

ENROLLMENT

Registration Procedures

Registration is the process of becoming officially enrolled in college. At Santa Barbara City College, registration for new, transfer and returning students consists of the following steps:

1. Submit an Application for Admission

Applications may be submitted online months (Summer/Fall – January; Spring – early October) before you intend to register. All new, transfer and returning students must submit an application for admission and be admitted to the college before they may register in classes. High school students participating in dual enrollment must complete an Admissions Application and Dual Enrollment Approval Form. Refer to www.sbccc.edu/apply (<http://www.sbccc.edu/apply>) for more information.

Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement, prerequisite and corequisite review and are required for awarding of degrees. International transcripts must be submitted with an official translation in English.

The following programs ALSO require separate applications or have special admission procedures and/or enrollment deadlines:

- *Cosmetology/Esthetician*
- *Honors Program*
- *iPATH General Education Transfer Program*
- *Learning Communities*
- *Marine Diving Technologies*
- *Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide*
- *Radiographic and Imaging Sciences/Diagnostic Medical Sonography*
- *Dual Enrollment and Middle College*
- *School of Culinary Arts and Hotel Management*
- *Special Students*

For information on:

- *Cosmetology, Esthetician Programs, (805) 683-4191*
- *School of Culinary Arts and Hotel Management, (805) 730-4258*
- *iPATH General Education Transfer Program, www.sbccc.edu/ipath (<http://www.sbccc.edu/ipath>)*
- *Learning Communities, www.sbccc.edu/esp (<http://www.sbccc.edu/esp>)*
- *Marine Diving Technologies Program, (805) 730-4226*
- *Radiographic and Imaging Sciences/Diagnostic Medical Sonography and Nursing Programs, (805) 730-4166*
- *Dual Enrollment Program, (805) 730-3020*
- *Middle College, (805) 897-3561*
- *Special Student Status, (805) 730-4001*

Refer to www.sbccc.edu/admissions/application.php#Supplemental (<http://www.sbccc.edu/admissions/application.php#Supplemental>) for more information.

When students file their applications with Admissions & Records, they will be given information about the Assessment, Orientation and Advising

programs. These programs are provided to help students succeed in reaching their educational goals.

Log on to Student Portal—Pipeline

Log on to the student portal—Pipeline at <http://pipeline.sbccc.edu>. The student portal allows students to manage various college transactions, including but not limited to: checking your pre-registration requirements, viewing your registration appointment day/time, registering, finding your SBCC I.D., adding and dropping classes, paying fees, seeing grades, activating campus card, and checking your financial aid status and your SBCC e-mail account. All official college correspondence will be sent to your SBCC e-mail account.

Apply for Financial Aid

All students are encouraged to apply for financial aid. Santa Barbara City College offers several types of financial aid, which are funded through federal, state and local agencies and the college itself. Refer to www.sbccc.edu/financialaid (<http://www.sbccc.edu/financialaid>), as well as the Financial Aid section of this Catalog.

2. Orientation

Orientation is required for all new and new transfer students who have a goal of earning an Associate Degree, Certificate of Achievement, developing basic English/reading or math skills, or transferring to a four-year college or university. All other students are strongly urged to participate in Orientation. By participating in Orientation, students will learn about college services, programs and enrollment procedures. Options for completing Orientation may be found at www.sbccc.edu/orientation (<http://www.sbccc.edu/orientation>).

3. Assessment and Prerequisites

When students file an application for admission to the college, they receive information regarding assessment and prerequisite requirements.

First-time-in-any-college students with goals of Associate Degree, transfer, certificate, or basic English/reading/math skills are **required** to be assessed in both Math and English or English as a Second Language **before** enrolling in any classes. All other students are strongly advised to assess prior to enrollment. Assessment may include options other than testing. It is important that students read the list of acceptable Assessment options noted in this section for alternatives to testing. Students seeking to defer or refuse assessment should contact the Assessment Office for procedures. For additional information about testing, call (805) 730-4149. If you have a verified disability that requires accommodation, contact the Learning Disabilities Specialist, (805) 730-4164, to request alternative test-taking arrangements. For information about the English as a Second Language test, call Assessment at (805) 730-4149, or the English as a Second Language Department at (805) 730-4120.

Prerequisites, Prerequisites Verification and Corequisites

Many courses at Santa Barbara City College have enforced prerequisites or corequisites, which are noted in the *Schedule of Classes*. All students are required to meet prerequisite and corequisite standards prior to registering in such courses. Prerequisites and corequisites satisfied by SBCC coursework or SBCC assessment will be checked automatically at point of registration. Satisfaction of prerequisites through external course work and/or other means requires submission of official transcripts and a Prerequisite Verification Form. Satisfactory completion of prerequisites and corequisites by internal and external coursework requires a “satisfactory grade”. Satisfactory grades are defined as A+, A,

A-, B+, B, B-, C+, C or P (*California Code of Regulations*, Title 5, Chapter 6, 55000(l)).

Verification forms and instructions may be accessed at sbcc.edu/teo (<http://sbcc.edu/teo>).

Skills Advisory Recommendations

In addition to prerequisites, many Santa Barbara City College courses have recommended minimum math and/or English advisories, which are noted in the *Schedule of Classes*. Advisories have been established as a means of alerting students to the minimum standards necessary for class success. Enrollment in such courses is recommended for students who have met the eligibility level prescribed.

Test Availability

Assessment tests are offered prior to registration each semester. Testing is available on computer in the Assessment Computer Lab on a drop-in basis. In addition, during the spring months, testing is offered on a variety of Saturdays by appointment. Specific test dates and times are listed at the Assessment website, www.sbcc.edu/assessment (<http://www.sbcc.edu/assessment>). Students who require accommodation for testing should contact SBCC's Disabled Student Programs and Services (DSPS) to make advance arrangements.

Assessment Alternatives (Testing not required)

Alternatives to Assessment testing are listed below. Students may bring or mail verification to the Assessment Center (Rm. SS-251). Visit www.sbcc.edu/assessment (<http://www.sbcc.edu/assessment>) and click on "Alternatives to Testing" to begin the evaluation and review process prior to enrollment. *Note:* Test scores marked with an asterisk below must include submission of an official high school transcript.

English

- Advanced Placement scores of 3, 4, 5 on the English Literature or Language exams;
- *A score of 5 or higher on the International Baccalaureate English Exam;
- *Score of 550 or higher on the Evidence Based Reading & Writing (EBRW) section of the SAT exam taken after Spring 2016 OR score of 500 or higher on the Critical Reading section of the SAT exam taken before Spring 2016;
- ACT English test score of 22, or higher;
- *Proof of AWPE exam passage at UC, or score of 147 or higher on the EPT exam at CSU;
- EAP English status of "Standard Exceeded." *Note:* 'conditional' status is not accepted.
- An equivalent English 110 course (Freshman Composition), with a grade of "C" or higher; or
- BA or BS degree from a regionally accredited college or university in the United States.

Mathematics

- Score of 3 or higher on the Calculus AB or BC Advanced Placement Exam;
- Score of 3 or higher on the Advanced Placement Statistics Exam;
- Transcript or grade report which shows an equivalent prerequisite math course from another college, with a grade of "C" or higher;
- Qualifying raw score report from an MDTP math test taken at another college;
- EAP math status of "Standard Exceeded." *Note:* 'conditional' status is not accepted;

- Begin at the Math 1, Basic Math level (students must notify a counselor, or Assessment staff if this option is elected).

4. Class Planning

Class Planning is required of all students who have never attended college or attended while in high school, and who plan to earn an Associate Degree, a certificate or transfer to a four-year college. Class Planning is also strongly recommended for returning students and students transferring to SBCC from another college. Class Planning will assist you in:

- *Learning about SBCC degree requirements*
- *Learning about transfer requirements*
- *Choosing appropriate courses to meet your educational goals*
- *Interpreting English and math assessment test results*
- *Understanding prerequisites and skills advisories*
- *Understanding registration procedures*
- *Developing a Student Education Plan based on your educational goals, study skills, work and personal responsibilities*

If you are transferring from other colleges or universities you should confirm that your official college transcripts are on file with Admissions & Records, by reviewing your Pipeline account prior to meeting with a counselor. Alternatively, you may bring unofficial copies to the advising session.

5. Register in Classes

Following Assessment, Orientation and Advising, students will have sufficient information to register in classes. Registration is available online and in person in Admissions & Records (SS-110). Priority registration requires an assigned appointment, which is visible in the student portal—Pipeline. No appointment is required during open registration.

During the first two weeks of the semester (first week in Summer) (see each course reference number at www.sbcc.edu/classes (<http://www.sbcc.edu/classes>) for deadlines), students may make changes and/or add courses to their schedule with permission from the instructor.

Late Registration

Once a class closes or the registration period concludes, classes may only be added by obtaining permission from the instructor through the last day to add deadline.

1. Full semester-length Fall/Spring classes must be added with instructor permission and add authorization code by the end of the second week of the semester.
2. Fall/Spring courses less than full semester in length and all Summer courses must be added prior to the 20% length of the class. Find the last day to add by clicking on the CRN from the semester web schedule of classes

An instructor may refuse to admit a late registrant when the total number of class hours missed by the student exceeds the number of hours the class meets in one week; when the work missed cannot be made up; when the class is full; or when normal progress in the course would be impossible or unsafe. Special instructions for late registration are available from Admissions & Records.

Students who miss the last day to add deadline for a course due to extenuating circumstances may submit a Petition for Late Add to Admissions & Records. In order to be eligible for consideration of a late

add, a student must have begun attending the course prior to the last day to add deadline. Instructor approval and signature is required for consideration. The final deadline to submit a Petition for Late Add is the end of the 4th week of the semester for full semester-length classes (25% length of the class for classes less than full semester in length).

Throughout the enrollment process (including class adds, drops and withdrawals), certain deadlines are established. These deadlines are necessary in order to comply with State of California attendance regulations and must be complied with by all students. Failure to comply with these deadlines may mean that the student will not be registered and will not receive credit for, or be allowed to attend, classes.

Final Steps

Paying Fees

Students are encouraged to pay fees at time of registration. Payment must be received within seven (7) days of registration or students may be dropped for non-payment. Students will not be dropped for non-payment after instruction has begun. As the student, you are responsible for dropping classes by the stated deadlines. If you register in a class and later change your mind, it is your responsibility to drop the class. Students finding it difficult to pay enrollment fees should visit the Financial Aid Office at (SS-210) or go to www.sbccc.edu/financialaid (<http://www.sbccc.edu/financialaid>) before registering for classes. All fees are subject to change without notice. Refer to the Fees and Refunds section of this *Catalog*.

Secure Student Identification Card and Arrange Transportation, Parking and Housing

The SBCC photo I.D. card provides access to college services, including computer labs, library and learning resources center, and serves as a student MTD bus pass for those taking credit classes on the SBCC campus. Additionally, you may select to use your SBCC photo I.D. as a Campus Card, which may be used as a cash card for select campus services. Obtain your SBCC photo I.D. card in Office of Student Life (Campus Center, Room 217). Photo I.D. is required prior to issuance of the SBCC photo I.D. card.

The Office of Student Life (Campus Center, Room 217) maintains listings of available rooms, apartments, and room and board situations in the community. For housing information, go to www.sbccc.edu/housing (<http://www.sbccc.edu/housing>).

Parking permits are required in order to park vehicles on campus, with the exception of Pershing Park. Parking fines will be issued for parking violations. For parking and transportation information, go to www.sbccc.edu/commute (<http://www.sbccc.edu/commute>).

Purchase Books

Students are expected to purchase all textbooks, supplies and uniforms, as needed for instruction. Most materials may be purchased through the Campus Store. Textbooks may be purchased or reserved for pickup at www.sbcccbooks.com (<http://www.sbcccbooks.com>).

Class Attendance

The last step of enrollment will be completed upon attendance at the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is

considered excessive if a student misses three (3) class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Student Affairs, Room SS-260, (805) 730-4078.

It is the student’s responsibility to officially withdraw by stated deadlines either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an “F”, “FW” or “NP” grade.

For detailed information regarding the steps to enrollment for SBCC Noncredit Educational Programs, visit www.sbccc.edu/apply (<http://www.sbccc.edu/apply>). These processes were still under development at the time of Catalog publication.

Noncredit Course Registration

Online registration for Noncredit Educational Programs is available approximately two weeks to one month before classes start. Class registration is on a first-come, first-served basis, and no visitors or auditors are allowed. If a class is full, students are encouraged to show up to the first class meeting in case of no-shows. A student who does not attend the first meeting of a class may be dropped. If any seats are unclaimed on the first day of a class, walk-in students may then register.

Late Adds

A student may enroll in a class after it has begun if:

1. space is available,
2. the instructor permits the late enrollment and
3. the student completes the online application for admission and full registration procedure.

See your instructor.

Dropping a Class

Students who decide not to attend class must drop themselves from the class. To drop, log on to <http://pipeline.sbccc.edu>, select “Registration” and then select “Register, Add or Drop Classes.” Follow the instructions on the Add/Drop Classes page for dropping a class.