

# INDIVIDUAL DUAL ENROLLMENT NEW STUDENT CHECKLIST

Notes:



## 1. APPLY FOR ADMISSION

Complete the free online application at [www.lbcc.edu](http://www.lbcc.edu) by hovering over “**QuickLinks**” then click “**Apply Online**”. First create an OPENCCC account then complete an application for the **Summer/Fall** or **Winter/Spring** semester at LBCC. You will receive a college acceptance email with your LBCC student ID number approximately 48-72 hours after you apply. Visit [www.bit.ly/lbccdeappguide](http://www.bit.ly/lbccdeappguide) for instructions.



## 2. SUBMIT YOUR DUAL ENROLLMENT FORM

Submit your dual enrollment form to the **LBCC Admissions Drop Box** OR in person to the Early College Initiatives Office as soon as possible. After submitting your dual enrollment form you will get an email from the LBCC admissions team that your form has been processed within 48-72 hours.

**NOTE:** Dual enrollments forms require a Viking ID#/CCC ID, student signature, parent/guardian signature and a K-12 counselor signature. Forms must fully be filled out before being processed.



## 3. SET UP YOUR VIKING PORTAL

Access your Viking Student System using your 7-digit LBCC student ID number. Visit [www.lbcc.edu](http://www.lbcc.edu), hover over “**Quicklinks**”, click on “**Viking Student Login**”, then click “**New/Forgotten Password**” to create a password.

**NOTE:** The following next steps will be completed by entering your ID & password in the Viking Student Login, then using the Student Homepage tiles.



## 4. COMPLETE THE ONLINE ORIENTATION

Access the orientation in the “**Student Service**” tile, then click on “**My Orientations**” tab. To receive credit, you must complete the “**New Student Orientation**” and complete 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. REGISTER FOR CLASSES

(Students must receive a message from LBCC Admissions confirming that the dual enrollment form has been processed)

You will be assigned a registration start date featured on the first page of the “**Registration & Schedule**” tile. To access your Ed Plan (Degree Planner) click on the “**Build Schedule**” tab, then click on “**My Ed Plan (Degree Planner)**”. To register for those classes, select “**Class Search and Enroll**” also located on the left menu column.