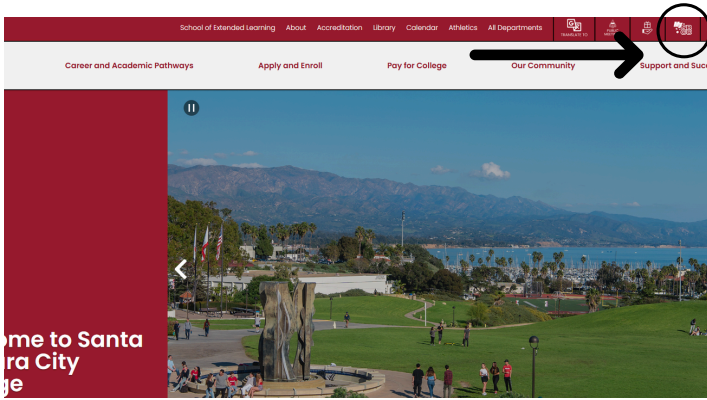


## STEP 1

- **GO TO:** sbcc.edu (Recommended Browser: Google Chrome)

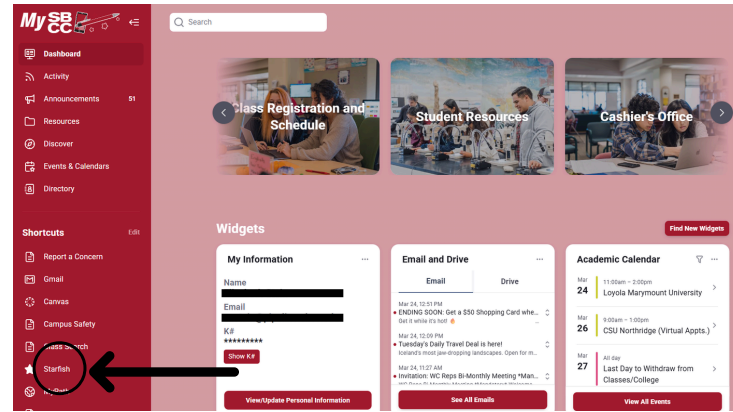
## STEP 2

- **CLICK ON** “MY SBCC”
- **LOG INTO** your “MY SBCC” Account, using your “Username & Password”



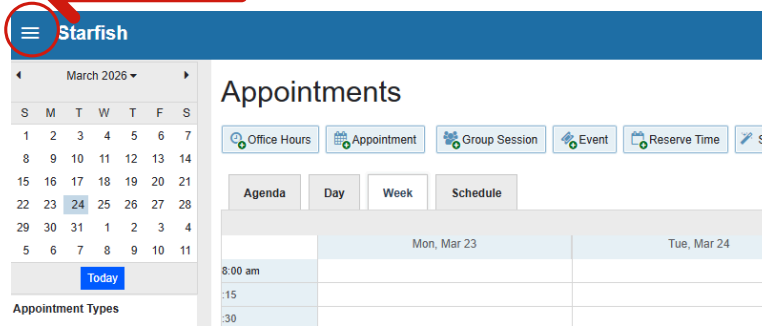
## STEP 3

- **CLICK ON** “STARFISH” to view Student Educational Plan (SEP)



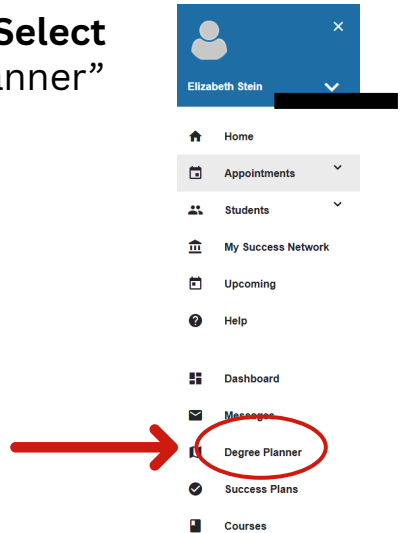
## STEP 4

- **CLICK ON** the three bars next to “Starfish” to display Degree Planner (SEP)



## STEP 5

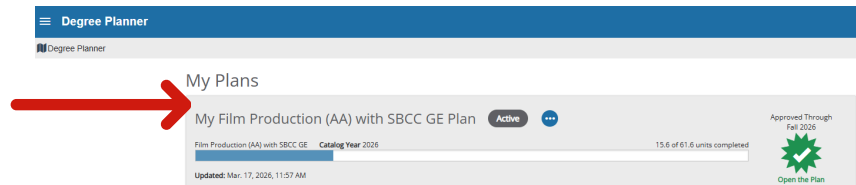
- **CLICK ON/Select** “Degree Planner”



## STEP 6

### • DEGREE PLANNER

If you have done a CLASS PLANNING session and a counselor has created a plan/SEP you will see it here. Click on the plan to access it.





## Don't have a plan/SEP?

Find More Info Here Based on Student Type:

### First Time to College Student

(you have never attended college/university after graduation from high school):



### New Transfer Student

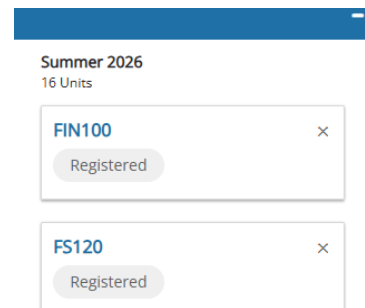
(you previously attended another college or university & you are now enrolling at SBCC to continue your education):



## STEP 7

### How to Use Your Plan:

- When you CLICK ON your PLAN it will take you to the "Courses" Tab
- Here you will find your Academic Plan, with your recommended courses listed, organized by term



## READ to UNDERSTAND Next Steps

In the NEXT STEPS you will **BUILD YOUR CLASS SCHEDULE & REGISTER** for Classes.



### HELPFUL HINTS!

- In the next 6 Steps you will search for classes and review the different offered sections and select a class to register for.
- Begin with searching for classes that have the least number of sections offered.



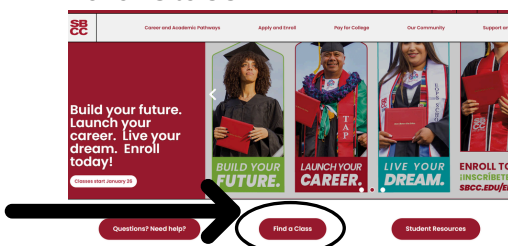
For example, Math/English usually offer multiple sections to choose from, but an Automotive class may only offer one or two sections, so you will want to start with Automotive first when building your schedule.

## STEP 8

- **OPEN** a **NEW TAB** and **GO TO:** sbcc.edu (Recommended Browser: Google Chrome)

## STEP 9

- **SCROLL DOWN** and **CLICK ON:** "Find a Class"



## STEP 10

- **SELECT THE TERM** you want to **REGISTER** for:



## STEP 11

- **CLICK ON** a specific subject from the drop down list to search for a class.

FOR EXAMPLE: If you are searching for an English class you will click on “ENGL English, Common Course”

### Class Schedule Search for: Fall 2026

Fall 2026 | Summer 2026 | Spring 2026 | Fall 2025

Credit: Noncredit | Adult HS/GED

Select

Change term and/or level by selecting from the lists and click the 'Select' button. Then search for classes below.

---

**Subject** (circled in red): ENGL English, Common Course

Course Number: 101

CRN: 12345

Title: Introduction To Accounting

Part-of-Term: Primary Term

Instructional Method: Classroom only

Start Time: Hour 05, Minute 00, am/pm am

End Time: Hour 11, Minute 00, am/pm pm

Days: Mon Tue Wed Thu Fri Sat Sun

Open Classes Only:  No  Yes

Late Start Classes:  No  Yes

Off Campus Classes Only:  No  Yes

Online Classes Only:  No  Yes

On Campus Classes Only:  No  Yes

Search (circled in red) | Reset

- Then **CLICK ON** “Search”

## STEP 12

- **SCROLL DOWN** the list to find the class that you are looking for.



In this example we will be looking for an “ENGL C1000-Academic Reading and Writing” class

- **REVIEW** all available sections listed to find the section with the day(s) and times that work best for you.

### ENGL - English, Common Course (formerly ENG 110/E)

#### ENGL C1000 - Academic Reading and Writing (4 Units)

**Prerequisite:** Placement as determined by SBCC's multiple measures assessment process. In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Readings will include one book-length work. (ENGL C1000 formerly ENG 110 prior to Fall 2025.)

Hours: 72 (72 lecture)

**Transfer Information:** Cal-GETC Area 1A, C-ID (ENGL 100.), CSUGE Area A2, IGETC Area 1A, CSU Transferable, UC Transferable (ENG 110, ENG 110E and ENG 110H combined: maximum credit, 1 course.)

**SBCC General Education:** SBCCGE Area D1, SBCCGE Area 1A

**Grading Options:** Pass/No Pass or Standard Letter

Status	I	CRN	Units	Type	Meeting Time	Location	Cap	Act	WL Cap	WL Act	Instructor	Date	Weeks	
OPEN		45322	4.0	Lec	M W	03:00pm - 05:00pm	WCC 120	28	0	4	0	Abby Pasley	08/24-12/12	16
OPEN	MT	45323	4.0	Lec	T R	08:00am - 10:05am	WCC 120	28	0	4	0	Kathy Stotter	08/24-12/12	16
STANDBY	CW	45324	4.0	Lec	6.7 hours/week		ONLINE	0	0	0	0	Bonny Bryan	10/19-12/12	8
				Lec	M	12:45pm - 02:50pm	WCC 303						10/19-12/12	
OPEN		45325	4.0	Lec	M W	08:00am - 10:05am	WCC 303	28	0	4	0	Judy Harper	08/24-12/12	16



## Helpful Definitions

**OPEN** =Space available in the class  
**Waitlisted** =Space available on the Waitlist  
**STANDBY** =Section may be opened later (need to check back later)  
**CLOSED** =Class is full

- **STATUS:** Tells you whether a class is Open, Waitlisted, Closed, or on Standby.
- **I/Instructional Method:** Gives additional information about instruction. Click in the “I” at the top of the column to view all the code meanings. **OL** = Online, **CW** = Hybrid (In Person & Online), **SP** = Self Paced
- **CRN/Course Reference #:** The # you will enter to register for the class. CRN #'s can be clicked on to view course info.
- **UNITS:** Tells you how many units the course is worth.
- **TYPE:** Tells you the type of instruction.
- **MEETING TIME:** Identifies which days of the week and time of the day the class will be meeting. **FYI** “R”=Thursday
- **LOCATION:** Let’s you know where the class meets, click the location hyperlink to learn more.
- **CAP:** CAP=Capacity & it is the # of students that can register for the class. (the same applies to “WL Cap” =Waitlist Capacity)
- **ACT/Actual:** Tells you how many students have already registered. (the same applies to “WL Act” =Waitlist Actual)
- **INSTRUCTOR:** Tells you the instructor’s name teaching the class.
- **DATE & WEEKS:** Tells you the start & end dates for the class and the weeks column tells you how many weeks the class is.

## STEP 13

- **FIND A SECTION** that works for your schedule & **WRITE DOWN THE CRN # (5 Digit#)**.
- **USE the Class Schedule Sheet/PINK SHEET** OR a piece of paper to **WRITE DOWN** the **CRN #'s** along with the class meeting times & days.

ENGL - English, Common Course (formerly ENG 110/E)

ENGL C1000 - Academic Reading and Writing (4 Units)

**Prerequisite:** Placement as determined by SBCC's multiple measures assessment process.

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic (ENGL C1000 formerly ENG 110 prior to Fall 2025.)

Hours: 72 (72 lecture)

**Transfer Information:** Cal-GETC Area 1A, C-ID (ENGL 100), CSUGE Area A2, IGETC Area 1A, CSU Transferable, UC Transferable (ENG 110, ENG 110E and ENG 110H combined)

**SBCC General Education:** SBCCGE Area D1, SBCCGE Area 1A

**Grading Options:** Pass/No Pass or Standard Letter

Status	I	CRN	Units	Type	Meeting Time	Location	Cap	Act	WL Cap	WL Act	
OPEN		45322	4.0	Lec	M W	03:00pm - 05:00pm	WCC 120	28	0	4	0
OPEN	MT	45323	4.0	Lec	T R	08:00am - 10:00am	WCC 120	28	0	4	0



## STEP 14

**STOP & REPEAT**

- **REPEAT STEPS 11-13** until you have selected all of your classes & CRN #'s.

## STEP 15

- **RETURN TO "My SBCC"** & login using your username and password.

SBCC LOGIN

SBCC  
SOUTH BRUNSWICK CITY COLLEGE

Username  
Enter your username

Password  
Enter your password  
 Show password

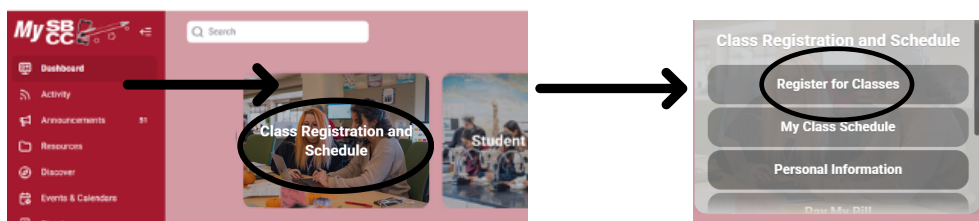
Login

Forgot Password

Find Username

## STEP 16

- Once inside your "My SBCC" Account **HOVER OVER** the "Class Registration & Schedule" tile & **CLICK ON** "Register for Classes"



## STEP 17

- **CLICK ON** "Register for Classes"

What would you like to do?

Prepare for Registration  
View registration status, update student term data, and complete pre-registration requirements.

Browse Classes  
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog  
Look up basic course information like subject, course and description.

Register for Classes  
Search and register for your classes. You can also view and manage your schedule.

View Registration Information  
View your past schedules and your ungraded classes.

## STEP 18

- **SELECT YOUR TERM** from the drop down box & **CLICK** "Continue".

Select a Term

Terms Open for Registration

Fall 2026

Continue

## STEP 19

- **CLICK ON** the “Enter CRN’s” Tab

## STEP 20

- **ENTER CRN & CLICK ON** “Add to Summary”



## STEP 21 STOP & REPEAT

- **REPEAT STEP 20** for all of your CRN #'s.

You will see your classes listed in the Summary Box on the bottom right hand corner of the screen. Make sure that next to each class it says “Web Registration”.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Human Development	PSY 145, 0	3	81301	Distance,...	Pending	**Web Registration**

## STEP 22

Adding a CRN to Summary is like adding items to a cart. You aren't registered until you hit “Submit”

- Once all your CRN #'s are entered **CLICK ON** “Submit”  
You are **NOT REGISTERED** until the status changes from “Pending” to the **GREEN** “Registered”

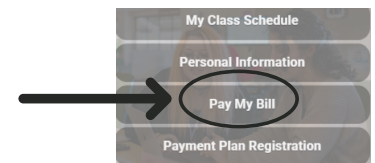
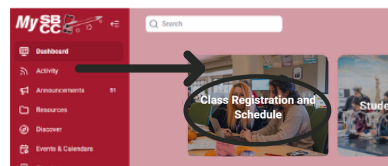
Title	Details	Hours	CRN	Schedule Ty	Status	Action
Human Development	PSY 145, 0	3	81301	Distance,...	Pending	**Web Registration**

Title	Details	Hours	CRN	Schedule Ty	Status
Human Development	PSY 145, 0	3	81301	Distance,...	Registered

## STEP 23

### REVIEW YOUR Account/Bill DETAILS

- **GO BACK** to the My SBCC Dashboard
  - HOVER over the “Class Registration and Schedule” Tile and **CLICK ON** “Pay My Bill”



## STEP 24

- **REVIEW** your Account Balance/Summary
- **PAY** your Account Balance by clicking on the “Pay Now” link.

Detail Code	Description	Charge	Payment	Balance
TBUS	Transportation bus pass	\$87.00		\$0.00
TENR	Enrollment	\$1,610.00		\$0.00
THLT	Health	\$76.00		\$0.00
TREP	Student Representation	\$0.00		\$0.00
TSAC	Student Body Activity Pass	\$16.00		\$0.00
CNTP	Third Party Contract Payment		\$1,795.00	\$0.00
	Total	\$1,795.00	\$1,795.00	\$0.00



**PROMISE ELIGIBLE STUDENTS** - Your “Account Balance” should be \$0. If it is not \$0 contact Enrollment Services/The Welcome Center for additional support.




# SBCC PROMISE OPT-IN

If you meet the following SBCC Promise Eligibility Requirements listed below you will continue on to **STEP 26**

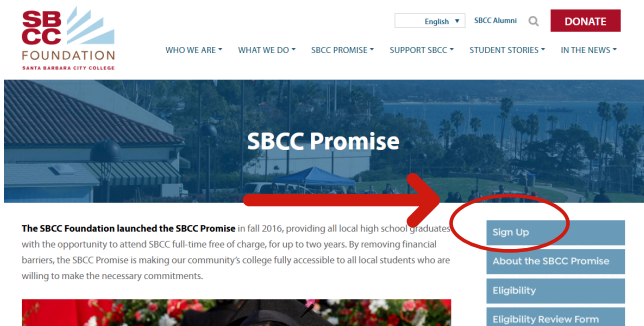
## SBCC Promise Eligibility Requirements:

- Completed your secondary education within the Santa Barbara Community College District.
- &
- Enroll at SBCC for the fall or spring semester immediately after your high school graduation, GED completion, or equivalent.

 Santa Barbara Local High School Seniors continue to STEP 26 to OPT-IN to the SBCC PROMISE.

## STEP 26

- **GO TO** sbccpromise.org
- **CLICK ON** “Sign Up”



## STEP 27

- **DOUBLE CHECK** you have completed all steps on the “Instructions List”
- **CLICK ON** “Sign Up”



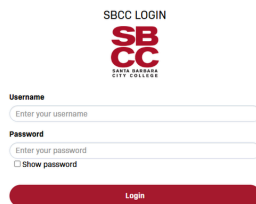
### Instructions for students to sign up for the SBCC Promise:


- **Apply** to Santa Barbara City College for Fall or Spring semester and complete all steps to enroll at SBCC.
- **Set Up** your SBCC Pipeline Account.
- **Review** the SBCC Promise Eligibility Requirements.
- **Access** the Sign Up form by clicking on the “Sign Up” button below. You will be asked to log into your SBCC Pipeline account to access the form.
- **Sign Up** by scrolling down the Sign Up form to select “Opt-In” for the SBCC Promise.



## STEP 28

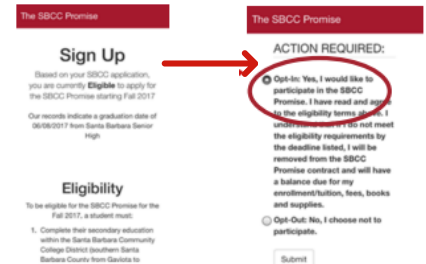
- **LOG IN** to your “My SBCC” Account



 **IMPORTANT: YOU ARE NOT AUTOMATICALLY SIGNED UP FOR THE PROMISE. YOU MUST OPT-IN MANUALLY BY CLICKING “Opt In” and “Submit”.**

## STEP 29

- **CLICK ON** “Opt In”
- &
- **CLICK ON** “Submit”



## LAST STEP

- To be eligible for the Promise you must complete your Financial Aid (FAFSA or Dream Act or CCCPG)

If you need to check on your Financial Aid/Have Financial Aid Questions find more info here:



## Need HELP? Have QUESTIONS?

We are here to HELP!

### CONTACT US:

Phone: (805)730-4086 (during business hours)

Email: [info@sbcc.edu](mailto:info@sbcc.edu) (send messages at all hours & response time is within 24 business hours)