

# How to sign up for “Class Planning”

## Step I: Set up your Starfish profile.

- Log in to [Pipeline](https://auth.sbccc.edu/cas/login) (<https://auth.sbccc.edu/cas/login>).
- Click on the “Starfish” link.

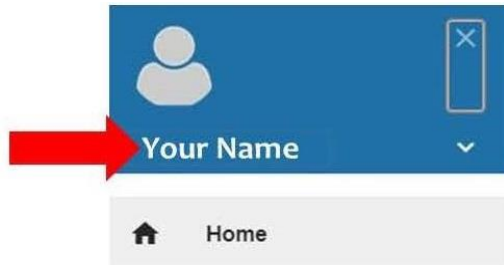


**What is Starfish?**  
Starfish is the online system you will use to sign-up for Class Planning. It is connected to your Pipeline account.

- Click on the menu icon




- Click on your name.



Then click on “Profile”.



- Add your personal email address to your Starfish account by following the instructions next to each below starting with 1. 



[Upload Photo](#)

FERPA standards protect student data.

Contact Information

Login

Institution Email

Alternate Email

All notifications will be sent to your institution's email address.

Email Preference

Also send notifications to my alternate email address

Phone

Cell Phone

Video Phone

Time zone

Display all time zones

Weekly Updates

Send me a weekly status update about My Success Network

Reminder Preferences

Email me  minutes before the start of an appointment  
 Email me at  the day of  an appointment



Type your personal email address into the "Alternate Email" field.



Click box to "Also send notifications to my alternate email address".



If you have a U.S. cell number, enter it here.



Set your reminder preferences.

\* Required fields

Never Mind

Submit



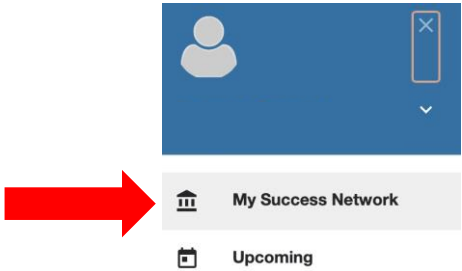
Click "Submit".

# Step II: Sign-up for a Class Planning session.

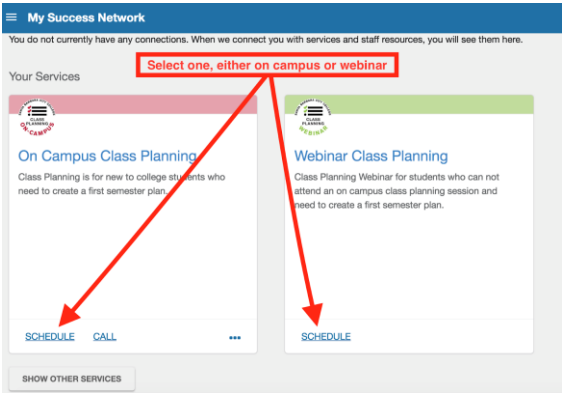
- Click on the menu icon.



- Then click on "My Success Network".



- Choose "Webinar Class Planning", click on "Schedule".



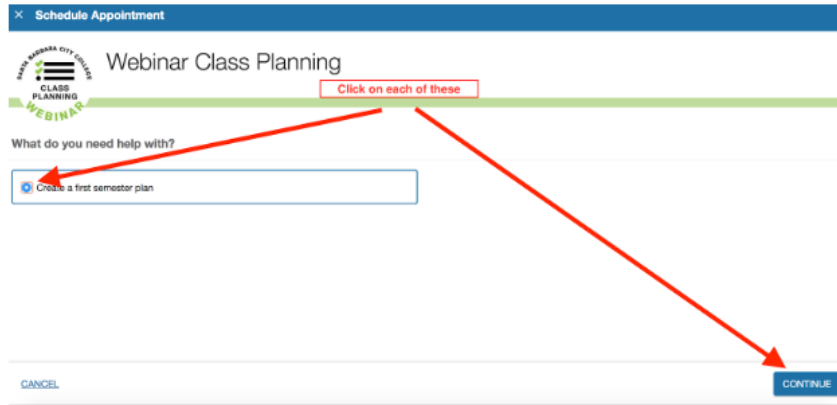
**If you are in the U.S.:** You can choose either "On Campus Class Planning" or "Webinar Class Planning". Click on "Schedule" to view available dates and times.

**Students who are not in the U.S. must choose "Webinar Class Planning".**

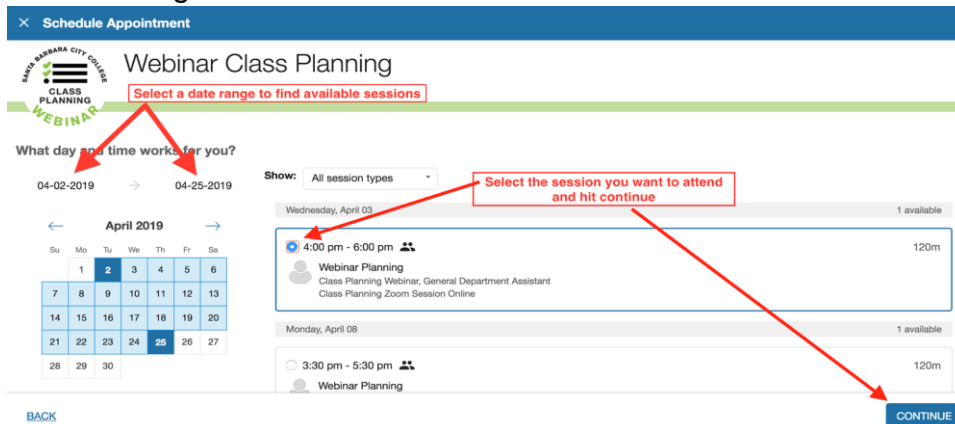
**If you don't see Class Planning:** Wait 24 hours, then check again by logging into Pipeline, then click on "Starfish" link. Webinar Class Planning should appear.

**Need help?** Email [academiccounselingcenter@sbcc.edu](mailto:academiccounselingcenter@sbcc.edu)

- Click “Create a first semester plan” and then “continue” to see a calendar with available dates & times.



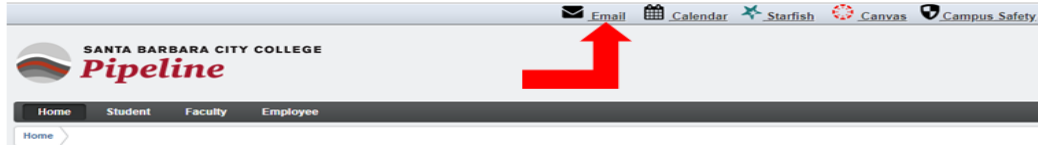
- Select a date range to find available webinar sessions. Scroll to see all dates and times, then select the session you want to attend. Then click “Continue”. If the date range you select does not have available sessions, choose a longer date range.



The default time zone is Pacific Time (PST or PDT). You can use this [Time Zone Converter - Time Difference Calculator](#) to view the dates & times to your own time zone.

### Step III: Check your confirmation email.

- Look for your Class Planning confirmation email. It will contain your Class Planning session date and time in both Pacific Time and your current time zone. Follow the instructions to prepare for your session and test your computer's compatibility.



The confirmation email will also be sent to your personal email address.

### Step IV: Attend your Class Planning session.

- Attend your session on time! Students who are more than 10 minutes late will not be allowed to attend and will be required to reschedule. If you have follow-up questions after your session, review the Class Planning PowerPoint and other materials first. If you can't find the answer to your question/s, email [academiccounselingcenter@sbcc.edu](mailto:academiccounselingcenter@sbcc.edu).

**Complete this step by December 13, 2019.**

If you do not complete this step before December 13, you will be required to attend a Class Planning session upon arrival. You will not receive assistance with choosing classes until Welcome Week which can negatively impact your ability to find spaces in your preferred classes.