SBCC Spring 2020 Application Steps

Contact information is available on the last page of this packet so that you can Ask Us questions/get help.

**STEP 1:** Go to sbcc.edu/apply

**STEP 2:** Scroll down and click on FIRST TIME TO COLLEGE.

**STEP 3:** Click on APPLY to SBCC.

**STEP 4:** Scroll down and click on APPLY NOW for SPRING 2020.

**STEP 5:** Click on CREATE an ACCOUNT.

**STEP 6:** Click on BEGIN CREATING MY ACCOUNT.
STEP 7: Enter your LEGAL NAME (what’s on your birth certificate), DATE of BIRTH, and SOCIAL SECURITY NUMBER. Click on CONTINUE.

If you do not have a Social Security Number/Taxpayer Identification Number check the appropriate boxes. Some International Students, nonresident aliens, or others may not have a Social Security Number. If you do not have a SSN/Tax ID# then check the appropriate boxes and also complete an AB540 form and turn it into our Admissions & Records Dept.

STEP 8: If it says CONTINUE CREATING YOUR ACCOUNT continue by entering your email, telephone, and permanent address and click CONTINUE. If it says WE FOUND AN EXISTING ACCOUNT then either answer security questions or have an email sent to you. If you can’t find your account then Ask Us/Contact Us.

STEP 9: Create your CCCApply USERNAME & PASSWORD.

WRITE your USERNAME & PASSWORD down/put it in your phone.

STEP 10: Create your CCCApply 4 DIGIT PIN (if it prompts you to create one).

STEP 11: Create your ANSWERS to the 3 SECRET QUESTIONS & CLICK CONTINUE.
STEP 12: WRITE down/take a picture of your CCCID and click CONTINUE.

STEP 13: Click START NEW APPLICATION.

STEP 14: Click on the TERM APPLYING FOR. YOU WILL CLICK ON THE SPRING 2020 TERM.

STEP 15: Choose an EDUCATIONAL GOAL. It is okay if you are not sure about your goal. Choose the answer that best fits your current goals, you can change it at anytime.

STEP 16: Choose your PROGRAM of STUDY/MAJOR. It is okay if you are not sure about your major. Choose the answer that best fits right now, you can change it at anytime.
**STEP 17:** Review ACCOUNT & MAILING INFORMATION.

**STEP 18:** Choose COLLEGE ENROLLMENT STATUS.

It is very important to answer this question correctly. You will pick the answer that fits your specific College Enrollment Status.

**STEP 19:** Answer the HIGH SCHOOL EDUCATION questions.

Make sure to answer correctly.

**STEP 20:** Answer YES or NO to “attended high school in California for 3 or more years”.

If you are unsure how to answer then Ask Us/Contact Us.
**STEP 21:** Answer LAST HIGH SCHOOL ATTENDED questions with your information and then if applicable TYPE IN YOUR HIGH SCHOOL/Homeschool Org & SELECT from the list.

MAKE SURE YOU CHOOSE THE RIGHT Name.

Enter the name or city of your high school or homeschool organization. Then make a selection from the list.

**STEP 22:** Answer HIGH SCHOOL TRANSCRIPT INFORMATION

ANSWER THIS INFORMATION BASED ON YOUR HS TRANSCRIPTS. IF UNSURE MAKE SURE TO ASK US. DO NOT GUESS OR ESTIMATE!

Once you choose your HIGHEST COURSES TAKEN it will ask your GRADE. If you aren’t sure about YOUR GRADE LOOK AT YOUR TRANSCRIPTS. DO NOT GUESS/ESTIMATE.

**STEP 23:** Answer CITIZENSHIP STATUS. If you are unsure how to answer then Ask Us.

Are you AB540? = students (who don’t have residency) who have attended high school in California for 3 or more years and earned a high school diploma or its equivalent (i.e. GED) are AB540 students.

If you are AB540 you will ANSWER = “Other” and check the box next to “No documents” & you will need to COMPLETE the AB540 FORM and turn it into Admissions & Records Dept.
**STEP 24:** Answer MILITARY/MILITARY DEPENDENT question.

**STEP 25:** Answer CALIFORNIA RESIDENCE, OUT-OF-STATE ACTIVITIES, and SPECIAL RESIDENCY CATEGORY questions.

It is VERY IMPORTANT to answer these questions correctly.

**STEP 26:** Answer NEEDS & INTERESTS questions.

- Main Language
- Financial Assistance (TANF/CalWORKS=Food Stamps/Cash Aid)
- Athletic Interest
- Programs and Services (YOU CAN LEAVE THIS BLANK)

**STEP 27:** Answer DEMOGRAPHIC INFORMATION questions.

- Gender/Transgender and Sexual Orientation questions are OPTIONAL.
- Parent/Guardian Educational Levels: If you don’t know answer the best you can.
- Race/Ethnicity

**STEP 28:** Answer FUTURE TRANSFER PLANS question.

It's OK if you are UNSURE. Answer what you are thinking about doing today. You can change this at any time.

**STEP 29:** Answer PRIMARY LANGUAGE question.

**STEP 30:** Answer EMPLOYMENT EXPECTATION question.

It is OK if you are UNSURE. Answer what you think it will be or what you are working now.
STEP 31: Answer SBCC PROMISE question.

SBCC Promise

I completed my secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to Carpinteria) as part of the 2015-2016 (or after) graduating high school class and I consent to releasing my application information to the SBCC Foundation to determine if I am eligible to receive funds to cover required fees, books and supplies.

Yes, I consent/ I would like more information •

If you meet the SBCC PROMISE ELIGIBILITY GUIDELINES LISTED ANSWER

Yes, I Consent

IF YOU DON’T THEN ANSWER NO.

If unsure then Ask Us/Contact The Promise directly.

STEP 32: Answer SUPPORT SBCC question.

Support SBCC

I am interested in learning about the Foundation for SBCC and ways to support SBCC and its students.

-- Select --

STEP 33: CONSENT: This is so CCCApply has your consent to send SBCC your application information.

Request for Consent to Release Information

The community colleges you attend and the Chancellor’s Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that answering “No” to this question will not prevent release of certain directory information about you. To learn more about directory information or how to block its release, see the Directory Policy.

I authorize the Chancellor’s Office, California Community Colleges, and the community colleges I am attending to release information contained in my education records, including my Social Security number, for the purposes of:

☐ I consent

STEP 34: Check BOTH “By Checking Here” Boxes.

You are about to submit your application to Santa Barbara City College. NO CHANGES can be made to your application once it is submitted.

STEP 35: Click on SUBMIT MY APPLICATION.

STEP 36: Take a PICTURE of the CONFIRMATION PAGE/Write down your CCCID and Confirmation Number. Close out the CCCApply page.
Creating/Logging Onto YOUR SBCC PIPELINE ACCOUNT

Although it can take up to 24 hours to be able to log onto your Pipeline Account many students can log on within 15-30 minutes. Go ahead and start STEP 37 now. If it doesn’t work then wait another 15-30 minutes and try again. If after 24 hours it still doesn’t work please contact us (look at ASK US for contact info on last page).

**STEP 37:** Go to sbcc.edu and click on PIPELINE.

![Go to sbcc.edu and click on PIPELINE.](image)

**STEP 38:** Click on FIND ACCOUNT.

![Click on FIND ACCOUNT.](image)

**STEP 39:** Type in FIRST NAME, LAST NAME, BIRTH DATE, and LAST 4 DIGITS of Social Security Number OR the LAST 4 DIGITS of your CCCID and click LOOK UP.

![Type in FIRST NAME, LAST NAME, BIRTH DATE, and LAST 4 DIGITS of Social Security Number OR the LAST 4 DIGITS of your CCCID and click LOOK UP.](image)

YOU CAN USE THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY # OR THE LAST 4 DIGITS OF YOUR CCCID FROM THE APPLICATION.

**STEP 40:** IF you DON’T receive this message move on to STEP 41.

**IF YOU DO NOT SEE “NO RECORDS FOUND” GO TO STEP 41**

*IF AFTER 24 HOURS you are still getting “No Records Found” Contact Us.*
STEP 41: Select your SECRET QUESTION and ANSWER and then click SUBMIT. Make it something you will remember. You will need this if you ever forget your Username/Password.

STEP 42: CREATE a NEW PASSWORD (needs to be between 8-15 characters) and then Click CHANGE PASSWORD.

STEP 43: WRITE down/put your PASSWORD and USERNAME in your phone. Then CLICK on CLOSE THIS WINDOW.

STEP 44: WAIT 5 MINUTES then enter your PIPELINE USERNAME and PASSWORD/LOGON to PIPELINE and CLICK LOGON.

STEP 45: Click on SBCC PIPELINE PORTAL.
**STEP 46:** Click on **STUDENT TAB** at top of page.

**STEP 47:** Click on **REGISTRATION**.

**STEP 48:** Click on **CHECK YOUR PRE-REGISTRATION REQUIREMENTS** and **APPOINTMENT**. Keep in mind that registration dates may not be posted when you apply. You will have to check back.

**STEP 49:** SELECT a **TERM** and click **SUBMIT**.

**STEP 50:** After clicking on **SUBMIT** you will be able to see your **REGISTRATION DATE** and **TIME** (if posted). You can register on or after this date and time. WRITE this down/put in your phone.

**STEP 51:** FIND YOUR **K#** (SBCC Student ID #) on the top right hand corner of the screen and WRITE IT IN DOWN/PUT IT IN YOUR PHONE. YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT. It is how the College identifies you in our systems.

Close out and sign off of your Pipeline Account and move on to **STEP 52 IF YOU ARE ELIGIBLE FOR THE SBCC PROMISE PROGRAM**. IF YOU ARE **NOT ELIGIBLE** THEN YOU ARE READY TO MOVE ONTO YOUR NEXT ENROLLMENT STEP. Find your next STEP by Checking Your Pre-Registration Requirements on Pipeline.
ARE YOU ELIGIBLE FOR THE SBCC PROMISE?

Did you complete your secondary education (i.e. High School Diploma/GED) within the Santa Barbara Community College District (Gaviota, CA. to Carpinteria, CA.)? Are you enrolling in SBCC in either the fall or spring term immediately after high school/equivalent (see SBCC Promise website for exceptions)? If you answered yes to both questions you may be eligible. Go to STEP 52.

If you aren’t sure about your eligibility or think your situation might be an eligible exception go to sbccpromise.org to get more information.

**STEP 52:** Go to sbccpromise.org and CLICK on SIGN UP.

**STEP 53:** Click on SIGN UP towards the bottom of the page.

**STEP 54:** Use your PIPELINE USERNAME and PASSWORD to LOGIN.
**STEP 55:** After LOGGING IN with your PIPELINE USERNAME and PASSWORD the following MESSAGE will POP UP. Move onto **STEP 56.**

If this message **DOES NOT POP UP** don’t worry. It just means that your application hasn’t been received by the Promise yet. It can take a few hours so try again later. Contact THE SBCC PROMISE with questions/concerns. Go to: sbccpromise.org

For now go ahead and move onto **STEP 58.**

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**STEP 56:** At bottom of page CLICK ON “OPT IN TO THE PROMISE”

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**STEP 57:** Click SUBMIT

**Opt-in:** Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.

**Opt-out:** No, I choose not to participate.

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**STEP 58:** Find your NEXT STEP by Checking your Pre-Registration Requirements on your Pipeline Account.

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If you have questions/need help? Ask Us by:

- Ask an SBCC Representative (if here in person)
- Come to the Welcome Center (located on 1st floor of Student Services Building)
- Call us at: 805-730-4450
- OR
- Email us at info@sbcc.edu