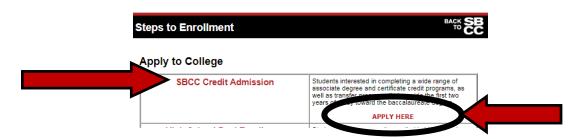# SBCC APPLICATION WORKSHOP STEPS

**STEP 1**: Go to **sbcc.edu/apply**

**STEP 2**: Choose **SBCC Credit Admission** and Click On **APPLY HERE**



Steps to Enrollment                                                BACK TO **SB CC**

**Apply to College**

SBCC Credit Admission | Students interested in completing a wide range of associate degree and certificate credit programs, as well as transfer programs in the first two years of study toward the baccalaureate degree

**APPLY HERE**

**STEP 3:** Click on **SUMMER/FALL 2018 APPLICATION**



**Admissions Application**

Spring 2018 Admissions Application available HERE!

Summer / Fall 2018 Admissions Application available HERE!

**STEP 4:** Click on **CREATE AN ACCOUNT**



**Application to College**

**Before applying to college you must first have an OpenCCC account.**

The OpenCCC single sign-in account allows you to access the online services of the California Community Co

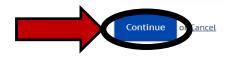OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your accou

Create an Account    Sign In

**STEP 5:** Click on **BEGIN CREATING MY ACCOUNT**



All information is kept secure and private as expla the Privacy Policy.

Begin Creating My Account    or Return

**STEP 6:** Enter your **LEGAL NAME** (what's on your birth certificate), **DATE of BIRTH**, and **SOCIAL SECURITY NUMBER.** Click on **CONTINUE**
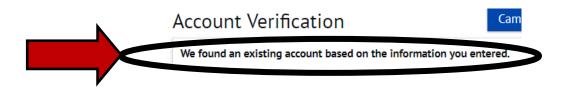
Continue or Cancel

**IF YOU DON'T HAVE A SSN click the appropriate boxes and**

**STEP 7:** If it says **CONTINUE CREATING YOUR ACCOUNT** continue by entering your email, telephone, and permanent address and click **CONTINUE**

OR

Create Account
Contact Information - Page 2 of 3

If it says **WE FOUND AN EXISTING ACCOUNT** then either answer security questions or have an email sent to you.

Account Verification                    Cam

We found an existing account based on the information you entered.

**STEP 8:** Create your **CCCApply USERNAME & PASSWORD**

*WRITE your USERNAME & PASSWORD down.*

**Username and Password**

you 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)
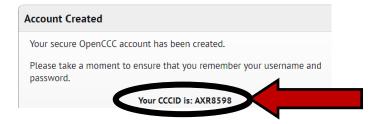
**STEP 9:** Create your **CCCApply 4 DIGIT PIN** *(if it prompts you to create one)*

**Security PIN**

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

PIN

**STEP 10:** 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
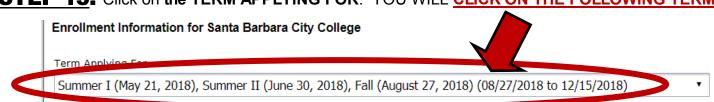
**STEP 11:** 📁 **WRITE** your **CCCID** in your **down** and click **CONTINUE**

**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 12:** Click **START APPLICATION**

...or Admission to College.
...view the information below before starting your application.

⬅ Start Application

**STEP 13:** Click on **the TERM APPLYING FOR**. YOU WILL **CLICK ON THE FOLLOWING TERM**

**Enrollment Information for Santa Barbara City College**

Term Applying For

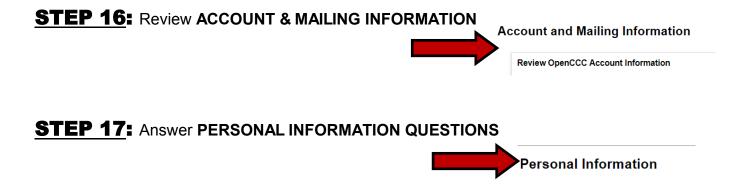Summer I (May 21, 2018), Summer II (June 30, 2018), Fall (August 27, 2018) (08/27/2018 to 12/15/2018)
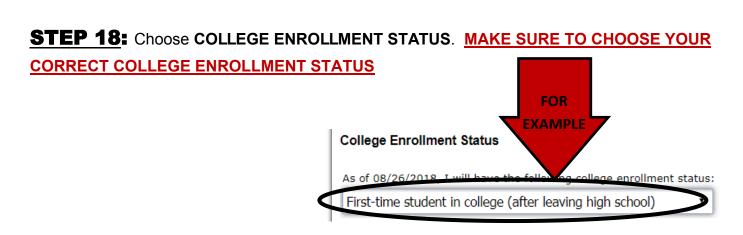
**STEP 14:** Choose an **EDUCATIONAL GOAL**. It is okay if you are not sure about your goal. Choose the answer that best fits your current goals, you can change it at anytime. MAKE SURE to **CHOOSE** one of **the FIRST 4 LISTED**.

Educational Goal

Obtain an associate degree and transfer to a 4-year institution ⬅ **CHOOSE ONE OF THE FIRST 4 LISTED**
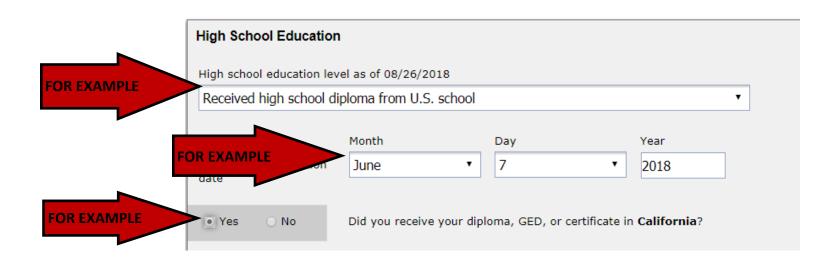
**STEP 15:** Choose your **PROGRAM** of **STUDY/MAJOR**. It is okay if you are not sure about your major. Choose the answer that best fits right now, you can change it at anytime. **DO NOT CHOOSE Dual Enrollment** *(unless you are applying as a Dual Enrollment Student)***,** Life Enrichment, or Undeclared**.**

Intended Major or Program of Study

Psychology-AA ⬅

**STEP 16:** Review **ACCOUNT & MAILING INFORMATION**

Account and Mailing Information

Review OpenCCC Account Information

**STEP 17:** Answer **PERSONAL INFORMATION QUESTIONS**

Personal Information

**STEP 18:** Choose **COLLEGE ENROLLMENT STATUS**. **MAKE SURE TO CHOOSE YOUR CORRECT COLLEGE ENROLLMENT STATUS**

FOR EXAMPLE

**College Enrollment Status**

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

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

FOR EXAMPLE → Received high school diploma from U.S. school

|  | Month | Day | Year |
|---|---|---|---|
| FOR EXAMPLE → date | June | 7 | 2018 |

FOR EXAMPLE → ⦿ 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"

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

**STEP 21:** Answer **LAST HIGH SCHOOL ATTENDED** questions with **your HS information** and then **TYPE IN YOUR HIGH SCHOOL & SELECT** from the list. **MAKE SURE YOU CHOOSE THE RIGHT High School Name**. If you don't it will create problems.
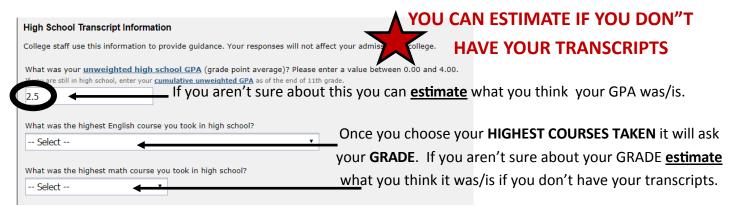
**Last High School Attended**

FOR EXAMPLE

- ● 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**

**YOU CAN ESTIMATE IF YOU DON"T HAVE YOUR TRANSCRIPTS**

**High School Transcript Information**

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

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

2.5     If you aren't sure about this you can **estimate** what you think your GPA was/is.

What was the highest English 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** **estimate** what you think it was/is if you don't have your transcripts.

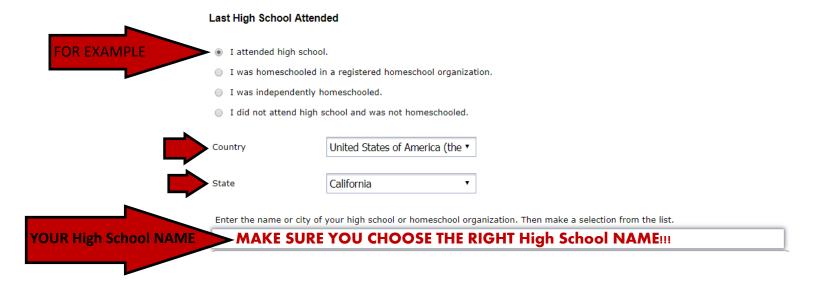What was the highest math course you took in high school?

-- Select -- ▼

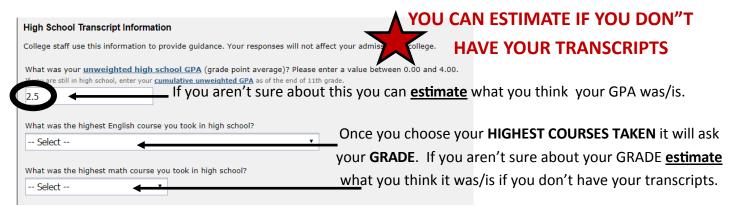**STEP 23:** Answer **COLLEGE EDUCATION** questions based on your personal situation.

*Taking Dual Enrollment classes does not count as "previously attending college" for the purposes of this application.*

**College Education**

FOR EXAMPLE

College education level as of 08/26/2018

No degree ▼

**Colleges/Universities Attended**

FOR EXAMPLE

~~Specify t~~ number of colleges you have attended including those you are currently attending.

● None    ○ 1    ○ 2    ○ 3    ○ 4    ○ 5 or More

**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.

**Last High School Attended**

FOR EXAMPLE →

- ● 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**

**YOU CAN ESTIMATE IF YOU DON"T HAVE YOUR TRANSCRIPTS**

**High School Transcript Information**

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

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 ← If you aren't sure about this you can <u>estimate</u> what you think your GPA was/is.

What was the highest English 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 <u>estimate</u> what you think it was/is if you don't have your transcripts.

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

-- Select -- ▼
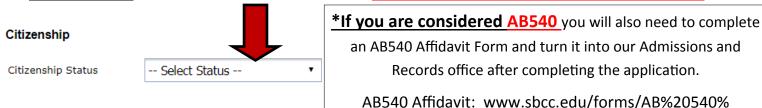
**STEP 23:** Answer **COLLEGE EDUCATION** questions based on your personal situation.

*Taking Dual Enrollment classes does not count as "previously attending college" for the purposes of this application.*

**College Education**

College education level as of 08/26/2018

FOR EXAMPLE → No degree ▼

**Colleges/Universities Attended**

FOR EXAMPLE → Specify the number of colleges you have attended including those you are currently attending.

● None   ○ 1   ○ 2   ○ 3   ○ 4   ○ 5 or More

**STEP 24:** Answer **CITIZENSHIP STATUS**. **If you are unsure how to answer contact SBCC.**

Citizenship

Citizenship Status      -- Select Status --      ▼

*If you are considered AB540 you will also need to complete an AB540 Affidavit Form and turn it into our Admissions and Records office after completing the application.

AB540 Affidavit:  www.sbcc.edu/forms/AB%20540%20Flyer_Form%20April_2018.pdf

**STEP 25:** Answer **MILITARY/MILITARY DEPENDENT** question.

U.S. Military/Dependent of Military

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

-- Select Status --      ▼

**STEP 26:** Answer **CALIFORNIA RESIDENCY, SPECIAL RESIDENCY CATAGORIES** and **OUT-OF-STATE ACTIVITIES** questions.  **It is VERY IMPORTANT to answer these questions correctly.**

**STEP 27:** Answer **NEEDS & INTEREST** questions.

Main Language

○ Yes    ○ No      Are you comfortable reading and writing English?

Financial Assistance

○ Yes    ○ No      Are you interested in receiving information about money for college?

○ Yes    ○ No      Are you receiving TANF/CalWORKs, SSI, or General Assistance?

**STEP 28:** Answer **ATHLETIC INTEREST** question      If unsure what to answer choose the answer that best fits today.

Athletic Interest

Are you interested in participating in a sport while attending college?
(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units)

○ Yes, I am interested in one or more sports, including the possibility of playing on an intercollegiate team.
○ Yes, I am interested in intramural or club sports, but not in playing on an intercollegiate team.
○ No, I am not interested in participating in a sport (beyond taking P.E. classes).

**STEP 29:** Answer **PROGRAM INTEREST** question
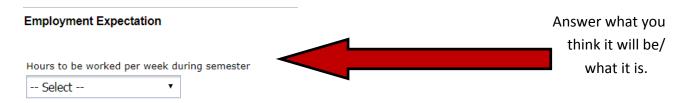
If unsure what to choose,  choose what best fits today.
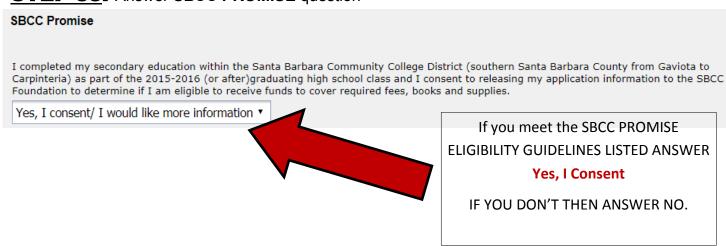
## STEP 30: Answer FUTURE TRANSFER PLANS question

**Future Transfer Plans**

Future Transfer Plans    -- Select -- ▼

If unsure what to choose, choose what best fits for today. You **can** always **change** it **ANYTIME**.

## STEP 31: Answer PRIMARY LANGUAGE question

## STEP 32: Answer EMPLOYMENT EXPECTATION question

**Employment Expectation**

Hours to be worked per week during semester

-- Select -- ▼

Answer what you think it will be/ what it is.

## STEP 33: 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 ANSWER NO.

## STEP 34: Answer SUPPORT SBCC question

## STEP 35: 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 this information or how to block its release, see the **Privacy Policy**.

I authorize the Chan...
necessary per...
described in the Full Statem...

Click on **I CONSENT**

⦿ I consent    ○ I do not consent

**STEP 36:** Click on



I have reviewed this application and confirm it is complete and accurate

**STEP 37:** Check **BOTH** "By Checking Here"

### Submitting Your Application

You are about to submit your application to Santa Barbara City College.
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 54300 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.

Submit My Application

**STEP 38:** Click on **SUBMIT MY APPLICATION**

**STEP 39:** Take a **PICTURE of the CONFIRMATION** PAGE/**Write down your CCCID** and **Confirmation Number**. Close out the CCCApply page.

You may need to wait up to 24 hours to move onto the following step (creating and logging onto your Pipeline Account). Most students do not need to wait 24 hours so wait 15-30 minutes and move onto to following steps. If you are not able to set up your Pipeline Account then you will have to wait and try later. If after 24 hours you still can not log onto Pipeline contact your Admissions and Records Technician.

**STEP 40:** Go to sbcc.edu and click on **PIPELINE**

**STEP 41:** Click on **FIND and SET UP YOUR ACCOUNT HERE**.

SANTA BARBARA CITY COLLEGE
**Pipeline**

**Secure Access Login**

**User Name:**

**Password:**

(Note: Passwords are 8 to 15 characters.)

First time logging in?

Find and set up your account here.

**STEP 42:** Type in **FIRST NAME, LAST NAME, BIRTH DATE**, and **LAST 4 DIGITS** of Social Security Number and click LOOK UP. **If you did not use a SS# on the Application then you will be assigned what we call a 999 #. You will receive this number via an email sent from the college. You will use the last 4 digits of the 999#.**

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

Complete to find your username or reset your password

* First Name

* Last Name

* Birth Date      (mmddyy)

* Last 4 Digits of Approved ID
ecurity Number,SSAN,Tax ID or Lumens ID)

Clear Form   Look Up

**STEP 43:** IF you don't receive this message move on to STEP 44

**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.*

*IF AFTER 24 hours you are still receiving the NO RECORDS message contact your Admissions and Records Technician.

**STEP 44:** 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 and 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 45:** **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

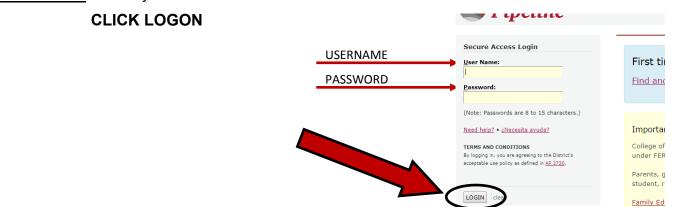**STEP 46:** 📂 **WRITE** your **PASSWORD** and **USERNAME** down. Then **CLICK** on **CLOSE WINDOW**

SANTA BARBARA CITY COLLEGE
*Account Password Management*

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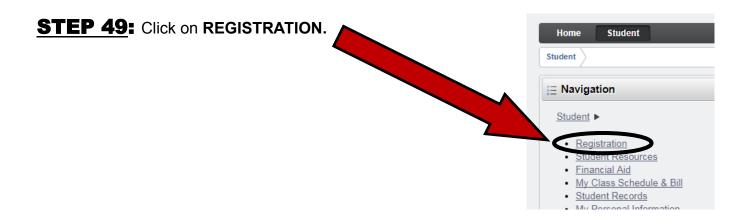*llow up to 10 minutes for disabled or expired accou
activate.)*

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

Close This Window

Login Help

**STEP 47:** Enter your **PIPELINE USERNAME** and **PASSWORD/LOGON** to **PIPELINE** and **CLICK LOGON**

Pipeline

Secure Access Login

USERNAME → User Name: [                ]

PASSWORD → 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  clea

First ti

Find an

Importa
College of
under FER

Parents, g
student, r

Family Ed

**STEP 48:** Click on **STUDENT TAB** at top of page.

SANTA BARBARA CITY COLLEGE
Pipeline

me   Student

Home

🔍 Search Pipeline    Campu

**STEP 49:** Click on **REGISTRATION.**

Home | **Student**

Student

**Navigation**

Student ►

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

**STE**                                                        **P**

# 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.

**STEP 51:** **SELECT** a **TERM** and click **SUBMIT.**

## Registration Term

**Select a Term:** Fall 2017 ▼

Submit

**STEP 52:** 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.      Pre-Registration R

📁 **WRITE this in your down.**

**You may register starting at:**

| Date | Time |
|------|------|
| 12-DEC-2017 | 8:00am |

**STEP 53:** <u>FIND YOUR K#</u> (SBCC Student ID #) on the top right hand corner of the

screen and <u>WRITE IT IN DOWN.  YOU WILL NEED TO KNOW THIS/KNOW</u>

<u>WHERE TO FIND IT.</u>  It is how the College identifies you in our systems.