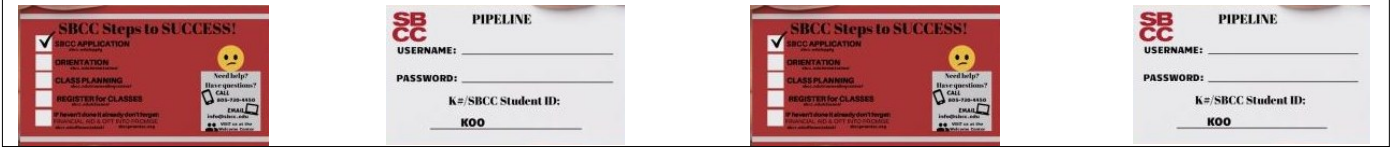# SBCC *Fall 2020*
APPLICATION STEPS (LHS)
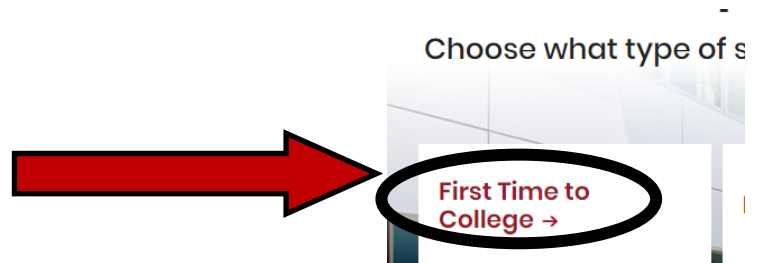
Make sure that you have a PIPELINE CARD. You WILL NEED it for STEP 43.
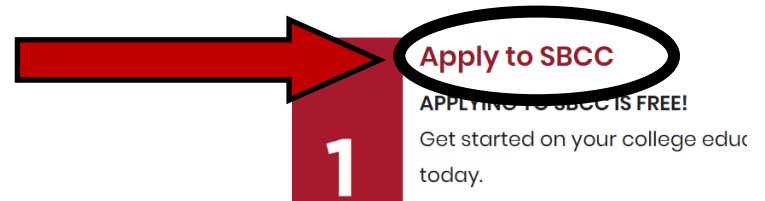
STEP 1: Go to **sbcc.edu/apply**

STEP 2: Scroll down and click on **FIRST TIME TO COLLEGE.**

*Taken **Dual Enrollment** Classes? You still **need to do this application** because you will be an incoming Freshman.*

Choose what type of s

First Time to College →

STEP 3: Click on **APPLY to SBCC.**

Apply to SBCC

APPLYING TO SBCC IS FREE!

Get started on your college educ today.

1

STEP 4: Scroll down and click on **APPLY NOW for FALL 2020.**

Apply Now for Summer and Fall 2020!

STEP 5: Click on **CREATE an ACCOUNT.**

Create an Account o
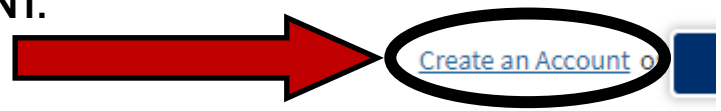
STEP 6: Click on **BEGIN CREATING MY ACCOUNT.**

All information is kept secure and

Begin Creating My Account

STEP 7: Enter your **LEGAL NAME** (**what's on your birth certificate**), **DATE of BIRTH**, and **SOCIAL SECURITY NUMBER.** Click on **CONTINUE.**

OR

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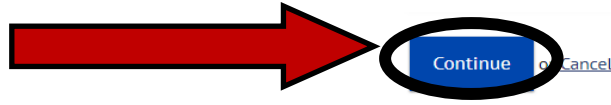
If you do not have a Social Security Number/Taxpayer Identification Number check the appropriate boxes. Some International Students, nonresident aliens, or others may not have a Social Security Number. If you do not have a SSN/Tax ID# then see an SBCC Rep to complete an AB540 form before you leave today.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

STEP 8: If it says **CONTINUE CREATING YOUR ACCOUNT** continue by entering your email, telephone, and permanent address and click **CONTINUE.**

OR

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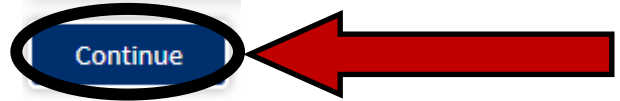
If it says **WE FOUND AN EXISTING ACCOUNT** then either answer security questions or have an email sent to you. If you can't find your account then check in with one of the SBCC Reps that are available.

Account Verification　　　　Cam

We found an existing account based on the information you entered.
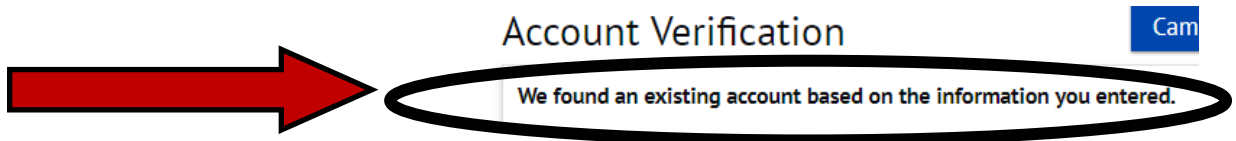
STEP 9: Create your **CCCApply USERNAME & PASSWORD.**

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

Username and Password

to sign in later, you must choose a unique username for your account.

Username

Minimum 6 characters (letters, numbers, special characters)

Password

7 to 20 characters (letters and at least one number)

STEP 10: Create your **CCCApply 4 DIGIT PIN** *(if it prompts you to create one).*
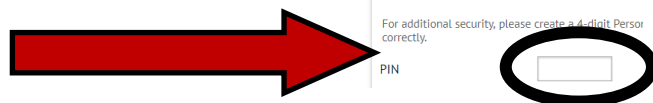
Security PIN

For additional security, please create a 4-digit Person correctly.

PIN

STEP 11: Create your **ANSWERS** to the **3 SECRET QUESTIONS** & CLICK **CONTINUE.**

Security Questions

If you forget your username or password, or if yo
Please select three security questions you would

First Security Question

STEP 12:   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 13: Click START NEW APPLICATION.

Start A New Application

STEP 14: Click on **the TERM APPLYING FOR**. YOU WILL **CLICK ON THE FALL 2020 TERM.**

Enrollment Information

Term Applying For

Fall 2020 (Aug 24 - Dec 12) (08/24/2020 to 12/12/2020)

STEP 15: 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 16: 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

Then **CLICK**   Continue

STEP 17: Review **ACCOUNT & MAILING INFOR-**

Account and Mailing Information

Review OpenCCC Account Information

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

YOU WILL CHOOSE First-time student in college (after leaving high school).

YOU WILL CHOOSE

College Enrollment Status

As of 08/26/2018, I will have the following college enrollment status:

YOU WILL CHOOSE → First-time student in college (after leaving high school)

STEP 19: Answer the **HIGH SCHOOL EDUCATION** questions.

Make sure to answer correctly.

High School Education

High school education level as of 08/26/2018

YOU WILL CHOOSE → Received high school diploma from U.S. school

Month	Day	Year
June	3	2020

YOU WILL CHOOSE High school completion date

YOU WILL CHOOSE → ● Yes ○ No Did you receive your diploma, GED, or certificate in **California**?

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

If you are unsure how to answer ask an SBCC Rep for help.

○ Yes   ○ No   Have you attended high school in California for three or more years?

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

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   United States of America (the ▾

➡️ State   California ▾

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 TRANSCRIPT INFORMATION**

High School Transcript Information

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

ANSWER THIS INFORMATION BASED ON YOUR HS TRANSCRIPTS. IF UNSURE MAKE SURE TO ASK AN SBCC REP. <u>DO NOT GUESS OR ESTIMATE!</u>

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

[2.5] ⬅

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

[-- Select -- ▾] ⬅

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

[-- Select -- ▾] ⬅

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.*

STEP 23: Answer **CITIZENSHIP STATUS.** <u>If you are unsure how to answer ask an SBCC Rep.</u>

Citizenship

Citizenship Status   [-- Select Status -- ▾] ⬅

<u>Are you AB540?</u>= 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 (i.e. GED) are AB540 students.

If you are **AB540** you will **ANSWER** = "Other" and check the box next to "No documents" & <u>COMPLETE the AB540 FORM</u> with an SBCC Rep TODAY.

STEP 24: Answer **MILITARY/MILITARY DEPENDENT** question.

U.S. Military/Dependent of Military

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

-- Select Status -- ▼

STEP 25: Answer **CALIFORNIA RESIDENCE, OUT-OF-STATE ACTIVITIES, and SPECIAL RESI-DENCY CATEGORY** questions.

It is VERY IMPORTANT to answer these questions correctly.

STEP 26: Answer **NEEDS & INTERESTS** questions.

-Main Language

-Financial Assistance (TANF/CalWORKS=Food Stamps/Cash Aid)

-Athletic Interest

-Programs and Services (YOU CAN LEAVE THIS BLANK)

STEP 27: Answer **DEMOGRAPHIC INFORMATION** questions.

-Gender/Transgender and Sexual Orientation questions are **OPTIONAL**.

-Parent/Guardian Educational Levels: If you don't know answer the best you can.

-Race/Ethnicity

STEP 28: Answer **FUTURE TRANSFER PLANS** question.

Future Transfer Plans

Future Transfer Plans   UC Santa Barbara ▼

It's OK if you are UNSURE. Answer what you are thinking about doing today.

You can change this at any time.

STEP 29: Answer **PRIMARY LANGUAGE** question.

STEP 30: Answer **EMPLOYMENT EXPECTATION** question.

It is OK if you are UNSURE. **Answer what you think it will be or what you are working now.**

STEP 31: 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 <u>ANSWER NO.</u>

If unsure then ask an SBCC Rep.

STEP 32: Answer **SUPPORT SBCC** question.

Support SBCC

I am interested in learning about the Foundation for SBCC and ways to support SBCC and its students.

| -- Select -- ▼ |

Most students answer NO to this question.

STEP 33: **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 also know that answering "no" to this question will not prevent release of certain "directory information" about you. To learn more about directory information or how to block its release, see the **Privacy Policy.**

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described in the **Full Statement of Con...**

| ● I consent | ○ I d... |

Click on **I CONSENT**

STEP 34: Check **BOTH** "**By Checking Here**" Boxes.

Submitting Your Application

You are about to submit your application to Santa Barbara City Colle... 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 54... 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.

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

## STEP 35: Click on **SUBMIT MY APPLICATION.**

Submit My Application

STEP 36: Take a **PICTURE of the CONFIRMATION** PAGE/**Write down your CCCID** and **Confirmation Number**. **Close out** the CCCApply page.

# Creating/Logging Onto YOUR SBCC PIPELINE ACCOUNT

Although it can take up to 24 hours to be able to log onto your Pipeline Account many students can log on immediately or within 15-30 minutes.   Go ahead and **start STEP 37 now**. If it doesn't work then wait another 10 minutes and try again. If after 15-30 minutes it still doesn't work let one of the SBCC Reps know that it has been over 15 minutes.
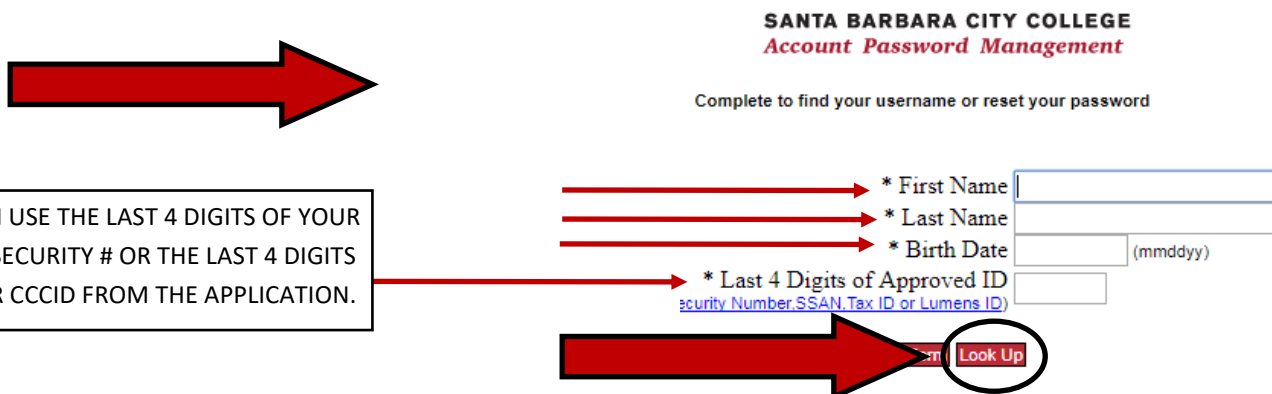
STEP 37: Go to sbcc.edu and click on **PIPELINE.**
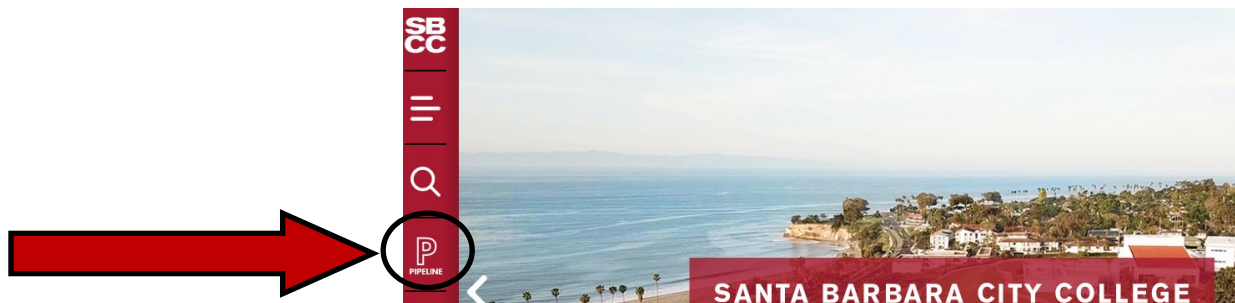
STEP 38: Click on **FIND ACCOUNT**.

SBCC PIPELINE LOGIN

Username

Password

Login

Find Account
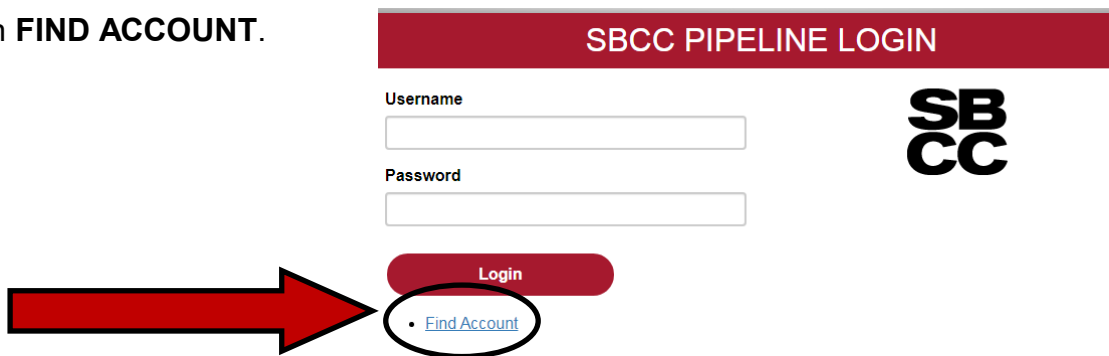
STEP 39: Type in **FIRST NAME, LAST NAME, BIRTH DATE**, and **LAST 4 DIGITS** of **Social Security Number OR** the **LAST 4 DIGITS** of your **CCCID** and click LOOK UP.

SANTA BARBARA CITY COLLEGE
Account Password Management

Complete to find your username or reset your password

YOU CAN USE THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY # OR THE LAST 4 DIGITS OF YOUR CCCID FROM THE APPLICATION.

* First Name
* Last Name
* Birth Date   (mmddyy)
* Last 4 Digits of Approved ID
ecurity Number,SSAN,Tax ID or Lumens ID)

Look Up

STEP 40: IF you DON'T receive this message move on to STEP 41.

IF YOU <u>DO NOT SEE</u> "NO RECORDS FOUND" GO TO STEP 41

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

SANTA BARBARA CITY COLLEGE
Account Password Management

Complete to find your username or reset your password

No records were found matching the information you submitted

Please try again, or contact a campus Admissions office to confirm your name, birth date, and approved ID are correct.

STEP 41: 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.

Secret Question and Answer

Please select a question and supply an answer. Future retrieval of your pipeline login information will require your secret answer.

Question: Please Select.... ▼

Answer: [_____]

Confirm: [_____]
(Keep it simple so you remember!)
Limit 30 characters

Submit

STEP 42: **CREATE** a **NEW PASSWORD** (needs to be between 8-15 characters) and then Click **CHANGE PASSWORD.**

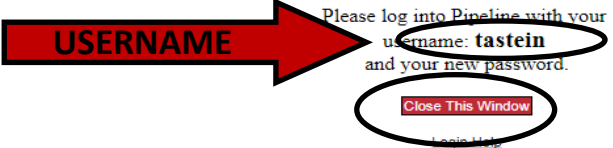**SANTA BARBARA CITY COLLEGE**
Account Password Management
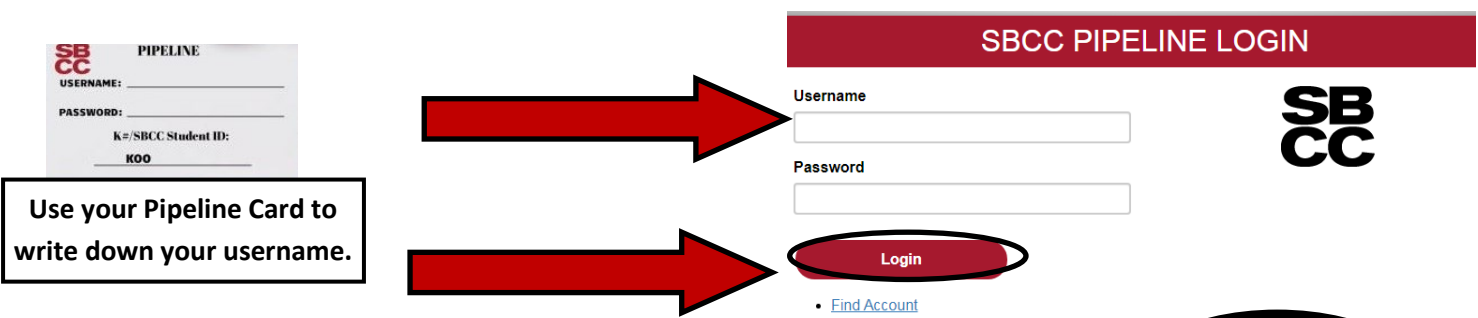
You are now required to reset your password.

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

Enter New Password: [_____] **Type Password**

Re-enter New Password: [_____]

Change Password Login Help

STEP 43: **WRITE down/put** your **PASSWORD** and **USERNAME in your phone**. Then **CLICK** on **CLOSE THIS WINDOW.**

SANTA BARBARA CITY COLLEGE
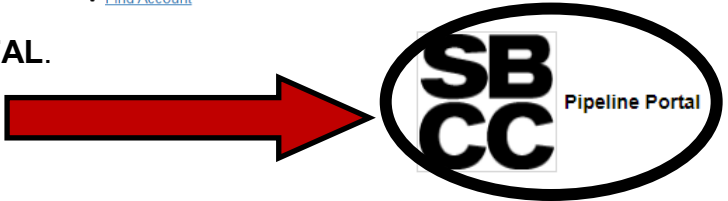*Account Password Management*

Changes complete!
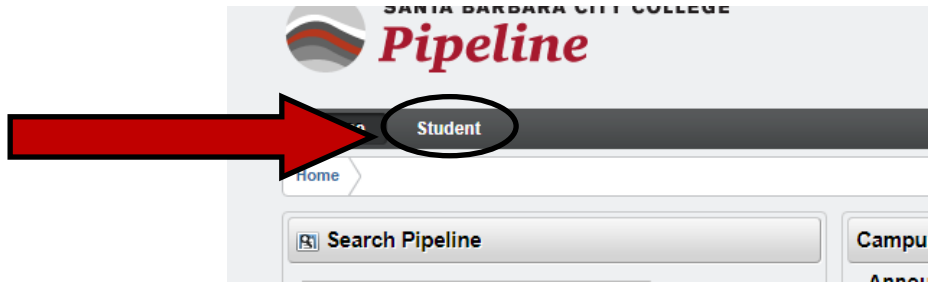*llow up to 10 minutes for disabled or expired accou activate.)*

USERNAME

Please log into Pipeline with your username: **tastein** and your new password.

Close This Window

STEP 44: **WAIT 5 MINUTES then** enter your **PIPELINE USERNAME** and **PASSWORD/LOGON** to **PIPELINE** and **CLICK LOGON.**
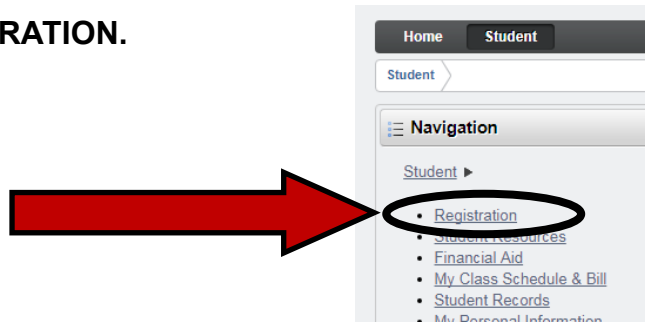
SB CC **PIPELINE**

USERNAME: _____

PASSWORD: _____

K#/SBCC Student ID:

K00

Use your Pipeline Card to write down your username.

SBCC PIPELINE LOGIN

Username

[_____]

Password

[_____]

Login

• Find Account

SBCC

STEP 45: Click on **SBCC PIPELINE PORTAL.**

SB CC Pipeline Portal

STEP 46: Click on **STUDENT TAB** at top of page.

SANTA BARBARA CITY COLLEGE
Pipeline

Student

Home

Search Pipeline | Campu

STEP 47: Click on **REGISTRATION.**

Home | Student

Student

Navigation

Student ▶

- Registration
- Student Resources
- Financial Aid
- My Class Schedule & Bill
- Student Records
- My Personal Information

STEP 48: Click on **CHECK YOUR PRE-REGISTRATION REQUIREMENTS** and **APPOINTMENT.**

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
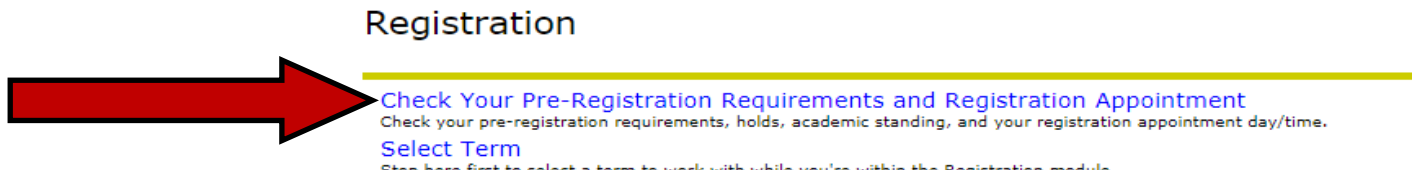
**STEP 49:** **SELECT** a **TERM** and click **SUBMIT.**

Registration Term

Select a Term: FALL 2020 ▼
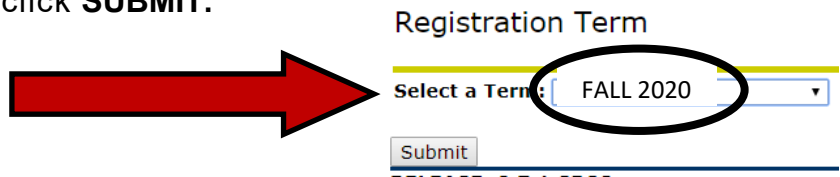
Submit

STEP 50: 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.**

*If you are unable to view your **Registration Date** for the term you are applying for, please check back at a later time and continue to **Step 51**.

Pre-Registration R

You may register starting at:

Date | Time
12-DEC-2017 8:00am
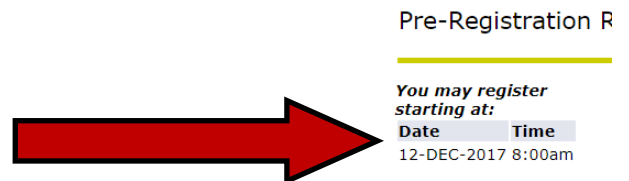
STEP 51: **FIND YOUR K#** (SBCC Student ID #) on the top right hand corner of the screen and **WRITE IT IN DOWN ON YOUR PIPELINE CARD/PUT IT IN YOUR PHONE. YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT.** It is how the College identifies you in our systems. **You will also need to provide your K# 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 52: Go to sbccpromise.org and CLICK on SIGN UP.

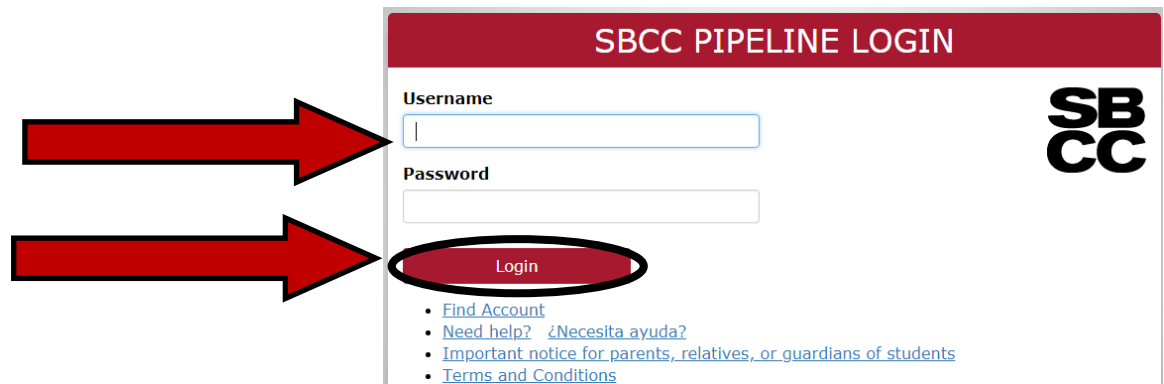## STEP 53: Click on SIGN UP towards the bottom of the page.

Sign Up

The SBCC Promise is not automatic, nor is it mandatory. **Students who would like to take advantage of the SBCC Promise must opt in.**

Students can sign up for the SBCC Promise during the registration process or by clicking the "Sign Up" button below (Pipeline login is required):

SIGN UP

STEP 54: Use your PIPELINE USERNAME and PASSWORD to LOGIN.

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 55: After **LOGGING IN** with your **PIPELINE USERNAME** and **PASSWORD** the following **MESSAGE** will **POP UP**. Move onto **STEP 56**.

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. You can try again later on your own OR opt-in at our Registration Workshop in May. Now continue to **STEP 58**.

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 56: 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 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 57: 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 58:   **!!!READ ME & FOLLOW THESE 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 they will excuse you.**