

# SBCC Class Registration Workshop

## *STEP by STEP* Instructions

### **Step 1:** (find your Student Ed Plan)

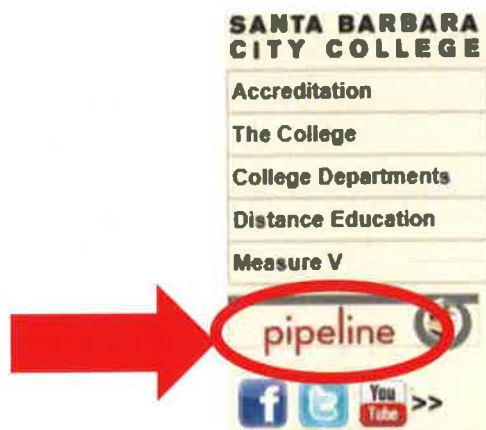
Go to [www.sbcc.edu](http://www.sbcc.edu)

 *do not use Internet Explorer*



### **Step 2:**

Click on the “pipeline” tab.



### **Step 3:**


Enter your SBCC username and password.



Secure Access Login

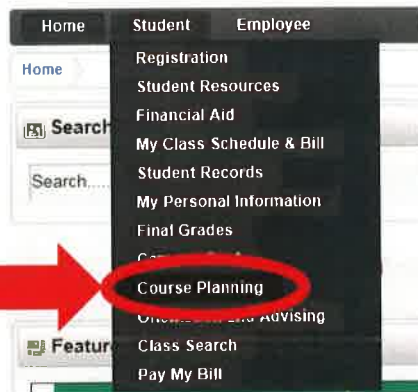
User Name:

Password:

 **If you do not know** your username and password **RAISE YOUR HAND** and we will help you find it.

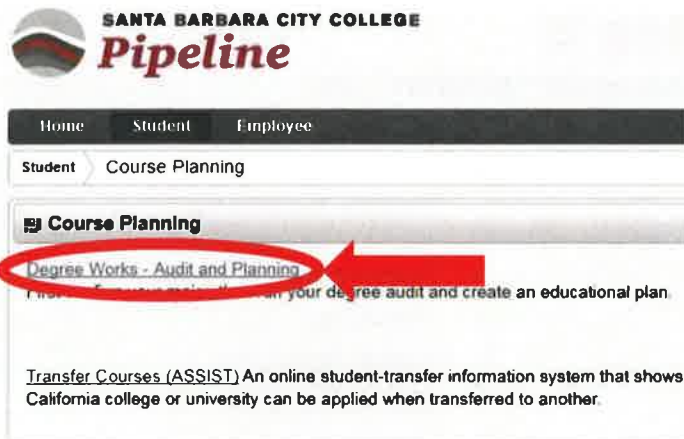
### **Step 4:**

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



## **Step 5:**

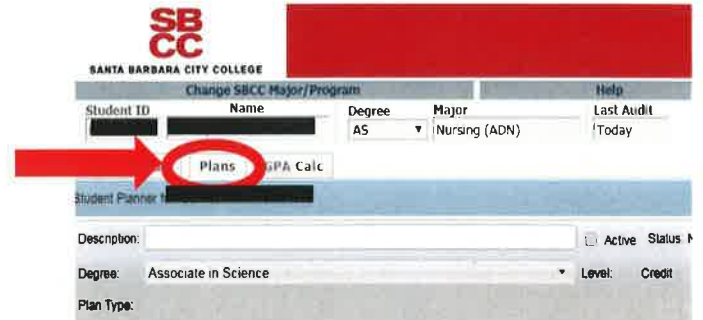
Click on the “Degree Works & Audit Planning” hyperlink.



## **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, for the FALL semester, on your **Class Schedule Sheet** 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](http://www.sbcc.edu)

 (do not use Internet Explorer)



## Step 2:

Click on the “Classes Offered” tab.



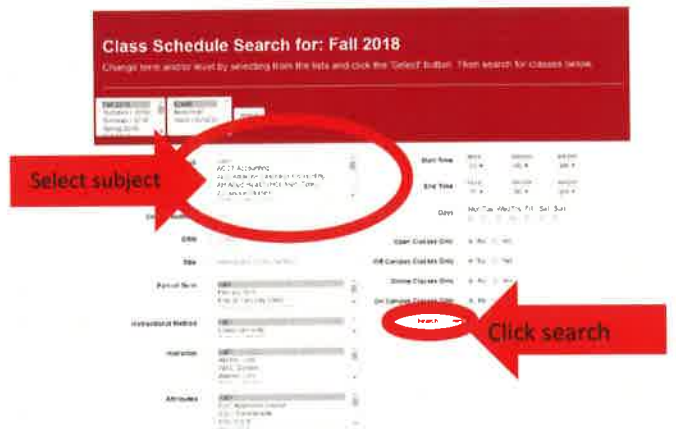
## Step 3:

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

CHST - Chicano Studies

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

CRN	Section	Days	Time	Location	CRN	Section	Days	Time	Location
30000	1	Tu	11:00am - 12:30pm	WCCB	30000	1	Tu	11:00am - 12:30pm	WCCB
30000	2	Th	11:00am - 12:30pm	WCCB	30000	2	Th	11:00am - 12:30pm	WCCB

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

CRN	Section	Days	Time	Location	CRN	Section	Days	Time	Location
39108	1	M	11:00am - 12:30pm	WCCB	39108	1	M	11:00am - 12:30pm	WCCB
39108	2	W	11:00am - 12:30pm	WCCB	39108	2	W	11:00am - 12:30pm	WCCB

## Step 6:

Write in the 5 digit number listed next to each course ( aka the CRN Number) on your CLASS SCHEDULE SHEET

Examines the role of the Mexican-Americans and other Latinos/as in U.S. history. Attention is given to 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	30000	3	Lec	3.2 hours/week	ONLIN
OPEN	39108	3.0	Lec	M W 11:10am - 12:30pm	WCCB
OPEN	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)

# Next STEPS: REGISTERING FOR CLASSES

## Step 1:

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



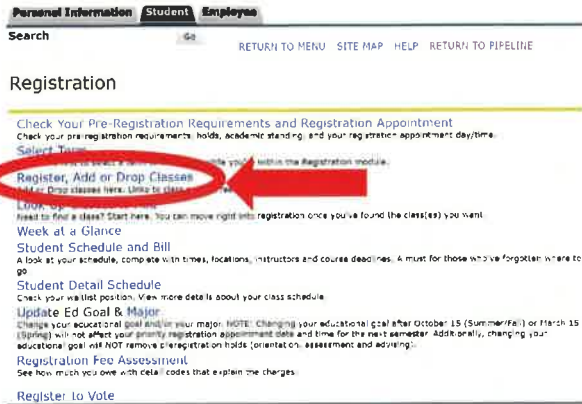
## Step 2:

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"



### Step 4:

Select "Fall 2018" from the drop down list and hit "Submit"

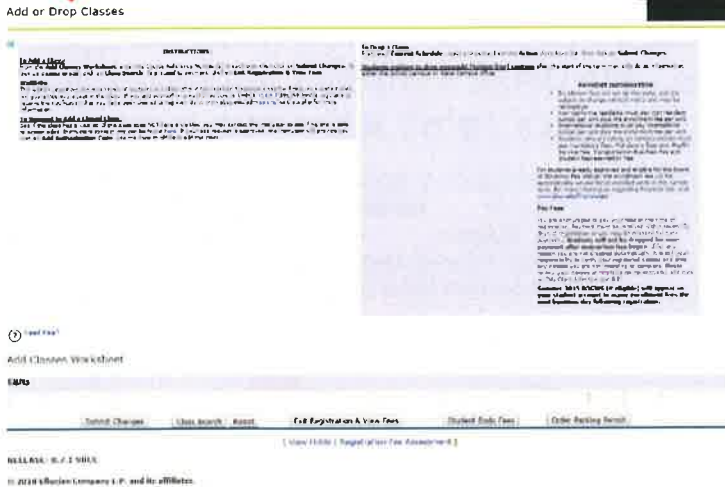


### Step 5:

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

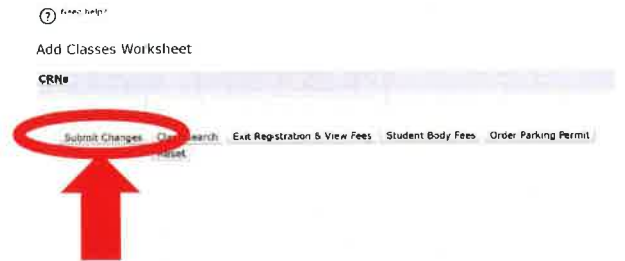
*IF UNSURE of your major choose what you are thinking about majoring in right now. You can change it ANYTIME, DO NOT PICK UNDECLARED. ASK if you have questions.*

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



### 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"



## 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

CRN	CRN	CRN	CRN	CRN	CRN	CRN	CRN	CRN	CRN
**Web Registration** on Dec 17, 2017	54923 MATH 101 0	Cred4 3 000 Pass/Hrs Pass	American Indian: Post & Present						
**Web Registration** on Dec 17, 2017	54922 CSB 101 0	Cred4 4 000 Standard Lectur Intro To Computers/Info System							
**Web Registration** on Dec 17, 2017	54944 BIOL 100 0	Cred4 4 000 Standard Letter Concepts of Biology							

Maximum Hours: 18,000  
Maximum Hours: 18,000  
May 14, 2018 11:14 am

Add Classes Worksheet

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

[ View 14093 | Registration Fee Assessment ]

# ← STOP →

If anything other than **“web registration”** pops up for ANY OF THE CLASSES raise your hand and we will assist you

# 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** and if you are a **PROMISE STUDENT** make sure that the **TOTAL ACCOUNT BALANCE IS \$0.00**

Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment			
	Term Balance			
	Balance Forward from Other Terms:			\$0.00
	<b>Total Account Balance:</b>			





IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE** is **not \$0.00** raise your hand and we will help you.

**OR**

IF you are a **PROMISE STUDENT** and your **TOTAL ACCOUNT BALANCE** is **\$0.00** (or you are **NOT** a Promise Student) then move on to **STEP 10 & 11**

**Step 10:** Click on “Click to View and Print Schedule/Bill”

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

**Step 11:**

**IF** a printer is available click on “Print Page”/IF there is not a printer available then *raise your hand so that we can help you*



**FINAL STEP:** MAKE SURE TO **CHECK OUT**  
WITH AN **SBCC REPRESENTATIVE** 😊

