

INDIVIDUAL DUAL ENROLLMENT STUDENT CHECKLIST



1. APPLY FOR ADMISSION

Complete the free online application at www.lbcc.edu by hovering over "**Quick Links**" then clicking "Apply Online".

Create an OPENCCC account then complete an LBCC Application.

You will receive a welcome email with your LBCC student [VIKING] ID number 48-72 hours after you apply.



2. SUBMIT DUAL ENROLLMENT

Once you receive your Viking ID number, complete and submit the LBCC Dual Enrollment Form.

NOTE: When you log in to the Viking Portal, a dual enrollment hold will always appear for high school students. However, the hold should be for the next term.

(Example: If a student is enrolling in the Summer term and the hold has been cleared for that term, the hold will show for Fall term.)

LBUSD Students – Fall Term Only

Complete the HS Dual Enrollment Form and submit the form on the LBCC Admissions website.

NOTE: In the past you needed to have your counselor sign the dual enrollment form, the signature is not required for Fall.

Non-LBUSD Students

Complete the HS Dual Enrollment Form and submit the form on the LBCC Admissions website.

NOTE: You need to have your counselor sign the dual enrollment form, before submitting.



3. SET UP YOUR VIKING PORTAL

Access your Viking Student System using your 7-digit LBCC student ID number. Visit 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 clicking on "**Student Service**" tile.



4. COMPLETE THE ONLINE ORIENTATION

Complete the New Student Orientation by first clicking "**Student Service**" tile, then click on "**My Orientation**" tab.

You must successfully complete all quizzes and 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.

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5. CHECK YOUR COURSE PLACEMENT INFORMATION

If you plan to enroll in a course that has a prerequisite, you will need to check your course placement 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".

The GPT takes about 24 hours to be processed.



6. REGISTER FOR CLASSES

You will be assigned a start registration date under **"Registration Appointments"** in the **"Manage Classes"** tile.

Register for classes by clicking **"Enroll in Classes"** under the **"Manage Classes"** tile.



7. PAY STUDENT FEES

As a high school student, your enrollment fees are waived.

However, you must pay the health fee and there may be material fees and other optional student fees. You can pay your student fees through the Viking Student System by using a debit/credit card.



8. GET READY TO ATTEND 1st DAY OF CLASS

Once registered, it is VERY IMPORTANT you attend the first meeting of each of your classes. Students who do not attend the first day of class are subject to be dropped without notice, by the Instructor.

If you have an emergency notify the instructor ahead of time.

If you are on a waitlist, attend the first day of class to possibly obtain a permission number from the Instructor to complete your registration.