

# New Student Checklist

## Long Beach City College

### Step 1: Complete Application for Admission

- Apply online at <https://www.openccapply.net/ccccapply-welcome?cccMisCode=841>
- Your LBCC student ID number, instructions for creating password and your residency status will be emailed to you
- If you wish to have classes from other colleges evaluated, you must bring in an official transcript to Admissions and Records. Evaluations can take up to a month so be sure to start this process early
- For questions call Admissions and Records 562-938-4485

### Step 2: Apply for Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov)
- Apply for the BOG Fee Waiver online at: <https://www.lbcc.edu/post/board-governors-bog-fee-waiver>
- AB 540 or CA Dreamer students apply for California Dream Act at <https://dream.csac.ca.gov>
- For questions call 562-938-4485 or go to LAC Rm A-1075 or PCC Rm GG-102

### Step 3: Complete the Online Orientation

- Complete LBCC Online Orientation through your Viking Student Account at <https://pscs.lbcc.edu/psp/cs90prd>
- For assistance, call 562-938-4049 or email [opa@lbcc.edu](mailto:opa@lbcc.edu)

### Step 4: Take the Assessment

- Assessment and Orientation are mandatory before you can register for classes
- Full Assessment tests are open testing sessions (no appointment necessary)
- You MUST show up between the times indicated in the Assessment Schedule at <https://www.lbcc.edu/assessment-center>
- Full Assessments include Reading, English and Math, or you can take the Reading or Math section individually
- Assessments are untimed and most students complete within 1 1/2 to 2 1/2 hours
- English/Essay (40 minute) or Chemistry (45 minute) assessments are by appointment only. Contact the Assessment office at LAC Rm A-1040, 562-938-4049 or PCC Rm LL-206, 562-938-3270
- You must bring a valid picture ID card, LBCC student ID number and two #2 pencils to all assessments
- In some cases the Assessment may be waived if you have submitted official transcripts showing a previous English or Math class

### Step 5: Attend an Educational Planning Workshop

- Attend an Educational Planning Workshop and learn about what LBCC has to offer and meet with a Counselor to complete a Student

Educational Plan which will list the courses you can register for your first semester

- Schedule a workshop date at the Assessment Office at LAC Rm A-1040, 562-938-4049 or PCC Rm LL-206, 562-938-3270
- Make a follow-up counseling appointment after you start your first semester at LAC Rm A-1111, 562-938-4561 or PCC Rm GG-202, 562-938-3920

### Step 6: Register for Classes

- You can register for classes from your Viking Student Center portal at <https://pscs.lbcc.edu/psp/cs90prd>
- Check online for your registration appointment
- If you are a returning student, but did not attend last semester, check your student account to check that you are "term activated" for the current semester
- Check that all your prerequisite requirements have been met
- If you have a hold on your account you must contact the department listed to clear the hold before you can register

### Step 7: Pay Fees

- From your Viking Student Center portal pay your enrollment, health, College Services Card and parking fees online with a credit card (Mastercard, Visa or Discover) or in person at the Cashier's Office at LAC Rm A-1081, 562-938-4009 or PCC Rm GG-101, 562-938-3906

### Step 8: College Services Card

- After paying for the College Services Card (Student ID card), which entitles you to scholarships and discounts, bring your validation sticker to the Student Center to have your photo taken. At LAC Rm E-105, PCC Rm EE-102

### Step 9: Buy Books

- From your LBCC Online Student Center, use the Textbook express-View/Buy Books link on your "My Class Schedule" screen to view/buy your textbook at [www.lbcc.bncollege.com](http://www.lbcc.bncollege.com)
- OR buy books in person at the Viking Campus Stores, LAC Bldg I (562-938-4223), PCC Bldg EE (562-938-3008) Note, the bookstore only stocks books for the specific classes taught at that campus

### Step 10: Go to Class

- You must attend the first meeting of each class or you may be dropped. Contact your instructor if an emergency arises for which you must be excused
- Please arrive early to find your classroom
- If you are on the waitlist you will need to attend the first class and receive a permission number from the instructor to complete registration