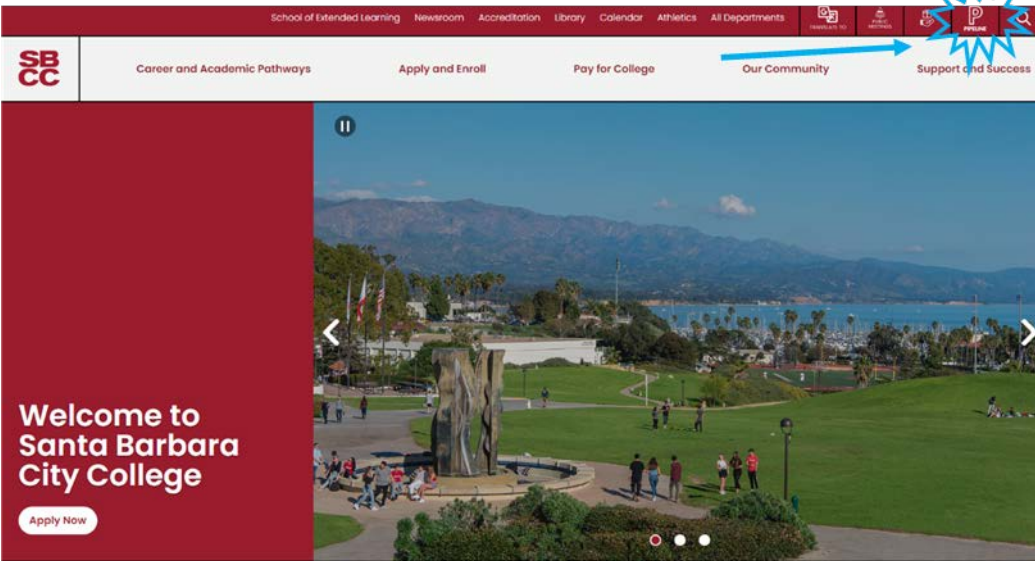


How to Register

Go to SBCC web site: www.sbcc.edu, and then click on the “Pipeline” link.




Enter your Pipeline username and password, and then click on Login. Read the screens carefully for setting up your secure authentication. Login not working? Click on “Find Account” link as circled below.

Click on the Big Red “Register for Classes” link.

Click on "Registration"

Main Menu

[REGISTRATION](#) 
Click here to register.

[Student Services](#)
Register; View your academic records.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides; View Class Lists and Student Information

[Employee](#)
Leave Balances; Job Detail; Open Enrollment

[WebTailor Administration](#)
Customize the Web pages for your institution; Update user roles.

[Access Mass Rosters](#)

[Personal Information](#)
Update addresses; contact information; review name or social security number change information; Change your PIN.

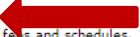
RELEASE: 8.8

Click on "Register, Add or Drop Classes"

Registration

[Check Your Pre-Registration Requirements and Registration Appointment](#)
Check your pre-registration requirements, holds, academic standing, and your registration appointment day/time.

[Select Term](#)
Stop here first to select a term to work with while you're within the Registration module.

[Register, Add or Drop Classes](#) 
Add or Drop classes here. Links to class search, fees and schedules.

[Look Up Classes to Add](#)
Need to find a class? Start here. You can move right into registration once you've found the class(es) you want.

[Week at a Glance](#)

[Student Schedule and Bill](#)
A look at your schedule, complete with times, locations, instructors and course deadlines. A must for those who've forgotten where to go.

[Student Detail Schedule](#)
Check your waitlist position. View more details about your class schedule.

[Update Ed Goal & Major](#)
Change your educational goal and/or your major: NOTE: Changing your educational goal after October 15 (Summer/Fall) or March 15 (Spring) Additionally, changing your educational goal will NOT remove preregistration holds (orientation, assessment and advising).


[Registration Fee Assessment](#)
See how much you owe with detail codes that explain the charges.

[Register to Vote](#)

RELEASE: 8.8

Make sure you have the term you are registering for in the drop down, then click on submit.

Registration Term

Select a Term: 

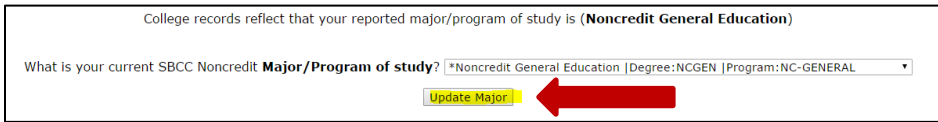
RELEASE: 8.7.1 SBCC

At the beginning of each term you'll be prompted to update your student record (sample to follow). Thereafter for the rest of the term, you will go straight to the online registration page.

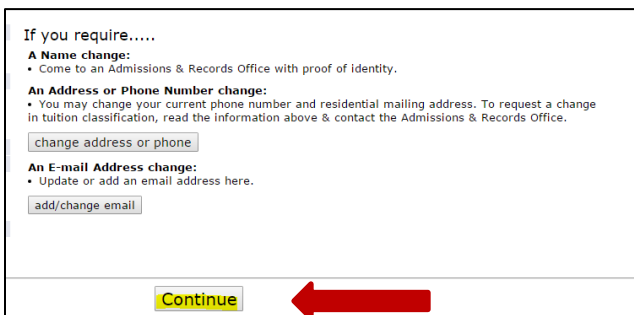
Update prompt at the beginning of each term: If you are okay with the Educational Goal displayed, click on Update Goal. Otherwise choose new goal from the drop down.



Same for Major. (Note that you want NC-GENERAL for Life Skills, Life Enrichment classes)



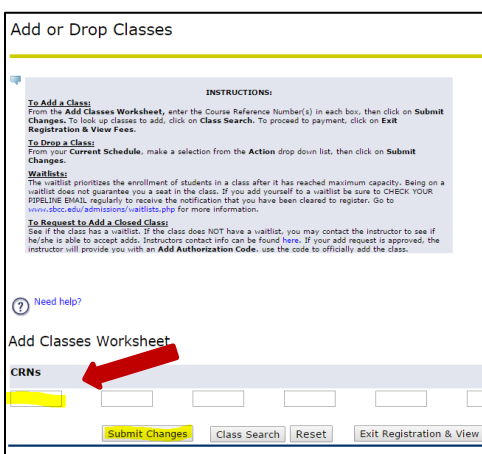
Next screen to come up will give you an opportunity to update your address/phone, update or click on “Continue” to bypass.



At the short survey you may choose to opt out, look for the ‘opt - out’ button at the bottom of screen (image not shown). You’ll need to agree to the Honor Code by clicking on the Continue button, and then click on “Continue to Registration” (images not shown).

Next screen “Add or Drop Classes”: Scroll to the bottom of screen and enter the class 5 digit CRN (class number) into the first box. Add additional classes in the additional CRN boxes.

IMPORTANT NOTE: The online system only permits one class section of the same course per semester. If you would like to register into multiple sections of the same course, you will need to request the second enrollment in person.



Click on “Submit Changes” to process class registration(s).

Some classes will prompt you to select a start date. In some cases, the date may be populated for you. If not, enter in the permitted start date into the start date field. Click on “Submit Changes” to complete class registration.

CRN	Course	Course Title	Duration	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Permitted Start Dates	Permitted End Dates
80544	COMP NCD41	E-Mail for Beginners	3 WEEK	07/06/2015		07/06/2015 to 07/06/2015	07/26/2015 to 07/26/2015

Your class(es) will post on the screen to confirm Web registration. You can drop a class before it starts. *If you need to drop a class after it starts, please visit the Schott or Wake campus, main office for assistance.*

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registration on Jun 26, 2017	None	81177	PD	NC001	0	Noncredit	Personalized Career Planning

To exit the system and logout, click on “Return to Pipeline” link. The logout is located on the next screen in the upper right hand corner.

THEN