

SBCC Spring 2022 - 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"

A screenshot of the 'SBCC PIPELINE LOGIN' page. It features a red header with the title. Below the header is a section for 'Coronavirus (COVID-19) and Campus Operations Information and Updates' with a link to 'Updates on Campus Operations'. The main form has fields for 'Username' and 'Password', followed by a red 'Login' button. A red circle highlights the 'Login' button, with a red arrow pointing from the text 'Log into your Pipeline Account...' to it. Below the button are links for 'Find Account', 'Need help? ¿Necesita ayuda?', 'Former Student Transcript Ordering', 'Important notice for parents, relatives, or guardians of students', and 'Terms and Conditions'.

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

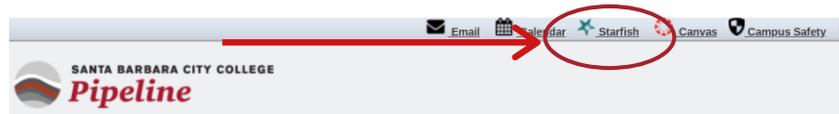
STEP 4

- Click on SBCC Portal

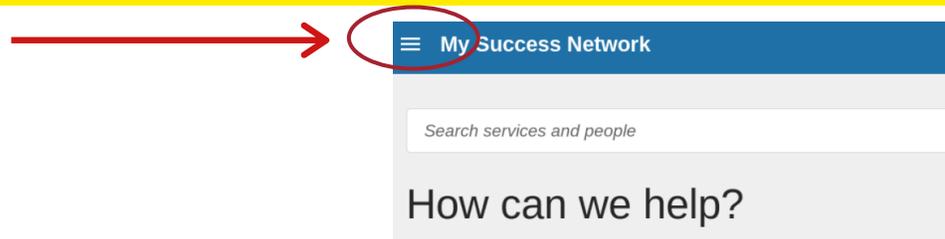


STEP 5

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

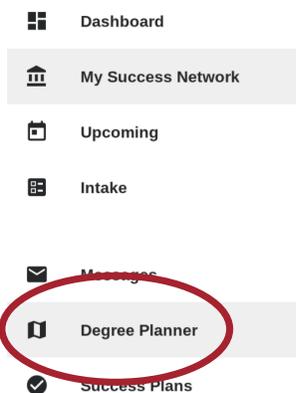


STEP 6



STEP 7

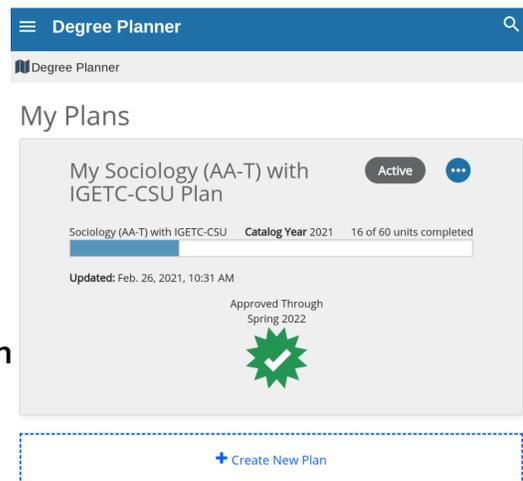
- From the menu select "Degree Planner"



"Degree Planner"

- If a counselor has already created a plan you will see it here.
- Click on the plan to access it.

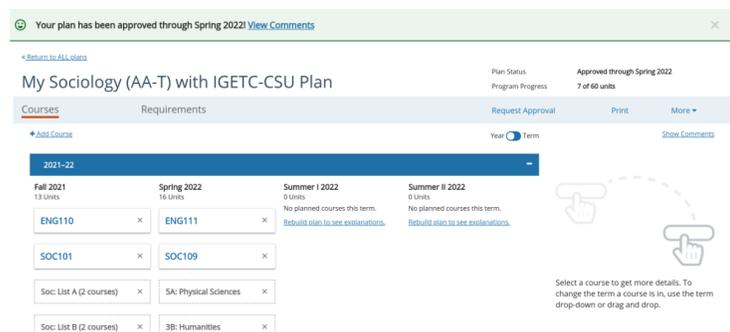
STEP 8



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 "Spring 2022 Schedule"



STEP 13

- 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"

Class Schedule Search for: Spring 2022

Please check the Spring 2022 schedule regularly, as new COVID-19 protocols and guidelines continue to evolve, which may affect Spring course offerings.

- **Fully Online/Asynchronous:** If your class is listed as "ONLINE" with NO days and times listed in the class schedule, the class will be taught completely remotely. You will not be expected to log-in or attend at specific times for your class meeting.
- **In Person/Face-to-Face:** If your class lists a day, time AND a location (i.e. a room on campus), your class will meet in person. It will be very important for you to check your Pipeline email and Canvas notifications from your teacher in the event of any changes to the schedule.
- **Hybrid:** Your class might be a hybrid class meaning that you will be in-person for part of the course (day(s), time(s), and on-campus room location listed) and also be expected to complete some work remotely/online (no days/times listed for that portion of the course)
- **Synchronous:** If your class is listed with days and times in the class schedule, but lists "online" as the location, please be prepared to attend the online course at the days and times listed. Your instructor will likely offer live, online, Zoom instruction at the time listed in the schedule of classes.

Change term and/or level by selecting from the lists and click the "Select" button. Then search for classes below.

Spring 2022 | Credit: Noncredit | Adult HS/GED | Select

Subject: <all> ACCT Accounting, ADC Addictive Disorders Counseling, AH Allied Health (HCI, Med. Term), AJ Justice Studies

Course Number: 101

CRN: 12345

Title: Introduction To Accounting

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

Instructional Method: <all> Classroom only

Instructor: <all> Abeloe, Lisa

Start Time: Hour 05, Minute 00, am/pm am

End Time: Hour 11, Minute 00, am/pm pm

Days: Mon Tue Wed Thu Fri Sat Sun

Open Classes Only: No Yes

Late Start Classes: No Yes

Off Campus Classes Only: No Yes

Online Classes Only: No Yes

On Campus Classes Only: No Yes

Search | Reset

STEP 14

- 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

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. Develop skills in writing effectively, reading carefully, and thinking clearly.
Hours: 72 (72 lecture)
Transfer Information: C-ID (ENGL 100.), CSUGE Area A2, IGETC Area 1A, CSU Transferable, UC Transferable
SBCC General Education: SBCCGE Area D1
Grading Options: Pass/No Pass or Standard Letter

Status	I	CRN	Units	Type	Meeting Time	Location	Cap	Act	WL Cap	WL Act	Instructor	Date	Weeks	
OPEN		54602	4.0	Lec	M W	08:00am - 10:05am	ONLINE	24	15	3	0	Sarah Boggs	01/11-05/08	16
OPEN		54603	4.0	Lec			ONLINE	24	19	3	0	Eileen Vloek-Scamahorn	01/11-05/08	16
Waitlisted		54616	4.0	Lec			ONLINE	24	24	1	0	Joshua Escobar	01/11-05/08	16
OPEN		56023	4.0	Lec		4.5 hours/week	ONLINE	24	22	3	0	Peter Huk	01/11-05/08	16
CLOSED		57209	4.0	Lec			ONLINE	24	24	0	0	Bonny Bryan	01/11-05/08	16
OPEN		58206	4.0	Lec		10:30am - 12:35pm	IDC 221	24	8	3	0	Barbara Bell	01/11-05/08	16

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

STEP 15

- 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)

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OPEN	OL	54603	4.0	Lec			ONLINE	24	19	3	0	Eileen Vitek-Scamahorn	01/11-05/08	16

STOP & REPEAT

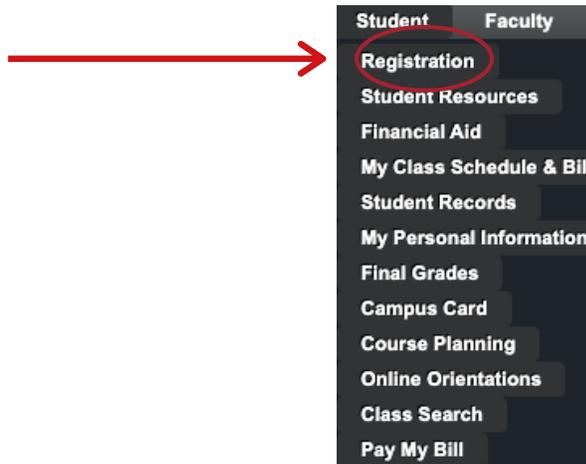
- Repeat "Steps 13 - 15" until you have selected all your classes and the CRN numbers

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"

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](#)
 Stop here first to select a term to work with while you're within the Registration module.

[Register, Add or Drop Classes](#) ←

[Look Up Classes to Add](#)
 Need to find a class? Start here. You can move right into registration once you've found the class(es) you want.

[Week at a Glance](#)

[Student Schedule and Bill](#)
 A look at your schedule, complete with times, locations, instructors and course deadlines. A must for those who've

[Student Detail Schedule](#)
 Check your waitlist position. 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 (Summe
 (orientation, assessment and advising).

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

[Register to Vote!](#)
 Link to the ca.gov register to vote site.

STEP 19

- Click on "Spring 2022" from the drop down list

Personal Information **Student** **Faculty Services** **Employee**

Search

Registration Term

←

STUDENT ID (K#)

- You can locate your K # on the "Registration Term" page

SAVE IT!
REMEMBER IT!
TAKE A PICTURE!

Personal Information Student Faculty Services Employee

Search

Registration Term

Select a Term: Spring 2021

RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

K000000
Nov 19, 2020 09:21 am

- 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)"

Student Faculty

Registration

Student Resources

Financial Aid

My Class Schedule & Bill

Student Records

My Personal Information

Final Grades

Personal Information Student Faculty Services

Search

Personal Information

My Addresses and Phones

My E-mail Addresses

My Emergency Contacts

Name Change Information

Social Security Number Change Information

Change your Password

Need to update your Password? Change It here

My SBCC Student ID (K number)
View my Student ID (K number)

Preferred First Name

Pipeline Day / Faculty options

Personal Information Student Faculty Services

Search

My SBCC Student id is **K000000**

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

Add or Drop Classes

Spring 2021
Nov 19, 2020 09:56 am

INSTRUCTIONS:

To Add a Class:
From the **Add classes Worksheet**, enter the Course Reference Number(s) in each box, then click on **Submit Changes**. To look up classes to add, click on **Class Search**. To proceed to payment, click on **Exit Registration & View Fees**.

Waitlists:
The waitlist prioritizes the enrollment of students in a class after it has reached maximum capacity. Being on a waitlist does not guarantee you a seat in the class. If you add yourself to a waitlist be sure to CHECK YOUR PIPELINE EMAIL regularly to receive the notification that you have been cleared to register. Go to www.sbccc.edu/admission/waitlists.php for more information.

To Request to Add a Closed Class:
See if the class has a waitlist. If the class does NOT have a waitlist, you may contact the instructor to see if he/she is able to accept adds. Instructors contact info can be found [here](#). If your add request is approved, the instructor will provide you with an **Add Authorization Code**. Use the code to officially add the class.

To Drop a Class:
From your **Current Schedule**, make a selection from the **Action** drop down list, then click on **Submit Changes**.

Students wishing to drop noncredit (tuition-free) courses after the start of the term may only do so in-person at either the Schott Campus or Wake Campus office.

PAYMENT INFORMATION

- Enrollment fees are set by the state, 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 Representation Fee.

For students already approved and eligible for the Board of Governor Fee Waiver, the enrollment fee will be automatically waived for all enrolled units in the current term. For more information regarding Financial Aid, visit www.sbccc.edu/financialaid

Pay Fees

You are encouraged to pay your fees at the time of registration. Payment 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 instruction has begun.** If for any reason you are not dropped automatically, it is still your responsibility to verify your registered classes and drop any classes you are not intending to complete. Please review your classes at <https://pipeline.sbccc.edu>, and click on "My Class Schedule and Bill"

Summer 2019 BOGWs (if eligible) will appear on your student account to waive enrollment fees the next business day following registration.

Need help?

Add Classes Worksheet

CRNs

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!

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

CRNs

STEP 22

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registration on Nov 19, 2020	None	54186	ID	100	0	Credit 1.000	Standard Letter	Intro to Interior Design	
Web Registration on Nov 19, 2020	None	60656	ID	100L	0	Credit 1.000	Standard Letter	ID Lab	

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 19, 2020 12:46 pm

Add Classes Worksheet

CRNs

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registration on Nov 19, 2020	None	54186	ID	100	0	Credit 1.000	Standard Letter	Intro to Interior Design	
Web Registration on Nov 19, 2020	None	60656	ID	100L	0	Credit 1.000	Standard Letter	ID Lab	

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 19, 2020 01:52 pm

Add Classes Worksheet

CRNs

[View Childs](#) [Registration Fee Assessment](#)

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**

Balance Forward from Other Terms:	\$0.00
Total Account Balance:	\$0.00

Student Schedule/Bill:

STEP 25

- "Click to View and Print Schedule/Bill"

202150 Spring 2021 Term Account Detail				
Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment	\$92.00		
ZCBB	CCPG B		\$92.00	
Term Balance				\$0.00
Balance Forward from Other Terms:				\$0.00
Total Account Balance:				\$0.00

Pay Account Balance:

Student Body Fees:

Parking Permit:

Student Schedule/Bill:

HELPFUL HINTS & SBCC PROMISE SIGN UP

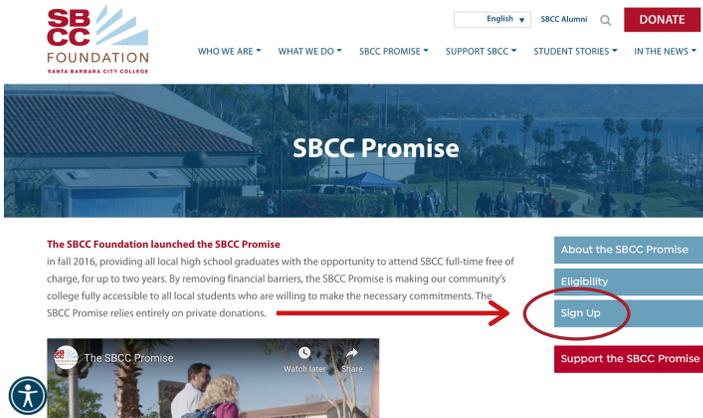
• Helpful Hints:

- Take a picture of your "Class Schedule" or Print

STEP 26

• SBCC Promise Sign-Up

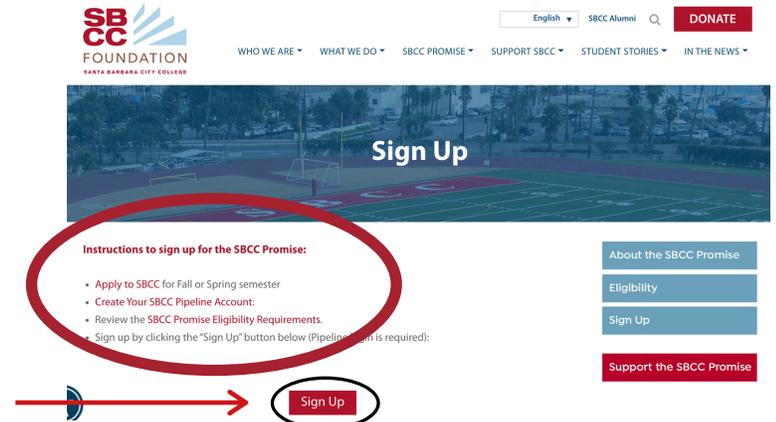
- Go to www.sbccpromise.org
- Click on "Sign Up"



STEP 27

• Instructions to sign up for the SBCC Promise

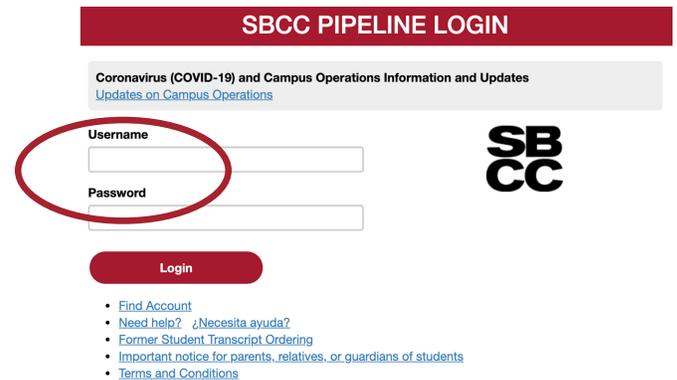
- Double check that you have completed all steps on the "Instructions List" below
- Next then Click "Sign Up"



STEP 28

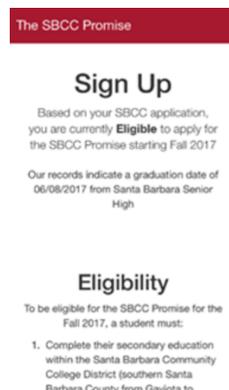
• Complete your SBCC Promise Sign Up

- You will be routed to your "Pipeline Account"
- Log into your "Pipeline Account" using your Username & Password



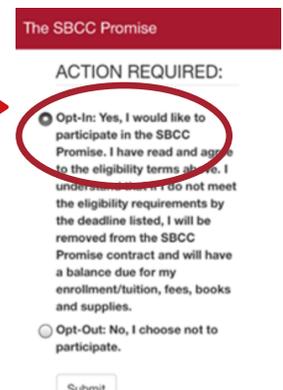
STEP 29

• "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

LAST STEPS

- 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](tel:8057305157)
 - finaid@sbcc.edu

CONTACT THE ENROLLMENT SERVICES TEAM

- Need Help?
- Have questions?
- We are here to help!
- Contact us!
 - Phone: (805)730-4086 (during phone 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

