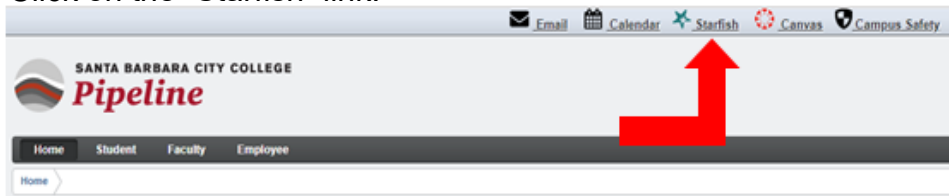


How to sign up for “Class Planning”

Step I: Set up your Starfish profile.

- Log in to [Pipeline](https://auth.sbcc.edu/cas/login) (<https://auth.sbcc.edu/cas/login>).
- Click on the “Starfish” link.

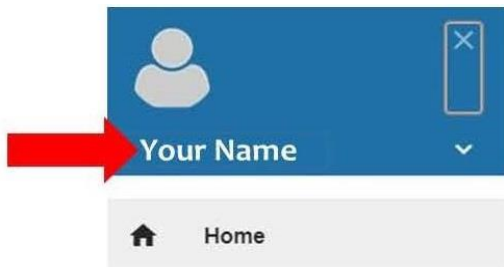


What is Starfish?
Starfish is the online system you will use to sign-up for Class Planning. It is connected to your Pipeline account.

- Click on the menu icon




- Click on your name.



Then click on “Profile”.



- Add your personal email address to your Starfish account by following the instructions next to each below starting with 1. 



[Upload Photo](#)

FERPA standards protect student data.

Contact Information

Login

Institution Email

Alternate Email



Type your personal email address into the "Alternate Email" field.

All notifications will be sent to your institution's email address.

Email Preference

 Also send notifications to my alternate email address

Click box to "Also send notifications to my alternate email address".


Phone


Cell Phone

Video Phone

Time zone

 Display all time zones

 If you have a U.S. cell number, enter it here.

 Set your reminder preferences.

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Email me 15 minutes before the start of an appointment

Email me at 9:00 am the day of an appointment

* Required fields

Never Mind

Submit



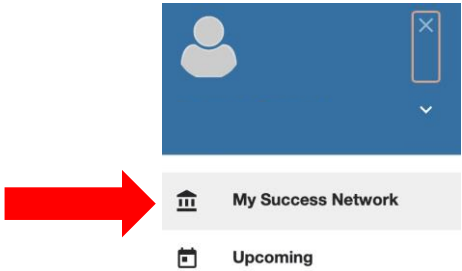
Click "Submit".

Step II: Sign-up for a Class Planning session.

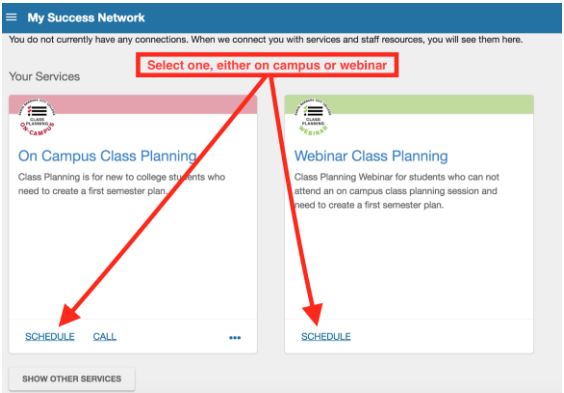
- Click on the menu icon.



- Then click on "My Success Network".



- Choose "Webinar Class Planning", click on "Schedule".



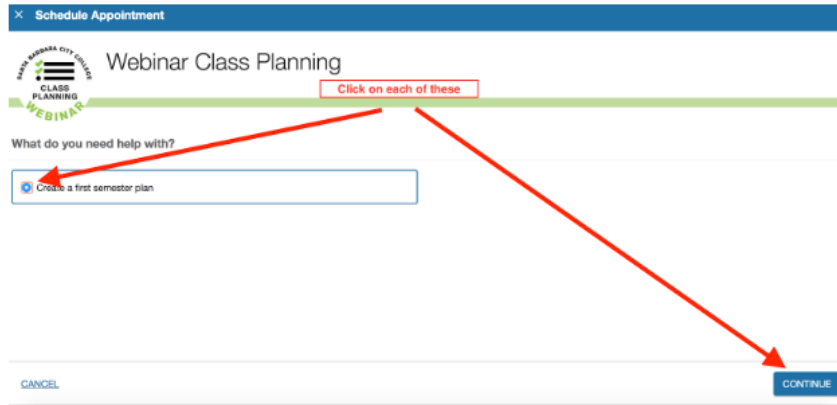
If you are in the U.S.: You can choose either "On Campus Class Planning" or "Webinar Class Planning". Click on "Schedule" to view available dates and times.

Students who are not in the U.S. must choose "Webinar Class Planning".

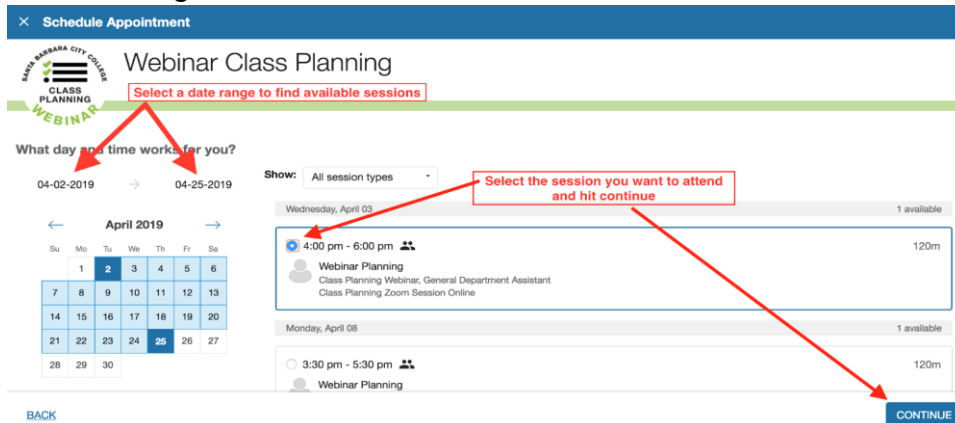
If you don't see Class Planning: Wait 24 hours, then check again by logging into Pipeline, then click on "Starfish" link. Webinar Class Planning should appear.

Need help? Email academiccounselingcenter@sbcc.edu

- Click “Create a first semester plan” and then “continue” to see a calendar with available dates & times.



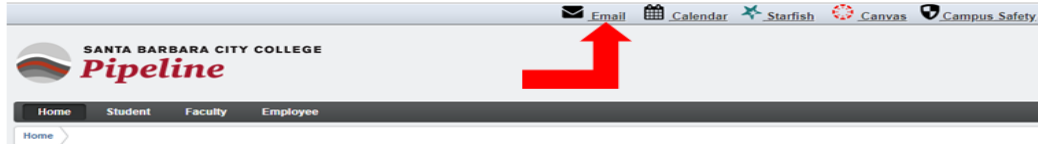
- Select a date range to find available webinar sessions. Scroll to see all dates and times, then select the session you want to attend. Then click “Continue”. If the date range you select does not have available sessions, choose a longer date range.



The default time zone is Pacific Time (PST or PDT). You can use this [Time Zone Converter - Time Difference Calculator](#) to view the dates & times to your own time zone.

Step III: Check your confirmation email.

- Look for your Class Planning confirmation email. It will contain your Class Planning session date and time in both Pacific Time and your current time zone. Follow the instructions to prepare for your session and test your computer's compatibility.



The confirmation email will also be sent to your personal email address.

Step IV: Attend your Class Planning session.

- Attend your session on time! Students who are more than 10 minutes late will not be allowed to attend and will be required to reschedule. If you have follow-up questions after your session, review the Class Planning PowerPoint and other materials first. If you can't find the answer to your question/s, email academiccounselingcenter@sbcc.edu.

Complete this step by December 1, 2020 to take advantage of priority registration.