

# NEW STUDENT CHECKLIST



## 1. COMPLETE APPLICATION FOR ADMISSION

### NOTES:



Apply online at [www.LBCC.edu](http://www.LBCC.edu) and click "Get Started." You will receive a welcome letter and receive your LBCC student ID number approximately 24 hours after you apply. As you complete your application you will be asked to provide information from your high school transcript such as your last English and Math courses. We use this information to determine your course placements in English, Reading, Math and/or ESL.

If you need assistance, visit the Welcome Center ([www.LBCC.edu/Welcome-Center](http://www.LBCC.edu/Welcome-Center)) in person and ask for application assistance.

## 2. APPLY FOR FINANCIAL AID



It's important to complete the FAFSA to maximize the financial assistance you are eligible. Complete your FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

You may also be eligible for additional funding opportunities known as grants; a type of financial aid that students are not required to repay. Check if you are eligible for the Pell Grant, California College Promise Grant, or others by submitting your FAFSA and reviewing your award details. Visit our Covering College Costs website for more details ([www.LBCC.edu/covering-college-costs](http://www.LBCC.edu/covering-college-costs)).

To learn more about the financial aid options, go to the LBCC Financial Aid website ([www.LBCC.edu/financial-aid](http://www.LBCC.edu/financial-aid)).

## 3. COMPLETE THE ONLINE ORIENTATION



Log into your Viking Student System to complete the online orientation (go to [www.LBCC.edu](http://www.LBCC.edu), then click on "My.LBCC" and then "Viking Student System"). Use Google Chrome or Firefox to open the online orientation.

## 4. CHECK YOUR COURSE PLACEMENT INFORMATION



When you complete your application you were asked to provide information from your high school transcript such as your last English and Math courses. We use this information to determine your course placements in English, Reading, Math and/or ESL. You can check your course placements under "My Placement Results" in your Viking Student System. If additional information is needed to generate a placement for English, Reading, Math and/or ESL you may need to complete the Guided Placement Tool. If you need to complete the Guided Placement Tool, you will see a link displayed in the "Student Support Services" area after logging into your Viking Student System account.

If you have questions go to [www.LBCC.edu/assessment](http://www.LBCC.edu/assessment).

## 5. MEET WITH A COUNSELOR TO MAKE A PLAN TO ACHIEVE YOUR GOAL

NOTES:



Meet with a Counselor to discuss your desired educational goal and create a Student Educational Plan (SEP) to reach it. During your meeting with Counselor, you can select the classes needed to graduate or transfer to a university.

## 6. ENROLL IN CLASS



You can enroll in classes using your Viking Student System (go to [www.LBCC.edu](http://www.LBCC.edu), then click on “My.LBCC” and then “Student Viking System”). When you log in, check for your registration appointment window (located on the right hand side of your Viking Student System). If you need assistance with registration, stop by the Welcome Center on either campus.

## 7. PAY YOUR FEES



You can pay your enrollment fees through the Viking Student System (go to [www.LBCC.edu](http://www.LBCC.edu), then click on “My.LBCC” and then “Student Viking System”) by using a debit card, credit card or your financial aid award, or by visiting the Cashier’s Office ([www.LBCC.edu/contact/cashiers-office](http://www.LBCC.edu/contact/cashiers-office)) on either campus.

## 8. PICK UP YOUR COLLEGE SERVICES CARD STICKER



After paying your fee for the College Services Card Sticker ([www.LBCC.edu/CollegeServicesCard](http://www.LBCC.edu/CollegeServicesCard)), you can take your validation sticker to the Student Affairs Office (Building E at LAC or Building EE at PCC) to take your picture for your LBCC Student ID card.

## 9. PURCHASE BOOKS & CLASS MATERIALS



You can view and purchase your books through the Viking Student System under LBCC Online Services or by going directly to the LBCC College Bookstore website ([www.LBCC.bnccollege.com](http://www.LBCC.bnccollege.com)). Books can also be purchased in the LBCC bookstores at the LAC and PCC campuses.

## 10. ATTEND THE FIRST DAY OF CLASS



Once enrolled, it is imperative that you attend the first meeting of each of your classes. Students who do not attend the first day of class are subject to being dropped without notice. If you have an emergency notify the instructor ahead of time. If you are on a waitlist, attend the first day of class and obtain a permission number to complete your registration.

FOR THIS LIST AND ADDITIONAL INFO, PLEASE VISIT [WWW.LBCC.EDU/FIRSTTIMESTUDENT](http://WWW.LBCC.EDU/FIRSTTIMESTUDENT).