STEP 1: Go to sbcc.edu/apply

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

STEP 3: Click on SUMMER/FALL 2019 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

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 see an SBCC Rep to complete an AB540 form before you leave today. If you are unsure just ask an SBCC Rep.

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. If you can’t find your account then check in with one of the SBCC Reps that are available.

STEP 8: Create your CCCApply USERNAME & PASSWORD

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

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 down/take a picture of your CCCID and click CONTINUE.

![CCCID Image]

**STEP 12:** Click START APPLICATION

![Start Application Button]

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

![Summer/Fall Term Image]

**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.

![Educational Goal Image]

**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, Life Enrichment, or Undeclared.

![Major Image]
STEP 16: Review ACCOUNT & MAILING INFORMATION

STEP 17: Answer PERSONAL INFORMATION QUESTIONS

STEP 18: Choose 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”
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. 

- I attended high school.
- I was homeschooled in a registered homeschool organization.
- I was independently homeschooled.
- I did not attend high school and was not homeschooled.

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

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

STEP 22: Answer **HIGH SCHOOL** questions based on your personal situation. **ANSWER THIS INFORMATION BASED ON YOUR HS TRANSCRIPTS. IF UNSURE MAKE SURE TO ASK AN SBCC REP. DO NOT GUESS OR ESTIMATE!**

- What was your **unweighted high school GPA** (grade point average)? Please enter a value between 0.00 and 4.00. If you were still in high school, enter your **cumulative unweighted GPA** as of the end of 11th grade.

- What was the highest math course you took in high school?
- What was the highest English course you took in high school?

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 **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.**

**YOU WILL CHOOSE**

**YOU WILL CHOOSE**
**STEP 24:** Answer CITIZENSHIP STATUS. If you are unsure how to answer ask an SBCC Rep.

*If you are considered AB540 you will also need to complete an AB540 Affidavit Form. Ask for form from and turn it in to one of the SBCC Reps today. We will submit it for you to our Admissions and Records Department for 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 can be exempt from paying nonresident tuition at California public universities.

**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. Not all colleges are listed. Pick the one on the list that best fits. 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.

If unsure then ask an SBCC Rep.

STEP 34: Answer SUPPORT SBCC question

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

Click on I CONSENT
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.

Although some students may need to wait up to 15-30 minutes to create and log onto their Pipeline Account many students can log on immediately so go ahead and start STEP 40 now. If it doesn’t work then wait another 10 minutes and try again. If after 15-30 minutes it still doesn’t work check in with an SBCC Rep.

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

**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 an SS# on the Application then you will be assigned what SBCC calls a 999#. You will receive this number via an email sent from the college. You will use the last 4 digits of the 999# as the last 4 digits of approved ID. To find your 999# check the email you listed on the college application that you just completed. It will take 15-30 minutes to receive the email. OR YOU CAN ALSO USE THE LAST FOUR DIGITS OF YOUR CCCID #

**STEP 43:** IF you DON'T receive this message move on to STEP 44

*IF AFTER 20 minutes you are still getting “No Records Found” talk to an SBCC Rep.

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

**STEP 46**: WRITE down/put your PASSWORD and USERNAME in your phone. Then CLICK on CLOSE THIS 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 50:** Click on CHECK YOUR PRE-REGISTRATION REQUIREMENTS and APPOINTMENT.

**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/put in your phone.

**STEP 53:** 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. You will also need to provide your K# to an SBCC Rep before you leave so you get credit for today.

Close out and sign off of your Pipeline Account and move on to STEP 54 on the next page to finish signing up for THE SBCC PROMISE PROGRAM.
STEP 54: Go to sbccpromise.org and CLICK on SIGN UP.

STEP 55: Click on SIGN UP towards the bottom of the page

STEP 56: Use your PIPELINE USERNAME and PASSWORD to LOGIN.
STEP 57: After LOGGING IN with your PIPELINE USERNAME and PASSWORD the following MESSAGE will POP UP. Move onto STEP 58.

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. Go ahead and move onto STEP 60.

STEP 58: At bottom of page CLICK ON “OPT IN TO THE PROMISE”

STEP 59: Click SUBMIT

STEP 60: !!!READ ME & FOLLOW THE INSTRUCTIONS!!!

● Leave this packet at this computer.
● Have/know your K#/SBCC Student ID#.
● Have your printed transcript (if you have one).
● CHECK OUT WITH an SBCC REP BEFORE LEAVING. They will take your K# and printed transcript (if you have one) and will excuse you.