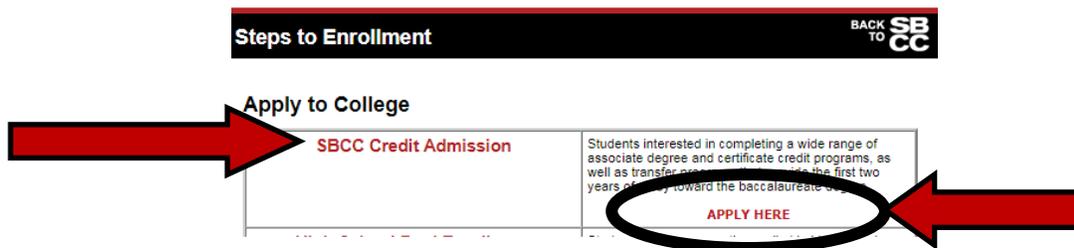


SBCC *Summer/Fall 2019*

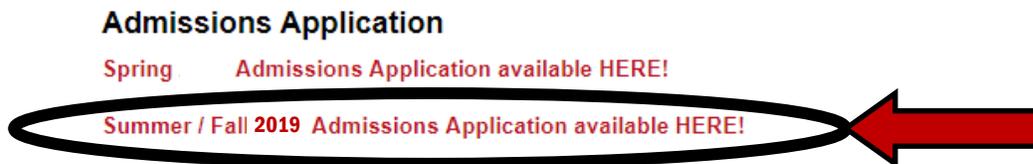
APPLICATION STEPS

STEP 1: Go to sbcc.edu/apply

STEP 2: Choose **SBCC Credit Admission** and Click On **APPLY HERE**



STEP 3: Click on **SUMMER/FALL 2019 APPLICATION**



STEP 4: Click on **CREATE AN ACCOUNT**

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Co

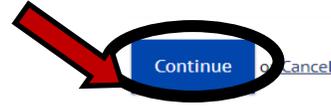
OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your accou



STEP 5: Click on **BEGIN CREATING MY ACCOUNT**

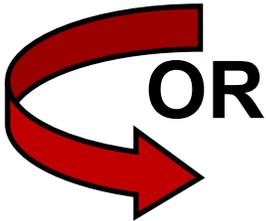


STEP 6: Enter your **LEGAL NAME** (**what's on your birth certificate**), **DATE of BIRTH**, and **SOCIAL SECURITY NUMBER**. Click on **CONTINUE**

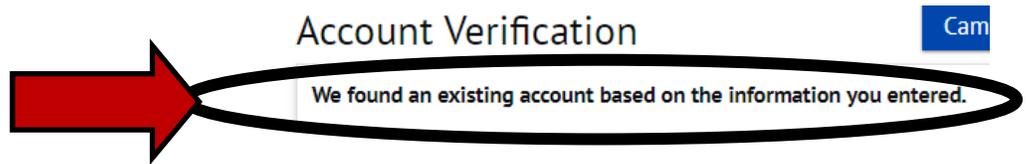


If you do not have a Social Security Number/Taxpayer Identification Number check the appropriate boxes. Some International Students, nonresident aliens, or others may not have a Social Security Number. If you do not have a SSN/Tax ID# then see an SBCC Rep to complete an AB540 form before you leave today. If you are unsure just ask an SBCC Rep.

STEP 7: If it says **CONTINUE CREATING YOUR ACCOUNT** continue by entering your email, telephone, and permanent address and click **CONTINUE**

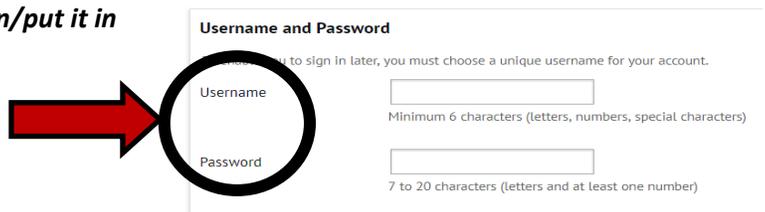


If it says **WE FOUND AN EXISTING ACCOUNT** then either answer security questions or have an email sent to you. If you can't find your account then check in with one of the SBCC Reps that are available.



STEP 8: Create your CCCApply **USERNAME & PASSWORD**

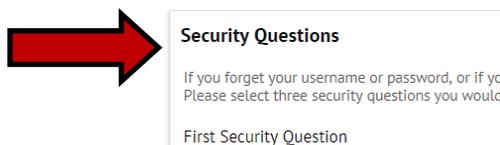
WRITE your USERNAME & PASSWORD down/put it in your phone.



STEP 9: Create your CCCApply **4 DIGIT PIN** (*if it prompts you to create one*)



STEP 10: Create your **ANSWERS** to the **3 SECRET QUESTIONS** & **CLICK CONTINUE**



STEP 11: WRITE down/take a picture of your CCCID and click CONTINUE.

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: AXR8598



STEP 12: Click START APPLICATION

For Admission to College, review the information below before starting your application.

Start Application



STEP 13: Click on the TERM APPLYING FOR. YOU WILL CLICK ON THE FOLLOWING TERM

Enrollment Information for Santa Barbara City College

Term Applying For

Summer/Fall (May 20, 2019 (5/20/2019 to 12/14/2019)



STEP 14: Choose an EDUCATIONAL GOAL. It is okay if you are not sure about your goal. Choose the answer that best fits your current goals, you can change it at anytime. MAKE SURE to CHOOSE one of the FIRST 4 LISTED.

Educational Goal

Obtain an associate degree and transfer to a 4-year institution

CHOOSE ONE OF THE FIRST 4 LISTED



STEP 15: Choose your PROGRAM of STUDY/MAJOR. It is okay if you are not sure about your major. Choose the answer that best fits right now, you can change it at anytime. DO NOT CHOOSE Dual Enrollment, Life Enrichment, or Undeclared.

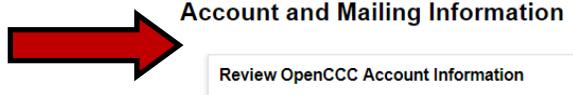
Intended Major or Program of Study

Psychology-AA

DO NOT CHOOSE Dual Enrollment/Life Enrichment/Undeclared



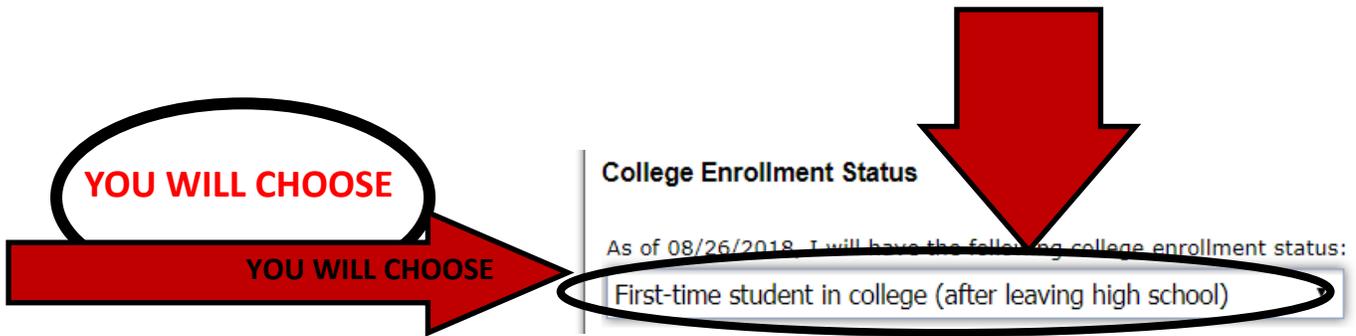
STEP 16: Review **ACCOUNT & MAILING INFORMATION**



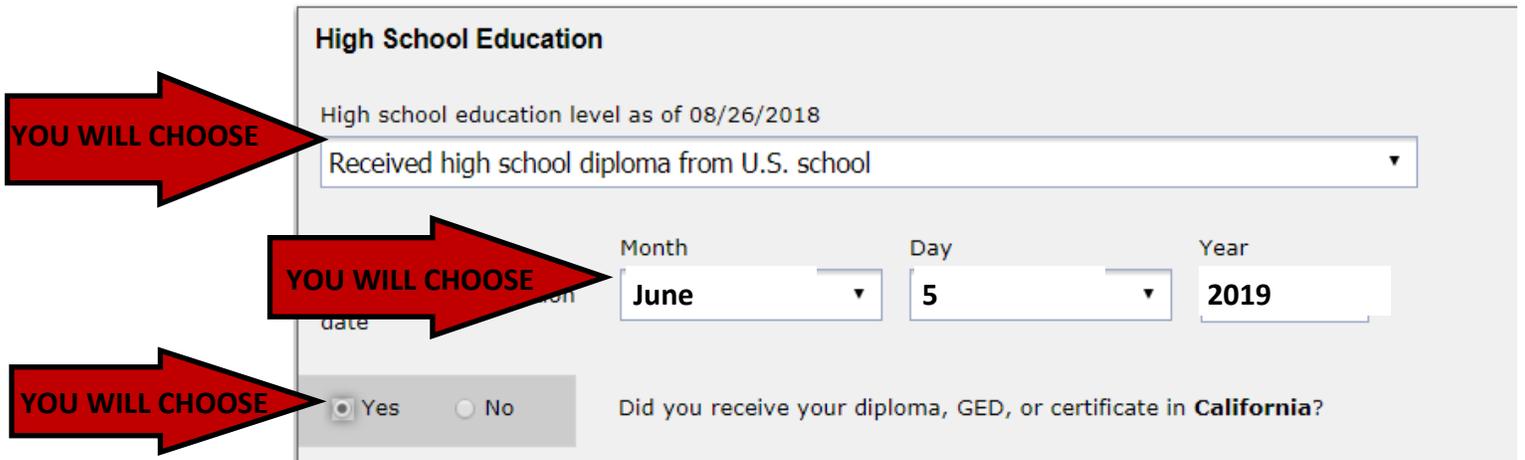
STEP 17: Answer **PERSONAL INFORMATION QUESTIONS**



STEP 18: Choose **COLLEGE ENROLLMENT STATUS.**



STEP 19: Answer the **HIGH SCHOOL EDUCATION** questions. **Make sure to answer correctly.**



STEP 20: Answer **YES** or **NO** to “attended high school in California for 3 or more years”



STEP 21: Answer **LAST HIGH SCHOOL ATTENDED** questions with your HS information and then **TYPE IN YOUR HIGH SCHOOL & SELECT** from the list. **MAKE SURE YOU CHOOSE THE RIGHT High School Name.** If you don't it will create problems.

Last High School Attended

YOU WILL CHOOSE

- I attended high school.
- I was homeschooled in a registered homeschool organization.
- I was independently homeschooled.
- I did not attend high school and was not homeschooled.

Country

State

Enter the name or city of your high school or homeschool organization. Then make a selection from the list.

YOUR High School NAME

MAKE SURE YOU CHOOSE THE RIGHT High School NAME!!!

STEP 22: Answer **HIGH SCHOOL**

ANSWER THIS INFORMATION BASED ON

YOUR HS TRANSCRIPTS. IF UNSURE

MAKE SURE TO ASK AN SBCC REP.

DO NOT GUESS OR ESTIMATE!

High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was your **unweighted high school GPA** (grade point average)? Please enter a value between 0.00 and 4.00. If you are still in high school, enter your **cumulative unweighted GPA** as of the end of 11th grade.

What was the highest English course you took in high school?

Once you choose your **HIGHEST COURSES TAKEN** it will ask your **GRADE**. If you aren't sure about **YOUR GRADE LOOK**

AT YOUR TRANSCRIPTS. DO NOT GUESS/ESTIMATE.

What was the highest math course you took in high school?

STEP 23: Answer **COLLEGE EDUCATION** questions based on your personal situation.

Taking Dual Enrollment classes does not count as "previously attending college" for the purposes of this application.

College Education

College education level as of 08/26/2018

YOU WILL CHOOSE

Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.

- None
- 1
- 2
- 3
- 4
- 5 or More

YOU WILL CHOOSE

STEP 24: Answer **CITIZENSHIP STATUS**. If you are unsure how to answer ask an SBCC Rep.

Citizenship

Citizenship Status

-- Select Status --



***If you are considered AB540** you will also need to complete an AB540 Affidavit Form. Ask for form from and turn it in to one of the SBCC Reps today. We will submit it for you to our Admissions and Records Department for you.

AB540 = students (who don't have residency) who have attended high school in California for 3 or more years and earned a high school diploma or its equivalent can be exempt from paying nonresident tuition at California public universities.

STEP 25: Answer **MILITARY/MILITARY DEPENDENT** question.

U.S. Military/Dependent of Military

U.S. Military status as of 08/26/2018

-- Select Status --



STEP 26: Answer **CALIFORNIA RESIDENCY, SPECIAL RESIDENCY CATEGORIES** and **OUT-OF-STATE ACTIVITIES** questions. **It is VERY IMPORTANT to answer these questions correctly.**

STEP 27: Answer **NEEDS & INTEREST** questions.

Main Language

Yes No

Are you comfortable reading and writing English?



Financial Assistance

Yes No

Are you interested in receiving information about money for college?



Yes No

Are you receiving TANF/CalWORKS, SSI, or General Assistance?

STEP 28: Answer **ATHLETIC INTEREST** question **If unsure what to answer choose the answer that best fits today.**

Athletic Interest

Are you interested in participating in a sport while attending college?

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).
- Yes, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.
- No, I am not interested in participating in a sport (beyond taking P.E. classes).



STEP 29: Answer **PROGRAM INTEREST** question



If unsure what to choose, choose what best fits today.

STEP 30: Answer **FUTURE TRANSFER PLANS** question

Future Transfer Plans

Future Transfer Plans -- Select --



If unsure what to choose, choose what best fits for today. Not all colleges are listed. Pick the one on the list that best fits. You **can** always **change** it **ANYTIME**.

STEP 31: Answer **PRIMARY LANGUAGE** question

Employment Expectation

Hours to be worked per week during semester

-- Select --



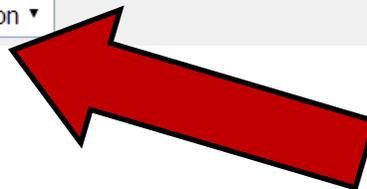
Answer what you think it will be/ what it is.

STEP 33: Answer **SBCC PROMISE** question

SBCC Promise

I completed my secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to Carpinteria) as part of the 2015-2016 (or after) graduating high school class and I consent to releasing my application information to the SBCC Foundation to determine if I am eligible to receive funds to cover required fees, books and supplies.

Yes, I consent/ I would like more information



If you meet the SBCC PROMISE ELIGIBILITY GUIDELINES LISTED ANSWER **Yes, I Consent** IF YOU DON'T THEN ANSWER NO. If unsure then ask an SBCC Rep.

STEP 34: Answer **SUPPORT SBCC** question

STEP 35: CONSENT: This is so CCCApply has your consent to send SBCC your application information.

Request for Consent to Release Information

The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be sold, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should know that answering "no" to this question will not prevent release of certain "directory information" about you. To learn more about this information or how to block its release, see the [Privacy Policy](#).

I authorize the Chancellor's Office of the California Community Colleges to use my personal information as described in the [Privacy Policy](#).
 I consent I do not consent



STEP 36: Click on



STEP 37: Check **BOTH** "By Checking Here"

Submitting Your Application

You are about to submit your application to Santa Barbara City College. NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By Checking here, I, Theresa Ann Stein, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Santa Barbara City College.

By Checking here, I, Theresa Ann Stein, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

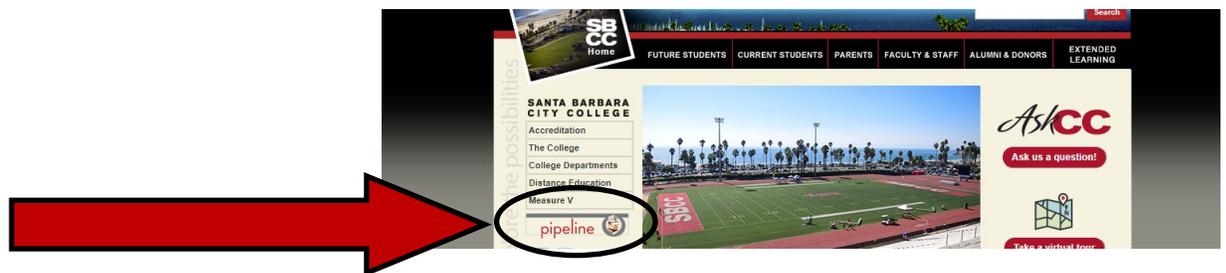


STEP 38: Click on **SUBMIT MY APPLICATION**

STEP 39: Take a **PICTURE** of the **CONFIRMATION PAGE**/Write down your **CCCID** and **Confirmation Number**. Close out the CCCApply page.

Although some students may need to wait up to 15-30 minutes to create and log onto their Pipeline Account many students can log on immediately so go ahead and start STEP 40 now. If it doesn't work then wait another 10 minutes and try again. If after 15-30 minutes it still doesn't work check in with an SBCC Rep.

STEP 40: Go to sbcc.edu and click on **PIPELINE**



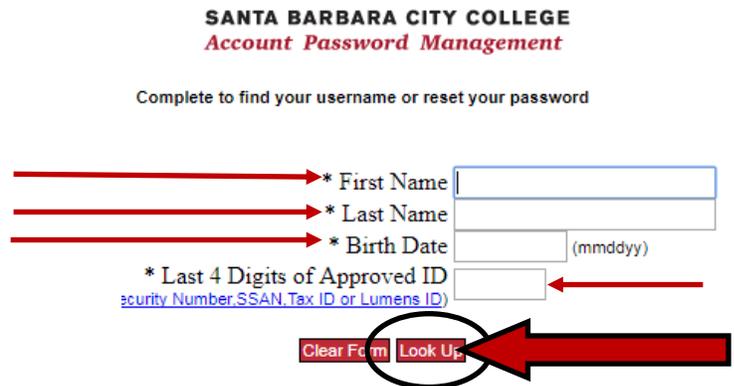
STEP 41: Click on **FIND ACCOUNT**.



The screenshot shows the SBCC PIPELINE LOGIN page. It has a header with the SBCC logo and the text 'SBCC PIPELINE LOGIN'. Below the header are fields for 'Username' and 'Password', and a 'Login' button. A red arrow points from the top left to a link labeled 'Find Account' located below the 'Login' button. Other links include 'Need help? ¿Necesita ayuda?', 'Important notice for parents, relatives, or guardians of students', and 'Terms and Conditions'.

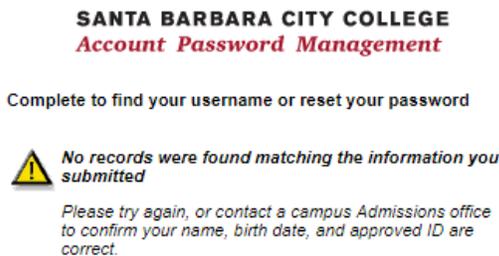
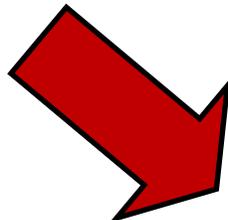
STEP 42: Type in **FIRST NAME, LAST NAME, BIRTH DATE,** and **LAST 4 DIGITS** of Social Security Number and click **LOOK UP**.

If you did not use an SS# on the Application then you will be assigned what SBCC calls a 999#. You will receive this number via an email sent from the college. You will use the last 4 digits of the 999# as the last 4 digits of approved ID. To find your 999# check the email you listed on the college application that you just completed. It will take 15-30 minutes to receive the email. **OR YOU CAN ALSO USE THE LAST FOUR DIGITS OF YOUR CCCID #**



The screenshot shows the 'SANTA BARBARA CITY COLLEGE Account Password Management' page. It has a header with the SBCC logo and the text 'SANTA BARBARA CITY COLLEGE Account Password Management'. Below the header is the instruction 'Complete to find your username or reset your password'. There are four input fields: '* First Name', '* Last Name', '* Birth Date (mmdyyy)', and '* Last 4 Digits of Approved ID (Security Number SSAN, Tax ID or Lumens ID)'. A red arrow points to the 'Look Up' button, which is circled in red. There is also a 'Clear Form' button.

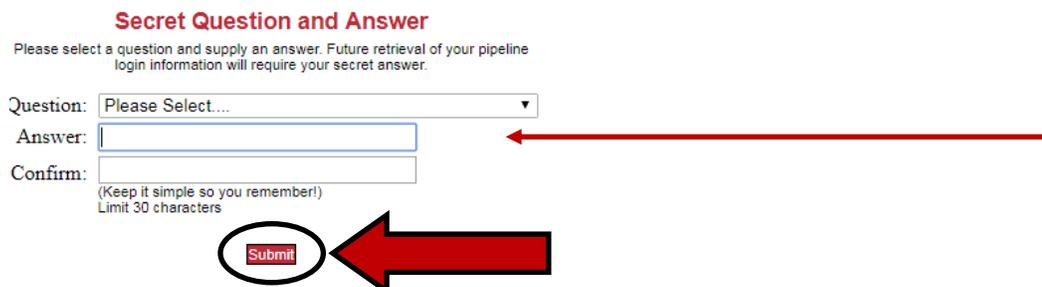
STEP 43: IF you DON'T receive this message move on to STEP 44



The screenshot shows the 'SANTA BARBARA CITY COLLEGE Account Password Management' page. It has a header with the SBCC logo and the text 'SANTA BARBARA CITY COLLEGE Account Password Management'. Below the header is the instruction 'Complete to find your username or reset your password'. There is a yellow warning icon and the message: 'No records were found matching the information you submitted'. Below this is the text: 'Please try again, or contact a campus Admissions office to confirm your name, birth date, and approved ID are correct.'

***IF AFTER 20 minutes you are still getting "No Records Found" talk to an SBCC Rep.**

STEP 44: Select your **SECRET QUESTION** and **ANSWER** and then click **SUBMIT**. Make it something you will remember. You will need this if you ever forget your Username/Password.



The screenshot shows the 'Secret Question and Answer' page. It has a header with the text 'Secret Question and Answer'. Below the header is the instruction: 'Please select a question and supply an answer. Future retrieval of your pipeline login information will require your secret answer.' There are three input fields: 'Question: Please Select...', 'Answer:', and 'Confirm: (Keep it simple so you remember!) Limit 30 characters'. A red arrow points to the 'Submit' button, which is circled in red.

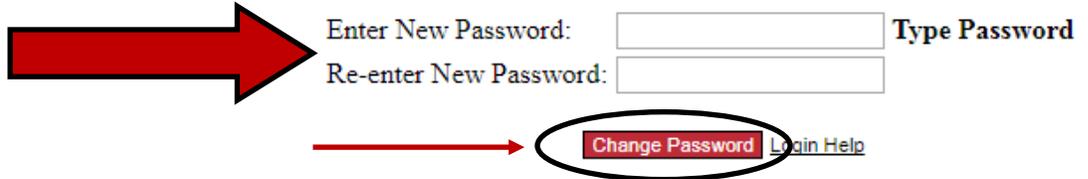
STEP 45: CREATE a NEW PASSWORD (needs to be between 8-15 characters) and then

Click **CHANGE PASSWORD**

SANTA BARBARA CITY COLLEGE
Account Password Management

You are now required to reset your password.

Create a new Password between 8 and 15 characters...



Enter New Password: Type Password
Re-enter New Password:
[Change Password](#) [Login Help](#)

STEP 46: WRITE down/put your **PASSWORD** and **USERNAME** in your phone. Then **CLICK** on **CLOSE THIS WINDOW**.

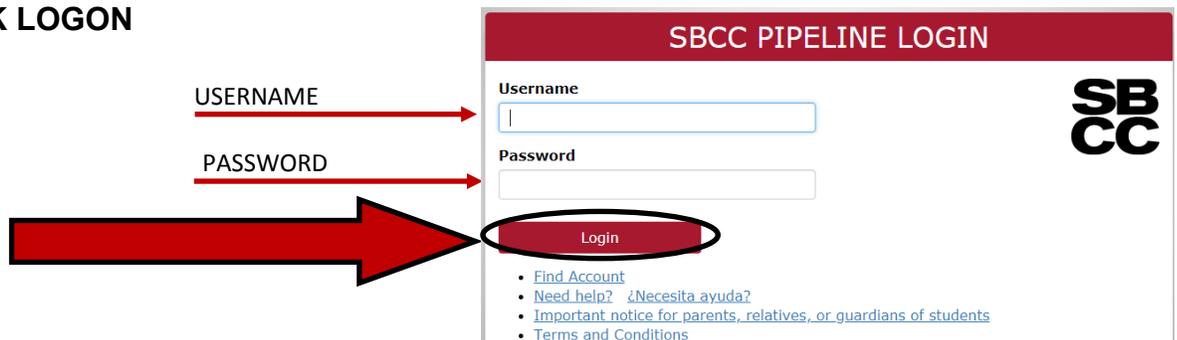
SANTA BARBARA CITY COLLEGE
Account Password Management

Changes complete!
(It may take up to 10 minutes for disabled or expired accounts to activate.)



Please log into Pipeline with your
username: **tastein**
and your new password.
[Close This Window](#) [Login Help](#)

STEP 47: Enter your **PIPELINE USERNAME** and **PASSWORD/LOGON** to **PIPELINE** and **CLICK LOGON**



SBCC PIPELINE LOGIN

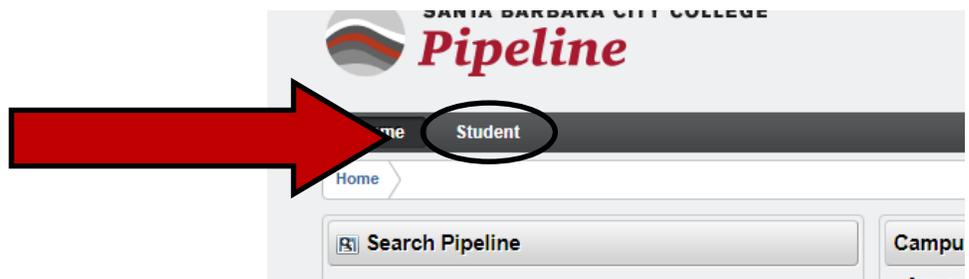
Username:

Password:

[Login](#)

- [Find Account](#)
- [Need help? ¿Necesita ayuda?](#)
- [Important notice for parents, relatives, or guardians of students](#)
- [Terms and Conditions](#)

STEP 48: Click on **STUDENT TAB** at top of page.

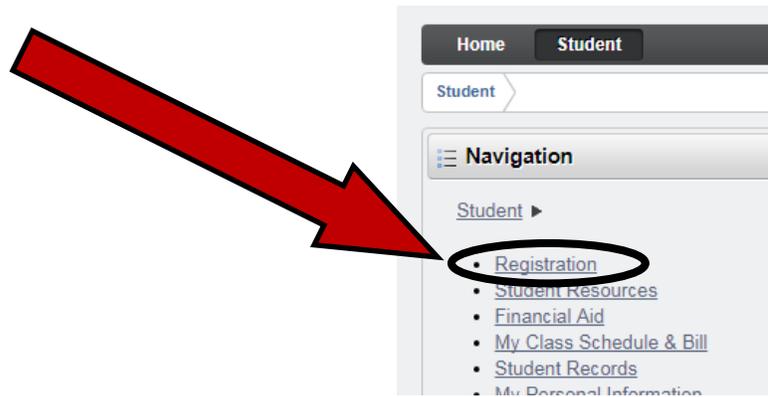


SANTA BARBARA CITY COLLEGE
Pipeline

Home **Student**

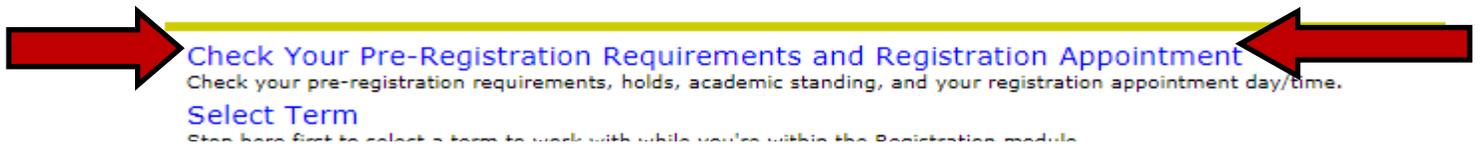
Search Pipeline

STEP 49: Click on **REGISTRATION**.

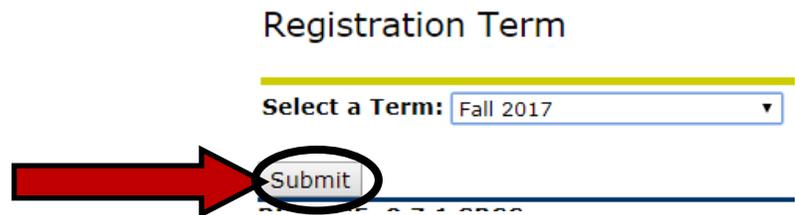


STEP 50: Click on **CHECK YOUR PRE-REGISTRATION REQUIREMENTS** and **APPOINTMENT**.

Registration



STEP 51: SELECT a **TERM** and click **SUBMIT**.



STEP 52: After clicking on **SUBMIT** you will be able to see your **REGISTRATION DATE** and **TIME**. You can register on or after this date and time. **WRITE** this in your down/put in your phone.



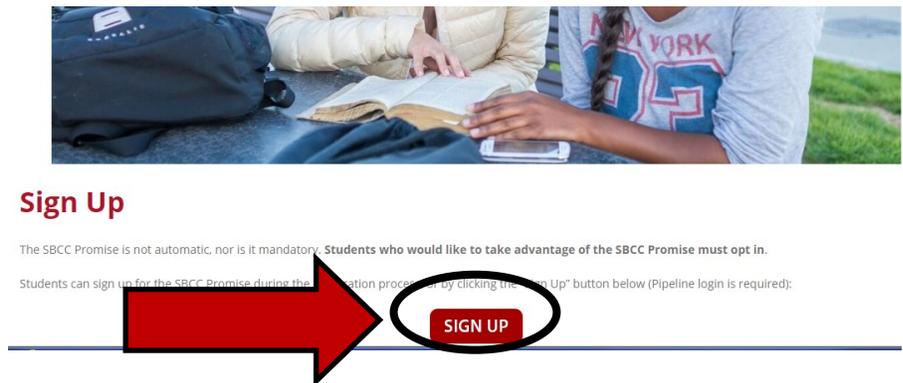
STEP 53: **FIND YOUR K#** (SBCC Student ID #) on the top right hand corner of the screen and **WRITE IT IN DOWN/PUT IT IN YOUR PHONE. YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT.** It is how the College identifies you in our systems. **You will also need to provide your K# to an SBCC Rep before you leave so you get credit for today.**

Close out and sign off of your Pipeline Account and move on to STEP 54 on the next page to finish signing up for THE SBCC PROMISE PROGRAM.

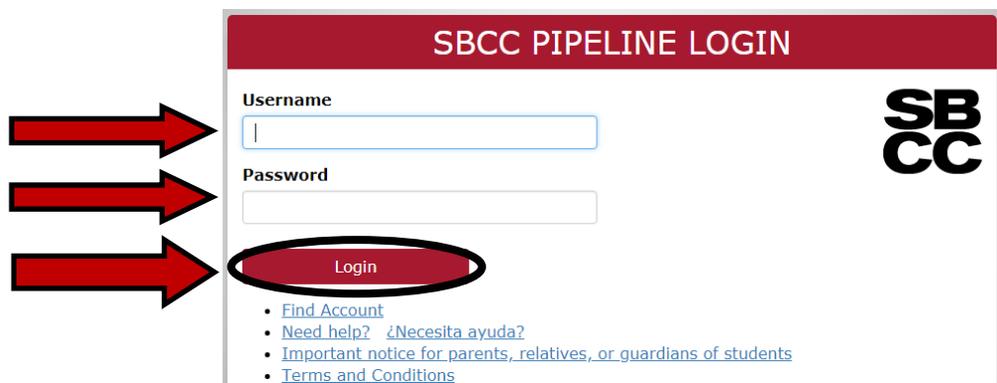
STEP 54: Go to sbccpromise.org and CLICK on SIGN UP.



STEP 55: Click on SIGN UP towards the bottom of the page



STEP 56: Use your PIPELINE USERNAME and PASSWORD to LOGIN.



STEP 57: After **LOGGING IN** with your **PIPELINE USERNAME** and **PASSWORD** the following **MESSAGE** will **POP UP**. Move onto **STEP 58**.

 **IF** this message **DOES NOT POP UP** don't worry. It just means that your application hasn't been received by the Promise yet. It can take a few hours. Go ahead and move onto **STEP 60**.

The SBCC Promise

Sign Up

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

Our records indicate a graduation date of 06/07/2018 from San Marcos Senior High

STEP 58: At bottom of page **CLICK ON "OPT IN TO THE PROMISE"**

The SBCC Promise

Eligibility

To be eligible for the SBCC Promise for the Spring 2018, a student must:

1. Complete their secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to Carpinteria).
2. Submit the completed California College Promise Grant (CCPG) [formerly Board of Governors (BOGW) Fee Waiver Application] for each academic year by one week prior to the add/drop (census) date. The CCPG waives enrollment fees for qualifying students who are California residents or students who qualify for the AB-540 Nonresident Tuition Exemption. In order to qualify for the SBCC Promise, students must apply for the CCPG, however students are not required to meet the CCPG eligibility criteria. To be considered, students can submit one of the following applications:
 - Free Application for Federal Student Aid (FAFSA), for U.S. citizens or eligible non-citizens
 - California Dream Act Application, for students who qualify for the AB-540 Nonresident Tuition Exemption. For more information, please visit the Dream Act Scholars section of the Admissions and Records website.
 - Board of Governor's Fee Waiver Application, for California residents or AB-540 eligible.
3. Enroll at SBCC in either the fall or spring term immediately following high school or equivalent. If entering military service directly out of high school, a student must enroll within 12 months of completion of military service.
4. Commit to a full time student schedule (minimum 12 units) throughout the duration of the SBCC Promise for each fall and spring semester [deadline: February 4, 2018 and for the following academic year(s) by one week prior to the add/drop (census) date]. Summer session is encouraged but there is no minimum unit requirement.
5. Complete a Student Educational Plan (SEP) through New Student Academic Advising by the add/drop (census) date of your first term.
6. Participate in **academic counseling** (at least one session per semester) by one week prior to the following term's registration date.
7. Remain in good academic standing at SBCC.

For more information, eligibility requirements, and frequently asked questions please visit the [SBCC Foundation Promise Website](#). If you have questions please contact Lucille Boss at promise@sbccfoundation.org or (805) 730-4416.

ACTION REQUIRED:

- Opt-In: Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.
- Opt-Out: No, I choose not to participate.

Submit

STEP 59: Click **SUBMIT**

- Opt-In: Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.
- Opt-Out: No, I choose not to participate.

Submit

STEP 60: **!!!READ ME & FOLLOW THE INSTRUCTIONS!!!**

- **Leave this packet at this computer.**
- **Have/know your K#/SBCC Student ID#.**
- **Have your printed transcript (if you have one).**
- **CHECK OUT WITH an SBCC REP BEFORE LEAVING. They will take your K# and printed transcript (if you have one) and will excuse you.**