**SBCC Spring 2023 - Application Steps**

**GENERAL STUDENT ENGLISH GUIDE**

**STEP 1**
- Go to sbcc.edu (DO NOT use Internet Explorer)

**STEP 2**
- Scroll down and click on "Apply and Enroll"

**STEP 3**
- Click on "First Time to College, Returning or Transfer College Student"

**STEP 4**
- Click on "Apply to SBCC"

**STEP 5**
- Click on "Create an Account" or "Sign In"
- In this example we will click on "Create an Account"
- If you already have a CCC-Apply Account skip to Step 9

**CCC-APPLY SUPPORT**
If you have any issues logging in contact CCCApply directly at 1-877-247-4836
• You MUST use your Legal Name (name listed on your birth certificate)
• You will need to know the following information:
  ◦ Your date of birth
  ◦ Your Social Security Number
• If you do not have a Social Security Number (SSN) or Taxpayer Identification check the appropriate boxes
• Some International, Nonresident Students or other students may not have a SSN
• If you do not have a Social Security Number (SSN) or Taxpayer Identification you must also complete an AB540 Form and submit the form to the SBCC Admissions & Records Department

**STEP 6**

• Click on "Create an Account"
• In the next section you will create your CCC-Apply Account OR "Verify an Existing Account"
• Important: This is NOT the same as your SBCC Pipeline Account

**STEP 7**

• Next complete the 3 sections to successfully create a CCC-Apply Account
• Click on "Next" after completing each section to continue to the next

• Write down your username password, safety pin and security questions & answers for future use
If an existing account is found based on the information you entered, select "Recover Account".

Next complete "Date of birth" & "Last Name".

Return to CCC-Apply.

Sign back into CCC-Apply with your Username & Password.

Click and "Start a New Application" for the term you are applying for.

Complete your "Enrollment Information".

Select the term you are applying for.

Select your Education Goal that best fits your current status.

You can update this later in your SBCC Pipeline Account.

Select a category that best represents your intended major, degree, or program of study.

Select a program of study that best fits your current goal.

You can update this later in your SBCC Pipeline Account.

Next Click "Continue".
Complete Student "Profile"

- "Previous Name"
  - If you have legally changed your name select "Yes" and make necessary updates

- "Social Security Number"
  - If you do OR do not have a Social Security Number (SSN) or Taxpayer Identification check the appropriate boxes
  - Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented)

- "Current Mailing Address"
  - If you have recently had changes to your mailing mailing address, make necessary changes

- Select "Continue" when all needed changes have been made
Complete the "Education" Section

- "College Enrollment Status"
  - Select the response that best indicates your college enrollment status for the term you are applying for
  - Incoming graduating high school seniors select: "First-time student in college (after leaving high school)"

- "High School Education"
  - Select your High School Education Level you will have completed when you enroll/attend classes/start the term at SBCC
  - "Completion Date": The date you graduated from High School, passed the GED, or received a certificate of equivalency; if unsure of the exact date, please estimate
  - "High school / GED in California": Select the answer for both questions that best fit your high school / GED completion

- Complete "Last School Attended" Section
  - Select the response that best indicates the last school you attended
  - Select the County and State for the school
  - "Name of School / Home School Attended":
    - Make every effort to find your last school or homeschool using this school finder search field
    - If your school is not listed, select "My school is not in the list" at the bottom of the list.

- Complete "High School Transcript Information"
  - Graduating High School Seniors use your current Transcript
  - Enter your "unweighted high school GPA"
    - Unweighted GPA has a maximum value of 4.0, does NOT include AP or Honors classes.
  - Using your transcript enter your last completed English and Math Course & Grade *DO NOT GUESS or ESTIMATE*
  - Next click "Continue"

SB Local High School Name Key

- SBHS: Santa Barbara Senior High School, Santa Barbara
- SMHS: San Marcos Senior High School, Santa Barbara
- DPHS: Dos Pueblos Senior High, Goleta
- La Cuesta HS: La Cuesta Continuation High, Santa Barbara
- Alta Vista HS: Alta Vista Alternative Hs, Santa Barbara
- Carpinteria HS: Carpinteria Senior High, Carpinteria
- Bishop Garcia Diego HS: Bishop Garcia Diego High School, Santa Barbara
- Olive Grove HS: Olive Grove Charter Santa Barbara, Santa Barbara
- SBCC Middle College: Alta Vista Alternative Hs, Santa Barbara
Complete Citizenship / Military Section
• "Citizenship & Immigration"
  ▪ Select the response from the menu that best represents your citizenship or immigration status. This information will not be used to determine your admission to this college
• "U.S. Military/Dependent of Military"
  ▪ Select your U.S. Military Status as of the day before you start the semester you are applying for
• Next click "Continue"

Special Note:
• Depending on your answer you may be prompted to provide additional information based on your specific situation, for example a Visa Type or an Alien Registration Number
• If you choose Other and you do not have a Visa you will click on the No Documents box
• If Other is your answer to this section you will also need to complete an AB540 Form and submit it to our Admissions and Records Department
• You can find the AB540 Form and instructions on the Admissions & Records page of the SBCC website

Complete Residency Section
• "California Residence"
  ▪ Select the response from the menu that best represents your citizenship or immigration status
  ▪ This information will not be used to determine your admission to this college
• "Out-of-State Activities"
  ▪ Select if any apply to you
  ▪ Review & Answer these questions correctly
• "Special Residency Categories"
  ▪ Indicate whether or not you have ever been placed in court-ordered Foster Care
• Next click "Continue"

HELPFUL TOOLS!
• If you have any issues with your application contact CCC-Apply directly at 1-877-247-4836
• Have questions or need clarification throughout your application click on the for definitions and explanations
**STEP 15**

**Needs & Interests Section**
- "Main Language"
  - Select Yes or No
- "Financial Assistance"
  - Select Yes or No for additional information
- "Athletic Interest"
  - Select Yes or No for additional information
- "Programs & Services"
  - Check the programs and services in which you are interested
  - Next click "Continue"

**STEP 16**

**Demographic Information Section**
- "Gender/Transgender"
  - Gender/Transgender questions are optional, you may decline to state
- "Sexual Orientation"
  - Sexual Orientation questions are optional, you may decline to state
- "Parent/Guardian Educational Levels"
  - Indicate the education levels of the parents and/or guardians who raised you
- "Race/Ethnicity"
  - Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data
  - Check the box below if you identify as Hispanic or Latino
  - If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.
  - Next click "Continue"

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CA Law:
By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students. This information is used for summary demographic reporting and will not be used for a discriminatory purpose. Your responses are kept private and secure. Providing this information is optional.
Supplemental Questions

"Future Transfer Plans"
- The list of 4 year colleges/universities under Future Transfer Plans does not list all 4-year schools so you may not find a school listed
- If your transfer school isn’t listed pick the one that best fits your current educational goals

"Primary Language"
- Select your primary language

"Employment Expectation"
- Estimate hours to be worked per week during semester

"SBCC Promise"
- If you meet SBCC Promise Eligibility Requirements, select: Yes, I consent/ I would like more information

"Support SBCC"
- Select Yes or NO if you are interested in learning about the Foundation for SBCC and ways to support SBCC and its students
- Next click "Continue"

Submission

"Review Your Responses"
- Review your responses to ensure you’ve provided complete and accurate information
- NO CHANGES can be made to your application once it is submitted

"Request for Consent to Release Information"
- Consenting allows for CCC-Apply to submit your application to SBCC for admission

"Submit Your Application"
- You are about to submit your application to Santa Barbara City College
- Check both boxes to submit application
- Next click "Submit My Application"

If you have any issues with your CCC-Apply Account 1-877-247-4836
Confirmation

- Save it, print it or take a picture!
- Write down your CCC ID and Confirmation # for your records!

Creating / Logging into your SBCC Pipeline Account

It may take up to 24 hours before you can log onto your Pipeline Account. Some students may be able to log on within 15-30 of submitting their application.

Continue to Step 19...

*If after 24 hours you are still unable to log into your Pipeline Account after submitting your application contact the Enrollment Services Department 805.730.4086 or info@sbcc.edu

Step 19

- Click on "Pipeline"

Step 20

- Log into your Pipeline Account, using your Pipeline "Username and Password"

  ![SBCC Pipeline Login]

- If you don't know your Pipeline Username or Password click on "Find Account" to retrieve account info then return to Step 19

Step 21

- Click on SBCC Portal

Step 22

- Once inside your Pipeline Account, hover over the "Student" tab and click on "Registration" in the drop-down list
After clicking "Submit" your Registration Date and Time will be displayed.
You can register on or after your posted Registration Date.
If it has been 24 hours since you submitted your application and your Registration Date is not displayed, contact the Enrollment Services Department.

You can also locate your K# by hovering over the "Student" tab, then Click on "My Personal Information" then click on "My SBCC Student ID (K number)"

Are you eligible for the SBCC Promise?
Do you meet the following SBCC Promise Eligibility Requirements:

- Complete your secondary education within the Santa Barbara Community College District
- Enroll at SBCC for the fall or spring semester immediately after your high school graduation, GED completion, or the equivalent.

*If you meet these requirements continue with the SBCC Promise Opt-In in Step 26*
*If you DO NOT meet eligibility Requirements continue with your Enrollment Steps*
**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.
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
    - finaid@sbcc.edu
- Complete Online Orientation - LINK
- Register for Class Planning - Instructions LINK

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

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