



Lake Tahoe Community College

ONE COLLEGE DRIVE, SOUTH LAKE TAHOE, CA 96150 • (530) 541-4660 • www.ltcc.edu

NEW STUDENT CHECKLIST

1 . APPLY to LTCC by filling out an online application available at: <http://ltcc.edu/admissions/>

- ▶ On the **ADMISSIONS** page, click on **STEP 1: APPLY ONLINE**, and begin the online application process by creating an openCCC account.
- ▶ High school students: If you have *never* taken courses at LTCC before, you will need to complete an application.
- ▶ If you have missed two primary quarters (not including summer), please update your application.
- ▶ Allow 2 to 3 (business) days for the application to be processed, and then **you will receive an email with your Student ID number**.

2 . Sign up for an **ORIENTATION**

- ▶ RSVP at 541-4660 ext. 211 or stop by in person at the *One-Stop*.
- ▶ Check the quarterly schedule for current dates and times.
- ▶ You will need to know your student ID Number.
- ▶ These sessions are 2½ hours long and are offered at various times and dates.

3 . Complete your **ASSESSMENTS—Math and English**

- ▶ RSVP at 541-4660 ext. 211 or stop by in person at the *One-Stop*.
- ▶ Check the quarterly schedule for times and dates.
- ▶ You will need to know your student ID Number.
- ▶ The math assessment is a timed 45 minute test. English assessment is not timed, and typically takes 1-2 hours to complete.

4 . Make an appointment with a **COUNSELOR** to create your **EDUCATIONAL PLAN**

- ▶ Call 541-4660 ext. 211 or stop by in person at the *One-Stop*.
- ▶ You will need to know your student ID Number.
- ▶ ****Initial appointments cannot be scheduled until after assessment and orientation have been completed.**
- ▶ If you have completed 30 semester (45 quarter) units from other colleges: Bring transcripts of college work.

5 . Contact the **FINANCIAL AID** Office

- ▶ A student must complete a **Free Application for Federal Student Aid (FAFSA)** to apply for most federal and state financial aid at www.FAFSA.gov
- ▶ Additional instructions or documents will be emailed to your **student email**, accessible through **Passport**. You must complete and return all requested documents in order for your financial aid to be processed.
- ▶ The **Board of Governors Fee Waiver (BOG)** is the enrollment fee waiver for California residents. In order to qualify you must meet residency and income requirements. The application is available at the *One-Stop*.

6 . REGISTER FOR CLASSES

- ▶ You can register for classes in person at the *One-Stop* or online at www.ltcc.edu
- ▶ At the top of the homepage click on "Passport Login"
- ▶ Enter your username and password
 - **Username** is the first letter of your first name, first letter of your middle name (skip if you don't have a middle name) and your entire last name –Example: bhanderson
*Username is a ten character maximum.
 - **Password**: Lt + your six-digit date of birth (ex. March 15, 1965 would be Lt031565)
 - Your LTCC email address is: [username]@mail.ltcc.edu

7 . Apply for **STUDENT SUPPORT SERVICES** such as:

- ▶ **Disability Resource Center—"DRC"**
 - Call 541-4660 ext. 249 or visit A205, Main Building, 2nd Floor.
 - Services include: Assessments, equipment loan, test-taking accommodations, etc.
- ▶ **Extended Opportunity Programs & Services—"EOPS"**
 - Call 541-4660 ext. 211 or visit the *One-Stop* for an application.
 - Provides assistance with additional expenses (e.g. books vouchers, school supplies, etc.)
- ▶ **Equity Office**
 - Call 541-4660 ext. 549 or visit A258 in the Tutoring & Learning Center, Main Building, 2nd Floor.
 - Access to specialized assistance, textbook lending, tutoring, peer mentoring, etc.



8 . REQUEST YOUR FREE TEXTBOOKS

- ▶ **Quarterly Textbook Lending Program** available for students in the following programs: Equity, EOPS/CARE/CalWORKs, Veterans, and BOGW fee waiver students pursuing a vocational degree or certificate and/or who are registered VTEA/CTE program.
- ▶ Once eligible, take a copy of your schedule and list of books needed to the library and let library staff know what program you qualified for.
- ▶ The **Textbook Lending Program** is open to **ALL** students that are not in these programs 2 weeks after classes begin each quarter.

