SBCC APPLICATION WORKSHOP STEPS

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

**STEP 2:** Choose SBCC Credit Admission and Click On APPLY HERE

**STEP 3:** Click on SUMMER/FALL 2018 APPLICATION

**STEP 4:** Click on CREATE AN ACCOUNT

**STEP 5:** Click on BEGIN CREATING MY ACCOUNT
**STEP 6:** Enter your **LEGAL NAME** (what’s on your birth certificate), **DATE of BIRTH**, and **SOCIAL SECURITY NUMBER**. Click on **CONTINUE**

**STEP 7:** If it says **CONTINUE CREATING YOUR ACCOUNT** continue by entering your email, telephone, and permanent address and click **CONTINUE**

OR

If it says **WE FOUND AN EXISTING ACCOUNT** then either answer security questions or have an email sent to you.

**STEP 8:** Create your **CCCApply USERNAME & PASSWORD**

*WRITE your USERNAME & PASSWORD down.*

**STEP 9:** Create your **CCCApply 4 DIGIT PIN** (if it prompts you to create one)

**STEP 10:** Create your **ANSWERS** to the **3 SECRET QUESTIONS** & **CLICK CONTINUE**
**STEP 11:** WRITE your CCCID in your down and click CONTINUE

Your CCCID is: AXR8598

**STEP 12:** Click START APPLICATION

**STEP 13:** Click on the TERM APPLYING FOR. YOU WILL CLICK ON THE FOLLOWING TERM

**STEP 14:** 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. MAKE SURE to CHOOSE one of the FIRST 4 LISTED.

**STEP 15:** 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. DO NOT CHOOSE Dual Enrollment (unless you are applying as a Dual Enrollment Student), Life Enrichment, or Undeclared.
STEP 16: Review ACCOUNT & MAILING INFORMATION

STEP 17: Answer PERSONAL INFORMATION QUESTIONS

STEP 18: Choose COLLEGE ENROLLMENT STATUS. MAKE SURE TO CHOOSE YOUR CORRECT COLLEGE ENROLLMENT STATUS

FOR EXAMPLE

College Enrollment Status
As of 08/26/2018, I will have the following college enrollment status:
First-time student in college (after leaving high school)

STEP 19: Answer the HIGH SCHOOL EDUCATION questions. Make sure to answer correctly.

FOR EXAMPLE

High School Education
High school education level as of 08/26/2018
Received high school diploma from U.S. school

FOR EXAMPLE

Month: June, Day: 7, Year: 2018
Did you receive your diploma, GED, or certificate in California?

FOR EXAMPLE

Did you receive your diploma, GED, or certificate in California?

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

FOR EXAMPLE

Have you attended high school in California for three or more years?

○ Yes ○ No
STEP 21: Answer LAST HIGH SCHOOL ATTENDED questions with your HS information, and then TYPE IN YOUR HIGH SCHOOL & SELECT from the list. MAKE SURE YOU CHOOSE THE RIGHT High School Name. If you don’t it will create problems.

FOR EXAMPLE

YOUR High School NAME

MAKE SURE YOU CHOOSE THE RIGHT High School NAME!!!

STEP 22: Answer HIGH SCHOOL TRANSCRIPT INFORMATION

YOU CAN ESTIMATE IF YOU DON’T HAVE YOUR TRANSCRIPTS

Once you choose your HIGHEST COURSES TAKEN it will ask your GRADE. If you aren’t sure about your GRADE estimate what you think it was/is if you don’t have your transcripts.

STEP 23: Answer COLLEGE EDUCATION questions based on your personal situation.

Taking Dual Enrollment classes does not count as “previously attending college” for the purposes of this application.

FOR EXAMPLE

FOR EXAMPLE

FOR EXAMPLE
**STEP 21**: Answer **LAST HIGH SCHOOL ATTENDED** questions with **your HS information**, and then **TYPE IN YOUR HIGH SCHOOL & SELECT** from the list. **MAKE SURE YOU CHOOSE THE RIGHT High School Name**. If you don’t it will create problems.

**FOR EXAMPLE**

**YOUR High School NAME**

**MAKE SURE YOU CHOOSE THE RIGHT High School NAME!!!**

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

**YOU CAN ESTIMATE IF YOU DON”T HAVE YOUR TRANSCRIPTS**

If you aren’t sure about this you can **estimate** what you think your GPA was/is.

Once you choose your **HIGHEST COURSES TAKEN** it will ask your **GRADE**. If you aren’t sure about your **GRADE** **estimate** what you think it was/is if you don’t have your transcripts.

**FOR EXAMPLE**

**FOR EXAMPLE**

**STEP 23**: Answer **COLLEGE EDUCATION** questions based on your personal situation.

Taking **Dual Enrollment classes does not count as “previously attending college” for the purposes of this application.**

**FOR EXAMPLE**

**FOR EXAMPLE**
**STEP 24:** Answer CITIZENSHIP STATUS. If you are unsure how to answer contact SBCC.

*If you are considered AB540 you will also need to complete an AB540 Affidavit Form and turn it into our Admissions and Records office after completing the application.

AB540 Affidavit: www.sbcc.edu/forms/AB%20540%20Flyer_Form%20April_2018.pdf

**STEP 25:** Answer MILITARY/MILITARY DEPENDENT question.

**STEP 26:** Answer CALIFORNIA RESIDENCY, SPECIAL RESIDENCY CATEGORIES and OUT-OF-STATE ACTIVITIES questions. It is VERY IMPORTANT to answer these questions correctly.

**STEP 27:** Answer NEEDS & INTEREST questions.

**STEP 28:** Answer ATHLETIC INTEREST question. If unsure what to answer choose the answer that best fits today.

**STEP 29:** Answer PROGRAM INTEREST question. If unsure what to choose, choose what best fits today.
**STEP 30:** Answer FUTURE TRANSFER PLANS question

If unsure what to choose, choose what best fits for today. You can always change it ANYTIME.

**STEP 31:** Answer PRIMARY LANGUAGE question

**STEP 32:** Answer EMPLOYMENT EXPECTATION question

Answer what you think it will be/what it is.

**STEP 33:** Answer SBCC PROMISE question

If you meet the SBCC PROMISE ELIGIBILITY GUIDELINES LISTED ANSWER Yes, I Consent IF YOU DON’T THEN ANSWER NO.

**STEP 34:** Answer SUPPORT SBCC question

**STEP 35:** CONSENT: This is so CCCApply has your consent to send SBCC your application information.
STEP 36: Click on

STEP 37: Check BOTH “By Checking Here”

STEP 38: Click on SUBMIT MY APPLICATION

STEP 39: Take a PICTURE of the CONFIRMATION PAGE/Write down your CCCID and Confirmation Number. Close out the CCCApply page.

You may need to wait up to 24 hours to move onto the following step (creating and logging onto your Pipeline Account). Most students do not need to wait 24 hours so wait 15-30 minutes and move onto to following steps. If you are not able to set up your Pipeline Account then you will have to wait and try later. If after 24 hours you still can not log onto Pipeline contact your Admissions and Records Technician.

STEP 40: Go to sbcc.edu and click on PIPELINE
**STEP 41:** Click on FIND and SET UP YOUR ACCOUNT HERE.

**STEP 42:** Type in FIRST NAME, LAST NAME, BIRTH DATE, and LAST 4 DIGITS of Social Security Number and click LOOK UP. If you did not use a SS# on the Application then you will be assigned what we call a 999#. You will receive this number via an email sent from the college. You will use the last 4 digits of the 999#.

**STEP 43:** IF you don’t receive this message move on to STEP 44

*IF AFTER 24 hours* you are still receiving the NO RECORDS message contact your Admissions and Records Technician.

**STEP 44:** 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 and Password.
**STEP 45:** CREATE a NEW PASSWORD (needs to be between 8-15 characters) and then Click **CHANGE PASSWORD**

**STEP 46:** WRITE your PASSWORD and USERNAME down. Then CLICK on **CLOSE WINDOW**

**STEP 47:** Enter your PIPELINE USERNAME and PASSWORD/LOGON to PIPELINE and CLICK LOGON

**STEP 48:** Click on STUDENT TAB at top of page.
STEP 49: Click on **REGISTRATION**.

STEP 51: **SELECT** a **TERM** and **click** **SUBMIT**.

STEP 52: After clicking on **SUBMIT** you will be able to see your **REGISTRATION DATE** and **TIME**. You can register on or after this date and time. **WRITE** this in your down.

STEP 53: **FIND YOUR K#** (SBCC Student ID #) on the top right hand corner of the screen and **WRITE IT IN DOWN**. **YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT**. It is how the College identifies you in our systems.