



# STUDENT CHECKLIST

**ECPP is a dual enrollment program for Long Beach Unified School District students in the 11th and 12th grade, only.**

**ECPP Summer Term Only:** Incoming 11th and 12th grade students are eligible to participate.



## 1. APPLY FOR ADMISSIONS

- Complete the free online application at [www.lbcc.edu](http://www.lbcc.edu) by clicking “Quick Links” and click “Apply Online”.
- Create an OPEN CCC 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 AN ECPP APPLICATION & DUAL ENROLLMENT FORM

- Once you receive your Viking ID number, complete the **LBCC Dual Enrollment Form**  
*Dual Enrollment Form must be signed by the Student, Parent/Guardian & LBUSD HS Counselor.*
- Visit the LBCC Early College website and click the **ECPP Application**
- Complete the application, upload your completed LBCC Dual Enrollment Form and submit your ECPP Application

**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.)*



## 3. CONFIRM COURSE SELECTION & PLACEMENT

- You will receive an email with information on your course placement.
- Your dual enrollment form will be submitted to Admissions & Records by the ECPP team after you confirm your participation in the program and the course.

### **DO NOT REGISTER FOR YOUR COURSE!**

After confirming your course, the ECPP team will route your form for registration, for you!



## 4. ATTEND ECPP ORIENTATION

- You will receive an email with a registration link to participate in the ECPP Orientation.
- **Student participation is mandatory.**
- Parent/Guardians are recommended to attend



## 5. SET UP VIKING PORTAL

The **VIKING PORTAL** serves as a one stop portal for registration and academics.

- Visit [www.lbcc.edu](http://www.lbcc.edu), click **VIKING PORTAL**
- Access the portal using your 7-digit LBCC student ID number.
- If you have never entered the a password, click “New/ Forgotten Password” to create a password.

Registration Information, click the **VIKING STUDENT SYSTEM** tile.

Academics and Course Assignment Information, click the **CANVAS** tile.



## 6. PAY FOR MATERIAL FEES

As an ECPP dual enrollment student your **Enrollment and Health fees are waived**

- Material and other **optional** student fees are the **students responsibility**
- Fees must be paid by the end of the term.
- Pay fees through the Viking Student System by using a debit/credit card.



## 7. PICK UP YOUR BOOKS (If required)

ECPP provides students a **free-loaned text book for the entire term**

- You will receive an email with pick-up date, location and time/s
- Students return the text book at the end of each term.



## 8. SUBMIT STUDENT/PARENT GUARDIAN ACKNOWLEDGEMENT FORM

**Complete the ECPP STUDENT/PARENT-GUARDIAN ACKNOWLEDGEMENT FORM**

- Submit by emailing the form to [careerpathways@lbcc.edu](mailto:careerpathways@lbcc.edu)



## 9. GET READY TO ATTEND 1<sup>ST</sup> DAY OF CLASS

Once registered, it is **VERY IMPORTANT** you attend the first meeting of each or 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.
- Review [LBCC Academic Calendar](#) and [Admissions Drop Deadline](#) information