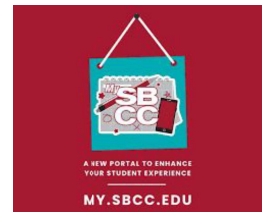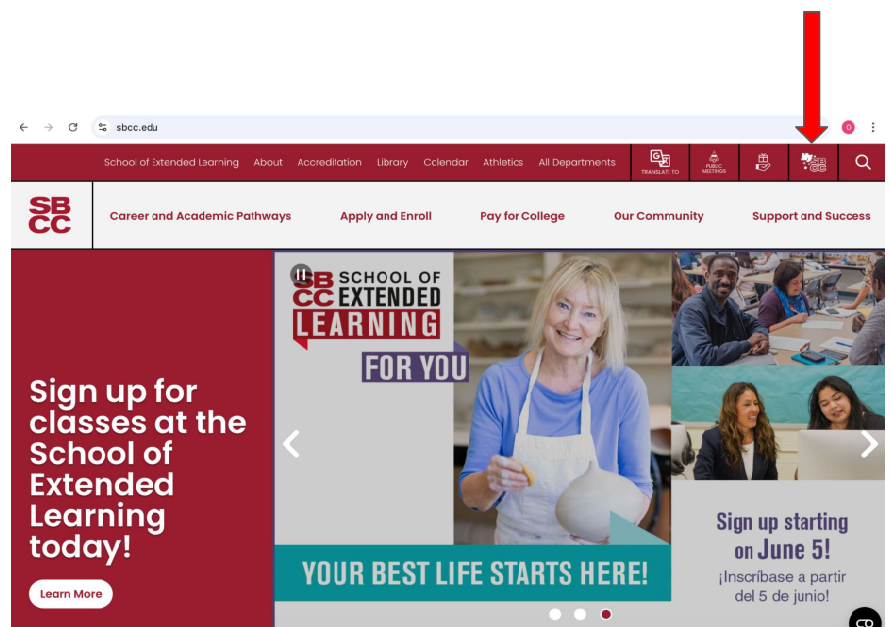# **Step 2**: Sign into **My.SBCC.edu** to access the registration portal and register into your classes
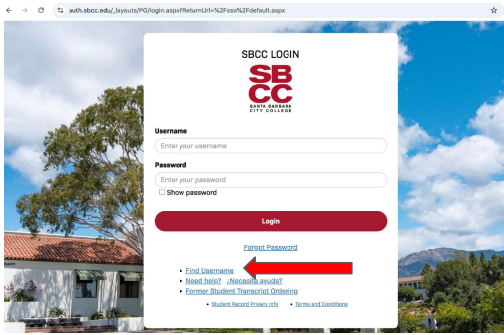

Where Can I Find My Student Portal?

1. Go to **my.sbcc.edu** or to our **sbcc.edu website**
2. If you go to our SBCC website, click on the **My.Sbcc icon** located on the top right corner near the search icon. This will take you to our SBCC student portal

New Student?
Create your Pipeline Account

1. Once you have submitted your CCCApply application, you will receive a confirmation to you email address. **We recommend that you take a picture or print a copy of your confirmation page.**
2. Go to **My.sbcc.edu**
3. Click on **Find Username**
4. **Enter you information** (First name, last name, Date of Birth (mm/dd/last two digits of the year), and last 4 digits of approved ID. You can use the last 4 digits of your CCCID to create your Pipeline account. This will be located in your confirmation page under CCCID.
5. Choose a **Security Question** and type in your answer
6. Create a **Password**

Already have a Pipeline Sign in?

1. Sign in using your **username** and **password** for Pipeline
2. Hover over **Class Registration and Schedule**
3. Select **Registration**
4. It will then bring you to a different page, where you will click on **Register, Add, or Drop Classes**
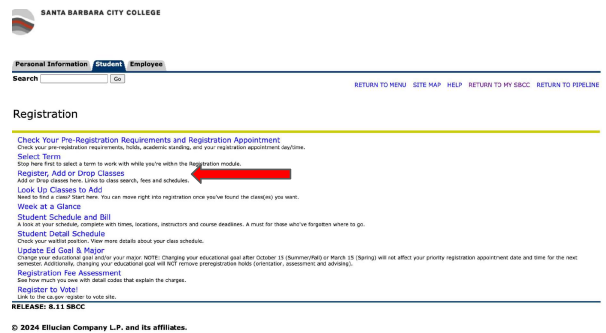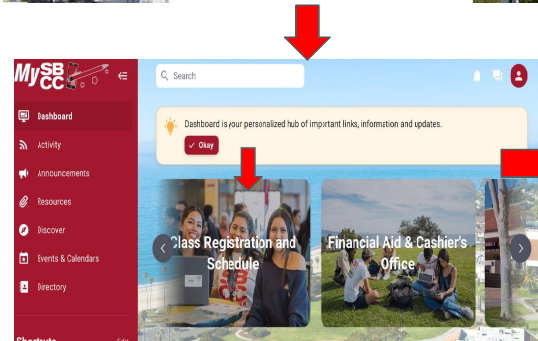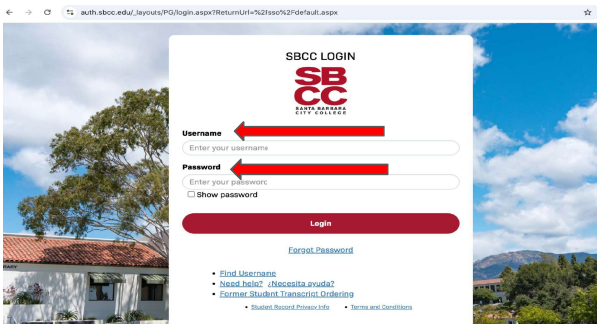
Adding Classes

1. Make sure to have your CRN's (Course number) ready
2. In each box, you will **enter the CRN of the classes** you wish to register for
3. Once you have added the course numbers for each class, click **Submit Changes** at the bottom of the page
4. You will now be registered to those classes once it says **"Web Registration"**

Verifying your Registered Classes

If you want to double check that you registered for these classes:

1. On the top left corner, click on the second tab that says **Student**
2. Then click on **Student Records**
3. Go to **My Class Schedule**
4. Select the **term (Ex: Fall 2024)**
5. Click **Submit**

You will then be able to see all of the information regarding the classes you have registered for that term

NONCREDIT English/Spanish Registration Worksheet

You can also complete the Registration Worksheet located under our Step 2. Simply attach your completed registration worksheet to an email and send it to Noncredit Admissions. **Please allow 24 - 72 hours for processing. Submitting this form does not guarantee registration into your course.** Registration is processed on a first come, first serve basis as long as the courses are not full (closed to enrollment).

SEND PDF worksheet to:
SELAdmissions@sbcc.edu **or** to one of our Wake or Schott Admission offices

You must have an accepted application in the system to submit a registration worksheet

Registration Worksheet
Formulario de matricula

Name: _____
DOB: _____
Email: _____
Phone: _____
SBCC Student ID Number K _ _ _ _ _ _ _
Semester: Fall___ Spring___ Summer___

Submitting this form does not guarantee registration into your course. Registration is processed on a first come, first serve basis as long as the courses are not full (closed).

Enviar este formulario no garantiza el registro en su curso. El registro se procesa por orden de llegada. La inscripción no se procesará para los cursos que estén completos (cerrados).

Add / Agregar	Drop / Dar de baja	Section CRN / # de sección de la clase	Subject / Nombre de la clase	Instructor Signature / Firma del instructor
Add ☐	Drop ☐			
Add ☐	Drop ☐			
Add ☐	Drop ☐			
Add ☐	Drop ☐			
Add ☐	Drop ☐			
Add ☐	Drop ☐			
Add ☐	Drop ☐			

Student Signature _____ Date _____

For Office Use Only:
Entered by: _____
Date Entered: _____

Email to: SELAdmissions@sbcc.edu