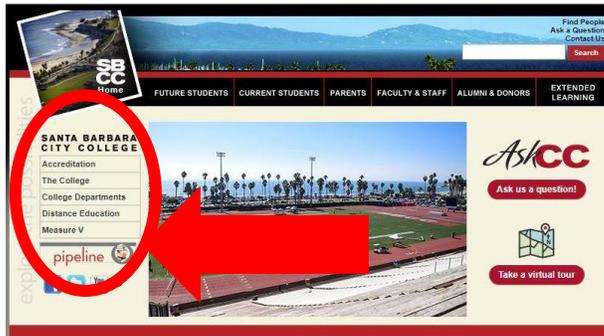# SBCC Class Registration (Version GWeb)

STEP by STEP Instructions (for Summer/Fall 2019)

Step 1: (find your Student Ed Plan)
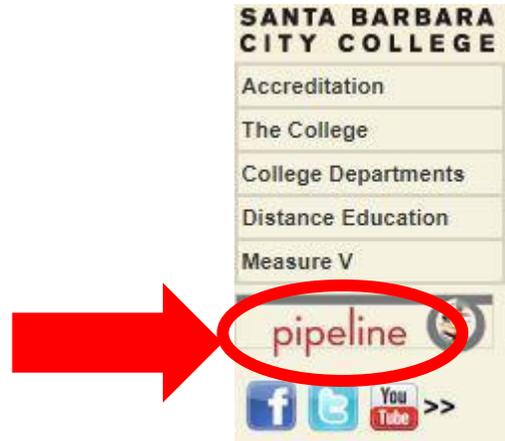
Go to **www.sbcc.edu**
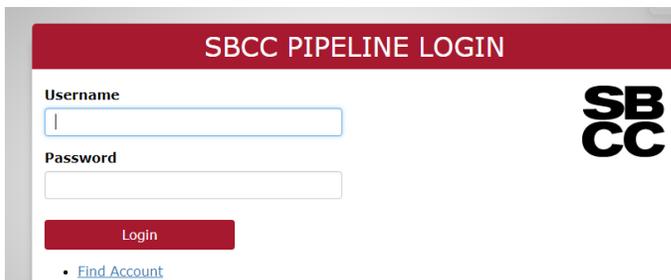
☞ *do not use Internet Explorer*

Step 2:

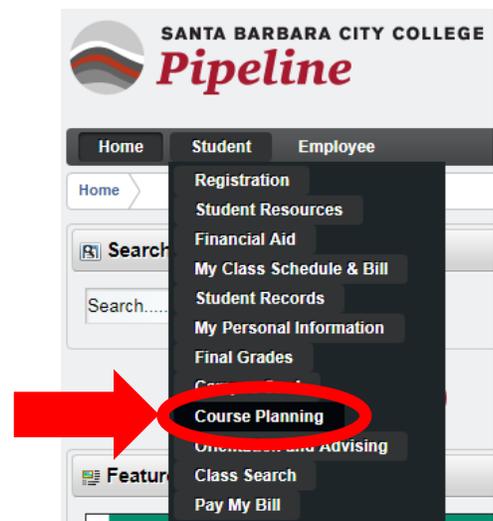Click on the **"pipeline"** tab.

Step 3:

Enter your **SBCC username and password.**

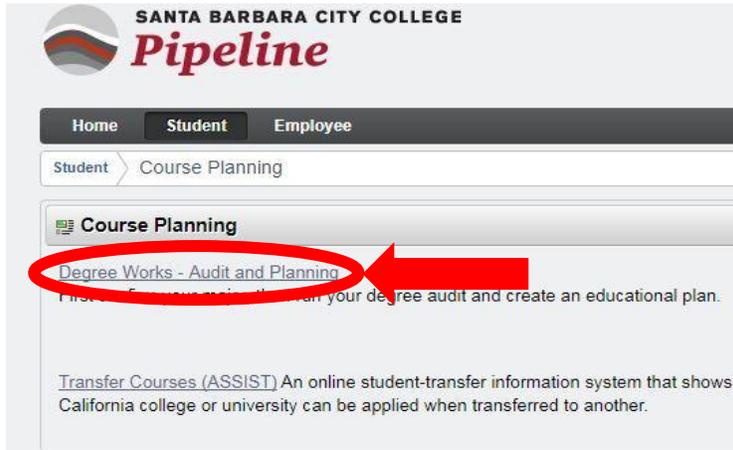☞ **If you do not know** your username and password **click on FIND ACCOUNT** (let us know if you need help finding it).

Step 4:

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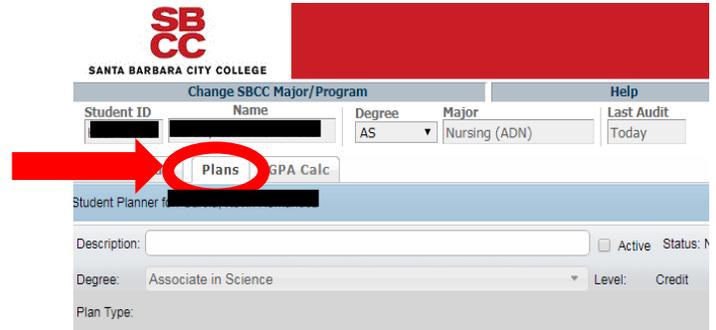
Step 5:
Click on the **"Degree Works & Audit Planning"** hyperlink.

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 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.
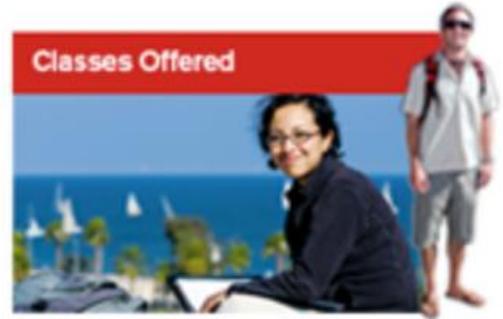
<u>*Next STEPS*</u>: **CLASS SEARCH**

Step 1:

Go to **www.sbcc.edu**
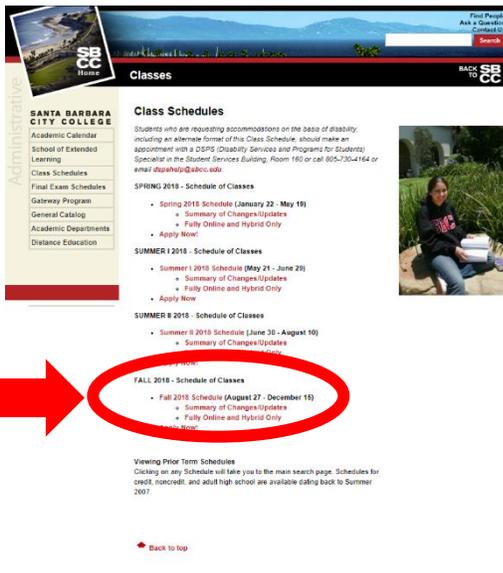
☞ *(do not use Internet Explorer)*

Step 2:

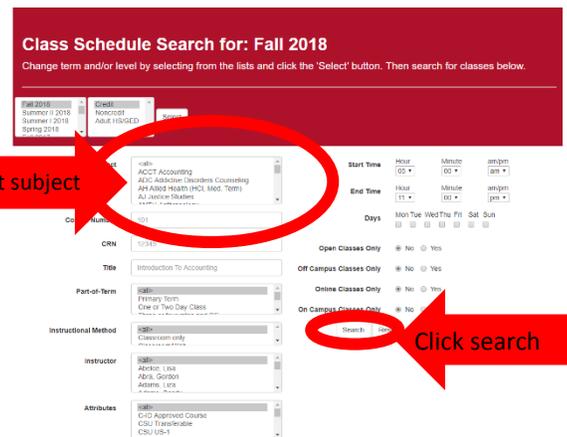Click on the **"Classes Offered"** tab.

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

Class Schedule Search Results for Fall 2018

Step 6:

Write in the **5 digit number** listed next to each course (aka the CRN Number).

⭐ **Continue CLASS SEARCH Steps 4-6 until you have all your classes picked out and the CRN's written down.** ⭐
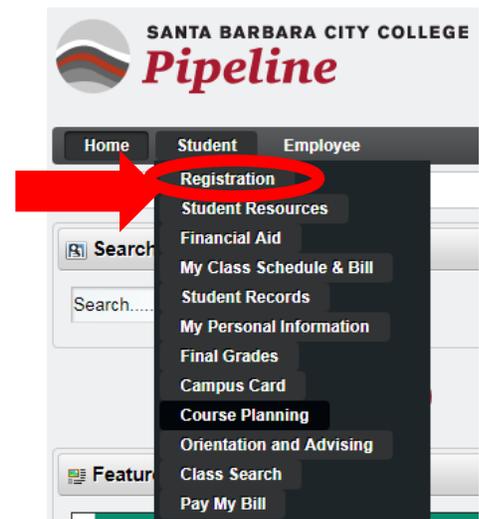
Next *STEPS*: REGISTERING FOR CLASSES

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 **the term you are registering for** from the drop down list and hit **"Submit"**
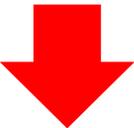

Step 5:

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**"
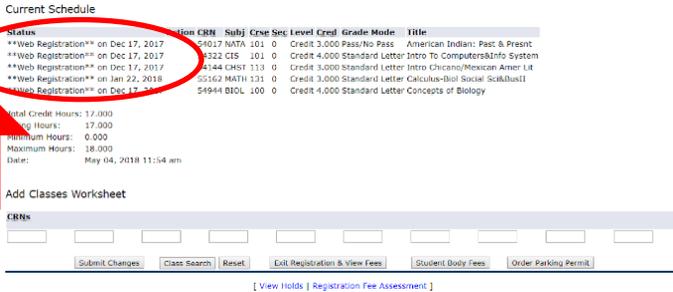
Step 7:

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_ look at error message and proceed accordingly.

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"

Add Classes Worksheet

CRNs

Step 9:

Take a look at your **Account Detail** to see your **TOTAL BALANCE** (remember you need to pay this balance within 7 days or you will be dropped from your classes)

Detail Code	Description	Charge	Payment	Balance
TENR	Enrollment	$138.00		
	Term Balance			$138.00
	Balance Forward from Other Terms:			$0.00
	Total Account Balance:			$138.00

Step 10: Click on **"Click to view your Bill/Schedule, Click to Pay your balance on Pipeline, or order your parking permit."**

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
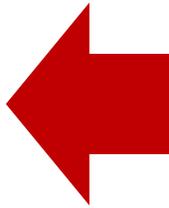
⭐Remember you need to pay your balance within 7 days or you will be dropped from your classes. ⭐

Contact our info line at 805-730-4450 or at info@sbcc.edu if you have questions.