

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 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. VERIFY LBCC CLASS SCHEDULE

- Your dual enrollment form will be submitted to Admissions & Records by the Early College Initiatives team (applications takes up to a week to process)
- You can verify you have been registered into the course within a week by visiting your Viking Student Portal

DO NOT REGISTER INTO THE ECPP COURSE YOURSELF!

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

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5. SET UP VIKING PORTAL

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

- Visit 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 earlycollege@lbcc.edu



9. GET READY TO ATTEND 1ST 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