SBCC Fall 2022 - Registration Steps

GENERAL STUDENT ENGLISH GUIDE

STEP 1

- Go to sbcc.edu (DO NOT use Internet Explorer)
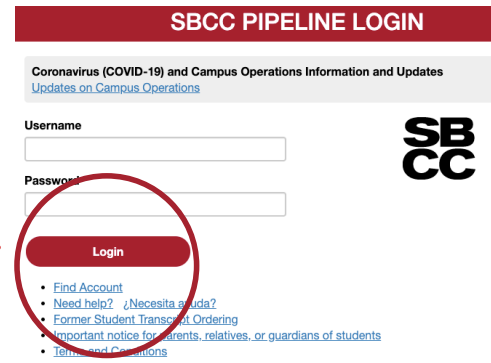
STEP 2

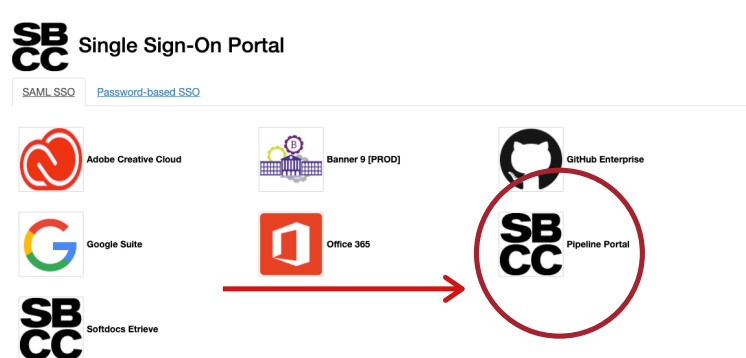- Click on "Pipeline"

STEP 3

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

- If you don't know your Pipeline Username or Password click on "Find Account" to retrieve account info then return to Step 3
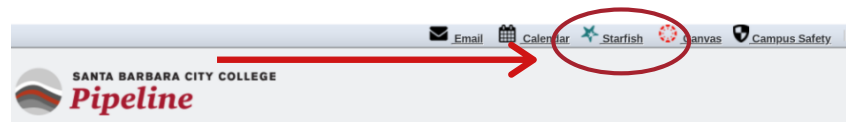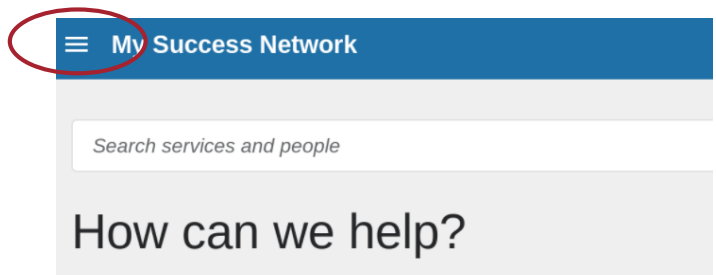
STEP 4

- Click on SBCC Portal

STEP 5

- To view your Student Education Plan(SEP)
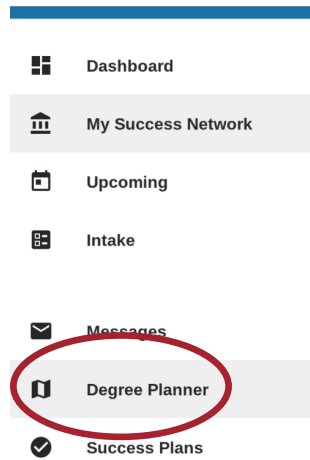- Click on "Starfish" (at the top)

STEP 6

- In Starfish:
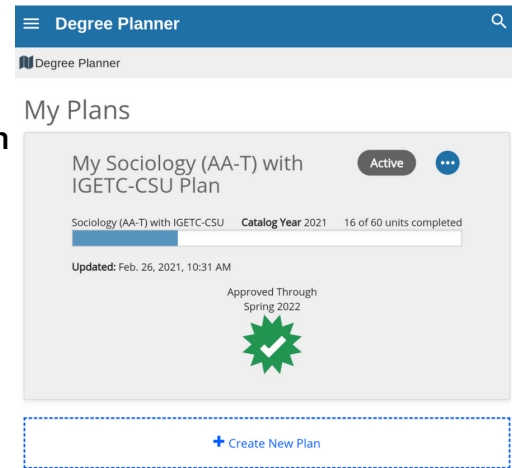 - Click on he three bars next to "My Success Network" (top left)
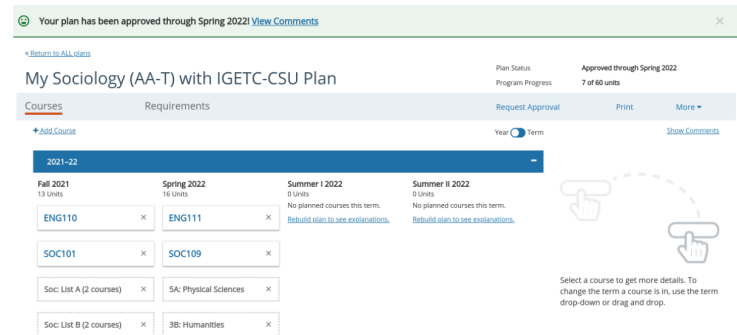
STEP 7

- From the menu select "Degree Planner"

	Dashboard
🏛	My Success Network
📅	Upcoming
▤	Intake
✉	Messages
🗺	Degree Planner
✓	Success Plans

STEP 8

- "Degree Planner"
  - If a counselor has already created a plan you will see it here.
  - Click on the plan to access it.

☰ **Degree Planner**   🔍

📖 Degree Planner

My Plans

My Sociology (AA-T) with IGETC-CSU Plan   Active •••

Sociology (AA-T) with IGETC-CSU   Catalog Year 2021   16 of 60 units completed

Updated: Feb. 26, 2021, 10:31 AM

Approved Through Spring 2022

✅

➕ Create New Plan

STEP 9

- Navigating Your Plan:
  - The "Courses" Tab
  - When you click on a plan it will always take you to the "Courses" tab first.
  - This shows you a template of your academic plan, organized by term.

🙂 Your plan has been approved through Spring 2022! View Comments   ✕

« Return to ALL plans   Plan Status   Approved through Spring 2022

My Sociology (AA-T) with IGETC-CSU Plan   Program Progress 7 of 60 units

Courses   Requirements   Request Approval   Print   More ▾

➕ Add Course   Year ⬤ Term   Show Comments

2021–22   −

Fall 2021 13 Units	Spring 2022 16 Units	Summer I 2022 0 Units No planned courses this term.	Summer II 2022 0 Units No planned courses this term.
ENG110 ✕	ENG111 ✕	Rebuild plan to see explanations.	Rebuild plan to see explanations.
SOC101 ✕	SOC109 ✕		
Soc: List A (2 courses) ✕	5A: Physical Sciences ✕		
Soc: List B (2 courses) ✕	3B: Humanities ✕		

Select a course to get more details. To change the term a course is in, use the term drop-down or drag and drop.

STOP! READ! UNDERSTAND!

- In the next steps you will build your Class Schedule and Register for Classes
- Helpful Hints:
  - In the next 6 STEPS you will search for classes and review the different offered sections and select a class to register for
  - Begin with searching for courses that have the least number of sections offered
  - Example: Math / English usually offer multiple sections to choose from, but an Automotive class may only offer one or two sections, so you will want to start with Automotive and build your schedule around this course

STEP 10

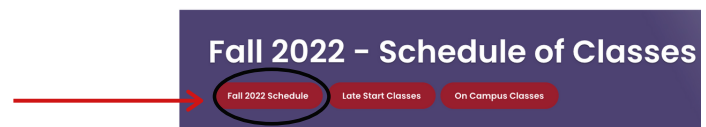- Open a new tab, go to **sbcc.edu (DO NOT use Internet Explorer)**

STEP 11

- Scroll down and click on "Find a Class"

Explore All Programs   Student Resource Finder   Not sure which path is for you? The Career Center can help!

Apply and Enroll   **Find a Class**   Visit / Virtual Tour

STEP 12

- Scroll down and click on "Fall 2022 Schedule"

Fall 2022 – Schedule of Classes

Fall 2022 Schedule   Late Start Classes   On Campus Classes

S T E P   1 3

- Click on a specific subject from the "Subject" drop down list to search for a class
- Example: If you are searching for an English class, you will click on "ENG English, Composition & Literature"
- Once you have selected a course in the subject list click "Search"

Class Schedule Search for: Fall 2022

Change term and/or level by selecting from the lists and click the 'Select' button. Then search for classes below.

Fall 2022 / Summer II 2022 / Summer I 2022 / Spring 2022

Credit / Noncredit / Adult HS/GED

Select

Field	Value
Subject	<all> / ACCT Accounting / ADC Addictive Disorders Counseling / AJ Justice Studies / ANTH Anthropology
Course Number	101
CRN	12345
Title	Introduction To Accounting
Part-of-Term	<all> / Primary Term / One or Two Day Class
Instructional Method	<all> / Classroom only
Instructor	<all> / Abeloe, Lisa / Acosta, Camila / Adams, Liza
Attributes	<all> / C-ID / CSU Transferable / CSU US-1

Start Time — Hour 05 / Minute 00 / am/pm am
End Time — Hour 11 / Minute 00 / am/pm pm
Days — Mon Tue Wed Thu Fri Sat Sun
Open Classes Only — No / Yes
Late Start Classes — No / Yes
Off Campus Classes Only — No / Yes
Online Classes Only — No / Yes
On Campus Classes Only — No / Yes

Search   Reset

S T E P   1 4

- Scroll down the list to find the class that you are looking for
- In this example: ENG 110
- Review all available sections offered to find the section with day(s) and times that work best for you

ENG 110 - Composition and Reading (4 Units)

Prerequisites: ENG 088 or ENG 098 or by placement.
Practice in expository composition based on critical reading of various academic texts and one book-length work. Develop skills in writing effectively, reading carefully, and thinking clearly.
Hours: 72 (72 lecture)
Transfer Information: C-ID (ENGL 100.), CSUGE Area A2, IGETC Area 1A, CSU Transferable, UC Transferable
SBCC General Education: SBCCGE Area D1
Grading Options: Pass/No Pass or Standard Letter

Status	I	CRN	Units	Type	Meeting Time					Location	Cap	Act	WL Cap	WL Act	Instructor	Date	Weeks
OPEN		54602	4.0	Lec	M	W			08:00am - 10:05am	ONLINE	24	15	3	0	Sarah Boggs	01/11-05/08	16
OPEN	OL	54603	4.0	Lec						ONLINE	24	19	3	0	Eileen Vlcek-Scamahorn	01/11-05/08	16
Waitlisted	OL	54616	4.0	Lec						ONLINE	24	24	1	0	Joshua Escobar	01/11-05/08	16
OPEN	OL	56023	4.0	Lec			4.5 hours/week			ONLINE	24	22	3	0	Peter Huk	01/11-05/08	16
CLOSED	OL	57209	4.0	Lec						ONLINE	24	24	0	0	Bonny Bryan	01/11-05/08	16
OPEN	CW	58206	4.0	Lec			R		10:30am - 12:35pm	IDC 221	24	8	3	0	Barbara Bell	01/11-05/08	16

- Helpful Definitions:
  - **Status:** lets you know whether the class is open, waitlisted, or closed
  - **I:** Instructional Methods, gives you additional information about the class, click on the "I" link at the top of the column to view all the code definitions
  - **CRN:** Course Reference Number, this is the number you will enter in Pipeline to register for a class, each CRN is hyperlinked click to view all course details
  - **Units:** tells you how many units the course is worth
  - **Type:** tells you the type of instruction
  - **Meeting Time:** identifies which days of the week and time of the day the class will be meeting (R listed means Thursday)
  - **Location:** lets you know where the class meets, click the hyperlink to learn more
  - **Cap:** Capacity is how many students can register for this class (the same applies to Waitlist Cap)
  - **Actual:** tells you how many have already registered (the same applies to Waitlist Actual)
  - **Date / Weeks:** date column provides you with the start & end date for the course and the weeks column tells you how many weeks the course will be

- Once you find a section that works for your schedule, write down the CRN number (5 digit number)
- You can use the Class Schedule Sheet (pink sheet) OR a piece of paper to write down the CRN numbers along with the class meeting times & days

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OPEN		54602	4.0	Lec	M	W				08:00am - 10:05am	ONLINE	24	15	3	0	Sarah Boggs	01/11-05/08	16
OPEN	OL	54603	4.0	Lec							ONLINE	24	19	3	0	Eileen Vlcek-Scamahorn	01/11-05/08	16

- Repeat "Steps 13 - 15" until you have selected all your classes and the CRN numbers

- Return to "Pipeline" and login using your username and password then Click "Login"

SBCC PIPELINE LOGIN

Coronavirus (COVID-19) and Campus Operations Information and Updates
Updates on Campus Operations

Username

Password

Login

- Find Account
- Need help?   ¿Necesita ayuda?
- Former Student Transcript Ordering
- Important notice for parents, relatives, or guardians of students
- Terms and Conditions

- Once inside your Pipeline Account, hover over the "Student" tab and click on "Registration" in the drop down list

Student   Faculty
Registration
Student Resources
Financial Aid
My Class Schedule & Bill
Student Records
My Personal Information
Final Grades
Campus Card
Course Planning
Online Orientations
Class Search
Pay My Bill

- Click on "Register, Add or Drop Classes"

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
Stop here first to select a term to work with while you're within the Registration module.
Register, Add or Drop Classes
Add or Drop classes here. Links to class search, fees and schedules.
Look Up Classes to Add
Need to find a class? Start here. You can move right into registration once you've found the class(es) you want.
Week at a Glance
Student Schedule and Bill
A look at your schedule, complete with times, locations, instructors and course deadlines. A must for those who've
Student Detail Schedule
Check your waitlist position. View more details about your class schedule.
Update Ed Goal & Major
Change your educational goal and/or your major. NOTE: Changing your educational goal after October 15 (Summer (orientation, assessment and advising).
Registration Fee Assessment
See how much you owe with detail codes that explain the charges.
Register to Vote!
Link to the ca.gov register to vote site.

- Click on "Fall 2022" from the drop down list

Personal Information	Student	Faculty Services	Employee

Search [   ] GO

Registration Term

Select a Term   Fall 2022

SUBMIT

STUDENT ID (K#)

- You can located your K # on the "Registration Term" page

Personal Information	Student	Faculty Services	Employee

Search [_____] GO

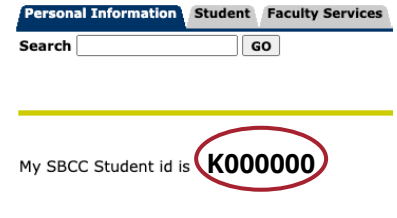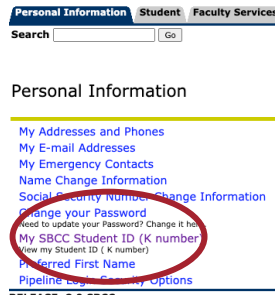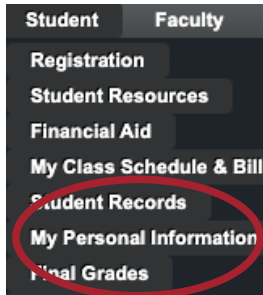RETURN TO MENU   SITE MAP   HELP   RETURN TO PIPELINE

K000000
Nov 19, 2020 09:21 a

Registration Term

Select a Term: [Spring 2021 ⌄]

SUBMIT

- 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)"

Student   Faculty

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

Personal Information	Student	Faculty Services

Search [_____] Go

Personal Information

My Addresses and Phones
My E-mail Addresses
My Emergency Contacts
Name Change Information
Social Security Number Change Information
Change your Password
Need to update your Password? Change it here
My SBCC Student ID (K number)
View my Student ID (K number)
Preferred First Name
Pipeline Login Security Options

Personal Information	Student	Faculty Services

Search [_____] GO

My SBCC Student id is **K000000**

STEP 20

- Every semester you will be asked to update: Major, Education Goals and Personal Info
- Update everything, hit continue until you get to the "Add or Drop Classes" page

Add or Drop Classes

Spring 2021
Nov 19, 2020 09:56 am

INSTRUCTIONS:

To Add a Class:
From the **Add Classes Worksheet**, enter the Course Reference Number(s) in each box, then click on **Submit Changes.** To look up classes to add, click on **Class Search.** To proceed to payment, click on **Exit Registration & View Fees.**

Waitlists:
The waitlist prioritizes the enrollment of students in a class after it has reached maximum capacity. Being on a waitlist does not guarantee you a seat in the class. If you add yourself to a waitlist be sure to CHECK YOUR PIPELINE EMAIL regularly to receive the notification that you have been cleared to register. Go to www.sbcc.edu/admissions/waitlists.php for more information.

To Request to Add a Closed Class:
See if the class has a waitlist. If the class does NOT have a waitlist, you may contact the instructor to see if he/she is able to accept adds. Instructors contact info can be found here. If your add request is approved, the instructor will provide you with an **Add Authorization Code.** use the code to officially add the class.

To Drop a Class:
From your **Current Schedule**, make a selection from the **Action** drop down list, then click on **Submit Changes.**

Students wishing to drop noncredit (tuition-free) courses after the start of the term may only do so in-person at either the Schott Campus or Wake Campus office.

PAYMENT INFORMATION
- Enrollment fees are set by the state, and are subject to change without notice and may be retroactive.
- Non-California residents must pay non-resident tuition per unit plus the enrollment fee per unit.
- International students must pay international tuition per unit plus the enrollment fee per unit.
- Students who are taking on campus classes must pay mandatory fees. Mandatory fees are: Health Service Fee, Transportation Bus Pass Fee and Student Representation Fee.

For students already approved and eligible for the Board of Governor Fee Waiver, the enrollment fee will be automatically waived for all enrolled units in the current term. For more information regarding Financial Aid, visit www.sbcc.edu/financialaid

Pay Fees

You are encouraged to pay your fees at the time of registration. Payment must be received within seven (7) days of registration or you may be dropped for non-payment.. **Students will not be dropped for non-payment after instruction has begun.** If for any reason you are not dropped automatically, it is still your responsibility to verify your registered classes and drop any classes you are not intending to complete. Please review your classes at https://pipeline.sbcc.edu, and click on "My Class Schedule and Bill"

Summer 2015 BOGWS (if eligible) will appear on your student account to waive enrollment fees the next business day following registration.

? Need help?

Add Classes Worksheet

CRNs
[___] [___] [___] [___] [___] [___] [___] [___] [___] [___]

SUBMIT CHANGES | CLASS SEARCH | RESET

- **Helpful Hints:**
  - If you are unsure about your major, choose a major you are currently interested in
  - You can change anytime
  - DO NOT PICK UNDECLARED!
  - Contact us if you have questions!

STEP 21

- In the boxes under "Add Classes Worksheet" enter the CRN number
  (5 digit course number)
- Use the multiple boxes to enter CRN numbers for courses you want to register for
- Next then Click "Submit Changes"

Add Classes Worksheet

CRNs

[___]   [___]   [___]

SUBMIT CHANGES | CLASS SEARCH | RESET

- If it says "Web Registration", next to each course and todays date you have successfully registered in that/those courses

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registration on Nov 19, 2020	None	54186	ID	100	0	Credit	1.000	Standard Letter	Intro to Interior Design
Web Registration on Nov 19, 2020	None	60656	ID	100L	0	Credit	1.000	Standard Letter	ID Lab

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 19, 2020 12:46 pm

Add Classes Worksheet

CRNs

SUBMIT CHANGES   CLASS SEARCH   RESET

STOP! CHECK & REVIEW

- If "Web Registration" is **NOT** displayed next to any of the courses you are registering for, please contact Enrollment Services for additional assistance/support
- If "Web Registration" **IS** displayed for all of your courses continue to "Step 23"

STEP 23

- Next, click on "Registration Fee Assessment" to view:
  - Account details
  - Order Parking Permit
  - View & Print Class Schedule/Bill

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registration on Nov 19, 2020	None	54186	ID	100	0	Credit	1.000	Standard Letter	Intro to Interior Design
Web Registration on Nov 19, 2020	None	60656	ID	100L	0	Credit	1.000	Standard Letter	ID Lab

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 19, 2020 01:52 pm

Add Classes Worksheet

CRNs

SUBMIT CHANGES   CLASS SEARCH   RESET

[View Holds | Registration Fee Assessment]

STEP 24

- Review your "Account Detail"
  - Check the "Total Account Balance"
- SBCC Promise Eligible Students - Your total "Account Balance" should be $0.00
  - Promise students - If balance is not $0.00, contact the Enrollment Service Office for additional support

Balance Forward from Other Terms: $0.00
$0.00

Total Account Balance: $0.00

Student Schedule/Bill:
Click to View and Print Schedule/Bill

STEP 25

- "Click to View and Print Schedule/Bill"

202150 Spring 2021 Term Account Detail

Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment	$92.00		
ZCBB	CCPG B		$92.00	

Term Balance
$0.00

Balance Forward from Other Terms:
$0.00

Total Account Balance:
$0.00

Pay Account Balance:
CLICK TO PAY BY CREDIT CARD

Student Body Fees:
CLICK TO VIEW DETAILS

Parking Permit:
CLICK TO ORDER PARKING PERMIT

Student Schedule/Bill:
Click to View and Print Schedule/Bill

- **Helpful Hints:**
  - Take a picture of your "Class Schedule" or Print

- **Helpful Hints:**
  - Take a picture of your "Class Schedule" or Print