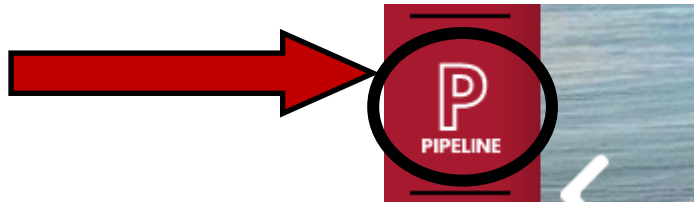# SBCC *FALL 2020* REGISTRATION STEPS
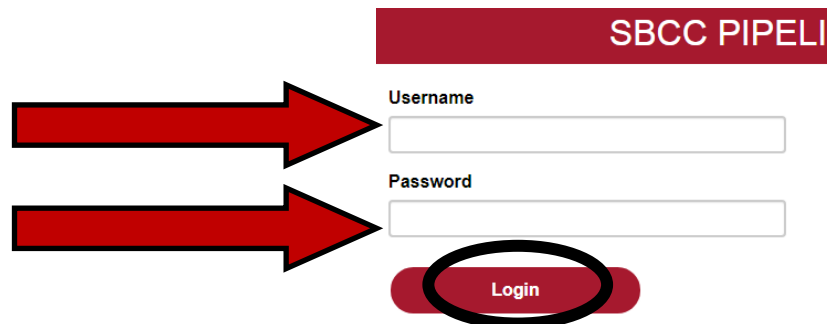
RETURN TO WELCOME CENTER (Gen.)

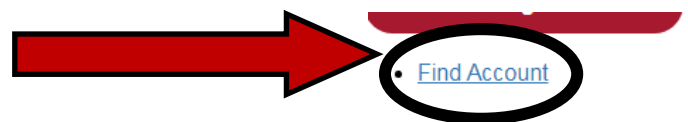**STEP 1**: GO to **sbcc.edu**   ☞ *Do NOT use Internet Explorer*

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

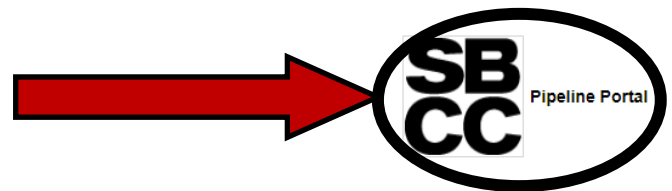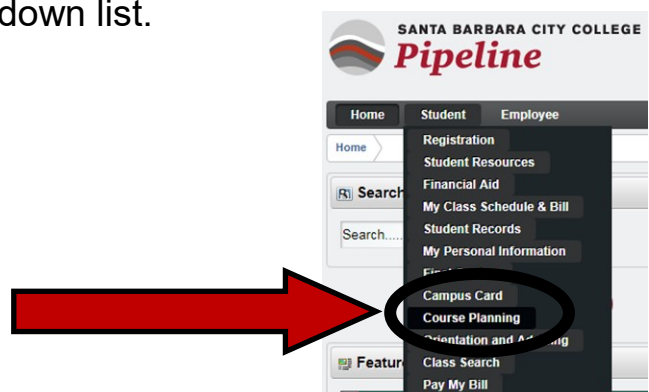**STEP 3**: LOGON to Pipeline using your Pipeline **USERNAME** and **PASSWORD** and click on **LOGIN**.

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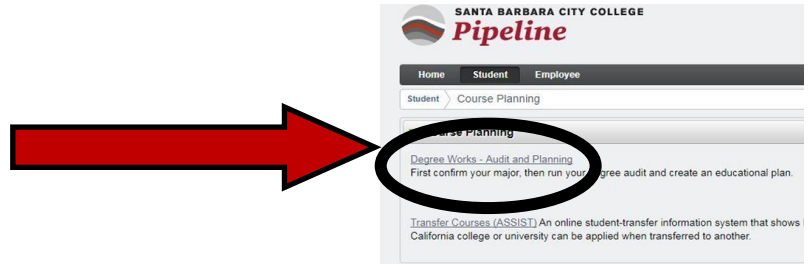
Find Account

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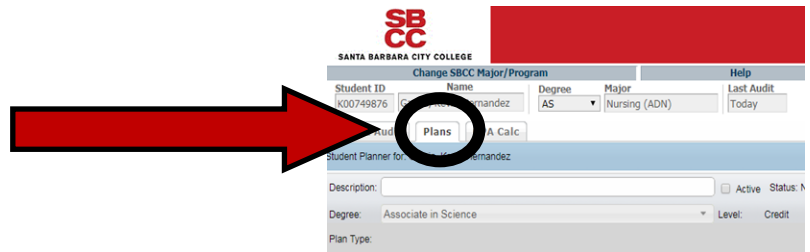
You are about to build your **CLASS SCHEDULE/** figure out what
classes you want to **REGISTER** for.

HELPFUL HINT: In the next 6 STEPS you will search for classes
and figure 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.
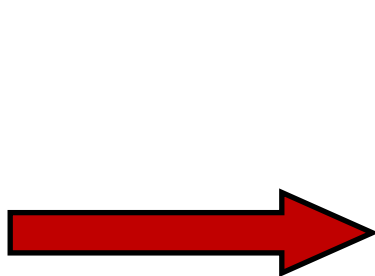
ENG 110 - Composition and Reading (4 Units)

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, 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)
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	CRN	Units	Type	Meeting Time				Location	Cap
	54602	0	Lec	M	W		08:00am - 10:05am	IDC 221	12
OPEN		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.

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 **REGISTRATION** in the drop-down list.

SANTA BARBARA CITY COLLEGE
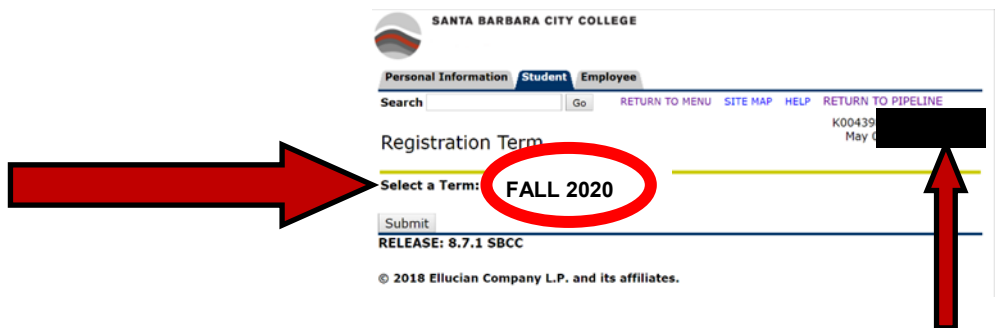Pipeline

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

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** 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**.

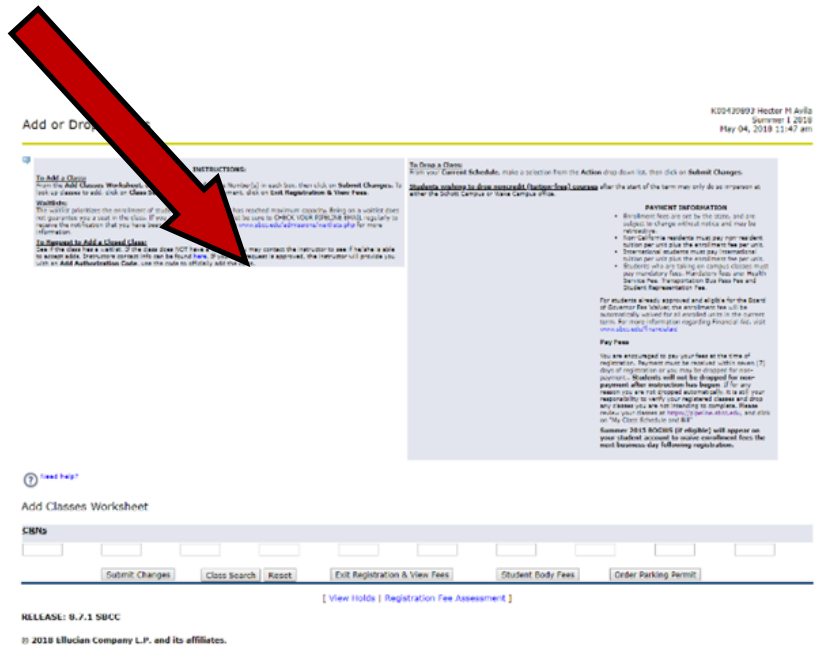### *DO NOT PICK UNDE-CLARED.*
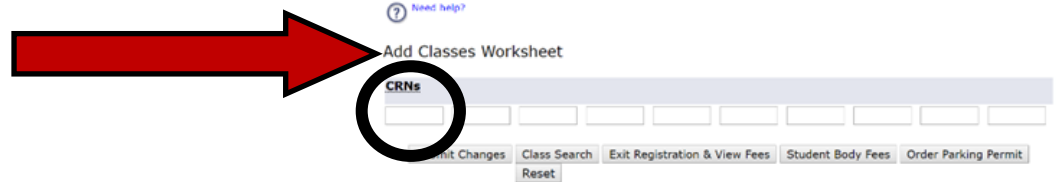
ASK if you have questions.

<u>Call us</u> at: **805-730-4450**

<u>Email us</u> at: **info@sbcc.edu**

<u>See us</u> at: **The Welcome Center (1st Floor of Student Services Bldg.)**

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**.**
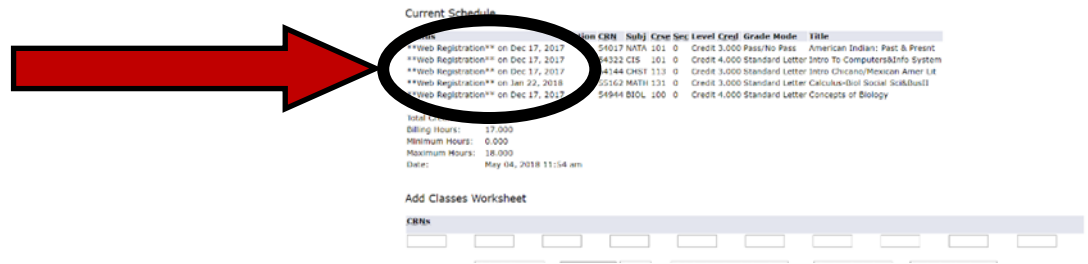
If anything other than WEB REGISTRATION pops up next to ANY OF THE CLASSES please ask for HELP.

IF WEB REGISTRATION pops up for ALL YOUR CLASSES move to STEP 22.

STEP 22: Click ON **EXIT REGISTRATION and VIEW FEES**.
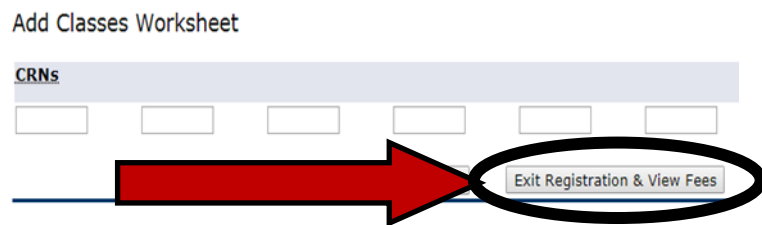
STEP 23: Look at your **ACCOUNT DETAIL** and **IF YOU ARE A PROMISE STUDENT** make sure that your **TOTAL ACCOUNT BALANCE IS $0.00**.

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**.

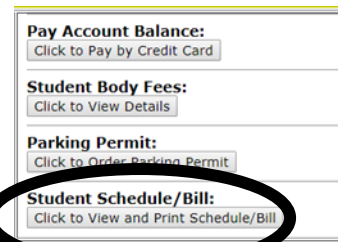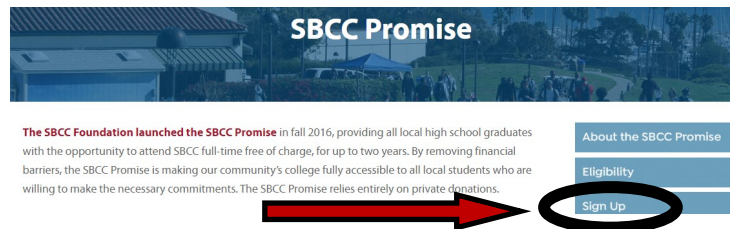**STEP 24**: Click on **CLICK TO VIEW SCHEDULE and PRINT SCHEDULE/BILL.**

Pay Account Balance:
Click to Pay by Credit Card

Student Body Fees:
Click to View Details

Parking Permit:
Click to Order Parking Permit

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.**

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.

SBCC 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 commitments. The SBCC Promise relies entirely on private donations.

About the SBCC Promise
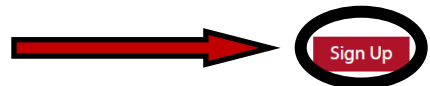
Eligibility

Sign Up

STEP 27: Scroll down and Click ON **"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):

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

Sign Up

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.

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

7.20.2020

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).

<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 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**

<p align="center">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).</p>

<p align="center"><i>Remember to APPLY for and COMPLETE your FINANCIAL AID.</i></p>

➔**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.

<p align="center"><i>Go to: www.sbcc.edu/financialaid/ for more information.</i></p>

*<u>REMEMBER</u>: 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.