

CLASS CLOSED?

OPTION 1: Search for an open section of the class at <u>www.sbcc.edu/classes</u> or at <u>http://pipeline.sbcc.edu</u>. **OPTION 2:** Keep trying to add the class as seats may open up during the registration period. **OPTION 3:** Email the instructor to see if he/she is accepting add requests. **OPTION 4:** Go to the first class meeting. Be early. Ask the instructor if he/she has any available seats.

If the instructor approves your request to add the class the instructor will provide you with an add authorization code. Login to your Pipeline to use the add authorization code to officially register and pay fees. Be sure to do this prior to the last day to add classes.

HOW DO I USE AN ADD AUTHORIZATION CODE?

STEP 1: Login to your Pipeline at <u>http://pipeline.sbcc.edu</u> .

STEP 2: Click on Registration. Registration and Student Records Registration . Check your registration status, register, add and drop

classes.

STEP 3: Select *Register*, *Add or Drop Classes* Registration

> Check Your Registration Status Check your registration status before attempting registration. View your registration abox Select Term Stop here first to select a term to work with while you're within the Registration module Register, Add on Drop Classes

STEP 4: Enter the 5 digit CRN (course reference number) and SUBMIT.

Add Classes Worksheet CRNS (159531)

	Submit Changes Class Search	Exit Registration & View Fees	Additional Fees
	5: Enter the 4 digit add authorization code in	the box and click VALIDAT	Ε.
	Registration Add Authorization Code		Spring 2010 Jan 14, 2010 01,49 pm
	The section(s) below listed in "incomplete" status (with the Reason as noted, cannot be registered without a Registration Add Authorization code that was provided by the mistiructor. If you don't have a valid authoriation code, please contact the instructor or registration office for more information.		
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STEP	6: SUBMIT CHANGES. Be sure pay fees and print your Schedule/Bill for your records.		
	Registration Add Authorization Code		Spring 2010 Jan 14, 2010 01 52 pm
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