

SBCC Registration Guide

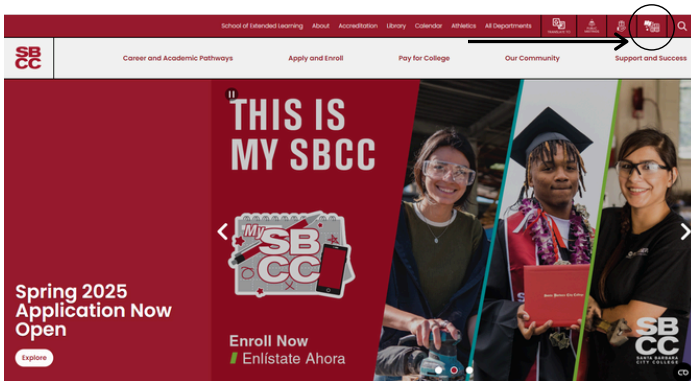


STEP 1

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

STEP 2

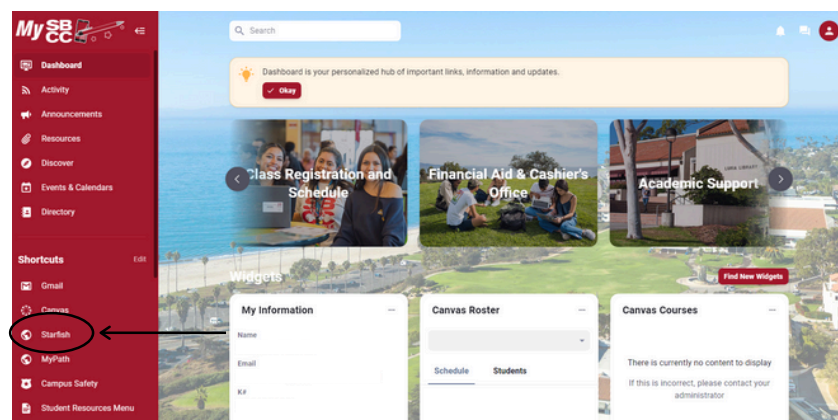
- Click on "My SBCC"
- Log into your "My SBCC" Account, using your "Username and Password"



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

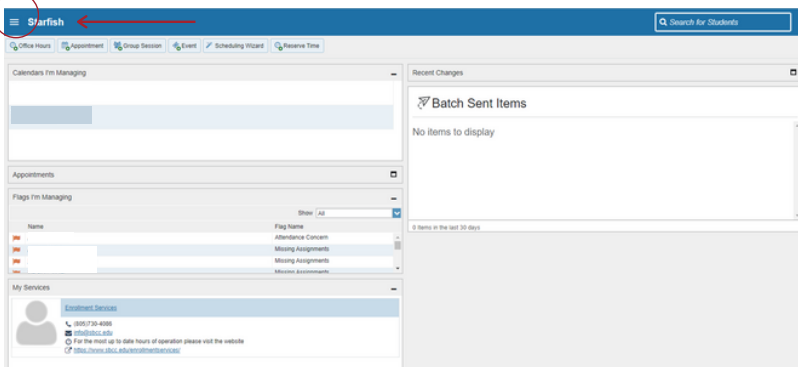
STEP 3

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



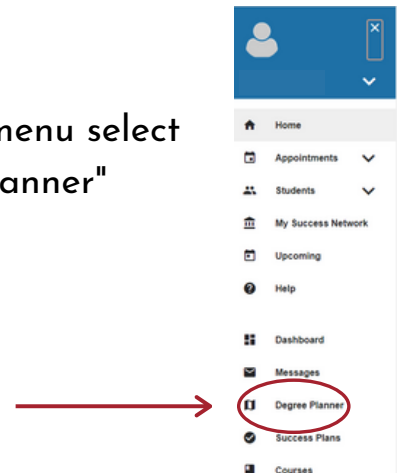
STEP 4

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



STEP 5

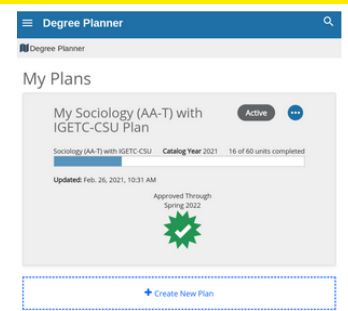
- From the menu select "Degree Planner"



STEP 6

Degree Planner:

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



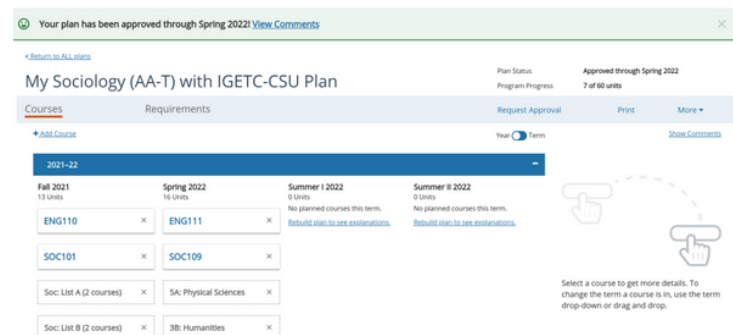
DON'T HAVE A SEP?

- 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.



STOP! READ! UNDERSTAND!

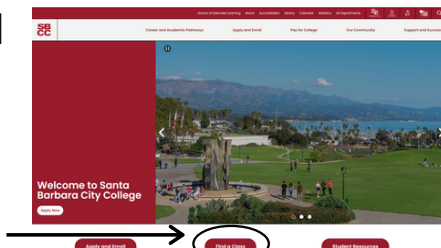
- In the next steps you will build your Class Schedule and Register for Classes
- Helpful Hints:
 - In the next 6 STEPS you will search for classes and review the different offered sections and select a class to register for
 - Begin with searching for courses that have the least number of sections offered
 - 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 805-730-4564 or email dsps@sbcc.edu.

Fall 2024 (example)

Fall 2024 Schedule (August 28 - 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"
- Once you have selected a course in the subject list click "Search"

Class Schedule Search for:

Spring 2023
Credit
Select

Fall 2022
Noncredit

Summer II 2022
Adult HS/GED

Summer I 2022

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

Subject

ACCT Accounting

ADC Addictive Disorders Counseling

AH Allied Health (HCI, Med. Term)

AJ Justice Studies

Start Time
Hour
Minute
am/pm

End Time
Hour
Minute
am/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

Course Number

CRN

Title

Part-of-Term
Primary Term

Instructional Method
Classroom only

Instructor
Abeloe, Lisa

Attributes
C-ID

Search
Reset

STEP 14

- 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 Vioek-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		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

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

ENG 110 - Composition and Reading (4 Units)

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OPEN	OL	54603	4.0	Lec			ONLINE	24	19	3	0	Eileen Vitek-Scamahorn	01/11-05/08	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"

SBCC LOGIN
SANTA BARBARA CITY COLLEGE

Virtual Desktop Access Issues
We are investigating an issue where users are unable to access the Student or Employee desktops in the VDI VMware desktop environment. Our technicians are working on the problem. You can check the status of this issue here: <https://status.sbcc.edu>

Username
Enter your username

Password
Enter your password
 Show password

Login

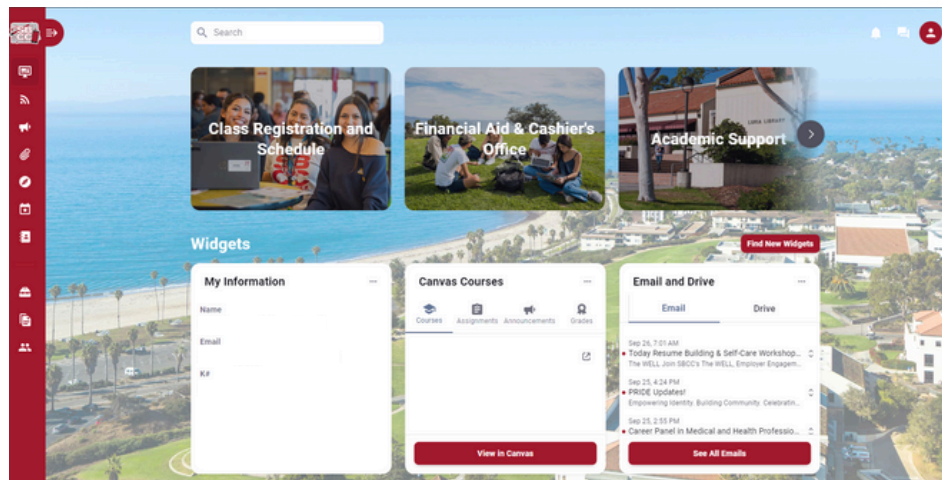
[Forgot Password](#)

- [Find Username](#)
- [Need help? ¡Necesita ayuda?](#)
- [Former Student Transcript Ordering](#)

[Student Record Privacy Info](#) • [Terms and Conditions](#)

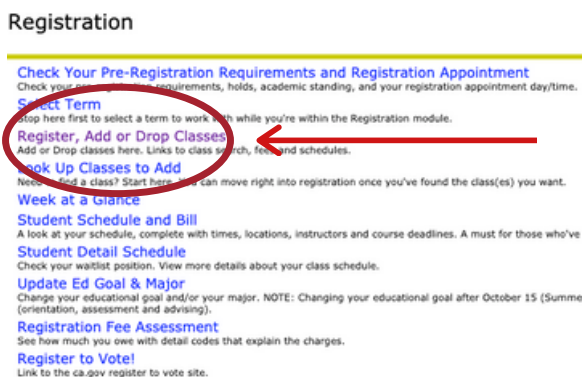
STEP 17

- 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"



STEP 19

- Select on the term you are registering for

Personal Information | **Student** | Faculty Services | Employee

Search GO

Registration Term

Select a Term:

SUBMIT

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

K000000
Nov 19, 2020 09:21 a

- 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)"

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

My SBCC Student ID (K number)

My Preferred First Name

Pipeline Enrollment 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.sbcc.edu/admissions/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 add. 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 Schutt 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.sbcc.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

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

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 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:
[Click to View and Print Schedule/Bill](#)

STEP 25

- "Click to View and Print Schedule/Bill"

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](#)

SBCC PROMISE OPT-IN

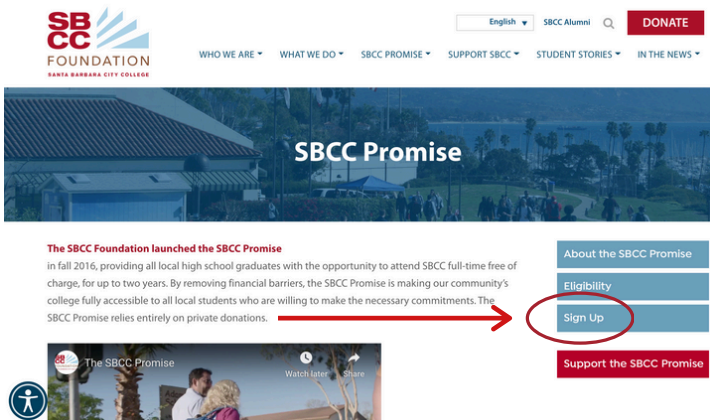
Do you meet the following SBCC Promise Eligibility Requirements:

- 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 ***

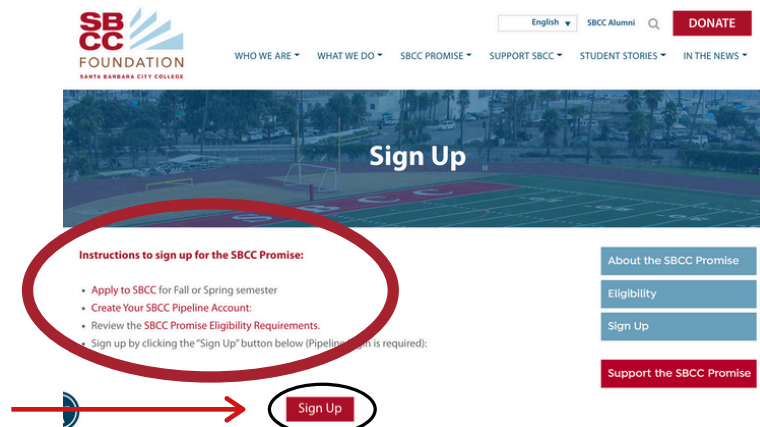
STEP 26

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



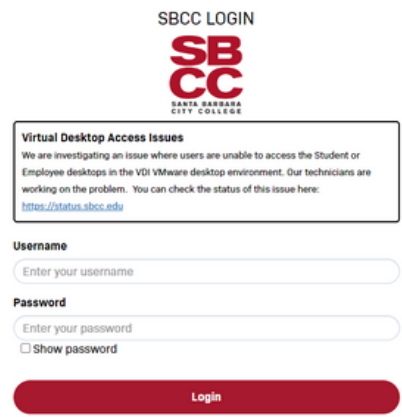
STEP 27

- 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"



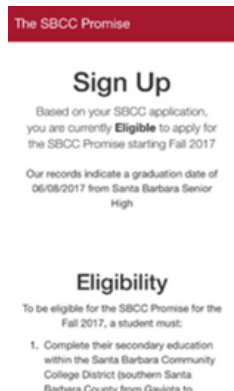
STEP 28

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



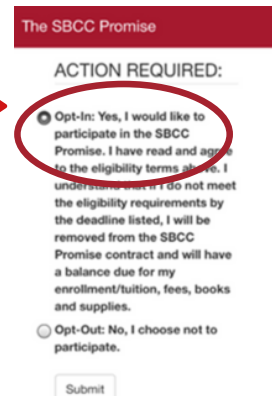
STEP 29

- "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