**SBCC Fall 2023 - Registration Steps**

**General 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**
- In Starfish:
  - Click on the three bars next to "My Success Network" (top left)
**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.

**STOP! READ! UNDERSTAND!**
- In the next steps you will build your Class Schedule and Register for Classes
- Helpful Hints:
  - In the next 6 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

**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 2023 Schedule"
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.

**Step 15**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Type</th>
<th>Credits</th>
<th>Meeting Time</th>
<th>Location</th>
<th>Cap</th>
<th>Act</th>
<th>CRN</th>
<th>Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>34002</td>
<td>LTE</td>
<td>4.0</td>
<td>M, T</td>
<td>8:00am - 10:20am</td>
<td>ONLINE</td>
<td>24</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>33005</td>
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<td>M, T</td>
<td></td>
<td>ONLINE</td>
<td>24</td>
<td>19</td>
<td>3</td>
</tr>
</tbody>
</table>

**Stop & Repeat**

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

**Step 16**

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

**Step 17**

Once inside your Pipeline Account, hover over the "Student" tab and click on "Registration" in the drop down list.

**Step 18**

Click on "Register, Add or Drop Classes"

**Step 19**

Click on "Fall 2023" from the drop down list.
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"
**STEP 22**

- If it says "Web Registration", next to each course and today's date you have successfully registered in that/those courses.

**STOP! CHECK & REVIEW**

- If "Web Registration" is NOT displayed next to any of the courses you are registering for, please contact Enrollment Services for additional assistance/support.
- If "Web Registration" IS displayed for all of your courses continue to "Step 23".

**STEP 23**

- Next, click on "Registration Fee Assessment" to view:
  - Account details
  - Order Parking Permit
  - View & Print Class Schedule/Bill

**STEP 24**

- 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.

**STEP 25**

- "Click to View and Print Schedule/Bill"
Helpful Hints:
- Take a picture of your "Class Schedule" or Print
- If you are an eligible SBCC Promise Student continue to "Step 26"
- If you are NOT an eligible SBCC Promise Student continue to "Last Steps"
- For SBCC Promise eligibility requirements visit: www.sbccpromise.org

**Step 26**

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

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 27**

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

**Step 28**

**Opting-In** to the SBCC Promise
- "Opting-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