

SBCC Registration Guide

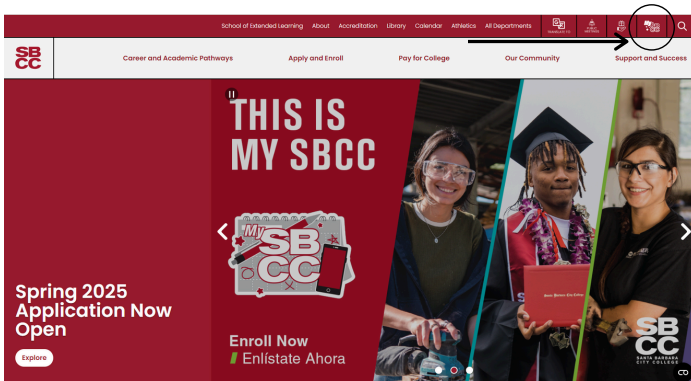


STEP 1

- Go to sbcc.edu (Recommend browser: Google Chrome)

STEP 2

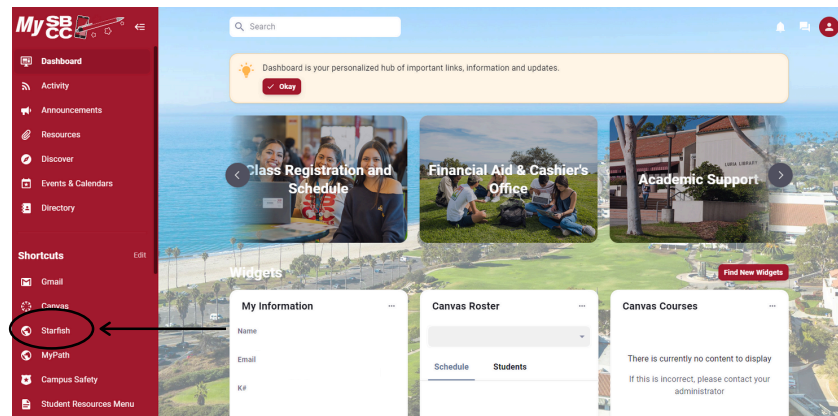
- Click on "My SBCC"
- Log into your "My SBCC" Account, using your "Username and Password"



- If you don't know your Username or Password click on "Find Username" to retrieve account info then log in

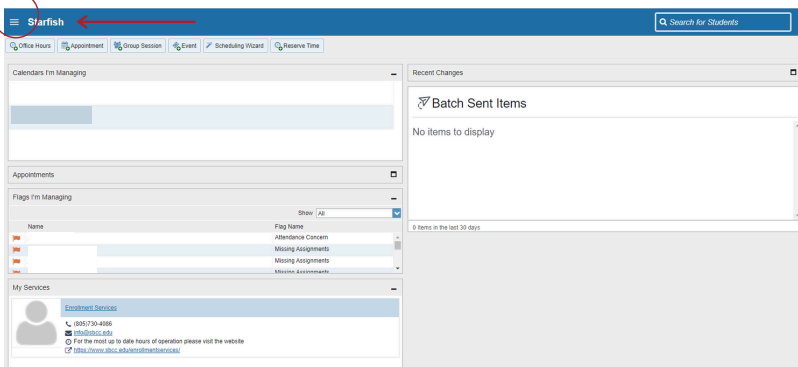
STEP 3

- Click on "Starfish" to view Student Education Plan (SEP)



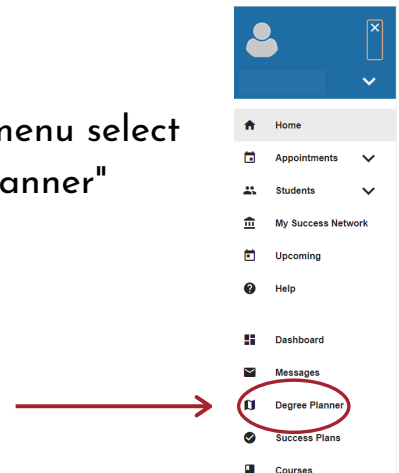
STEP 4

- Click on three bars next to "Starfish" to display Degree Planner (SEP)



STEP 5

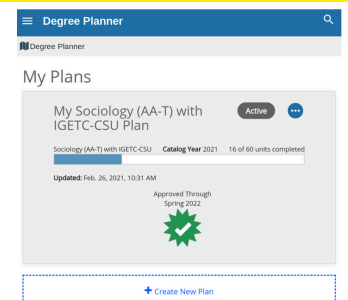
- From the menu select "Degree Planner"



STEP 6

Degree Planner:

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



DON'T HAVE A SEP?

- If you do not see a plan contact your counselor to create a new student education plan (SEP). Do not try to create your own plan; even though the "create plan" button is available you will not be able to create a plan.
- Click on "My Success Network" (upper right), then on the menu click on "My Success Network" again to access your primary counselor's contact information.
- SBCC Academic Counseling Contact:
 - www.sbcc.edu/counselingcenter
 - Phone: 805-730-4085



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

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

Plan Status: Approved through Spring 2022
Program Progress: 7 of 60 units

Request Approval | Print | More ▾

Year: 2021-22

Fall 2021 13 Units	Spring 2022 16 Units	Summer I 2022 0 Units	Summer II 2022 0 Units
ENG110	ENG111	No planned courses this term. Rebuild plan to see evaluations.	No planned courses this term. Rebuild plan to see evaluations.
SOC101	SOC109		
Soc List A (2 courses)	SA: Physical Sciences		
Soc List B (2 courses)	SB: 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 (Recommend browser: Google Chrome)

STEP 11

- Scroll down and click on "Find a Class"



STEP 12

- Select the term of interest to view courses

Register for Classes

Students who are requesting accommodations on the basis of disability, including an alternate format of this Class Schedule, should make an appointment with a DSPS (Disability Services and Programs for Students) Specialist in the Student Services Building, Room 100 or call 805-730-4064 or email dspgs@sbcc.edu.

Fall 2024 (example)

[Fall 2024 Schedule \(August 26 - December 14\)](#) | [Late Start Classes](#) | [On Campus Classes](#) | [Schedule Changes](#)

STEP 13

- 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"
- OR
- "ENGL English, Common Course"
- Once you have selected a course in the subject list click "Search"

Class Schedule Search for:

Was my course renamed?
You may have noticed that some of our classes now have a new name. When registering for classes, students can look [here](#) to see if their course was renamed and what it is now called.
You can also search for more than one subject from the drop down menu. To choose more than one subject:

- On PC, use the 'Ctrl' key
- On Mac, use the 'Command' key

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

Term
Fall 2025
Summer 2025
Spring 2025
Fall 2024

Credit
Noncredit
Adult HS/GED

Subject
EH Environmental Horticulture
EMT Emergency Medical Technician
ENG English, Composition & Literat
ENGL English, Common Course
ENGR Engineering
ENT Entrepreneurship

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

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

STEP 14

- Scroll down the list to find the class that you are looking for
- In this example: ENGL C1000 (ENG English, Composition & Literature)
- Review all available sections offered to find the section with day(s) and times that work best for you

ENGL - English, Common Course (formerly ENG 110/E)

ENGL C1000 - Academic Reading and Writing (4 Units)

Prerequisite: Placement as determined by SBCC's multiple measures assessment process. In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Readings will include one book-length work.
(ENGL C1000 formerly ENG 110 prior to Fall 2025.)
Hours: 72 (72 lecture)
Transfer Information: Cal-GETC Area 1A, C-ID (ENGL 100), CSUGE Area A2, IGETC Area 1A, CSU Transferable, UC Transferable (ENGL 110, ENG 110E and ENG 110H combined: maximum credit, 1 course.)
SBCC General Education: SBCCGE Area D1, SBCCGE Area 1A
Grading Options: Pass/No Pass or Standard Letter

English Key:

Status	I	CRN	Units	Type	Meeting Time	Location	Cap	Act	WL Cap	WL Act	Instructor	Date	Weeks
STANDBY		45322	4.0	Lec	M W	08:00am - 10:05am	IDC 221	0	0	0	Pending Staff	08/25-12/13	16
OPEN	MT	45323	4.0	Lec	T R	08:00am - 10:05am	WCC 120	28	5	4	Kathy Stotter	08/25-12/13	16
OPEN		45324	4.0	Lec	T R	08:00am - 10:05am	WCC 305	28	2	4	Judy Harper	08/25-12/13	16
OPEN		45325	4.0	Lec	M W	08:00am - 10:05am	WCC 304	28	2	4	Judy Harper	08/25-12/13	16
OPEN		45326	4.0	Lec	T R	10:30am - 12:35pm	WCC 120	28	5	4	Barbara Bell	08/25-12/13	16
OPEN		45327	4.0	Lec	M W	10:30am - 12:35pm	IDC 221	28	5	4	Barbara Bell	08/25-12/13	16
OPEN		45328	4.0	Lec	T R	03:00pm - 05:05pm	IDC 221	28	1	4	Barbara Bell	08/25-12/13	16
OPEN		45329	4.0	Lec	M W	10:30am - 12:35pm	WCC 203	28	6	4	Sarah Boggs	08/25-12/13	16
OPEN	MT	45330	4.0	Lec	T R	10:30am - 12:35pm	WCC 304	28	11	4	Jason File	08/25-12/13	16
OPEN	MT	45331	4.0	Lec		4.5 hours/week	ONLINE	28	16	4	Kimberly Monda	08/25-12/13	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

STEP 15

- 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

ENGL - English, Common Course (formerly ENG 110/E)

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In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Readings will include one book-length work (ENGL C1000 formerly ENG 110 prior to Fall 2025).
Hours: 72 (72 lecture)
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Status	I	CRN	Units	Type	Meeting Time	Location	Cap	Act	WL Cap	WL Act	Instructor	Date	Weeks
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OPEN		45324	4.0	Lec	T R	08:00am - 10:05am	WCC 305	28	2	4	Judy Harper	08/25-12/13	16



STOP & REPEAT

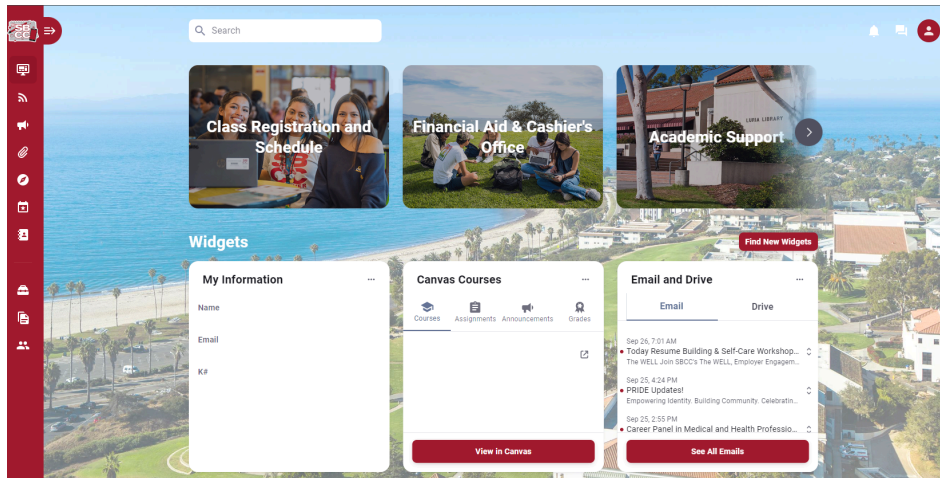
- Repeat "Steps 13 - 15" until you have selected all your classes and the CRN numbers

STEP 16

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

STEP 17

- Once inside your "My SBCC" Account, hover over the "Class Registration" tab and click on "Registration" in the drop down list

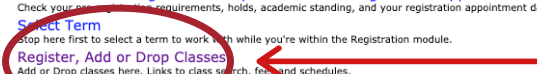


STEP 18

- Click on "Register, Add or Drop Classes"

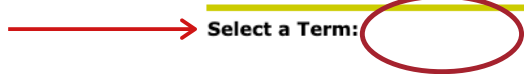
Registration

[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.
[Pick 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 (Summe
 (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.



STEP 19

- Select on the term you are registering for



STUDENT ID (K#)

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

SAVE IT!
REMEMBER IT!
TAKE A PICTURE!

Personal Information Student Faculty Services Employee

Search GO

Registration Term

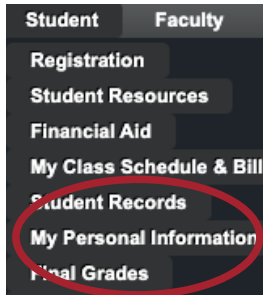
Select a Term: Spring 2021

SUBMIT

RETURN TO MENU SITE MAP HELP RETURN TO PIPELINE

K000000
Nov 19, 2020 09:21 AM

- You can also locate your K# by hovering over the "Student" tab > Click on "My Personal Information" then click on "My SBCC Student ID (K number)"



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 / Faculty Options

Personal Information Student Faculty Services

Search GO

My SBCC Student id is **K000000**

STEP 20

- Updating: 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**.

Waitlist:
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.sbccc.edu/admission/waitlist.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. Instructor 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.

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.sbccc.edu>, and click on "My Class Schedule and Bill".

Summer 2019 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

STEP 22

- If it says "Web Registration", next to each course and today's 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

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

[View Childs](#) [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
Total Account Balance:	\$0.00

Student 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:

Student Body Fees:

Parking Permit:

Student Schedule/Bill:

SBCC PROMISE OPT-IN

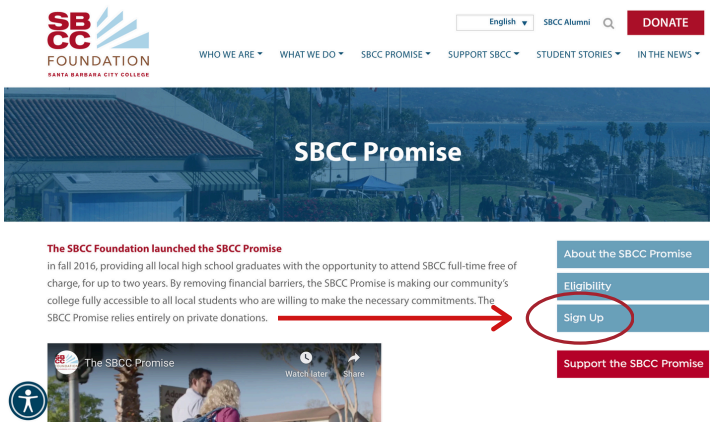
Do you meet the following SBCC Promise Eligibility Requirements:

- Complete your secondary education within the Santa Barbara Community College District
- Enroll at SBCC for the fall or spring semester immediately after your high school graduation, GED completion, or the equivalent.

***Santa Barbara Local High School Seniors continue to Step 26 to Opt-In to the SBCC Promise ***

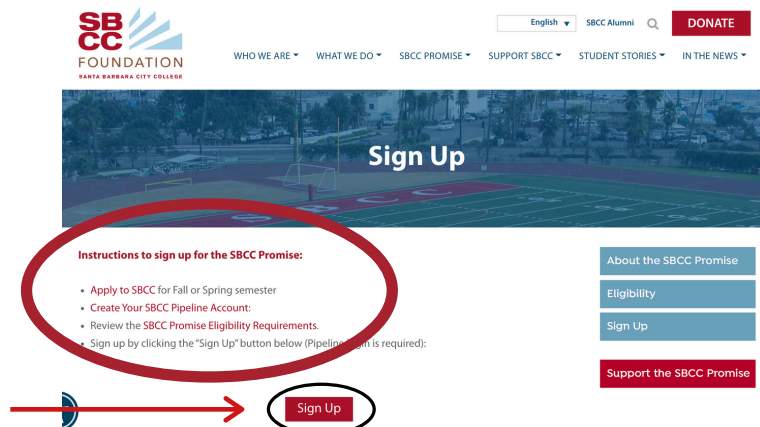
STEP 26

- SBCC Promise Sign-Up
 - Go to www.sbccpromise.org
 - Click on "Sign Up"



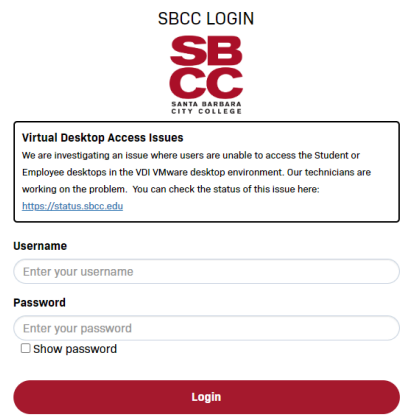
STEP 27

- Instructions to sign up for the SBCC Promise
 - Double check that you have completed all steps on the "Instructions List" below
 - Next then Click "Sign Up"



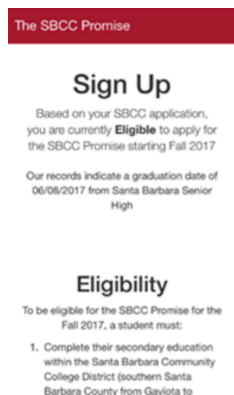
STEP 28

- Complete your SBCC Promise Sign Up
 - You will be routed to your "MY SBCC" account
 - Log into your "MY SBCC" using your Username & Password



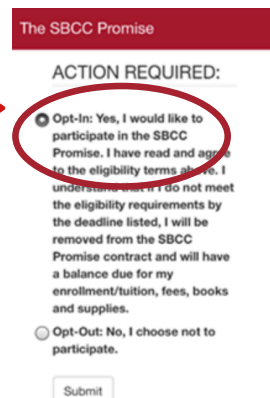
STEP 29

- "Opting-In" to the SBCC Promise



STEP 30

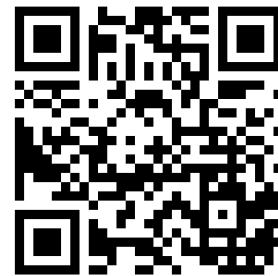
- Next then Click "Opt-In" to sign up for the SBCC Promise
- Click then "Submit"



IMPORTANT: YOU ARE NOT AUTOMATICALLY SIGNED UP FOR THE PROMISE YOU MUST OPT-IN MANUALLY

LAST STEPS

- To be eligible for the SBCC Promise you must complete your Financial Aid
 - FAFSA OR Dream Act OR CA College Promise Grant (CCPG)
- YES - I have completed my Financial Aid Application
 - Log into "MY SBCC" to confirm SBCC has received your Financial Aid
 - Check if you have "Outstanding Requirements" and are required to submit additional documentation for your Financial Aid
 - Checking your Financial Aid Award in MY SBCC:
 - Log into "MY SBCC", click on "Dashboard", scroll and locate "Financial Aid & Cashier's Office", Click on "Award Letter"
 - Checking for Financial Aid Outstanding Requirements/Documents:
 - Log into "MY SBCC", click on "Dashboard", scroll and locate "Financial Aid & Cashier's Office", click on "Outstanding Requirements", select the "Aid Year"
- NO / I DON'T KNOW If I have completed my required Financial Aid
 - Contact the SBCC Financial Aid Office for additional support/assistance
 - SBCC Financial Aid Department Contact:
 - www.sbcc.edu/financialaid
 - [\(805\) 730-5157](tel:8057305157)



CONTACT THE ENROLLMENT SERVICES TEAM

- Need Help?
- Have questions?
- We are here to help!
- Contact us!



- Phone: (805)730-4086 (during phones hours)
- Email: Available to send messages at all hours and response time is within 24 business hours > info@sbcc.edu