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**.

**Step 4:**
Once inside your pipeline account, hover over the “Student” tab and click on “Course Planning” in the drop-down list.

- If you do not know your username and password Raise Your Hand and we will help you find it.
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

Step 6: Write in the 5 digit number listed next to each course (aka the CRN Number) on your CLASS SCHEDULE SHEET

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 **todays date** you have successfully registered for that/those courses.

**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”

**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**

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TENR</td>
<td>Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Balance Forward from Other Terms:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Account Balance:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STOP

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 😊