

## STEPS TO ENROLLMENT

**1** Submit application for admission online, by mail, or in person and submit high school and college transcripts  
[www.sbcc.edu/apply](http://www.sbcc.edu/apply)

**2** Apply for Financial Aid (optional) at  
[www.sbcc.edu/financialaid](http://www.sbcc.edu/financialaid)

### NEW STUDENTS

Never been to college before, or only attended while in high school and have a goal/plan of:

- Associate Degree
- Transfer to 4-Year School
- Basic English/Math/Reading Skills

**3** **ORIENTATION (Required)**  
[www.sbcc.edu/orie](http://www.sbcc.edu/orie)

**4** **ASSESSMENT/PREREQUISITES (Required)**  
See Assessment page in the *Schedule*, or refer to [www.sbcc.edu/assessment](http://www.sbcc.edu/assessment) and [www.sbcc.edu/prerequisites](http://www.sbcc.edu/prerequisites)

**5** **ADVISING (Required)**  
[www.sbcc.edu/advising](http://www.sbcc.edu/advising)

### ALL OTHER STUDENTS

- High School Students
- Attended College Before
- Personal Enrichment/Job Training
- Undecided Goal

**3** **ORIENTATION (Recommended)**  
[www.sbcc.edu/orie](http://www.sbcc.edu/orie)

**4** **PREREQUISITES/ASSESSMENT**  
All prerequisites and corequisites are enforced at registration. Submit all transcripts to Admissions & Records. For options for satisfying a prerequisite or corequisite go to [www.sbcc.edu/prerequisites](http://www.sbcc.edu/prerequisites). For testing information go to [www.sbcc.edu/assessment](http://www.sbcc.edu/assessment)

**5** **ADVISING (Optional)**  
[www.sbcc.edu/advising](http://www.sbcc.edu/advising)

### ALL STUDENTS

**6** **Register (Required)**  
Log on to Pipeline, <http://pipeline.sbcc.edu>, and go to Registration and Student Records. Review your registration status and appointment date/time.

**7** **Pay Fees (Required)**  
[www.sbcc.edu/fees](http://www.sbcc.edu/fees)

**8** **Arrange Transportation, Parking, Housing**  
[www.sbcc.edu/commute](http://www.sbcc.edu/commute); [www.sbcc.edu/housing](http://www.sbcc.edu/housing)

**9** **Purchase Books (Required)**  
[www.sbccbooks.com](http://www.sbccbooks.com)

**10** **Attend Classes (Required)**

If you do not have access to a computer, wish to conduct college business in person, or just have questions, visit room SS-110, or call 730-4450 for assistance.

# 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, by mail or in person with Admissions & Records, Room SS-110, 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 file the Dual Enrollment 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.

*Select majors and programs with special admission requirements and limitations on enrollment.*

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

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

For information on the

Cosmetology, Esthetician Programs, call 683-4191.

School of Culinary Arts & Hotel Management, call 730-4258.

Marine Diving Technologies Program, call 730-4226.

Radiographic & Imaging Sciences, Diagnostic Medical Sonography and Nursing programs, call 730-4166.

Dual Enrollment Program, contact 730-3020.

Middle College, contact 897-3561.

Special Student status, contact 730-4152.

When students file their applications with Admissions & Records, they will be given information about the Assessment/Orientation/Advising program. The program is provided to help students succeed in reaching their educational goals.

### 2. 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*.

### 3. Orientation

Orientation is required for all first-time students who have a goal of earning an Associate Degree, 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).

### 4. 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, 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 on this page 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) 965-0581, ext. 2320.

### Prerequisites 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 a prerequisite challenge petition.

Challenge forms and Instructions may be accessed at [www.sbccc.edu/prerequisites](http://www.sbccc.edu/prerequisites).

### Prerequisite Challenge

A student may challenge a prerequisite based upon (1) knowledge or ability to succeed (e.g. student has prior coursework, assessment levels, certification, license or work experience that satisfies the prerequisite, or by other criteria presented by the student); (2) prerequisite course has not been made reasonably available; (3) prerequisite is discriminatory; (4) prerequisite is not necessary for success in the course (is not valid) and (5) prerequisite was not established in accordance with the college's process for establishing prerequisites. A prerequisite challenge petition must be filed no later than 5 days prior to the semester start date.

Proof of prerequisite completion may include external transcripts or assessment as well as options other than testing. It is important students read the assessment options noted below for alternatives to testing.

Challenge forms and Instructions may be accessed at [www.sbccc.edu/prerequisites](http://www.sbccc.edu/prerequisites).

### 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 many times prior to registration each semester. Testing is available on computer in the Assessment Computer Lab on a drop-in basis, without an appointment. Appointments are required for paper and pencil exams. Specific test dates and times are listed at the Assessment website, [www.sbccc.edu/assessment](http://www.sbccc.edu/assessment).

### Assessment Options (*Testing not required*)

Please check the options to assessment listed below, and bring verification to the Counseling Center (Rm. SS-120) for counselor evaluation and review prior to enrollment. *Note:* Submission of test scores listed below also require a high school transcript and a counselor conference.

### English

(1) AP scores of 3, 4, 5; or 5 or higher on the International Baccalaureate English Exam; (2) SAT Writing Test, score of 680 (660 prior to Spring 2005); (3) ACT Combined English/Writing test score of 30; (4) proof of AWPE exam passage at UC, or EPT or EAP (*pilot program for Summer/Fall 2010 - 2012*) exam passage at CSU; (5) an equivalent English 110 course (Freshman Composition), with a grade of "C" or better (*Note:* For out-of-state and private colleges, a catalog course description is required.); or (6) B.A. or B.S. degree from a regionally accredited college or university in the United States.

---

## Mathematics

(1) Scores of 3, 4, 5 on the Mathematics-Calculus AB or BC Advanced Placement Exam; (2) a score of 3 on the Advanced Placement Statistics Exam; (3) transcript or grade report which shows an equivalent prerequisite math course from another college, with a grade of "C" or better (For 4-year, out-of-state or private colleges, a catalog course description is required.); (4) qualifying raw score report from an MDTP math test taken at another college; (5) passage of the EAP at CSU (pilot program for Summer/Fall 2010 - 2012); (6) elect to begin at the Math 1, Basic Math level (students must notify a counselor, or Assessment staff for option 6).

### 5. Counseling/Advisement

Completing Advising/Academic 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, or transfer to a four-year college. Advising is also strongly recommended for returning students and students transferring to SBCC from another institution. If you are transferring from other colleges or universities you should confirm that your official college transcripts are on file with the Admissions & Records Office, by reviewing your Pipeline Account, prior to meeting with a counselor. Or you should bring unofficial copies to the advising session. At Academic Advising/Planning, we 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 first semester course schedule that considers your educational goals, study skills, work and personal responsibilities.

### 6. 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. Registration appointment dates are based on units completed at SBCC, educational goal, transfer plan and enrollment status. No appointment is required during open registration.

During the first two weeks of the semester (first week in summer), program changes are allowed online and in person in Admissions & Records.

*Late Registration:* Applicants who do not register during the registration period may officially add classes during the *first two weeks* of the semester (first week during Summer Session). Applicants registering in this manner will be required to obtain add approval (add authorization codes) from instructors and officially add classes online or in person in Admissions & Records by the published deadline date. 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.

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.

### 7. 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 finding it difficult to pay enrollment fees should visit the Financial Aid Office at (SS-210) or go to [www.sbcc.edu/financialaid](http://www.sbcc.edu/financialaid) before registering for classes. All fees are subject to change without notice. Refer to the Fees and Refunds section of this *Catalog*.

---

**8. 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 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 Admissions & Records (SS-110). 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.sbcc.edu/housing](http://www.sbcc.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.sbcc.edu/commute](http://www.sbcc.edu/commute).

**9. Purchase Books**

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

**10. 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, Educational Programs – Student Development, Room SS-120, ext. 2237.

It is the student's responsibility to officially withdraw either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an "F" grade.