

# NEW STUDENT CHECKLIST



## 1. APPLY FOR ADMISSION

Complete the free online application at [www.lbcc.edu](http://www.lbcc.edu) by hovering over "**QuickLinks**" then click "**Apply Online**". First create an OPENCCC account then complete an application for the Summer/Fall or Winter/Spring semester at LBCC. You will receive a college acceptance email with your LBCC student ID number approximately 48-72 hours after you apply.



## 2. APPLY FOR FINANCIAL AID

Complete your FAFSA at [www.studentaid.gov](http://www.studentaid.gov) OR the CA Dream Act at <https://dream.csac.ca.gov/landing> as soon as possible. To ensure LBCC receives your financial aid application, make sure to list LBCC as one of your schools. The school code for Long Beach City College is 001219. After submitting your FAFSA or CA Dream Act you will get an email from LBCC to create an account with Financial Aid at [www.lbcc.verifymyfafsa.com](http://www.lbcc.verifymyfafsa.com)

**NOTE:** If you are completing the CA Dream Act, upon graduation you must complete a **CA Nonresident Tuition Exemption Request Form (AB 540 Form)**, and submit it to the Admissions and Records office via email [admissions@lbcc.edu](mailto:admissions@lbcc.edu)



## 3. SET UP YOUR VIKING PORTAL

Access your Viking Student System using your 7-digit LBCC student ID number. Visit [www.lbcc.edu](http://www.lbcc.edu), hover over "**QuickLinks**", click on "**Viking Student Login**", then click "**New/Forgotten Password**" to create a password.

**NOTE:** The following next steps will be completed by entering your ID & password in the Viking Student Login, then using the Student Homepage tiles.



## 4. COMPLETE THE ONLINE ORIENTATION

Access the orientation in the "**Student Service**" tile, then click on "**My Orientations**" tab. To receive credit, you must complete the "**New Student Orientation**" and complete the final test with a passing score of 80% or higher in order for the hold to be released. This is a requirement to register for classes.



## 5. COMPLETE THE PARTICIPATION AGREEMENT

*(Only applicable to first time college students)*

Access the participation agreement for Long Beach College Promise or Viking Advantage in the "**Student Service**" tile and click "**My Participation Agreement**". To promote academic success, the Viking Advantage provides one year of free tuition, priority registration, and a student success network to answer academic questions and offer support in navigating college. In addition to the opportunities outlined for Viking Advantage, the Long Beach College Promise provides 2 years of free tuition and is eligible for all LBUSD high school graduates.

Notes:



## 6. COMPLETE YOUR COURSE PLACEMENT

Complete your course placements under **“My Placement Results”** in the **“Student Service”** tile. If your placement is **“To Be Determined”** you will need to complete the Guided Placement Tool (GPT) by clicking, **“My Participation Agreements”** and then click **“Guided Placement Tool”**. Complete the GPT at least 24-hrs before meeting with a counselor; this will help them know your English, Math, & Reading placement at the college level and assign you the correct classes.

Notes:



## 7. MEET WITH AN LBCC COUNSELOR

Meet with a counselor to discuss your desired educational goal and create an Educational Plan (also known as Degree Planner) to reach it. Students will work with a counselor to select classes. To meet with a counselor, visit the Welcome Centers in the main lobbies of the LAC Campus (A-1001) or PCC Campus (AA-101). You can also visit [www.lbcc.edu/welcome-center](http://www.lbcc.edu/welcome-center).

**NOTE:** Students will register for classes independently.



## 8. REGISTER FOR CLASSES

You will be assigned a registration start date featured on the first page of the **“Registration & Schedule”** tile. To access your Ed Plan (Degree Planner) click on the **“Build Schedule”** tab, then click on **“My Ed Plan (Degree Planner)”**. To register for those classes, select **“Class Search and Enroll”** also located on the left menu column.



## 9. PAY STUDENT FEES & PICK UP STUDENT ID

Students are required to pay for their student fees which include the **College Services Card, Student Health Services, Student Representation, & other course related fees**, approx. \$42 (Fall/Spring) & \$30 (Summer/Winter). You can pay your student fees using a debit/credit card under **“Student Account,”** then click on **“Make a Payment”** or visit the Cashier's Office (LAC, A1081 or PCC, GG101) to pay in person. To prevent from being dropped from your classes, you must pay in full or make a partial payment. Afterwards, you can visit the student life office to pick up your student ID in the E Bldg. (LAC) or EE Bldg. (PCC).



## 10. ATTEND THE 1<sup>ST</sup> DAY OF CLASS

You must attend the first meeting of each class. Students who do not attend the first day of class are subject to being dropped without notice. If you have an emergency notify the instructor via email ahead of time. If you are on a waitlist, be sure to email the instructor prior, and or attend the first day of class to possibly obtain a permission number to complete your registration.