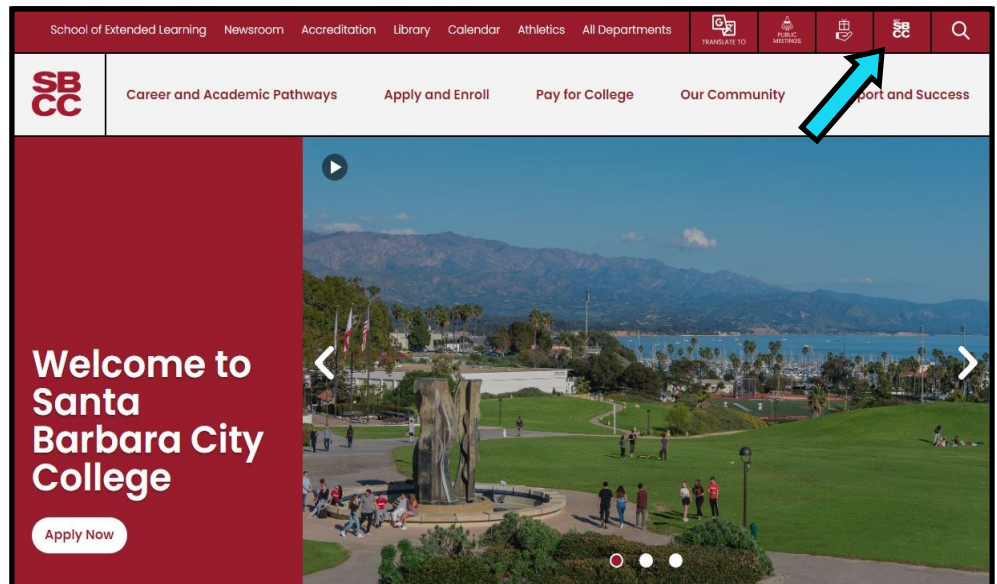


How to Register for Classes

Go to the Santa Barbara City College website at www.sbcc.edu. That will take you to the college's home page (pictured).

On the home page, you will see in the upper right corner, *MySBCC*, which is to the immediate left of the magnifying glass. Clicking on that will take you to the next step which is Pipeline login page.



Step 2: You are now at the login page. Enter your username and password. You will then be taken to the page shown in Step 3 (skipping step 2-A).

If you don't remember either or both, click on the *Find Username* in blue underneath the burgundy-colored LOGIN button. The blue arrow is pointing at the correct link. Click on that link and you will be taken to Step 2-A.

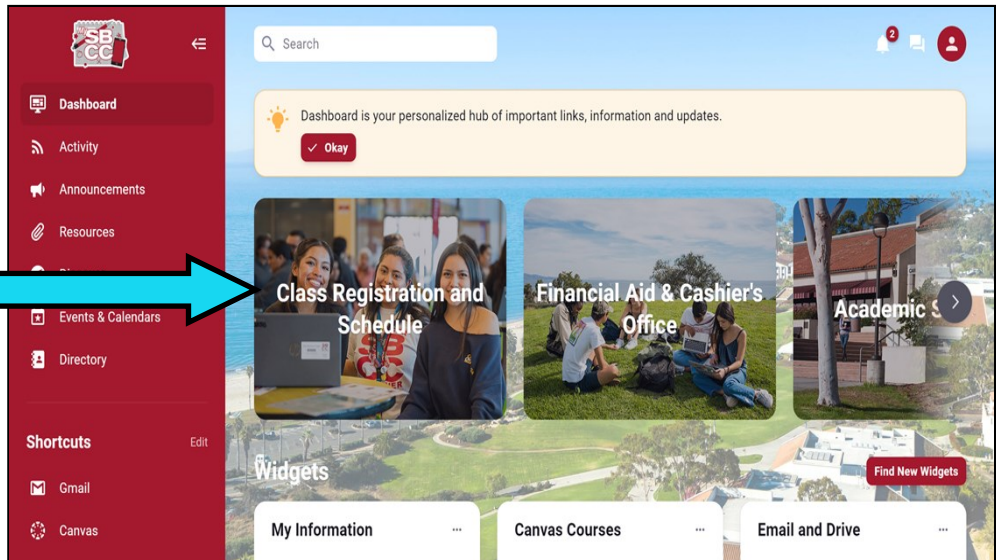
Step 2-A: If you are on this page because you don't remember your username and/or password, this is where you can get it.

Fill in the required information. Note that the birthdate format must be as shown (mmddyy) with no dashes or slashes and with only two digits for the year. After you enter all the information, click on *Look Up*.

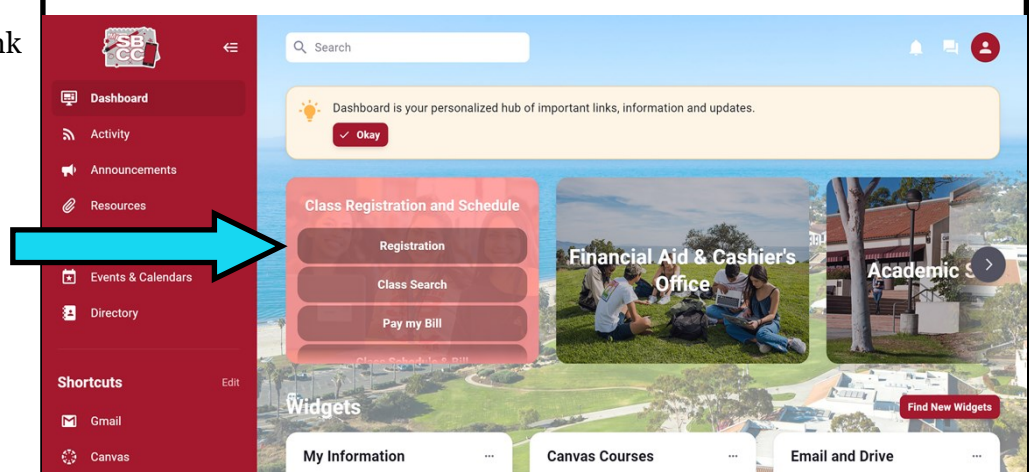
The "Approved ID" is the last four digits of your Social Security Number, the CCI Number (if you applied via CCC Apply), your SSAN (SBCC alternate ID beginning with 999), or your Lumens Student Identification Number.

If you cannot remember your approved ID, contact the Admissions & Records offices at Schott or Wake campuses.

Step 3-A: Scroll your mouse over the Class Registration and Schedule box.



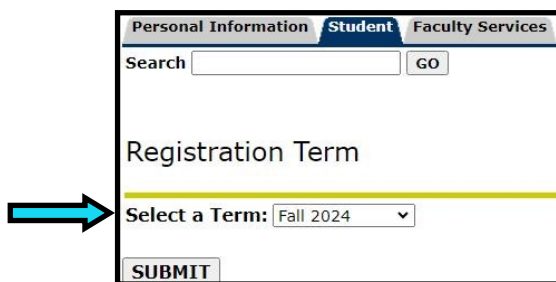
Step 3-B: The box will turn pink and show a drop-down menu inside it. Click on the first link labeled *Registration*.



Step 4: Click on the *Register, Add or Drop Classes*. It is the third link down from the top.



Step 5: You want the tab labeled **STUDENT** at the top to be blue. Select the registration term you want. The newest one is always at the top of the drop down menu. Once you have selected the correct term, click *Submit*.



Step 6: At the beginning of each term you will be prompted to update your student record. After that, for the rest of the term, you will go straight to the online registration page.

College records reflect that your reported educational goal is (**Undecided on Goal at this time**).

What is your current **Educational Goal**?

UPDATE PROMPT AT THE BEGINNING OF EACH TERM: If you are okay with the educational goal displayed, click on *Submit*.

Otherwise choose a new goal from the drop down menu before clicking *Submit*.

Step 6-B: Do the same for Major/Program of study question. (Note that you want NC-GENERAL EDUCATION / DEGREE: NCGEN / PROGRAM: NC-GENERAL)

your current SBCC Noncredit **Major/Program of study**?

Click *Submit*.

Step 7: The next screen to come up will give you an opportunity to update your address/phone, update or click on “Continue” to bypass.

At the short survey you may choose to opt out, look for the ‘opt - out’ button at the bottom of screen (image not shown). You’ll need to agree to the Honor Code by clicking on the Continue button, and then click on “Continue to Registration” (images not shown).

If you require.....

A Name change:

- Come to an Admissions & Records Office with proof of identity.

An Address or Phone Number change:

- You may change your current phone number and residential mailing address. To request a change in tuition classification, read the information above & contact the Admissions & Records Office.

An E-mail Address change:

- Update or add an email address here.

At the **Add or Drop Classes** screen: Scroll to the bottom of screen and enter the class 5 digit CRN (class number) into the first box. Add additional classes in the additional CRN boxes.

IMPORTANT NOTE: The online system only permits one class section of the same course per semester. If you would like to register into multiple sections of the same course, you will need to request the second enrollment in person.

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:
From your **Current Schedule**, make a selection from the **Action** drop down list, then click on **Submit Changes**.

Waitlists:
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/admissions/waitlists.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. 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.

[? Need help?](#)

Add Classes Worksheet

CRNs

Your class(es) will post on the screen to confirm Web registration. You can drop a class before it starts. If you need to drop a class after it starts, please visit the Schott or Wake campus, main office for assistance.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade	Mode	Title
Web Registration on Jun 26, 2017	None Drop/Delete Before Term Start	81177 PD	NC001 0	Noncredit	0.000	Noncredit		Personalized Career Planning

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 8.000
Date: Jun 26, 2017 05:33 pm

Add Classes Worksheet

CRNs

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

Reset

To exit the system and log out, click on the *Return to MySBCC* icon-link at top right of this page.

After clicking on the *Return to MySBCC* icon-link, you will be taken to the Dashboard page (see below). Once on the Dashboard page, click the icon-link on the far right, the one in a burgundy circle, which is your profile icon.

Search

Dashboard is your personalized hub of important links, information and updates.

Class Registration and Schedule

Financial Aid & Cashier's Office

Academic S

Once you click on the icon-link in the burgundy circle, you will then get the dropdown menu (see image to right). Click on *Logout* and you are done.

- View Profile
- My Connections
- Account Settings
- FAQs
- SBCC Help
- Terms and Privacy
- Logout

Theme

Light Dark Auto