

SANTA BARBARA CITY COLLEGE  
**FIRST SEMESTER**  
**COURSE PLANNING GUIDELINES**

**Step 1: Decide on how many units you are comfortable taking. Here are some general rules:**

- Allow two hours of outside study time for every unit taken. (Example: 3 unit class = 3 hours classroom + 6 hours outside study time totals 9 hours commitment per week)
- If you work, follow these guidelines -
  - 20 hours per week – no more than 12 units
  - 30 hours per week – no more than 9 units
  - 40 hours per week – no more than 6 units

**Step 2: If your goal is to receive an Associate degree or if you are planning to Transfer to a university, review General Education Requirements for your educational goal.**

- For SBCC Associate Degrees: [http://www.sbcc.edu/apply/files/aa\\_as/gereq.pdf](http://www.sbcc.edu/apply/files/aa_as/gereq.pdf)
- For Transfer to UC or CSU, review IGETC or the CSU GE Breadth Requirements: <http://www.sbcc.edu/student-services/files/IGETC.pdf>  
OR  
<http://www.sbcc.edu/student-services/files/CSUGE.pdf>
- For Transfer to independent (private) or out-of-state campuses, refer to their websites.

**Step 3: Identify Major Preparation Courses**

For SBCC Associate Degrees: [http://www.sbcc.edu/apply/degrees\\_certificates.php](http://www.sbcc.edu/apply/degrees_certificates.php)

For Transfer to UC or CSU: <http://www.assist.org>

Related Tips:

- While reviewing requirements toward your major, note any courses which may also satisfy General Education requirements – they count for both!
- If you have a transfer major such as Engineering, Computer Science or Liberal Studies for elementary teaching, note that there are different General Education requirements. We recommend that you take an American Institutions Course such as U.S. History, American Ethnic Studies, or Political Science 101 or 104.

#### **Step 4: Prepare Your Schedule**

- Make Math and English classes your TOP PRIORITY!
- Identify General Education courses from **Step 2**.
- Identify the courses required as preparation for your major.

#### **Step 5: Choose Your Classes**

Use the Online Schedule of Classes to select the classes you now know that you need, being careful that the class hours do not conflict. <http://www.sbcc.edu/classes>

TIP: Write down the CRN's for each course (4-digit Course Reference Number). This is what you will enter into the registration system to enroll.

#### **Step 6: Register for Classes**

Use on-line registration at <http://pipeline.sbcc.edu>