# **SBCC FALL 2023 - Application Steps**

# LOCAL HIGH SCHOOL 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

ake the Next Step - Apply and Enroll Toda

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

Returning to SBCC

Adult High School and GED →

How Do I Apply?

First Time to Colleg

School of Extended Learning →

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

> Dual Enrollment (for High School Students) →

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

Example a barbara city college Induced a barbara city college Merecular a barbara to college Merecular a barbara to college Merecular a barbara to college a barbara to colle

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 "Begin Creating an Account"
- In the next section you will create your CCC-Apply Account
- Important: This is NOT the same as your SBCC Pipeline Account

#### Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address
The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide an email address when you create your account.

Pere email accounts are available from many sources:

Boogle Gmail
Bintroph Outlook
Bintroph Ou

## STEP 7

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

Create Account	Create Account	Create Account Security and Credentials - Page 3 of 3
Personal Information - Page 1 of 3	Contact Information - Page 2 of 3	
Legal Name	Email	Username and Password To enable you to sign in later, you must choose a unique username for your account.
Enter your legal name as it appears on official documents such as your government issued ID. Finst Name @	An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.	Username 🕲
	Email Address @	Minimum & chancters (letters, numbers, special characters) Password @
Check this box if you do not have a first name () Middle Name ()	I Repeat Email Address @	7 to 20 characters (litters and at least one number)
		Repeat Password @
Check this box if you do not have a middle name @		Be sure to record your username and password for later use.
	Telephone	<ul> <li>Please do not share your account with others, even family members.</li> </ul>
Suffix@	Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancelations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).	Security PIN
Do you have a previous name (such as a maiden name)?	Main Telephone Number () Extension ()	For additional security, please create a 4-digit Personal Identification Number (PNI) for your account. Enter your PNI twice to make sure you type it correctly.
O Yes O No	up to four digits	PIN@
Do you have a preferred name that is different than your legal and/or previous name? O Yes O No	I authorize text messages to the telephone number above, and accept responsibility for any charges that result.     Second Telephone Number ()     Extension ()	Repeat PIN ()
	- up to four digits	
Date of Birth	i authorize text messages to the telephone number above, and accept responsibility for any charges that result.	Security Questions
This information is used for protection of minors in ordine transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to readency, guardiambip, and admission of minors to callege. This information will not be used in making admissions decisions except as permitted by law.	Permanent Address	If you fregit your unternance or passeord, or if you want to charge your passood or PRL you will be asked one or nere of your personal security question. Hease telecit three security questions you would like to be asked, and enter your answers to those questions. First Security Question.
Date of Birth Month Day Year	□My permanent address is outside the United States. @	Please Choose a Question V
	I have no permanent address because I am currently homeless. International, FL ML, or 11 visa students MUST provide a permanent address.	Answer to the First Security Question @
Confirm Date of Birth North Day Year	Street Address®	Second Security Question @
Select V		Please Choose a Question 🗸
	Include apartment number or suite	Answer to the Second Security Question @
Social Security Number	City	Third Security Question 0
The Social Security Number (\$5M) or Taxpayer Identification Number (TRI(TIN) 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	State()	Heats Lhoose a Lossition Answer to the Third Security Question®
admission. <u>Villy am i being asked for my social security number?</u>	Select State 🗸	
Do you have a social security number or taxpayer identification number? <u>O Yes Lhave</u> a social security number or taxpayer identification number.	Zip Code ()	
O No, I do not uve a social security number or taxpayer identification number, or I decline to provide one at this time.		fm not a reloct
Continue or <u>Canyol</u>	Continue or Eancel	Create My Account or Uncol

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

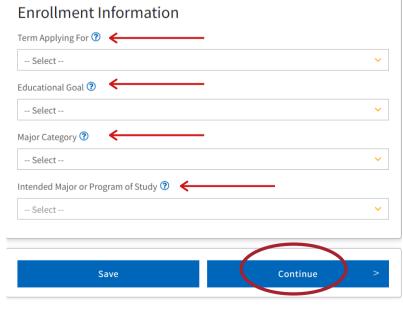
## PREVIOUS ACCOUNT FOUND?

• If an existing account is found based on Account Verification the information you entered select one of We found an existing account based on the information you entered. the 2 options listed Please select from the following options: Next click "Continue" O Send me an email link to reset my password. O Access my account by answering security questions. Continue <u>Help</u> **STEP** 8 SANTA BARBARA CITY COLLEGE Return to CCC-Apply Sign back into CCC-Apply with your Application to College Username & Password S T E P Q Click and "Start a New Application" SANTA BARBARA CITY COLLEGE for the term you are applying for My Applications | Cambiar A Español | Help My Applications

#### 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
- "Major Category"
  - Select a category that best represents your intended major, degree, or program of study
- "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"

## 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"

## 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
- Quetzal / Alta Vista HS: Alta Vista Alternative Hs, Santa Barbara

#### Education

College	Enrollment Status			
As of July 01, 2	As of July 01, 2021, I will have the following college enrollment status: 🕥			
Select	Select enrollment status			
0	hool Education			
High school e	education level as of July 01, 2021 💿			
Received	high school diploma from U.S. school	~		
High school co	completion date 💿			
Month	Day Year			
Select	Select 🗸			
Did you receiv	ve your diploma, GED, or certificate in California? 💿			
○ Yes	○ No			
Have you atte	ended high school in California for three or more years? 💿			
O Yes	O No			

#### Last School Attended 🛛

l attended high school.		←	
Country 💿			
United States of America (the)		←	v
State 💿			
California		<b>—</b>	v
Enter the name or city of the last school or list. ③	10meschool you atte	nded. Then make a s	election from the
		<b>←</b>	

#### High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.
What was your unweighted high school GPA (grade point average)? Please enter a value between 0.00 and 4.00. $\textcircled{0}$
If you are still in high school, enter your cumulative unweighted GPA as of the end of 11th grade.
( )
What was the highest English course you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.
12th grade Honors English Composition or Literature
What grade did you receive?
Α
What was the highest <u>math course</u> you completed in high school? You may have passed or not passed the course, but you remained enrolled until the end.
Statistics 🖌
What grade did you receive?
Α
Save

- 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

#### Citizenship/Military

Citizenship & Immigration Citizenship & Immigration Status © U.S. Citizen				
None apply to me	←			
Save	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
- 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

Residency

○ Yes ○ No

California Residence

Out-of-State Activities

□ I paid taxes outside of California ⑦

Have vou lived in California continuously since January 10, 2019? 💿

U declared recidency at a college or university outside of California

#### STEP 13

#### **Complete Residency Section**

• "California Residence"

Next click "Continue"

- Indicate yes or no if you have lived in California for two years or more as of
- 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"

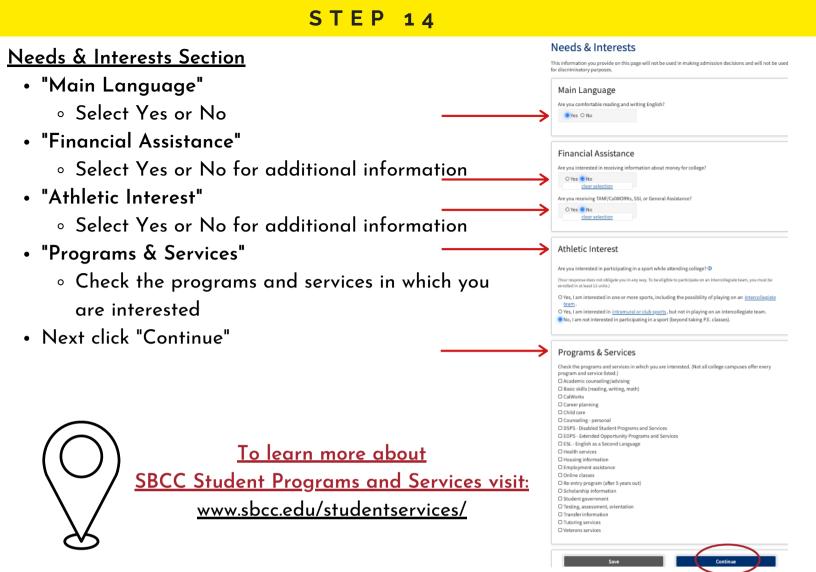
I filed for a lawsuit or divorce outs			
Special Residency Ca	ategories		
lave you ever been in <u>court-ordered</u>	d foster care?		
○ Yes ○ No	←		
		$\frown$	
Save		Continue	
		$\smile$	

for definitions

As of January 10, 2019, have you engaged in any of the following activities? Check each activity that

## **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



Demographic Information Section	Demographic Information
	Gender/Transgender
"Gender/Transgender"	This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. 'Gender' in this context, means a person's sex, or a
	person's gender identity and gender expression.
<ul> <li>Gender/Transgender questions are optional, you may decline to state</li> </ul>	Gender
<ul> <li>"Sexual Orientation"</li> </ul>	Sexual Orientation
<ul> <li>Sexual Orientation questions are optional, you may decline to state</li> </ul>	By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.
	<ul> <li>This information is used for summary demographic reporting and will not be used for a discriminatory purpose.</li> <li>Your responses are kept private and secure.</li> </ul>
<ul> <li>"Parent/Guardian Educational Levels"</li> </ul>	Providing this information is optional. Please indicate your <u>secual orientation</u>
	Select Sexual Orientation 🗸
<ul> <li>Indicate the education levels of the parents and/or guardians who</li> </ul>	
raised you	Parent/Guardian Educational Levels
•	Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you -
<ul> <li>"Race/Ethnicity"</li> </ul>	Parent or Guardian 1 @
	Select Education Level 🗸
<ul> <li>Per U.S. Department of Education guidelines, colleges are required to</li> </ul>	Parent or Guardian 2 @ Select Education Level
collect this racial and ethnic data	
<ul> <li>Check the box below if you identify as Hispanic or Latino</li> </ul>	Race/Ethnicity
· Check the box below it you identify as hispanic of Latino	Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data. Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino,
<ul> <li>If you indicate that you are Hispanic or Latino, you will have the</li> </ul>	you will have the option to select more specific ancestry groups. Are you Hispanic or Latino?
	O Yes O No
option to select more specific ancestry groups	Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.
<ul> <li>Next click "Continue"</li> </ul>	ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.
• Next click Commue	OAmerican Indian or Alaska Native
CA Law:	Black or African American ONative Hawaiian or Other Pacific Islander
By California law, the California Community Colleges collect voluntary demographic information regarding the sexual	DMiddle Eastern or North African
orientation, gender identity, and gender expression of students. This information is used for summary demographic	DWhite
reporting and will not be used for a discriminatory purpose. Your responses are kept private and secure.	
Providing this information is optional.	

### 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"

## STEP 17

#### <u>Submission</u>

- "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

#### Supplemental Questions

Submission

Review Your Responses

Santa Barbara City College would like to gather some additional information on your application to colleg
Future Transfer Plans
Future Transfer Plans
Select
Primary Language
Primary Language
Select
Employment Expectation
Hours to be worked per week during semester
Select
SBCC Promise I completed my secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gavica to Carpinteria) as part of the 2015-2016 (or after)graduating high school class and consent to relaising my application information to the SBCC Foundation to determine if I am eligible to receive funds to cover required fees, books and supplies.  Select
Support SBCC I am interested in learning about the Foundation for SBCC and ways to support SBCC and its students.
Select
$\frown$

Intol	Review My Application			
-				
Request for Consent to Release Information Lasthorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Secrity mumber, for the purpose described brives. The Imam more about how your personal information is acred and used, see the <u>Privacy Person</u> . • • • • • • • • • • • • • • • • • • •				
			:	universities; To colleges, universities, or government agencies to promote outreach to students and to enhance transfer; To the California Student Aid Commission to facilitate the award of financial aid; and
			•	To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.
6	i consent			
	to not consent			
You are about to submit your application to Santa Barbara City College. NO CHANGES can be made to your application once it is submitted.				
elect	ornia state law <sup>+</sup> allows you to submit your application and residency information online with an tronic signature verification. Your completion of this page will provide the necessary verification for ronic submission. The security and privacy of the information in your submitted application are exted as described in the CCCApply Privacy Policy.			
* Sec	tion 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.			
₫Ву	Checking here, I, Julio Cesar Huerta, declare that: @			
$\checkmark$	All of the information in this application pertains to me.			
•	Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.			
•	I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.			
I understand that all materials and information submitted by me for purposes of admission become the property of Santa Barbara City College.				
<b>⊠</b> By	Checking here, I, Julio Cesar Huerta, acknowledge understanding that: 🕲			
<ul> <li>Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books &amp; supplies, transportation, and room and board expense.</li> </ul>				
<ul> <li>I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled ful-lime or para time.</li> </ul>				
•	Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.			
	Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and			



#### 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.

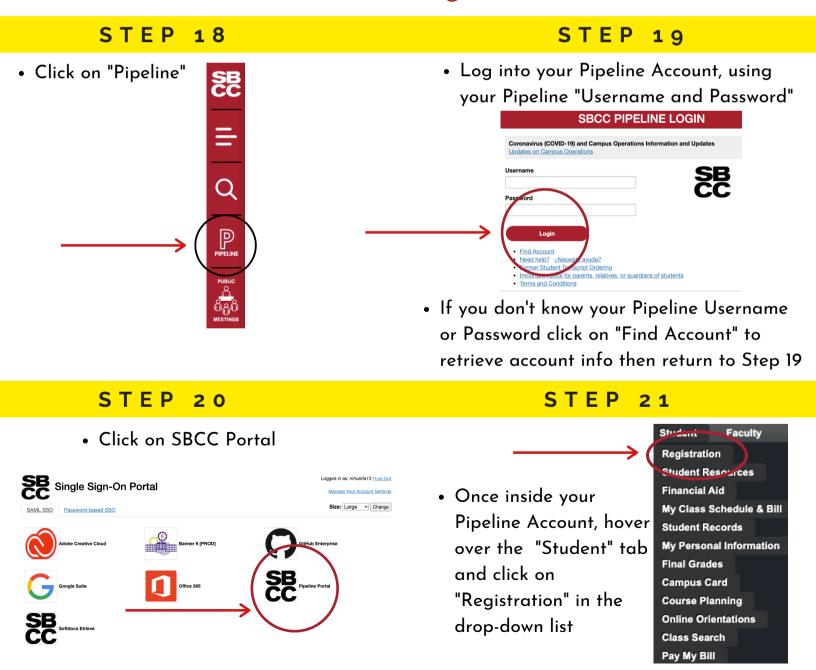
#### Confirmation

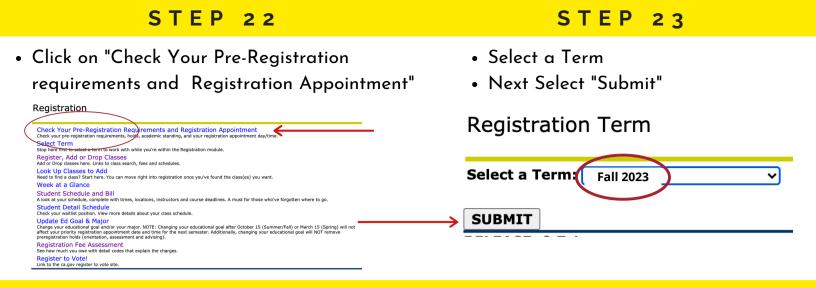
your application for admission has been submitted to Santa Barbara City Coll				
Name				
CCCID				
College	Santa Barbara City College			
Term				
Email				
Date & Time				
Confirmation #				

#### 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 18...

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





- 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

Search	RETURN TO MENU SITE MAP HELP RETURN TO MAR
Pre-Registration Requirements and Holds	Коо Spring Jan 12, 2021 10:3
You may register starting at: Date Time 28-0CT-2020 8:00am	
▲ No holas exist on your record.	
✓ You have no Holds which prevent registration. ✓ Your Combined Academic Standing is Academic Good Standing.	

#### 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 ID (K#)

 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)"

	Student Faculty	Personal Information Student Faculty Services Search 60	
	Registration		Personal Information Student Faculty Services
	Student Resources	Personal Information	Search GO
	Financial Aid	My Addresses and Phones My E-mail Addresses	
	My Class Collectule & Bill	My Emergency Contacts Name Change Information	
	Student Records	Social eccurity Number of ange Information	My SBCC Student id is
•	My Personal Information	Need to update your Password? Change It here My SBCC Student ID (K number) View my Student ID (K number)	My soce student to is to
		Netferfallen in Security and Security Provided Security S	

#### 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.

\*Santa Barbara Local High School Seniors continue to Step 24 to Opt-Into the SBCC Promise \*

#### STEP 25

- 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 26

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



## STEP 27

 "Opting-In" to the SBCC Promise



Eligibility

Eligibility To be eligible for the SBCC Promise for the Fall 2017, a student must: 1. Complete their secondary education within the Santa Barbara Community College District (southern Santa Barbara County from Gaviota to

## STEP 28

- Next then Click
   "Opt-In" to sign up for the
   SBCC Promise
- Click then "Submit"



NOTE: YOU ARE NOT AUTOMATICALLY SIGNED UP FOR THE PROMISE YOU MUST OPT-IN MANUALLY

## 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
  - Contact the SBCC Financial Aid Office for additional support/assistance
    - SBCC Financial Aid Department Contact:
      - www.sbcc.edu/financialaid
      - (805) 730-5157
      - Virtual Front Desk (VFD)
- 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!

- Enrollment Services
- Phone: (805)730-4086 (during phones hours)
- Chat: Type any questions into the chat box www.sbcc.edu/enrollmentservices/
- Email: Available to send messages at all hours and response time is within 24 business hours > <u>info@sbcc.edu</u>