

# Step-by-Step Guide to SBCC Online Application



## CREATE YOUR CCCAPPLY ACCOUNT:

1. Go to [www.sbcc.edu/dualenrollment](http://www.sbcc.edu/dualenrollment) and click on **“Apply and Register/Classes at SBCC”**.
2. Next, click on **“online here”** under **Step 2**, then **ONLINE** under **How to Apply**.
3. If you have previously applied to the college, use your CCCApply (SBCC Pipeline) username and password to **Sign In** or retrieve your login information and jump to step 11. **If you are having trouble logging in, call CCCApply at (877)247-4836**. If you **have not** previously applied, click **“Create an Account.”**
4. After you click, **“Create an Account”**, click the blue button **Begin Creating My Account**. **Complete your account information carefully and professionally.**
5. If you have a social security number, list it. If not or you do not wish to provide one, check the small box that says **“Check this box if you do not have a Social Security Number or TIN, or decline to provide one...”**. Next, click **Continue**.
6. Enter your **Email address, Telephone, and Permanent Address (don’t check the boxes)**. Click **Continue**.
7. **Username and Password:** Make one that is easy to remember. Make a 4-digit PIN #, and pick security questions and answers. **SAVE YOUR USERNAME & PASSWORD! YOU WILL NEED IT FOR ALL FUTURE SBCC CLASSES.**
8. Click the **“I’m not a robot”** box and then click on **Create My Account**. **Write down the CCCID# (you will need this in order to set up your pipeline student portal).**
9. Click **Continue**, and next you will start the **Application for Admission**.

## COMPLETE THE APPLICATION:

10. Click on **Start Application** and /or **Start New Application**.
11. **Enrollment Information:** Select the term you wish to take the class in. For **Educational Goal**, select **“Complete Credits for High School Diploma or GED.”** For **Intended Major/Program of Study** select **“Dual Enrollment Student.”** Click **Continue**.
12. **Account Information:** Review for accuracy (no SSN needed). Under **Parent/Guardian Information**, click on the bubble that says **“None of the statements above is true about me”**, and type in a parent or guardian’s name. Under **Current Mailing Address** click the first small box that says **“My mailing address is the same as the Permanent Address in my OpenCCC Account above.”** **DO NOT CLICK ON THE 2ND BOX.** Now, click **Continue**, and verify your address on the pop-up box.
13. **Education: College Enrollment Status** select **“Enrolling in high school (or lower grade) and college at the same time.”** For **Last High School Attended**, ALWAYS click the bubble that says **“I attended high school.”** Complete the rest of the questions and click **Continue**.
14. **Citizenship:** click on your citizenship status. **If undocumented, select “Other”** and check the small box that says **“No documents.”** Choose your U.S. **Military/Dependent of Military** status and then click **Continue**.
15. **Residency: California Residence** for most should be **“Yes.”**
16. **Needs & Interests:** Click **“Yes”** that you are comfortable reading/writing in English and click **“No”** for the rest of the questions. Leave **Programs & Services boxes** BLANK, and click **Continue**.
17. **Demographic Information:** Select your **Gender**, your **Parent/Guardian Educational Levels**, and **Race/Ethnicity** then click **Continue**.
18. **Supplemental Questions: Future Transfer Plans**, select **“No transfer plans”**, select your **Primary Language** and **Employment Expectation** (how many hours/week you work). **SBCC Promise**, as a dual enrollment student, you are not yet eligible, therefore select **“No, I do not consent/I am not eligible.”** Under **Support SBCC**, select **“NO”** and click **Continue**.
19. **Submission: Review My Application** and make sure all your information is correct. Did you select the right term? Did you select **“Complete credits for high school diploma or GED?”** and **“Dual Enrollment Student”**. Did you select **“Enrolling in high school and college at the same time?”** Did you select **“No transfer plans?”**. Click **“I consent”**. **FINALLY**, check the two small boxes under **“Submit Your Application”** and click **Submit My Application**.
20. **Congratulations!** You have now completed the SBCC application for admission. Your confirmation page should look like this...  
Now for the two easier steps, 1) the Dual Enrollment Approval Form, 2) and the Parent Approval Form.

### Confirmation

Your application for admission has been submitted to Santa Barbara City College. Thank you.

Name	Ricardo James Lopez
CCCID	AEU1126
College Applied to	Santa Barbara City College
Term Applied for	Spring 2015
Email Address	ricardojames@gmail.com
Submission Date & Time	01/12/2015 2:37:00 PM
Confirmation Number	1307042