The following checklist will assist your smooth admission, registration and enrollment process at Long Beach City College

STEP 1: Complete Application for Admission
- Apply online at www.lbcc.edu/admissions/ OR at Admissions & Records (562) 938-4485 (LAC) N108 (PCC) MD135
- Receive Student ID number and online password.
- Request your transcripts from previously attended colleges and/or high schools.
- You may have to reapply if you have not attended LBCC for 2 or more consecutive semesters.

STEP 2: Apply for Financial Aid
- Apply online for financial aid by filling out the FAFSA at www.fafsa.gov. AB 540 students can apply for Cal Grants and fee waivers at https://dream.csac.ca.gov.
- Apply for the BOG Fee Waiver application online at http://www.lbcc.edu/financialaid/ or pick up the application at the Financial Aid office in A-1075 (LAC) or MD-146 (PCC).
- For those eligible to receive Financial Aid, you will receive your funds via debit card, paper check or direct deposit via the LBCC Debit Card: https://lbccdebitcard.higheroneaccount.com/.
- If you have questions please call (562) 938-4485.

STEP 3: Online Orientation
- You must have an LBCC Student ID # and email address to complete the Online Orientation.
  
  http://orientation.lbcc.edu/

  LAC Bldg. A1040 (562) 938-4049 or PCC Bldg. LL206 (562) 938-3270.

STEP 4: Assessment Test
- Assessment is available at LAC L251 and PCC LL206.

  - Full Assessments: are Open Testing sessions (NO APPOINTMENT NECESSARY) and you MUST show up between the times indicated in the Assessment Schedule at http://matric.lbcc.edu/signup.cfm. Full Assessments include (Reading, English and Math) or Math and/or Reading individually which are untimed tests. Most students take 1-1/2 to 2-1/2 hours to complete the Full Assessment.
  - Individual Assessments: You MUST make an appointment for English/Essay (40 minute) or Chemistry (45 minute) Tests at LAC A1040 (562) 938-4049 or PCC LL206 (562) 938-3270.
  - Students must bring a valid picture ID card, LBCC Student ID # and two #2 pencils to all Assessments.

STEP 5: Counseling & Educational Planning
- Schedule an appointment with a Counselor to develop or review your educational plan and learn about special programs that you may be eligible for.
- Schedule an appointment at: (LAC) A1111 (562) 938-4560 / (PCC) MD129 (562) 938-3920.
- Another option is Online Counseling available at www.lbcc.edu and click “Online Counseling.”

STEP 6: Register for Classes
- Register for classes via www.lbcc.edu 7am-11pm seven days a week.
- Check online for your registration appointment.

STEP 7: Pay Fees
Pay your enrollment, health, College Services Card and parking fees online at www.lbcc.edu with a Credit Card (Mastercard, Visa or Discover) or in person at the Cashier’s Office (LAC) A1081 (562) 938-4009 / (PCC) MD143 (562) 938-3906.

STEP 8: College Services Card
- After paying for the College Services Card (Student Body Photo), which entitles you to scholarships and discounts, bring validation sticker and take your photo in the Student Center (LAC) E105 / (PCC) Student Union EE102.

STEP 9: Buy Books
- From your LBCC Online Student Center, use the Textbook Express-View/Buy Books link on your “My Class Schedule” screen to view/buy your textbooks,
- OR Buy books online at http://lbcc.bncollege.com,
- OR Buy books in-person at the Viking Campus Stores LAC-Bldg I (562) 938-4223 / PCC-Bldg EE (562) 938-3008.

STEP 10: Go to Class!
- You must attend the first meeting of each class or you may be dropped. Contact your instructor if an emergency arises for which you must be excused.

NOTES:

If you need further assistance please call (562) 938-4485.