

## Guide to the Student Online Application

Students will need an email to submit an application online.

1. Click on Application link to get to page shown below.
  - a. Create login ID up to 9 letters and/or numbers.
  - b. Create a PIN minimum of 8 numbers, max 15 numbers.
  - c. You will not need to remember the login. You will create a new login each time you require an application.
  - d. Click on Submit.

Noncredit and Adult High School Application

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**Please create a Login ID and PIN. Por favor, cree un Nombre de acceso y un Número de Identificación Personal.**

**IMPORTANT:** You must have an email address in order to complete this application. SBCC will email you information about your application and next steps to enroll in classes.

**IMPORTANT:** Debe tener una dirección de correo electrónico para completar esta solicitud. SBCC le enviará información por correo electrónico sobre su solicitud y los próximos pasos para inscribirse en las clases.

- Your Login ID can be up to 9 letters and/or numbers.
- Your PIN requires a minimum of 8 alphanumeric characters. It can be up to 15 alphanumeric characters.
- Enter your PIN again to verify it and then select Submit.
- Su Nombre de Acceso puede ser de hasta 9 dígitos de letras y/o números.
- Su Número de Identificación Personal requiere un mínimo de 8 dígitos alfanuméricos. Puede ser de hasta 15 dígitos alfanuméricos.
- Ingrese su Número de Identificación Personal (PIN) una vez más para verificarlo y después seleccione 'Submit' enviar.

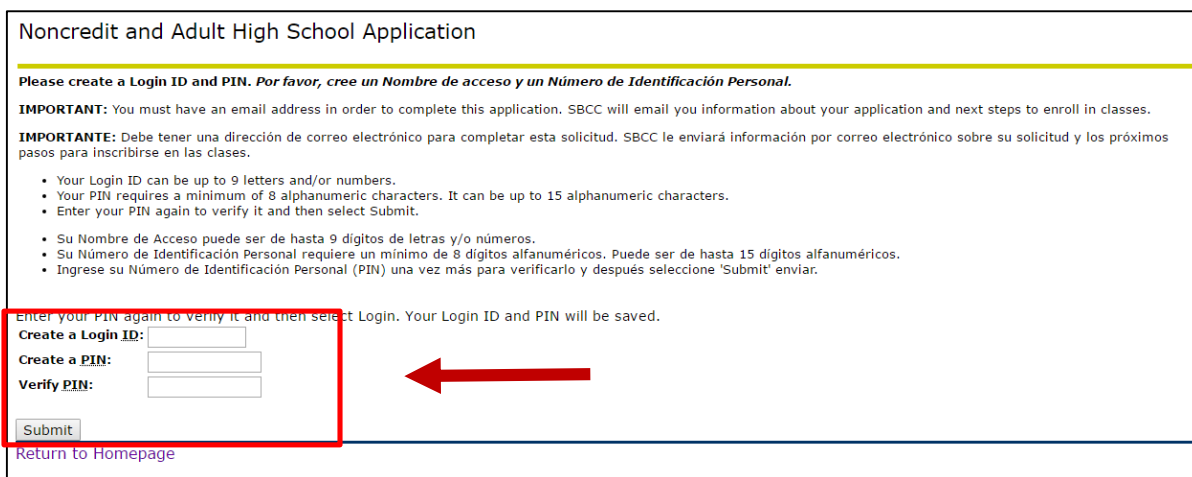
Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a **Login ID**:

Create a **PIN**:

Verify **PIN**:

[Return to Homepage](#)



2. Select from the drop down field Noncredit.

Select an Application Type

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**Apply for Admission**

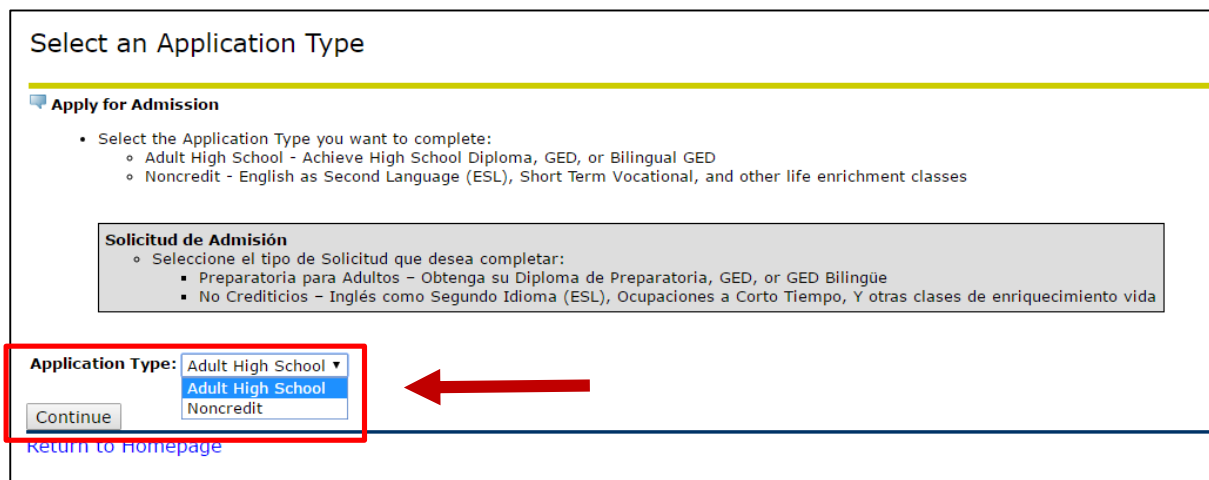
- Select the Application Type you want to complete:
  - Adult High School - Achieve High School Diploma, GED, or Bilingual GED
  - Noncredit - English as Second Language (ESL), Short Term Vocational, and other life enrichment classes

**Solicitud de Admisión**

- Seleccione el tipo de Solicitud que desea completar:
  - Preparatoria para Adultos - Obtenga su Diploma de Preparatoria, GED, or GED Bilingüe
  - No Crediticios - Inglés como Segundo Idioma (ESL), Ocupaciones a Corto Tiempo, Y otras clases de enriquecimiento vida

**Application Type:**

[Return to Homepage](#)



3. Select from the drop down box the term (e.g. Fall 2017).  
Enter in First and Last name fields.  
Click Fill Out Application.

Apply for Admission

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Select an Admission Term and enter your name.

Seleccione un Término de Admisión e ingrese su nombre.  
\* - indica un campo obligatorio.

\* - indicates a required field.

Application Type: Noncredit  
 Admission Term:\* Select...  
 First Name:\*  
 Middle Name:  
 Last Name:\*

Fill Out Application  
[Return to Application Menu](#)

4. Click on Step 1 Name.

Application Steps

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Step 1: Start by clicking on Name

- When you have completed the steps, as indicated by a check mark, click on "Submit Application". Click on Help for more information.

Paso 1: Comience por hacer clic en Nombre

- Cuando haya completado los pasos, tal como se indica con una marca de verificación, haga clic en "Enviar solicitud". Haga clic en Ayuda 'Help' para obtener más información.

\* - indica un campo de información obligatoria.

Step 1 \* Name    Step 4 \*  
 Step 2 \* Address and Phone    Step 5 \* Additional Information  
 Step 3 \* Personal Information

Submit Application

5. Verify that your name is correctly entered. This should match your legal ID.  
Click on Continue.

Name (Checklist item 1 of 5)

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Enter information about your name, and then click on 'Continue'. Click on Help for more information.

Ingrese información sobre su nombre, Y luego haga clic en continuar 'Continue'. Haga clic en Ayuda 'Help' para obtener más información.  
\* - indica un campo de información obligatoria.

\* - indicates a required field.

First Name:\* Student  
 Last Name:\* Name  
 Middle Name:  
 Suffix (ex: Sr., Jr., etc.):  
 Previous Last Name:

Checklist    Continue    Finish Later

6. Enter in mailing address. Note the system has address verifying software.  
Click on Continue.

**Address and Phone** (Checklist item 2 of 5)

Enter your address and phone information, and then click on 'Continue'. Click on Help for more information.

Ingrese su Información Personal. Al ingresar su dirección de correo electrónico, deberá verificar el correo electrónico ingresándolo de nuevo. Haga clic en Ayuda 'Help' para obtener más información.

\* - indica un campo de información obligatoria.

\* - indicates a required field.

**Mailing**

Street Line 1:\*

Street Line 2:

City:\*

State:\*

ZIP:\*

Phone Number (xxx)-(xxxxxxx):  -

[Return to Checklist without saving changes](#)

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7. Enter in required information \*, and optional fields as desired.  
Scroll down to click on continue.

**Personal Information** (Checklist item 3 of 5)

Enter your Personal Information. When entering your e-mail address you will need to verify the email by entering it again.

Ingrese su Información Personal. Al ingresar su dirección de correo electrónico, deberá verificar el correo electrónico ingresándolo de Nuevo.

\* -indica un campo de información obligatoria.

\* - indicates a required field.

Provide your e-mail address:\*

Verify e-mail address:\*

Gender:  Male  Female  No Response

Birth Date:\* Month  Day  Year (YYYY)

Cellular Phone Number  -



8. For Program of Study, select from the drop down box Noncredit General Education. Click on Continue.

**Program of Study**

**Program of Study** (Checklist item 4 of 5)

Select your Program of Study. Options to choose from will vary by application type.

- Choose "Adult High School" to achieve a high school diploma, GED, or Bilingual GED.
- Choose "NC General Education" for life enrichment classes.

Seleccione su Programa de Estudio. Las opciones dependerán del tipo de solicitud.

- Elija "Adult High School" para obtener su diploma de preparatoria, GED, or GED Bilingüe.
- Elija "Educación general de NC" para enriquecer la vida.

\* - indica un campo de información obligatoria.

\* - indicates a required field.

Program of Study:\*



If an Adult High School application was chosen, the option to provide previously attended high school(s) and college is available. This is an optional step. The next 5 screen shot explain how to lookup high schools. If no high school information to report, click on "Continue" to go on to the next form. **Pages 4-5 are optional.**

HELP EXIT

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### High School (Step 5 of 7)

Select the Lookup High School Code link to search for high school(s) you have previously attended. If you cannot find your high school through the lookup page enter the information on this page. Enter 'INTLHS' if you attended a foreign high school.

Select Enter or View another High School to enter information about additional high schools you attended.

When completing sections,

- Selecting "Checklist" saves your changes and displays the Application Checklist.
- Selecting "Continue" moves to the next section.
- Use the "Return to Checklist without saving changes" link to navigate to different sections.

High School Code:  [Lookup High School Code](#)

**If School not found:**

High School Name:

High School Street1:

High School Street2:

High School City:

High School Zip Code:

High School State:

Home School (check for yes):

[Return to Checklist without saving changes](#)

Click on 'Lookup High School code' link, or if school not found fill out form instead. If attended foreign high school, enter in the code INTLHS. Home schooled has a check box.

HELP EXIT

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### High School Lookup Page

- Select State then click on "List Cities in Selected State"
- To skip this section click on "Return to High School page" link

Select a State:

[Return to High School page](#)

Choose state from drop down then click on 'List Cities'

HELP EXIT

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### High School Lookup Page

- Select City then click on "List Cities in Selected City"
- To skip this section click on "Return to High School page" link

Select High School City:

[Return to High School page](#)

Choose city from drop down then click on 'List High Schools'

HELP EXIT

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## High School Lookup Page

- Select the High School name.
- Click on "Select this High School"
- To skip this section click on "Return to High School page" link

Select High School name:

[Return to High School page](#)

Choose high school from drop down then click on 'Select this High School'

HELP EXIT

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## High School (Step 5 of 7)

Select the Lookup High School Code link to search for high school(s) you have previously attended. If you cannot find your high school through the lookup page enter the information on this page. Enter 'INTLHS' if you attended a foreign high school.

Select Enter or View another High School to enter information about additional high schools you attended.

When completing sections,

- Selecting "Checklist" saves your changes and displays the Application Checklist.
- Selecting "Continue" moves to the next section.
- Use the "Return to Checklist without saving changes" link to navigate to different sections.

High School Code:  [Lookup High School Code](#)

**If School not found:**

High School Name:

High School Street1:

High School Street2:

High School City:

High School Zip Code:

High School State:

Home School (check for yes):

[Return to Checklist without saving changes](#)

Click on 'Continue' to go to the next form

The Previous College lookup uses the same search method as the High School. Again, this is optional information. If no college information to report click on Continue to go on to the next form.

**Previous College (Step 6 of 7)**

Select the Lookup College Code link to search for the college you previously attended.

When completing sections,

- Selecting "Checklist" saves your changes and displays the Application Checklist.
- Selecting "Continue" moves to the next section.
- Use the "Return to Checklist without saving changes" link to navigate to different sections.

College School Code:  [Lookup College Code](#)

**If College not found:**

College Name:

Street1:

Street2:

City:

Zip Code:

College State:

College Nation:

College Attend From Date: Month   Day   Year (YYYY)

College Attend To Date: Month   Day   Year (YYYY)

[Return to Checklist without saving changes](#)

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9. Select from the drop down boxes the required education information, and the optional field if desired. Click on Continue

**Additional Information** (Checklist item 5 of 5)

Please answer the questions below.

Por favor, responda las siguientes preguntas.

\* - indica un campo de información obligatoria.

\* - indicates a required field.

**Educational Goal\*** →

**Highest Education Level\***

10. Once all the steps have been checked off, the application is ready to submit. Click on Submit Application.

**Application Steps**

Step 1: Start by clicking on Name

- When you have completed the steps, as indicated by a check mark, click on "Submit Application". Click on Help for more information.

**Paso 1:** Comience por hacer clic en Nombre

- Cuando haya completado los pasos, tal como se indica con una marca de verificación, haga clic en "Enviar solicitud". Haga clic en Ayuda 'Help' para obtener más información.

\* - indica un campo de información obligatoria.

Step 1 ✓ Name      Step 4 ✓ Program of Study  
Step 2 ✓ Address and Phone      Step 5 ✓ Additional Information  
Step 3 ✓ Personal Information

←

11. Read over the Admissions Agreement. If you agree to the terms, click on 'I agree to the terms'. If you do not agree, your application will not be submitted.

**Admissions Agreement**

You are about to submit your application to Santa Barbara City College.

California state law\* allows you to submit your application 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.

\*Section 54300 of sub chapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

**By Clicking I agree to the terms, I 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 applications are true and correct.
- I understand that falsification or withholding pertinent data 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.

Usted está a punto de someter su solicitud en Santa Bárbara City College.

La ley estatal de California\* le permite someter la información de su solicitud por internet con una verificación de firma electrónica. La información en su solicitud ya sometida está protegida.

\* Sección 54300 del sub capítulo 4.5 del capítulo 5 de la división 6 del título 5 del Código Regulatorio de California.

**Al seleccionar Estoy de acuerdo con los términos, Yo declaro que:**

- Toda la información en esta solicitud es mía.
- Bajo pena de perjuicio, las declaraciones e información sometidas en estas solicitudes de ingreso en línea son verdaderas y correctas.
- Entiendo que la falsificación o la proposición de información falsa podría resultar en acción disciplinarian por parte del Distrito.
- Entiendo que todos los materiales e información sometidas por mí para propósitos de ingresos se convierten en propiedad de Santa Barbara City College.

←

Once you have agreed to the terms you will receive an online letter titled “Signature Page”. It will state whether, or not, your application was successfully processed. **Please read your letter.**

- a. Confirmation indicates that the application process was successful (shown below)
- b. An application that encountered errors and will need to be reviewed by a staff
- c. **DO NOT** close the Signature Page.

Signature Page

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Dear Student Name,

Welcome to Santa Barbara City College Noncredit Program! Your application for admission to the Fall 2017 has been received and processed.

If you have never taken any courses at SBCC and this is your first time attending SBCC, the next step will be for you to setup a secured “Pipeline” account. Pipeline is the name of SBCC’s student self-service portal. In pipeline is where you will add and drop courses.

Click Step 1 below to proceed. Once you complete Step 1 you will be directed back to this page to complete step 2.

If you are a returning SBCC Student and already know your Pipeline username and password, you may click on Step 2 below.

For assistance, please visit Information and Registration Offices at:

**Schott Campus** - 310 W. Padre St. Santa Barbara, CA 93105  
**Wake Campus** - 300 N. Turnpike Rd. Santa Barbara, CA 93111

Or Call: 805-964-6853

Sincerely,  
Michael Medel  
Director of Admissions and Records

student5/1

Step 1: [Setup Pipeline Account](#)

Step 2: [Login to Pipeline and Register](#)

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[Return to Application Menu](#)

There are two links available to you at the bottom of the Signature Page.

Step 1: If you never setup your Pipeline username and/or password, click on this link. Directions to follow on next page.

Step 2: If you do know your Pipeline username and password.

**STEP 1 Link :**

A. Select a question from the drop down box. Type in your answer (limit 30 characters) and re-enter to confirm, and then click on submit. *Remember your answer for future reference.*

**SANTA BARBARA CITY COLLEGE**  
*Account Password Management*

**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

B. Create your new password. Minimum of 8 characters, maximum 15. Re-enter to confirm. *Remember your password for future reference.* Click on 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:

[Login Help](#)

C. The system will create your unique username. *Remember your username for future reference.* Click on Close This Window.

You will be sent back to your Signature Page for Step2.

**SANTA BARBARA CITY COLLEGE**  
*Account Password Management*

Changes complete!  
*(\*Please allow up to 10 minutes for disabled or expired accounts to re-activate.)*

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

[Login Help](#)



## STEP 2 Link :

Enter your Pipeline username and password, and then click on Login.

**SANTA BARBARA CITY COLLEGE**  
**Pipeline**

**Secure Access Login**

**User Name:**  
|

**Password:**  
|

(Note: Passwords are 8 to 15 characters.)

[Need help?](#) • [¿Necesita ayuda?](#)

**TERMS AND CONDITIONS**  
By logging in, you are agreeing to the District's acceptable use policy as defined in [AP 3720](#).

**LOGIN** clear

**First time logging in?**  
[Forgot and reset your account here.](#)

**Important notice for parents, relatives, or guardians of students:**  
College officials may only assist THE STUDENT with access to his or her Pipeline account, which contains records covered under FERPA. Additionally, students at SBCC are expected to act on their own behalf.  
Parents, guardians, relatives, or friends of SBCC students are NOT permitted to enroll, drop, or add classes on behalf of the student, regardless of the student's age.  
[Family Educational Rights and Privacy Act \(FERPA\) of 1974.](#)