# SBCC Fall 2022 - Application Steps

GENERAL STUDENT ENGLISH GUIDE

# STEP 1

Go to sbcc.edu (DO NOT use Internet Explorer)

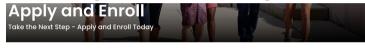
### STEP 2

 Scroll down and click on "Apply and Enroll"



### STEP 3

 Click on "First Time to College, Returning or Transfer College Student"



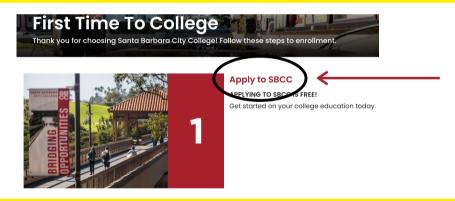
### How Do I Apply?

Choose what type of student you are to begin the application process.



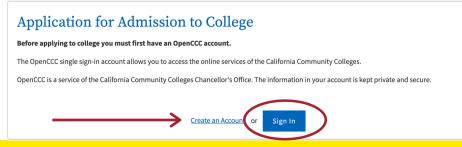
# STEP 4

Click on "Apply to SBCC"



# STEP 5

- Click on "Create an Account" or "Sign In"
- In this example we will click on "Create an Account"
- If you already have a CCC-Apply Account skip to Step 9



# CCC-APPLY SUPPORT

If you have any issues logging in contact CCCApply directly at 1-877-247-4836

# STOP! READ! UNDERSTAND!

- You MUST use your Legal Name (name listed on your birth certificate)
- You will need to know the following information:
  - Your date of birth
  - Your Social Security Number
- If you do not have a Social Security Number (SSN) or Taxpayer Identification check the appropriate boxes
- Some International, Nonresident Students or other students may not have a SSN
- If you do not have a Social Security Number (SSN) or Taxpayer Identification you must also complete an AB540 Form and submit the form to the SBCC Admissions & Records Department

### STEP 6

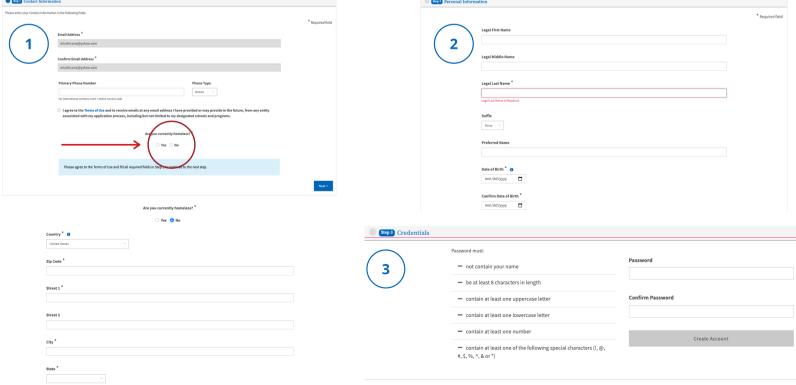
- Click on "Create an Account"
- In the next section you will create your CCC-Apply Account OR "Verify an Existing Account"
- Important: This is NOT the same as your SBCC Pipeline Account

# Create Your Account Enteryour email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure. Email Verification code has been sent to mizc\*\*\*\*\* A verification code has been sent to mizc\*\*\*\*\*\*\* A verification code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder. Verification Code Verify Email Didn't receive an email? Resend email

Back to Sign In

# STEP 7

- Next complete the 3 sections to successfully create a CCC-Apply Account
- Click on "Next" after completing each section to continue to the next



Write down your username password, safety pin and security questions & answers for future use

## PREVIOUS ACCOUNT FOUND?

- If an existing account is found based on the information you entered select "Recover Account"
- Next complete "Date of birth" & "Last Name"



### STEP 8

- Return to CCC-Apply
- Sign back into CCC-Apply with your Username & Password



# STEP 9

 Click and "Start a New Application" for the term you are applying for



# STEP10

# Complete your "Enrollment Information"

- "Term Applying For"
  - Select the term you are applying for
- "Educational Goal"
  - Select your Education Goal that best fits your current status
  - You can update this later in your SBCC Pipeline Account
- "Intended Major or Program of Study"
  - Select a program of study that best fits your current goal
  - You can update this later in your SBCC Pipeline Account
- Next Click "Continue"

# Welcome Enrollment Information Term Applying For ① -- Select -- Educational Goal ② -- Select -- Intended Major or Program of Study ③ -- Select -- V

**College Application** 

Santa Barbara City College

# Complete Student "Profile"

- "Previous Name"
  - If you have legally changed your name select "Yes" and make necessary updates
- "Social Security Number"
  - If you do OR do not have a Social Security Number (SSN) or Taxpayer Identification check the appropriate boxes
  - Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented)
- "Current Mailing Address"
  - If you have recently had changes to your mailing mailing address, makenecessary changes
- Select "Continue" when all needed changes have been made

### **Profile**

### **Previous Name**

Do you have a **previous legal name** that was used on legal documents or education transcripts?

O Yes 🧕 No

### Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

### Do you have a social security number or taxpayer identification number?

- O Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

### Just Remember...

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

☐ Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

### **Current Mailing Address**

☐ My mailing address is the same as the Permanent Address in my OpenCCC Account above ③
☐ My current mailing address is <b>outside the United States</b> ③
Street Address ®
Include apartment number or suite
City ⑦
State ①
Zip Code <sup>⊕</sup>

Sav

Continue

# Graduating High School Seniors have your Transcripts ready for this section!

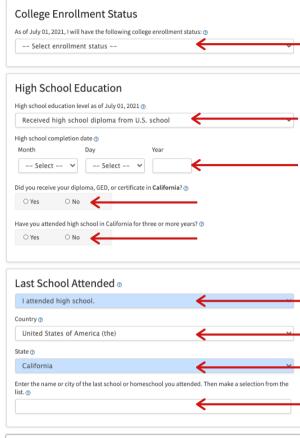
# Complete the "Education" Section

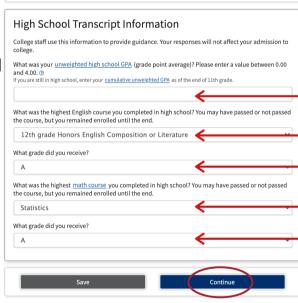
- "College Enrollment Status"
  - Select the response that best indicates your college enrollment status for the term you are applying for
  - Incoming graduating high school seniors select: "First-time student in college (after leaving high school)
- "High School Education"
  - Select your High School Education Level you will have completed when you enroll/attend classes/start the term at SBCC
  - "Completion Date": The date you graduated from High School, passed the GED, or received a certificate of equivalency; if unsure of the exact date, please estimate
  - "High school / GED in California": Select the answer for both questions that best fir your high school / GED completion
- Complete "Last School Attended" Section
  - Select the response that best indicates the last school you attended
  - Select the County and State for the school
  - "Name of School / Home School Attended" :
    - Make every effort to find your last school or homeschool using this school finder search field
    - If your school is not listed, select "My school is not in the list" at the bottom of the list.
- Complete "High School Transcript Information"

Graduating High School Seniors use your current Transcript

- Enter your "unweighted high school GPA"
  - Unweighted GPA has a maximum value of 4.0, does NOT include AP or Honors classes.
- Using your transcript enter your last completed English and Math Course & Grade \*DO NOT GUESS or ESTIMATE\*
- Next click "Continue"

### Education





# SB Local High School Name Key

- SBHS: Santa Barbara Senior High School, Santa Barbara
- SMHS: San Marcos Senior High School, Santa Barbara
- DPHS: Dos Pueblos Senior High, Goleta
- La Cuesta HS: La Cuesta Continuation High, Santa Barbara
- Alta Vista HS: Alta Vista Alternative Hs, Santa Barbara
- Carpinteria HS: Carpinteria Senior High, Carpinteria
- Bishop Garcia Diego HS: Bishop Garcia Diego High School, Santa Barbara
- Olive Grove HS: Olive Grove Charter Santa Barbara, Santa Barbara
- SBCC Middle College: Alta Vista Alternative Hs, Santa Barbara

# Complete Citizenship / Military Section

- "Citizenship & Immigration"
  - Select the response from the menu that best represents your citizenship or immigration status. This information will not be used to determine your admission to this college
- "U.S. Military/Dependent of Military"
  - Select your U.S. Military Status as of the day before you start the semester you are applying for
- Next click "Continue"

### Special Note:

 Depending on your answer you may be prompted to provide additional information based on your specific situation, for example a Visa Type or an Alien Registration Number

Citizenship/Military

U.S. Citizen

None apply to me

Citizenship & Immigration
Citizenship & Immigration Status ®

U.S. Military status as of January 10, 2021 @

U.S. Military/Dependent of Military

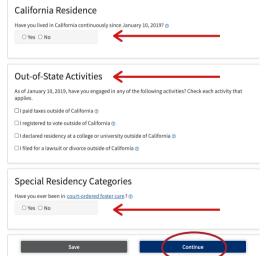
- If you choose Other and you do not have a Visa you will click on the No Documents box
- If Other is your answer to this section you will also need to complete an AB540 Form and submit it to our Admissions and Records Department
- You can find the AB540 Form and instructions on the Admissions & Records page of the SBCC website

### STEP 14

# Complete Residency Section

- "California Residence"
  - Select the response from the menu that best represents your citizenship or immigration status
  - This information will not be used to determine your admission to this college
- "Out-of-State Activities"
  - Select if any apply to you
  - Review & Answer these questions correctly
- "Special Residency Categories"
  - Indicate whether or not you have ever been placed in court-ordered Foster Care
- Next click "Continue"

# Residency

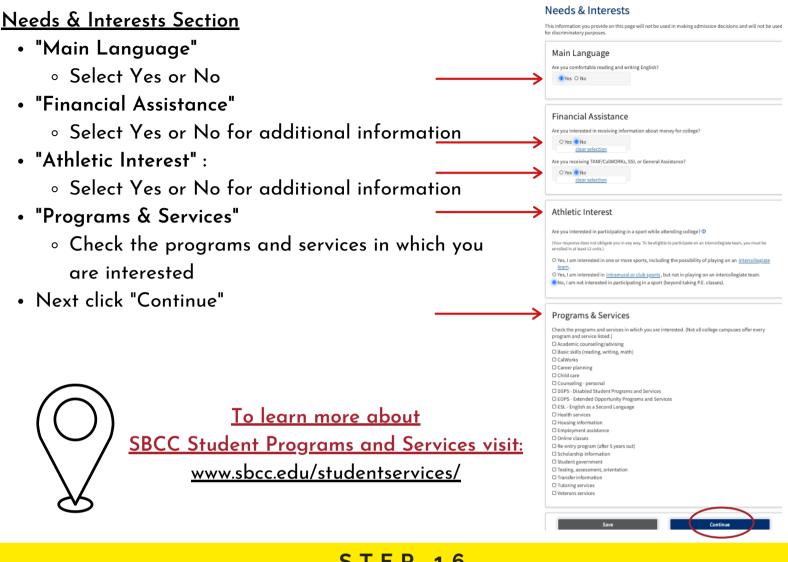


# **HELPFUL TOOLS!**

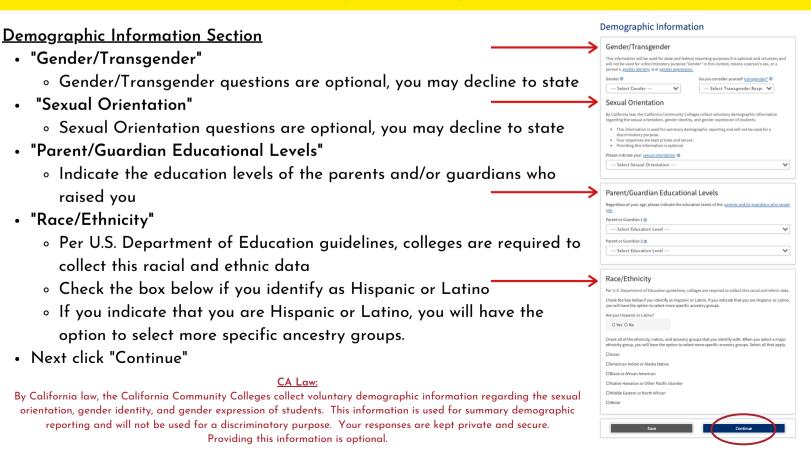
- If you have any issues with your application contact CCC-Apply directly at 1-877-247-4836
- Have questions or need clarification throughout your application click on the and explanations



for definitions



### STEP 16

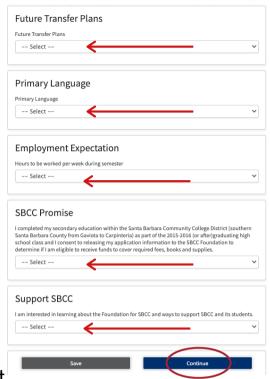


# Supplemental Questions

- "Future Transfer Plans"
  - The list of 4 year colleges/universities under Future Transfer Plans does not list all 4-year schools so you may not find a school listed
  - If your transfer school isn't listed pick the one that best fits your current educational goals
- "Primary Language"
  - Select your primary language
- "Employment Expectation"
  - Estimate hours to be worked per week during semester
- "SBCC Promise"
  - If you meet SBCC Promise Eligibility Requirements,
     select: Yes, I consent/I would like more information
- "Support SBCC"
  - Select Yes or NO if you are interested in learning about the Foundation for SBCC and ways to support SBCC and its students
- Next click "Continue"

### Supplemental Questions

Santa Barbara City College would like to gather some additional information on your application to college



## STEP 18

### **Submission**

- "Review Your Responses"
  - Review your responses to ensure you've provided complete and accurate information
  - NO CHANGES can be made to your application once it is submitted
- "Request for Consent to Release Information"
  - Consenting allows for CCC-Apply to submit your application to SBCC for admission
- "Submit Your Application"
  - You are about to submit your application to Santa Barbara City College
  - Check both boxes to submit application
- Next click "Submit My Application"



If you have any issues with your CCC-Apply Account 1-877-247-4836



### SAVE IT FOR YOUR RECORDS!

### Confirmation

- Save it, print it or take a picture!
- Write down your CCC -ID and Confirmation # for your records!

# Great Job, Your application was submitted. Confirmation your application for admission has been submitted to Santa Barbara City College. Name CCCID College Term Email Date & Time Confirmation #

### CREATING / LOGGING INTO YOUR SBCC PIPELINE ACCOUNT

It may take up to 24 hours before you can log onto your Pipeline Account.

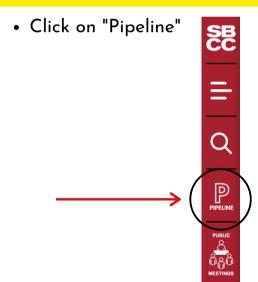
Some students may be able to log on within 15-30 of submitting their application.

Continue to Step 19...

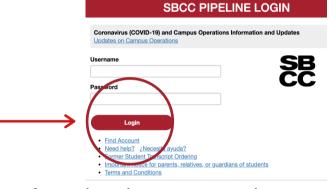
\*If after 24 hours you are still unable to log into your Pipeline Account after submitting your application contact the Enrollment Services Department 805.730.4086 or info@sbcc.edu

# STEP 19

### STEP 20



 Log into your Pipeline Account, using your Pipeline "Username and Password"



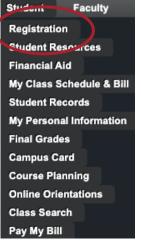
 If you don't know your Pipeline Username or Password click on "Find Account" to retrieve account info then return to Step 19

# STEP 21

# STEP 22

• Click on SBCC Portal





# STEP 24

• Click on "Check Your Pre-Registration requirements and Registration Appointment"



• Select a Term

Next Select "Submit"

Registration Term



### STEP

- · After clicking "Submit" your Registration Date and Time will be displayed
- You can register on or after your posted Registration Date
- If it has been 24 hours since you submitted your application and your Registration Date is not displayed, contact the Enrollment Services Department



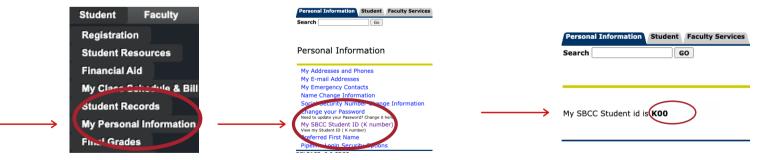
### SBCC K#:

Your K# will displayed at the top right corner of this page. Write your K# down or save it in your phone.

You will continue to use your K# while at SBCC, so have it handy!

# STUDENT

• You can also locate your K# by hovering over the "Student" tab, then Click on "My Personal Information" then click on "My SBCC Student ID (K number)"



### PROMISE OPT-IN

Are you eligible for the SBCC Promise?

Do you meet the following SBCC Promise Eligibility Requirements:

- Complete 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 the equivalent.

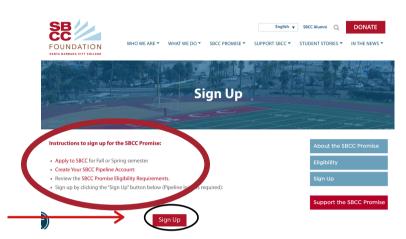
\*If you meet these requirements continue with the SBCC Promise Opt-In in Step 26\*

\*If you DO NOT meet eligibility Requirements continue with your Enrollment Steps\*

- SBCC Promise Sign-Up
  - Go to <u>www.sbccpromise.org</u>
  - Click on "Sign Up"



- Instructions to sign up for the SBCC Promise
  - Double check that you have completed all steps on the "Instructions List" below
  - Next then Click "Sign Up"



# STEP 28

- Complete your SBCC Promise Sign Up
  - You will be routed to your "Pipeline Account"
  - Log into your "Pipeline Account" using your Username & Password



# STEP 29

"Opting-In"
 to the SBCC Promise



# STEP 30

Next then Click

"Opt-In" to sign up
for the

SBCC Promise

SBCC Promise

Click then "Submit"

The SBCC Promise

ACTION REQUIRED:

Opt-In: Yes, I would like to participate in the SBCC participate in the SBCC promise. I have read and agree to the eligibility terms above in the deadline listly terms above in the deadline listly terms above in the eligibility terms ab

### NEXT STEPS

- To be eligible for the SBCC Promise you must complete your Financial Aid
  - FAFSA OR Dream Act OR CA College Promise Grant (CCPG)
- YES I have completed my Financial Aid Application
  - Log into our Pipeline Account to confirm SBCC has received your Financial Aid
  - Check if you have "Outstanding Requirements" and are required to submit additional documentation for your Financial Aid
  - Checking your Financial Aid Award on Pipeline:
    - Log into "Pipeline", Hover over "Student", Click "Financial Aid" > Click "Award"
  - Checking for Financial Aid Outstanding Requirements/Documents:
    - Log into "Pipeline", Hover over "Student", Click "Financial Aid", Click "Eligibility",
       "Select Aid Year", Click "Submit", Review "Student Requirements"
- NO / I DON'T KNOW If I have completed my required Financial Aid
  - o Contact the SBCC Financial Aid Office for additional support/assistance
    - SBCC Financial Aid Department Contact:
      - www.sbcc.edu/financialaid
      - (805) 730-5157
      - finaid@sbcc.edu
- Complete Online Orientation LINK
- Register for Class Planning Instructions LINK

# CONTACT THE ENROLLMENT SERVICES TEAM

- Need Help?
- Have questions?
- We are here to help!
- Contact us!
  - Phone: (805)730-4086 (during phones hours)
  - Chat: Type any questions into the chat box for a live representative during business hours > www.sbcc.edu/enrollmentservices/
  - Email: Available to send messages at all hours and response time is within 24 business hours > info@sbcc.edu

