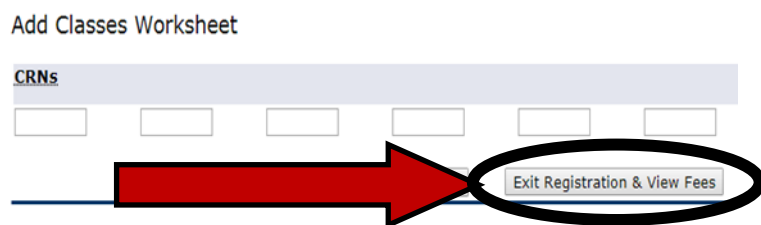
Need help?

Add Classes Worksheet

CRNs

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

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registration on Dec 17, 2017		54017	NATA	101	0	Credit	3.000	Pass/No Pass	American Indian: Past & Present
Web Registration on Dec 17, 2017		54322	CIS	101	0	Credit	4.000	Standard Letter	Intro To Computers&Info System
Web Registration on Dec 17, 2017		54144	CHST	113	0	Credit	3.000	Standard Letter	Intro Chicano/Mexican Amer Lit
Web Registration on Jan 22, 2018		55162	MATH	131	0	Credit	3.000	Standard Letter	Calculus-Biol Social Sci&Bus1l
Web Registration on Dec 17, 2017		54944	BIOL	100	0	Credit	4.000	Standard Letter	Concepts of Biology

Total Credit
Billing Hours: 17.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 04, 2018 11:54 am
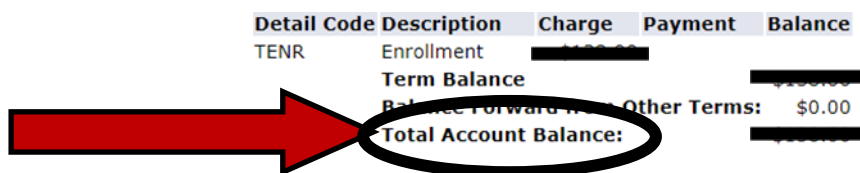
Add Classes Worksheet

CRNs

STOP

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**.

Add Classes Worksheet

CRNs

Exit Registration & 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.**
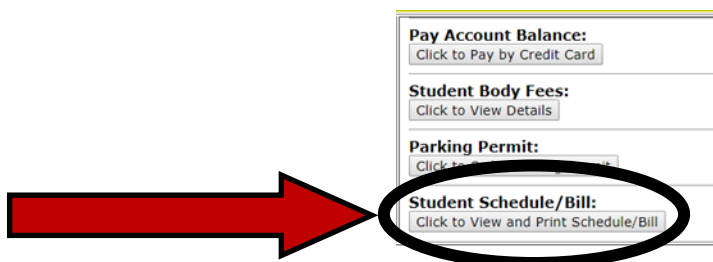
Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment			
	Term Balance			
	Balance Forward from Other Terms:			$0.00
	Total Account Balance:			

STOP

IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE IS not $0.00 ASK FOR HELP**. **-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**.
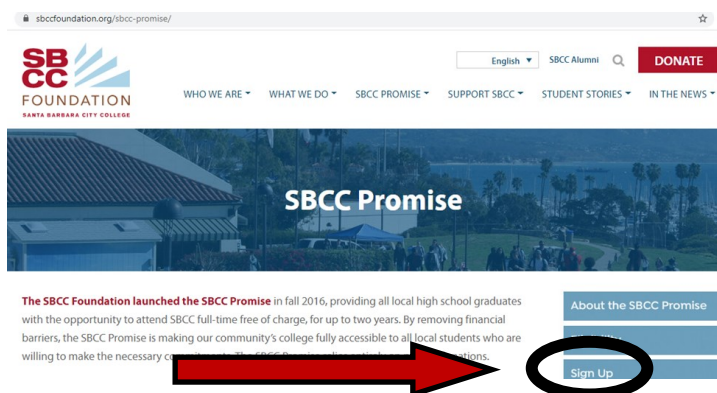
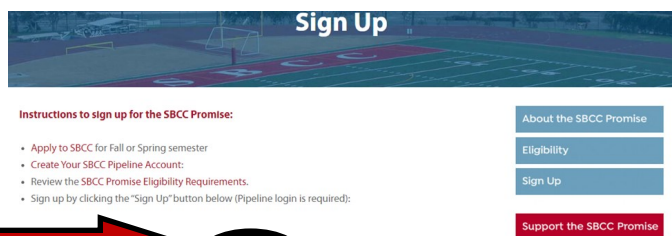**STEP 24**: Click ON **CLICK TO VIEW SCHEDULE and PRINT SCHEDULE/BILL.**

Pay Account Balance:
Click to Pay by Credit Card

Student Body Fees:
Click to View Details

Parking Permit:
Click t...

Student Schedule/Bill:
Click to View and Print Schedule/Bill

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

STEP 26: **GO** to **sbccpromise.org** and Click ON **"SIGN UP"** (*if you already* did *this it's okay...do it again*). We want to double check that you are signed up for The Promise.

The SBCC Foundation launched the SBCC Promise in fall 2016, providing all local high school graduates with the opportunity to attend SBCC full-time free of charge, for up to two years. By removing financial barriers, the SBCC Promise is making our community's college fully accessible to all local students who are willing to make the necessary c...

Sign Up

STEP 27: Scroll down and Click ON **"SIGN UP".**

Sign Up

Instructions to sign up for the SBCC Promise:

• Apply to SBCC for Fall or Spring semester
• Create Your SBCC Pipeline Account:
• Review the SBCC Promise Eligibility Requirements.
• Sign up by clicking the "Sign Up" button below (Pipeline login is required):

Sign Up

STEP 28: Log ON to your **Pipeline**

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.*

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.

The SBCC Promise

Sign Up

Based on your SBCC application, you are currently **Eligible** to apply for the SBCC Promise starting Fall 2017

Our records indicate a graduation date of 06/08/2017 from Santa Barbara Senior High

Eligibility

To be eligible for the SBCC Promise for the Fall 2017, a student must:

1. Complete their secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to

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: To be eligible for the **PROMISE PROGRAM** you also need to complete your **FINANCIAL AID** (CCCPG/FAFSA/DREAM ACT).

<p align="center">Have you <u>COMPLETED</u> your <u>FINANCIAL AID</u>?</p>

➔**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 an SBCC Financial Aid Advisor, available today before you leave this workshop 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 #**, **LEAVE** this **PACKET** at the **COMPUTER** and **CHECK OUT** with an **SBCC REPRESENTATIVE/Talk with Financial Aid** before you leave to go back to class.

7.23.2020