

INDIVIDUAL DUAL ENROLLMENT STUDENT CHECKLIST



1. APPLY FOR ADMISSION

Complete the free online application at www.lbcc.edu by hovering over “**Quick Links**” then click “**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.

Submit completed dual enrollment form, via the Admissions Drop Box

- Visit [LBCC Admissions & Records website](#)
- Click [Admissions & Records Forms](#) (on the right side)
- Scroll to HS Dual Enrollment Form (click on “Please Upload”)

Who signs the dual enrollment form?

The **Student, Parent/Guardian and High School Counselor** must sign the form.

Who submits the dual enrollment form?

Admissions prefers the High School Counselor to submit, from their email.

However, students can submit their own dual enrollment form, **as long all signatures are on the form.**



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 “**Quick Links**”, click on “**Viking Student Login**”
- 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.

NOTE: Complete the following steps 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 in the VIKING Student System, by clicking the “**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.



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)

- In your VIKING Student System, click “My Participation Agreements”
- Click and complete the “Guided Placement Tool”.
- The GPT takes about 24 hours to be processed.

If you are registering for a course that does not have a pre-requisite, skip this step.



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.

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, another hold will show for Fall term.



7. PAY STUDENT FEES

For all dual enrollment students, enrollment fees are waived.

However, Individual dual enrollment students **must pay the Health and any Material Fees.** Pay fees by the end of the term, through the Viking Student System.



8. 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, can 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 and request a permission number from the Instructor to complete your registration.