

# DUAL ENROLLMENT REGISTRATION CHECKLIST

Notes:



## 1. APPLY FOR ADMISSION

Complete the free online application at [www.lbcc.edu](http://www.lbcc.edu) by hovering over “**QuickLinks**” then click “**Apply Now**”. First create an OPENCCC account then complete an application for the **Summer/Fall** or **Winter/Spring** semester at LBCC. Only first-time applicants will receive a college acceptance email with an LBCC student ID number approximately 48-72 hours after applying. Visit [www.bit.ly/lbccdeappguide](http://www.bit.ly/lbccdeappguide) for instructions.

*Note: Students must re-apply if they stopped attending LBCC for two consecutive main terms (Fall & Spring).*



## 2. SUBMIT YOUR DUAL ENROLLMENT FORM

Submit your dual enrollment form at [www.lbcc.edu/admissions-records](http://www.lbcc.edu/admissions-records) by clicking “**Admissions & Records Forms**” then click the hyperlink next to “**Dual Enrollment Form**” which will redirect you to **LBCC’s Admissions Drop Box**. You can also submit the form in person at the Admissions & Records (A&R) office at LAC, A-1075 or PCC, GG-102. You will get an email from the LBCC A&R team that your form has been processed within 48-72 hours.

**NOTE:** The form must be fully complete to be approved by the LBCC A&R office. Form only needs to be submitted one-time for dual enrollment participation.



## 3. SET UP VIKING PORTAL & COMPLETE NEW STUDENT ORIENTATION

Set up your Viking Portal by 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.

Access the New Student 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. Your account hold will be removed after 3 hours of successful completion. This is a requirement to register for classes.



## 4. REGISTER FOR CLASSES

(First-time students must receive a message from LBCC Admissions & Records confirming that the dual enrollment form has been processed)

Eligible dual enrollment student will be able to register for classes during LBCC’s open registration. 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.

*Note: Individual Dual Enrollment students may have to pay for additional course material and student fees.*