How to Create Your Student Education Plan

**Step 1:** Go onto [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.

**Step 4:** Once inside your pipeline account, hover over the “Student” tab and click on “Course Planning” on the drop-down list.
**Step 5:** Click on the “Degree Works & Audit Planning” hyperlink.

**Step 6:** Verify that your major is correct.

**Step 6B:** To change your major or program follow the steps below:
- Click “Change SBCC Major / Program”. 
-Click on the far right arrow and update the Educational Goal, General Education Pattern and Transfer Plan from the drop down options.

-Confirm the changes by clicking “This is the Major/Program I intend to follow” button on the bottom left.

**Step 7:** Click on the “Plans” tab.
Step 8: Click on “Blank Plan”.

Step 9: In the “Description” box enter: Class Planning Session, today’s date, current major, K00_ _ _ _ _ _

Step 10: Check the “Active” button.
**Step 11:** Click on the box with a plus sign and add the correct term.

- Select Summer 2018 and/or Fall 2018.

**Step 12:** On the right hand column, click on the arrow next to the “Courses” tab.
**Step 13:** If you have English and Math results follow the steps below:
- Start with your English class and scroll to the, “English, Composition & Literature” section which is abbreviated as “ENG”. Click on the blue arrow next to “ENG” and a drop down-list will appear. Select your highest placement level. Next, click and drag the class over to the term box area in gray and let go once a blue check mark appears.
- Repeat Step 13 for adding all future math, major and general education courses.

If you **DO NOT** have your English or Math results follow **Step 13B** below:

**Step 13B:** Click on the plus sign button and from the drop down menu select “Placeholder”.

1. Select class.
2. Drag & let go when blue arrow appears.
A new section titled, “Placeholder” will appear.
-Click on the arrow next to the “Select” button.

- From the drop down menu select either, “Your Math Course”, “Your English Course” or both depending on which scores you do not have.
- Manually type in the unit value for the class you assume you will assess into in the box next to the course name.

**Step 14:** To select a Major Prep Course, go onto [www.sbcc.edu](http://www.sbcc.edu) (do not use Internet Explorer).

**Step 15:** At the bottom of the page, click on the box titled “Courses Offered”.
Step 16: Click on the “Fall 2018 Schedule” hyperlink.

Step 17: At the top of the page you will find the “Subject” box. Click on a subject that is related to your major.

-The example used below is for Sociology majors.
**STEP 18:** Click on the “Search” button.

- You can filter courses by start and end time, days, and class structure.

**Step 19:**

Click on the first introductory course.

- The example used below is for Sociology majors.
**Step 20:** To find a General Education course, find the “Attributes” section at the bottom of the page.

**Step 21:** Under the “Attributes” section, scroll and select one course from either: IGETC Area 3A, 4, 5A, or 5B.

**Step 22:** Click on the “Search” button.

- You can filter courses by start and end time, days, and class structure.
Step 23: Select a course that fits your schedule and sounds appealing and add it to your class plan. Continue to repeat steps until you have reached 15-18 units.

- Available courses are labeled “open” in green and on the left hand side.

Step 24: Once you have identified a major related course AND general education class. Be sure to save your plan by clicking on the “Save” button on the bottom right hand corner.
<table>
<thead>
<tr>
<th>Critical</th>
<th>Course Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11C</td>
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</tr>
<tr>
<td>MATH 1A</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 16C</td>
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<td>3.0</td>
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</tbody>
</table>

Disclaimer: This SEP may need to be modified based on changes to educational goals, catalog rights, availability of courses, curriculum changes, external transcript evaluations, prerequisite challenge outcomes, until limitations due to academic and/or progress dismissal and assessment results.