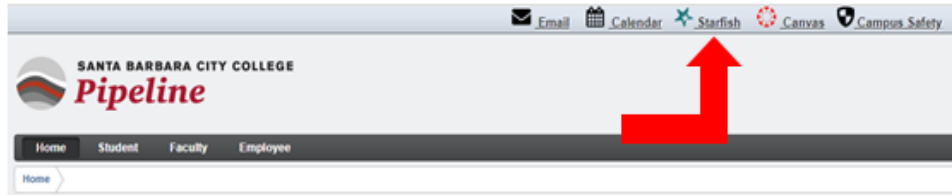


How to sign up for your “Class Planning” webinar

Step 1: Log in to [Pipeline](https://auth.sbccc.edu/cas/login) (<https://auth.sbccc.edu/cas/login>)

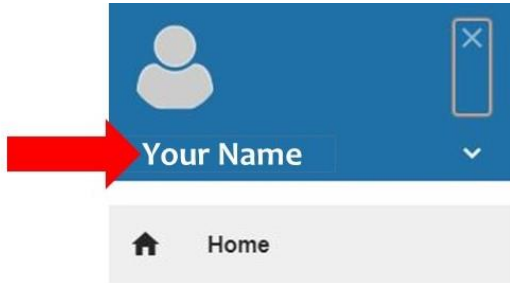
Step 2: Click on the “Starfish” tab at the top of the screen



Step 3: Click on the “hamburger” icon.



Step 4: Click on your name.



Step 5: Click on "Institutional Profile".



Step 6: Type your personal email address into the “Alternate Email” field.
For **Send my correspondence to**, choose “Both”. Click “Submit”.

The screenshot shows a user profile page for 'Starfish'. At the top, there is a blue navigation bar with a search box labeled 'Search for Students'. Below this are three tabs: 'Institutional Profile', 'Appointment Preferences', and 'Email Notifications'. The 'Email Notifications' tab is active. On the right side of the page, there are two buttons: 'Never Mind' and 'Submit'. A red arrow labeled '3' points to the 'Submit' button. Below the navigation bar, there is a message: 'Please fill out as much of your profile as possible; students will see some of this information depending on your role.' The main content area is titled 'Your Name' and includes a profile picture placeholder with an 'Upload Photo' link. Below the name, there is a 'Login Page' dropdown menu set to 'Default Login Page' and a 'Title' field. Under the 'Contact Information' section, there are fields for 'Phone' (with a pre-filled number '(805) 965-0581 4751'), 'Cell Phone', 'Video Phone', 'Institution Email' (pre-filled with 'ine.sbccc.edu'), and 'Alternate Email'. A red arrow labeled '1' points to the 'Alternate Email' field. Below these fields, there is a section 'Send my correspondence to' with three radio buttons: 'Institution Email' (selected), 'Alternate Email', and 'Both'. A red arrow labeled '2' points to the 'Both' radio button.

Step 7: Click on the hamburger icon. Then click on “Home”.



Then click on “Home”.



Step 8: Under “**Webinar** Class Planning”, click on “Schedule”. Do not choose “On Campus Class Planning”.

My Success Network

You do not currently have any connections. When we connect you with services and staff resources, you will see them here.

Your Services

On Campus Class Planning
Class Planning is for new to college students who need to create a first semester plan.

Webinar Class Planning
Class Planning Webinar for students who can not attend an on campus class planning session and need to create a first semester plan.

SCHEDULE **CALL** ...

SCHEDULE

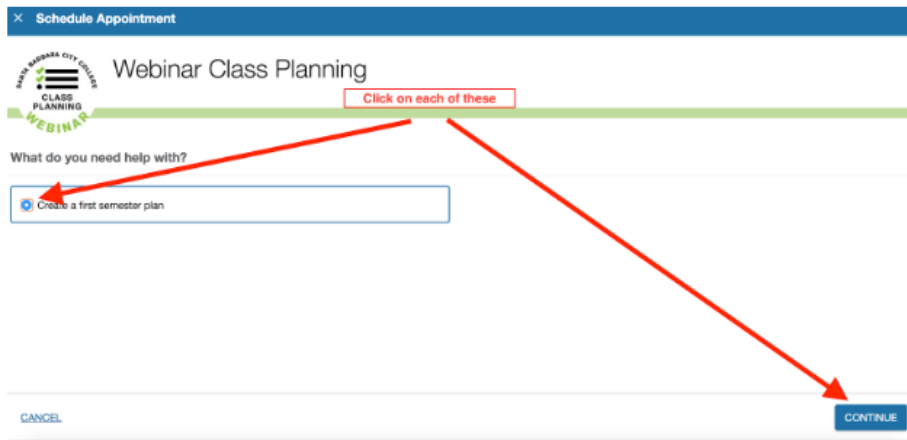
SHOW OTHER SERVICES

International Students:
Choose “Webinar Class Planning”.

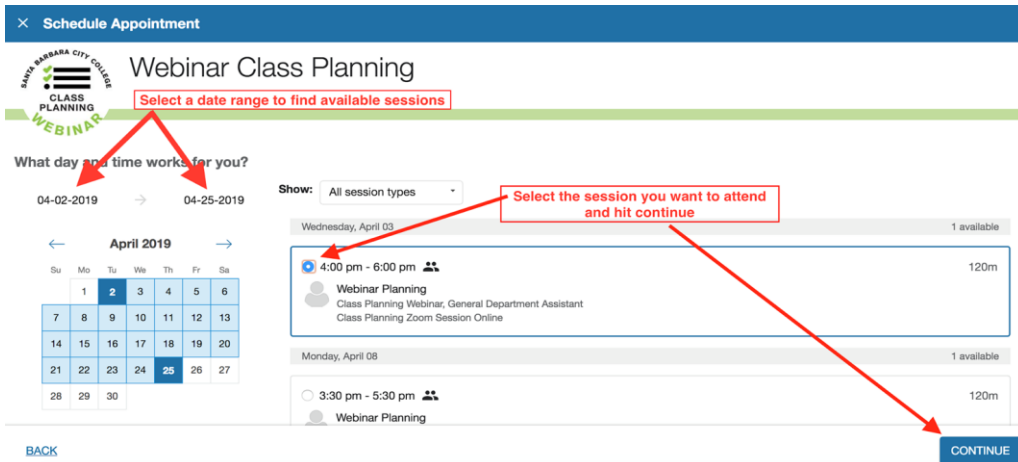
If you don't see “Webinar Class Planning”:
It can take up to 48 hours after you submit your High School Data form for Webinar Class Planning to appear in your Starfish account.
Need help? Contact your Advisor list on your “Steps to Enrollment” email.

After you attend a Class Planning webinar, you will be able to register for classes in Pipeline. During Welcome Week, you will have time to ask an Academic Counselor questions about your classes and make changes if advised.

Step 9: Click “Create a first semester plan” and then “Continue” to see a calendar with available webinar dates & times.



Step 10: Select a date range to find available webinar sessions. Then select the session you want to attend. Then click “Continue”.



If you will be in a different time zone for your Class Planning Webinar, you can use this [Time Zone Converter - Time Difference Calculator](#).

Confirmation email and next steps:

After you scheduled your Class Planning, check your Pipeline or personal email for a confirmation email and Class Planning instructions.



Remember to attend your Class Planning webinar!

If you will be in a different time zone during your Class Planning webinar, use this [Time Zone Converter - Time Difference Calculator](#) to help you attend the correct time for Santa Barbara.

Your "Class Planning" registration hold will be cleared within 24-48 hours after you attend your Class Planning webinar.