

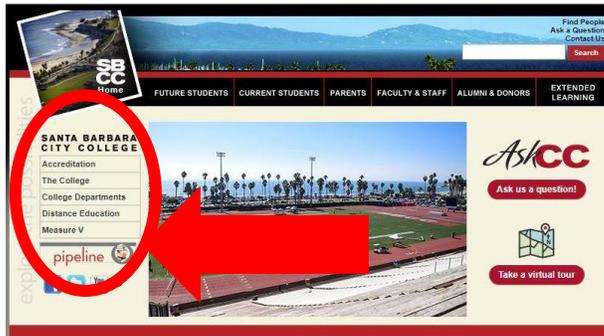
SBCC Class Registration (Version GWeb)

STEP by STEP Instructions (for Summer/Fall 2019)

Step 1: (find your Student Ed Plan)

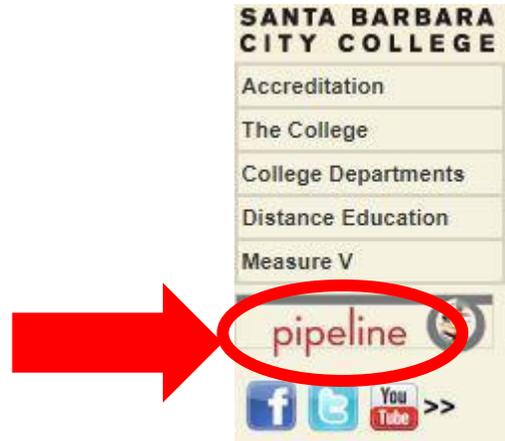
Go to www.sbcc.edu

 *do not use Internet Explorer*



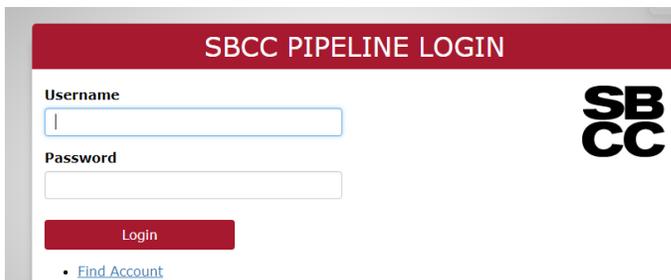
Step 2:

Click on the “pipeline” tab.



Step 3:

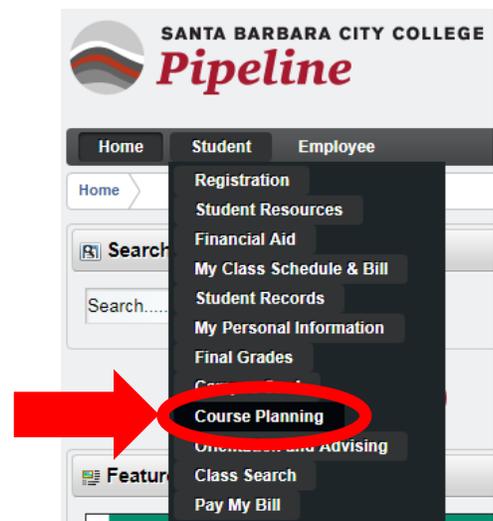
Enter your **SBCC** username and password.



 **If you do not know** your username and password **click on FIND ACCOUNT** (let us know if you need help finding it).

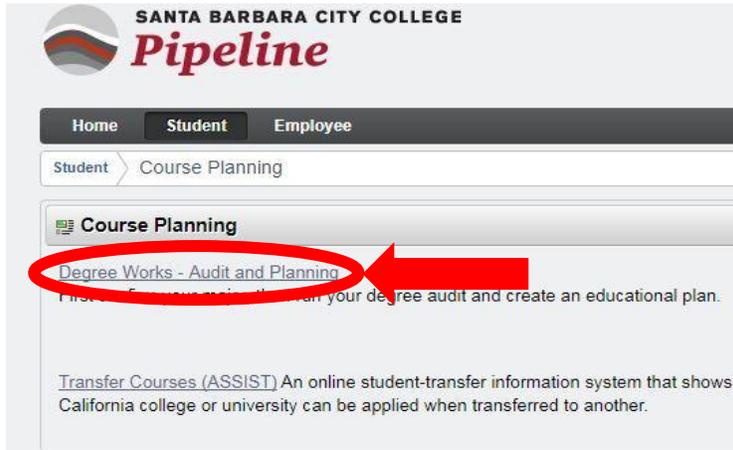
Step 4:

Once inside your pipeline account, hover over the “Student” tab and click on “Course Planning” in the drop-down list.



Step 5:

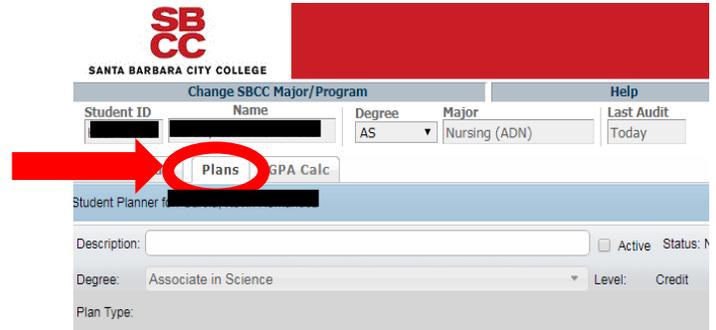
Click on the “Degree Works & Audit Planning” hyperlink.



Step 6:

Click on the “Plans” tab.

Leave tab open while doing next step



This is the (Student Education Plan/SEP) done with a counselor/at Class Planning Workshop.
Review/find courses under Plan for Fall 2018

 **STOP** 

Write down the classes that you will register for before going to the next step.

★ **HELPFUL HINT** on Building your CLASS SCHEDULE ★

When you start to search for the classes that you want to register for it **will be easier** to start with the classes that have the least number of sections offered (*i.e. Math/English usually offer multiple sections to choose from but an Automotive class may only offer one or two sections so you would start with Automotive*) and then build your schedule this way.

Next STEPS: CLASS SEARCH

Step 1:

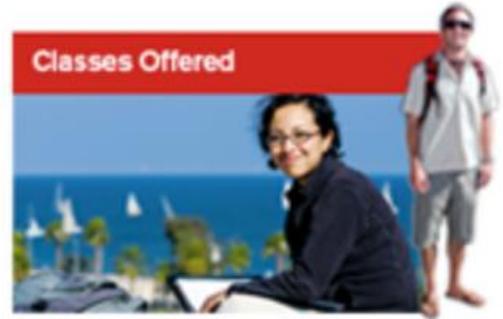
Go to www.sbcc.edu

 (do not use Internet Explorer)



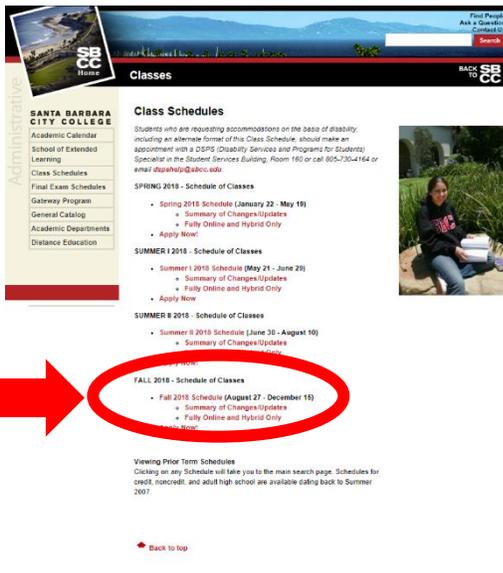
Step 2:

Click on the “Classes Offered” tab.



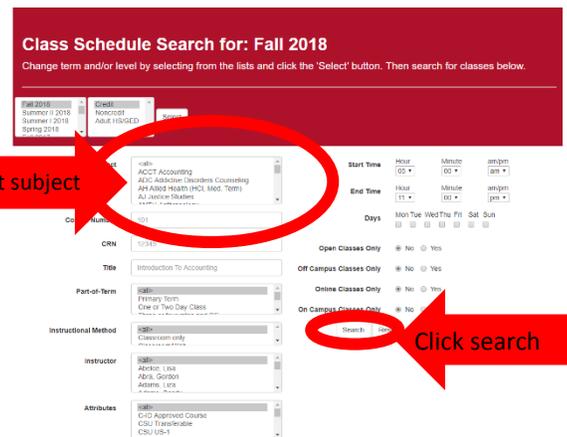
Step 3:

Select **schedule** for term you will be registering for.



Step 4:

To map out your schedule, **select subject** on the left hand side and **click search**



Step 5:

Find the date and time that works for your schedule

Class Schedule Search Results for Fall 2018

NOTE: Further details about each course are available by clicking the CRN link.
* Course shows the cost of the textbook is zero dollars and no cost to the student (SB 1309).

CHST - Chicano Studies

CHST 101 - Mexican-American (Chicano) History In The U.S. (3 Units)

Skills Advisories: Eligibility for ENG 110 or ENG 110H.
Examines the role of the Mexican-Americans and other Latinos/as in U.S. history. Attention is given to economic, social, political and cultural experiences of Mexican Americans.
Hours: 54 (54 lecture)
Transfer Information: CSUGE Area C2, CSUGE Area D3, CSU US-1, IGETC Area 3B, IGETC Area 4C, CSU Transferable, UC Transferable
SBCC General Education: SBCCGE Area B, SBCCGE Area C, SBCCGE Area E5
Grading Options: Pass/No Pass or Standard Letter

Status	CRN	Units	Type	Meeting Time	Location	Cap	Act	Wk	Cap	Wk	Act	Instructor	Date	Weeks
OPEN	OL 30008	3.0	Lec			45	10	5	0	Thomas Carrasco	0827-1215	10		
OPEN	IP 34637	3.0	Lec	M W	11:10am - 12:30pm	35	13	0	0	Thomas Carrasco	0827-1215	10		
OPEN	OL 39108	3.0	Lec			45	1	5	0	Thomas Carrasco	0827-1215	10		

CHST 103 - Mexican-American (Chicano) Culture (3 Units)

Skills Advisories: Eligibility for ENG 110 or 110H.
Examines the Mexican American experience by focusing on the culture, its historical development and its place in American society.
Hours: 54 (54 lecture)
Transfer Information: CSUGE Area C2, CSUGE Area D3, CSU US-1, IGETC Area 3B, IGETC Area 4C, CSU Transferable, UC Transferable
SBCC General Education: SBCCGE Area B, SBCCGE Area C, SBCCGE Area E5
Grading Options: Pass/No Pass or Standard Letter

Status	CRN	Units	Type	Meeting Time	Location	Cap	Act	Wk	Cap	Wk	Act	Instructor	Date	Weeks	
OPEN	39109	3.0	Lec	M W	08:00am - 09:20am	WCC 216	40	10	5	0	Thomas Carrasco	0827-1215	10		

Step 6:

Write in the 5 digit number listed next to each course (aka the CRN Number).

Examines the role of the Mexican-Americans and other Latinos/as in U.S. history. Attention is give Americans.
Hours: 54 (54 lecture)
Transfer Information: CSUGE Area C2, CSUGE Area D3, CSU US-1, IGETC Area 3B, IGETC Area SBCC General Education: SBCCGE Area B, SBCCGE Area C, SBCCGE Area E5
Grading Options: Pass/No Pass or Standard Letter

Status	CRN	Units	Type	Meeting Time	Location
OPEN	OL 30008	3.0	Lec	3.2 hours/week	ONLIN
OPEN	IP 34637	3.0	Lec	M W 11:10am - 12:30pm	WCC :
OPEN	OL 39108	3.0	Lec	3.2 hours/week	ONLIN

CHST 103 - Mexican-American (Chicano) Culture (3 Unit)

Skills Advisories: Eligibility for ENG 110 or 110H.
Examines the Mexican-American experience by focusing on the culture, its historical development
Hours: 54 (54 lecture)



Continue CLASS SEARCH Steps 4-6 until you have all your classes picked out and the CRN's written down.



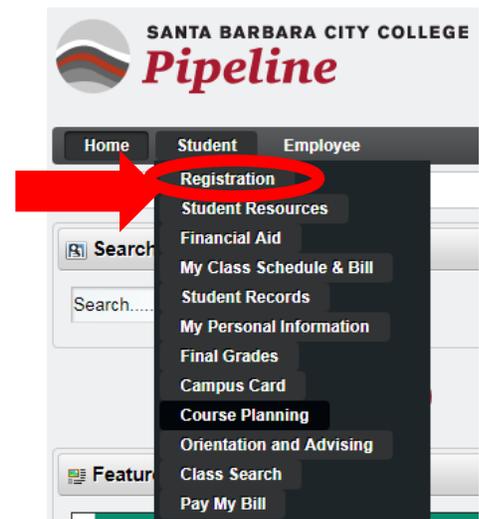
Next STEPS: REGISTERING FOR CLASSES

Step 1:

Return to Pipeline: Pipeline.sbccc.edu and login to Pipeline using your username and password

Step 2:

Once inside your pipeline account, hover over the "Student" tab and click on "Registration" in the drop-down list.



Step 3:

Click on “Register, Add or Drop Classes”

Personal Information Student Employee

Search [] Go RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

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

Register, Add or Drop Classes
Click on this link to select a class(es) to add or drop while you're within the Registration module.

Look Up or Drop Classes Here, Link to class search page.
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

Student Detail Schedule

Update Ed Goal & Major

Registration Fee Assessment

Register to Vote

Step 4:

Select the term you are registering for from the drop down list and hit “Submit”

SANTA BARBARA CITY COLLEGE

Personal Information Student Employee

Search [] Go RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

Registration Term

Select a Term **SUMMER 2019 or FALL 2019**

Submit

RELEASE: 8.7.1 SBCC

Step 5:

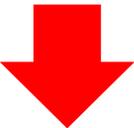
Every semester you will be asked to **update your Major and Education goals**, as well as updating your personal info.

IF UNSURE of your major choose what you are thinking about majoring in right now. You can change it ANYTIME.

DO NOT PICK UNDECLARED.

ASK if you have questions.

Update and hit continue until you get to the following Add or Drop Classes page.



Add or Drop Classes

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.

To Drop a Class
Click on your Current Schedule, make a selection from the Action Drop down list, then click on Submit Changes. **Students cannot drop a class after the start of the term.** After the start of the term, you may only do so in person at either the Santa Barbara or Santa Barbara office.

PAYMENT INFORMATION

- Enrollment fees are not for the books, and are included in the charge initial notice and may be waived.
- Non-refundable registration fee per required section 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 changing or completing education may incur additional fees: Health Services Fee, Health Services Fee, Transportation Fee, Parking Fee, and Student Payment Fee.

For students to be added and added to the Board of Governors, the student must be enrolled in the current term. For more information regarding Financial Aid, visit www.sbcc.edu/financial.

Pay Fees

You are responsible to pay your fees at the time of registration. Payment must be received with success (7) days of registration or you may be dropped from your section. Students will not be dropped for non-payment after registration has begun. It is your responsibility to verify your payment status and drop any classes you are not planning to complete. Please contact your advisor or instructor for more information. **Summer 2019 SBCS (if eligible) will appear on your student account to assure enrollment fees for the next business day following registration.**

Need help?

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Exit Registration & View Fees Student Body Fees Order Parking Permit

[View Holds | Registration Fee Assessment]

RELEASE: 8.7.1 SBCC

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Step 6:

In boxes under **add classes worksheet** type in the 5 digit course number (the CRN Codes), *use the multiple boxes to put in your multiple CRN Codes*, and hit “submit changes”

Need help?

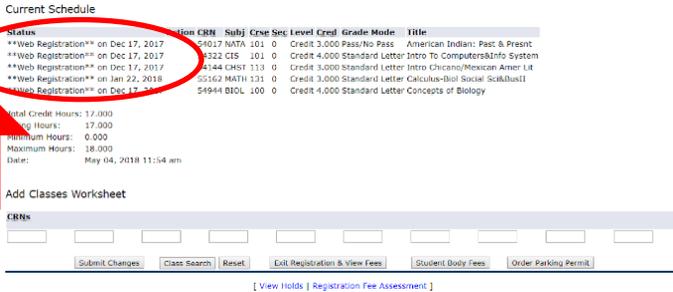
Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Exit Registration & View Fees Student Body Fees Order Parking Permit

Step 7:

If it says **web registration** next to the course and **today's date** you have successfully registered for that/those courses



Current Schedule

Status	CRN	Subj	Crse Sgs	Level	Crnd	Grade Mode	Title
Web Registration on Dec 17, 2017	54017	NATA	101	0	Credit 3.000	Pass/No Pass	American Indian: Past & Present
Web Registration on Dec 17, 2017	5322	CIS	101	0	Credit 4.000	Standard Letter	Intro To Computers&Info System
Web Registration on Dec 17, 2017	5144	CHST	113	0	Credit 3.000	Standard Letter	Intro Chicano/Mexican Amer Lit
Web Registration on Jan 22, 2018	5562	MATH	121	0	Credit 3.000	Standard Letter	Calculus-Biol Social Sci&BusiI
Web Registration on Dec 17, 2017	54944	BIOL	100	0	Credit 4.000	Standard Letter	Concepts of Biology

Total Credit Hours: 17.000
Total Hours: 17.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 04, 2018 11:54 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Exit Registration & View Fees Student Body Fees Order Parking Permit

[View Holds | Registration Fee Assessment]

← STOP →

If anything other than **“web registration”** pops up for ANY OF THE CLASSES look at error message and proceed accordingly.

OR



IF “web registration” pops up for ALL CLASSES you can move on to **STEP 8**

Step 8:

Click on
“Exit Registration and View Fees”

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Exit Registration & View Fees

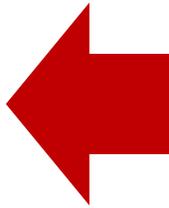
Step 9:

Take a look at your **Account Detail** to see your **TOTAL BALANCE** (remember you need to pay this balance within 7 days or you will be dropped from your classes)

Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment	\$138.00		
	Term Balance			\$138.00
	Balance Forward from Other Terms:			\$0.00
	Total Account Balance:			\$138.00

Step 10: Click on “Click to view your Bill/Schedule, Click to Pay your balance on Pipeline, or order your parking permit.”

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



★ Remember you need to pay your balance within 7 days or you will be dropped from your classes. ★

**Contact our info line at
805-730-4450 or at
info@sbcc.edu if you have
questions.**