school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions & Records for information and an exemption request form or go to *www.sbcc.edu/forms*.

Non-resident students do not automatically become residents by being in California for one year. A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency *prior to* the start of the semester in which the student is seeking reclassification. *Deadline enforced*.

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents. The Director, Admissions & Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Associate Dean, Educational Programs—Student Support Services or her designee.

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, 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.sbcc.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*
- *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, 683-4191*
- *School of Culinary Arts and Hotel Management, 730-4258*
- *Learning Communities, www.sbcc.edu/esp*
- *Marine Diving Technologies Program, 730-4226*
- *Radiographic and Imaging Sciences/Diagnostic Medical Sonography and Nursing Programs, 730-4166*
- *Dual Enrollment Program, 730-3020*
- *Middle College, 897-3561*
- *Special Student Status, 730-4001*

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.

2. Log on to Student Portal—Pipeline
Log on to the student portal—Pipeline at *http://pipeline.sbcc.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 email account.

3. 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

STEPS TO ENROLLMENT

APPLY
Submit application for admission online, or in person and submit official high school and college transcripts. *www.sbcc.edu/apply*

STUDENT PORTAL – PIPELINE
Review your pre-registration requirements and registration appointment day and time. *http://pipeline.sbcc.edu*

FINANCIAL AID
Apply for Financial Aid (optional). *www.sbcc.edu/aid*

NEW STUDENTS

Never been to college before, or only attended while in high school and have a goal/plan of:
- Associate Degree or Certificate of Achievement
- Transfer to 4-Year School
- Basic English/Math/Reading Skills
- Undecided Goal

ORIENTATION (Required)
www.sbcc.edu/orie

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

ADVISING (Required)
www.sbcc.edu/advising

ALL OTHER STUDENTS

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

ORIENTATION (Highly Recommended)
www.sbcc.edu/orie

PREREQUISITES (Required)
All prerequisites and corequisites are enforced at registration. Check prerequisites in the *Schedule of Classes.* To satisfy a prerequisite through coursework from other colleges, you must submit a prerequisite verification, *www.sbcc.edu/prerequisites.* Submit all official transcripts to Admissions & Records. Deadlines apply.

ADVISING (Highly Recommended)
www.sbcc.edu/advising

ALL STUDENTS

REGISTER AND PAY FEES (Required)
Log on to Pipeline, *http://pipeline.sbcc.edu*, and go to Registration and Student Records. Review your registration status and appointment date/time. Select classes. Pay fees. *www.sbcc.edu/fees*

TRANSPORTATION, PARKING, HOUSING
www.sbcc.edu/commute; www.sbcc.edu/housing

BOOKS
www.sbccbooks.com

ATTEND CLASSES
www.sbcc.edu/attend

If you do not have access to a computer, wish to conduct college business in person, or just have questions, visit Student Services, SS-110, or call (805) 730-4450 for assistance.

and local agencies and the college itself. Refer to *www.sbcc.edu/financialaid*, as well as the Financial Aid section of this *Catalog*.

4. Orientation

Orientation is required for all first-time 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.sbcc.edu/orientation.*

5. 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) 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 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 *www.sbcc.edu/prerequisites*.

Prerequisite Verification

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 verification petition must be filed no later than the semester deadline posted at *www.sbcc.edu/prerequisites.*

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

Verification forms and instructions may be accessed at *www.sbcc.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. 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. Students who require accommodation for testing should contact SBCC's Disabled Student Programs and Services (DSPS) to make advance arrangements.*

Assessment Options (Testing not required)

Options to Assessment testing are listed below. Students may bring or mail verification to the Admissions Office or Assessment Center (Rm. SS–110 or SS-251). To fax proof of an option, use this number: (805) 892–3664. Visit *prerequisites@sbcc.edu* to begin the evaluation and review process prior to enrollment. *Note*: Test scores listed below must include submission of an official high school transcript and counselor approval.

English

(1) 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; (2) SAT Critical Reading test score of 500, or higher; (3) ACT English test score of 22, or higher; (4) proof of AWPE exam passage at UC, or EPT exam passage at CSU, or EAP passage at CSU. *Note:* 'conditional' status is not acceptable from CSU (EAP acceptance is a pilot program for Summer/Fall 2010–2015); (5) an equivalent English 110 course (Freshman Composition), with a grade of "C" or better; or (6) BA or BS 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; (4) qualifying raw score report from an MDTP math test taken at another college; (5) passage of the EAP at CSU note: 'conditional' status not acceptable at SBCC (EAP acceptance is a pilot program for Summer/Fall 2010–2015); (6) elect to begin at the Math 1, Basic Math level (students must notify a counselor, or Assessment staff for option 6).

6. Counseling/Advisement

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, a certificate or transfer to a four-year college. Advising is also strongly recommended for returning students and students transferring to SBCC from another college. Academic Advising/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.

7. 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* for deadlines), program changes are allowed online and in person in Admissions & Records.

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.

8. 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.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*.

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 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*.

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*.

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*.

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 Support Services, Room SS-260, ext. 2278.

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" or "FW" grade.

For detailed information regarding the steps to enrollment for SBCC Noncredit Educational Programs, visit *www.sbcc.edu/apply*. These processes were still under development at the time of *Catalog* publication.