LAS POSITAS COLLEGE COMMUNITY EDUCATION

LAS POSITAS COLLEGE STUDENTS FIRST

Welcome to Las Positas College Concurrent Enrollment program

Our goal is to provide an inclusive learning-centered environment that provides educational opportunities and support students in completing their educational goals.

Las Positas College provides the opportunity for high school students in 10th, 11th, and 12th grades.

Due to the COVID-19 virus, the health and safety of our students and employees remain as top priority. Consequently, we are trying to make the Concurrent Enrollment process easier for the students.

Concurrent Enrollment For High School Students

Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written parental permission. Further information on the Concurrent Enrollment policy is available at the student's high school, and at Las Positas College website under Concurrent Enrollment. http://www.laspositascollege.edu/admissions/concurrent.php

Concurrent Enrollment is limited to a maximum of 11 units for Spring and Fall terms, and 6 units for the Summer session.

Enrollment in basic skills courses (**English 100** level, all **ESL** courses, **Math 100** level) are not allowed. Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent at another institution. For any further questions about prerequisites, please contact the Counseling department at lpc-counseling@laspositascollege.edu

LAS POSITAS COLLEGE

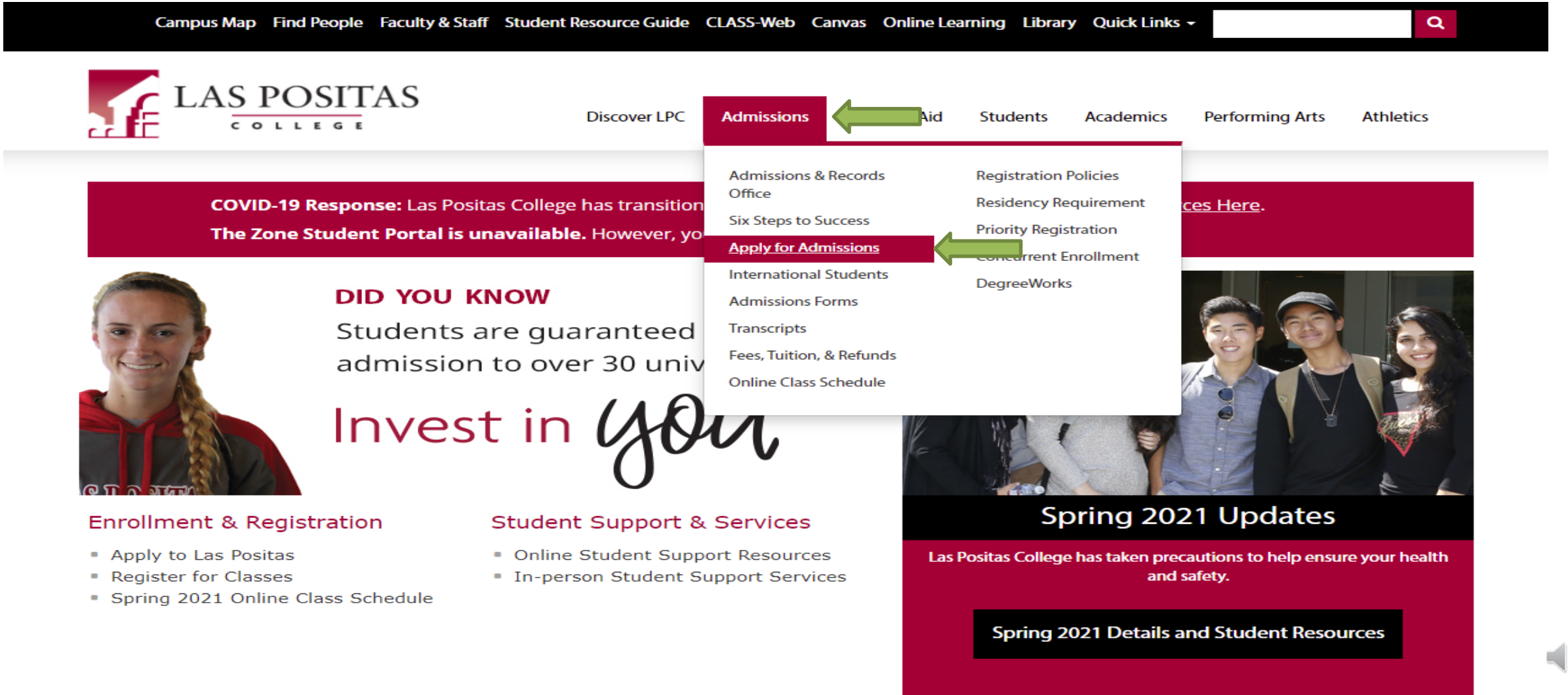
- High School students have to submit a Concurrent Enrollment form and an online application every term.
- Students attending home school should also submit a copy of their R4 Private School Affidavits.
- Please make sure to check the class schedule before choosing your classes.

Special programs:

- MATH 3 with Mr. David Powers, which is a 5-unit year long course. Students will receive an IP(in progress) grade at the end of the Fall term and a final grade at the end of the Spring term. Students must enroll in the second half of the class for the Spring term to receive credit.
- Concurrent Enrollment form for non-credit tutoring classes NMAT 202C. Students that are in the 09th, 10th ,11th or 12th grade are welcome to participate in the program. NMAT 202C is a non-credit math tutoring class open entry/open exit. Students can register for the class anytime during the term.
- Adult Education Concurrent Enrollment program, for more information about the Adult Education, please contact Emerald Templeton at: etempleton@laspositascollege.edu

Steps to complete Concurrent Enrollment form through Adobe Sign

1. Before submitting the Concurrent Enrollment form, students need to complete an online application for the term they are applying for.



2. Students will need to create an OpenCCC account and start a new application.

Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account In

3. Once students complete the online application, they need to print a copy of the confirmation page. Students will need to provide the confirmation number on the Concurrent Enrollment form.

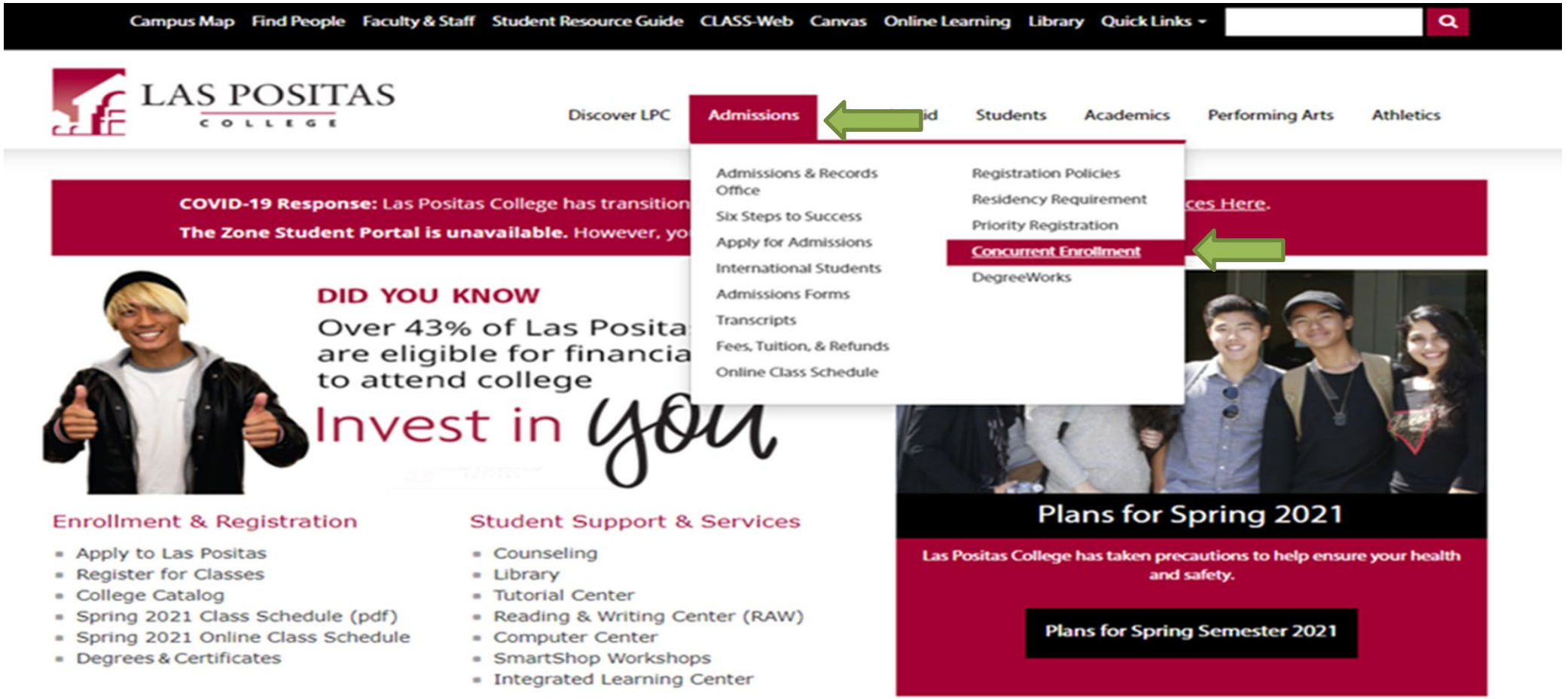
Your application was submitted.

Confirmation

Humberto, your application for admission has been submitted to Las Positas College.

Name	Humberto Lopez
CCCID	BJT2864
College	Las Positas College
Term	Fall 2021
Email	betolopez30@hotmail.com
Date & Time	February 10, 2021 12:51:23 PM
Confirmation #	19859670

4. Please allow 24-48 hours for our system to process your application. Students will receive a follow-up email with their assigned student identification number. If students do not receive a follow up email containing their W-ID Number within 48 hours, please email lpc-admissions@laspositascollege.edu and provide your application confirmation number to access your account. Click on the Admissions tab and click on the Concurrent Enrollment link.



5. Review all the information and go to the Concurrent Enrollment Admission Steps, please check the PDF or video presentation before starting the process. Click on the Concurrent Enrollment form link.

+ Important Dates and Deadlines

− Concurrent Enrollment Admission Steps

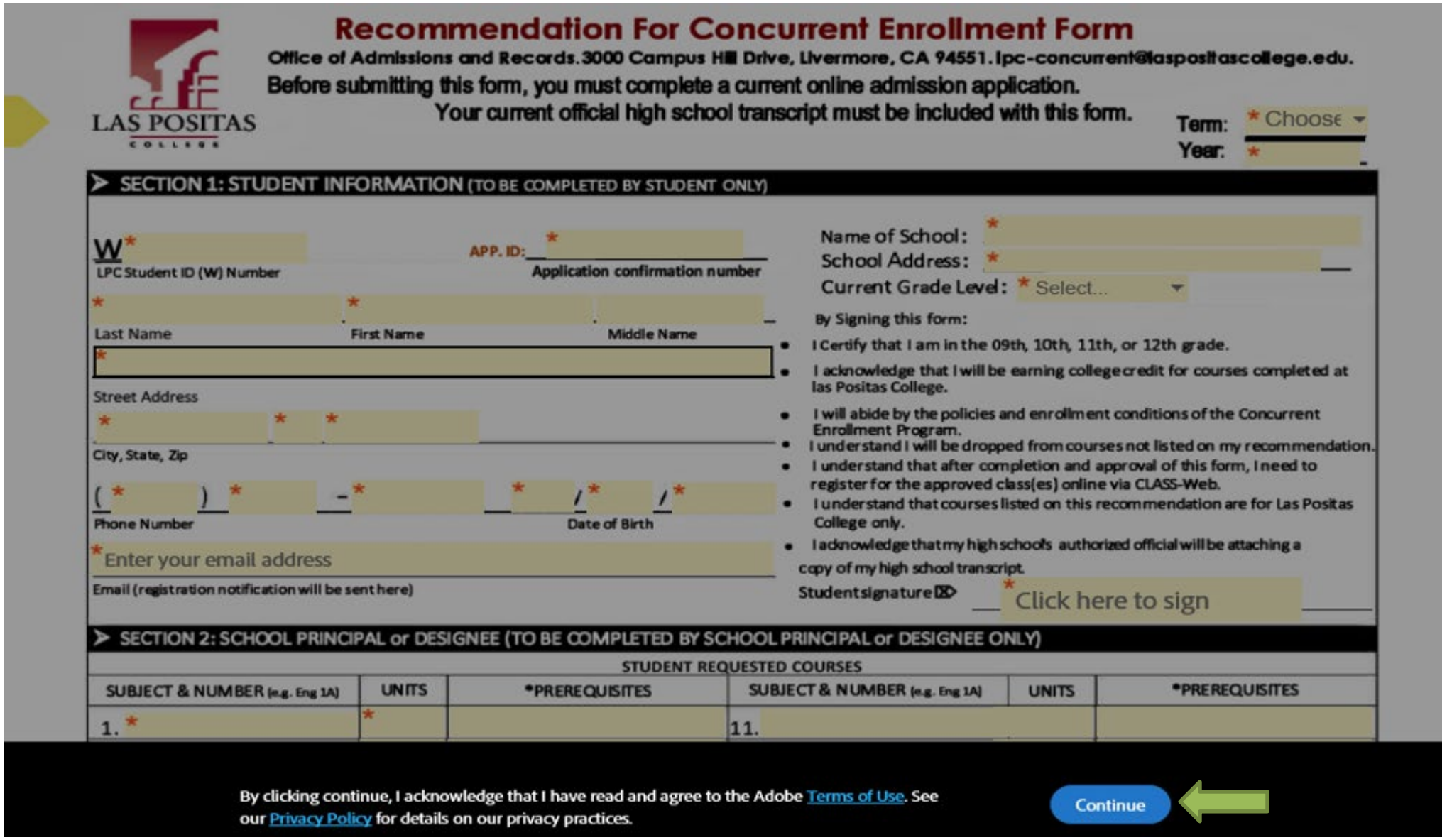
APPLICATION AND FORMS MUST BE COMPLETED BEFORE REGISTRATION!

1. Please check the link with a video presentation of the Concurrent Enrollment
   - Concurrent Enrollment process video presentation
   - How to complete Concurrent Enrollment form PDF
2. High school students have to submit an online application and a Concurrent Enrollment form every term.
3. Complete the online Admission application and print the APP. ID confirmation page for your records.
4. Fill out the REQUIRED Concurrent Enrollment Recommendation Form through **DocuSign**. Paper copies will not be accepted.

   IMPORTANT: It is preferred that you fill out this request using your zonemail email address to protect the privacy of your information.

   - How to activate your zonemail account
   - Concurrent Enrollment form Fall 2022

6. Please click on continue to have access to the first page of the form.



7. On this page, students need to provide all the required information. Make sure to add all the classes you want to take on section 2.

LAS POSITAS COLLEGE

Recommendation For Concurrent Enrollment Form

Office of Admissions and Records. 3000 Campus Hill Drive, Livermore, CA 94551. lpc-concurrent@laspositascollege.edu.

Before submitting this form, you must complete a current online admission application.
Your current official high school transcript must be included with this form.

Term: Spring
Year: 2023

SECTION 1: STUDENT INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

W 15666159 — LPC Student ID (W) Number
APP. ID: 29587546 — Application confirmation number

Lopez — Last Name
Humberto — First Name
Middle Name

5166 Willow Rd. — Street Address

Pleasanton CA 94588 — City, State, Zip

(925) 546 - 5589 — Phone Number
07 / 25 / *2004 — Date of Birth

betolopez30@hotmail.com — Email (registration notification will be sent here)

Name of School: Dublin
School Address: Tassajara
Current Grade Level: 11th

By Signing this form:

- I Certify that I am in the 09th, 10th, 11th, or 12th grade.
- I acknowledge that I will be earning college credit for courses completed at las Positas College.
- I will abide by the policies and enrollment conditions of the Concurrent Enrollment Program.
- I understand I will be dropped from courses not listed on my recommendation.
- I understand that after completion and approval of this form, I need to register for the approved class(es) online via CLASS-Web.
- I understand that courses listed on this recommendation are for Las Positas College only.
- I acknowledge that my high school's authorized official will be attaching a copy of my high school transcript.

Student signature ⌦ Humberto Lopez (Oct 4, 2022)

SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)

STUDENT REQUESTED COURSES

SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES
1. MATH 3	5	MATH 2	11.		
2. GEOG 1	4	NONE	12.		
3. HIST 1	3	NONE	13.		
4. ENG 1	3	NONE	14.		
5. PSYC 1	3	NONE	15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

8. Students need to complete the information on section four (FERPA).

SECTION 4: [illegible] OF PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

Attention Student: The Family Rights and Privacy Act (FERPA) of 1974 prohibits the college from providing any information to any third parties (including parents, guardians, siblings, etc.) without the express written consent of the student, regardless of age. By signing this form below, you confirm that (1) you are the student, (2) you have made an indication below to withhold or release your information on record, and (3) all information provided on this form is complete and accurate.

○ I **do not** authorize the release, and or review, of any and all personal information on record, my student records, and any behavior/disciplinary status.

◉ I authorize the release of the following information to my parent(s) or guardian(s) named below:

- ☑ Any and all personal information on record
- ☑ Grades and attendance information only
- ☑ Behavior/disciplinary status only

Parent/Guardian Name: Karen Lopez

(Print name)

Parent/Guardian Name: _____

(Print name)

Student's Signature: ⌦ Humberto Lopez (Oct 4, 2022) _____ Date: 10/04/22

9. US citizen, Permanent Resident, Daca grantee and undocumented students that are qualified as non-residents of California can fill out the AB2364 non-resident exemption form. Students need to fill out this form to go forward, we only use the form if needed. Please click to sign the document.

Admissions & Records Office
Building 700, First Floor
25555 Hesperian Blvd.,
Hayward, CA 94545

Admissions & Records Office
Building 1600, Second floor
3000 Campus Hill Drive
Livermore, CA 94551

AB 2364 HIGH SCHOOL NON-RESIDENT EXEMPTION REQUEST

This form is to be used in the event that you have applied to Las Positas or Chabot College for the purpose of enrolling under the Concurrent Enrollment program and was coded as a non-residency of California.

To be eligible for this exemption, you must meet all of the following:

- Completed all steps and documentation as required under the respective college's Concurrent Enrollment program.
- Approved/admitted under the respective colleges Concurrent Enrollment program.
- You are a U.S. Citizen, permanent resident, DACA grantee or alien without lawful immigration status (undocumented).

INSTRUCTIONS: To qualify for this exemption, fill out the required fields below and submit this form to the Admissions & Records Office of the college that you most recently applied to and/or is currently indicated as your Home Campus.

STUDENT INFORMATION:

(PRINT)

Last Name	First Name	Middle	Chabot-Las Positas College Student ID number
Lopez	Humberto		W 15666159

EXEMPTION REQUEST:

I am requesting an exemption of non-resident status to the following institution (PICK ONE):

- ○ Chabot College
- ◉ Las Positas College

Check one box that applies to you:

- ◉ I am a U.S. Citizen, Permanent Resident (green card holder), Deferred Action for Childhood Arrival (DACA) grantee, or an alien without lawful immigration status (undocumented). **[Eligible for exemption]**
- ○ Nonimmigrant alien as defined by federal law (nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students holding F or M visas and exchange visitors holding J visas. **[NOT eligible for exemption]**.

STUDENT AGREEMENT:

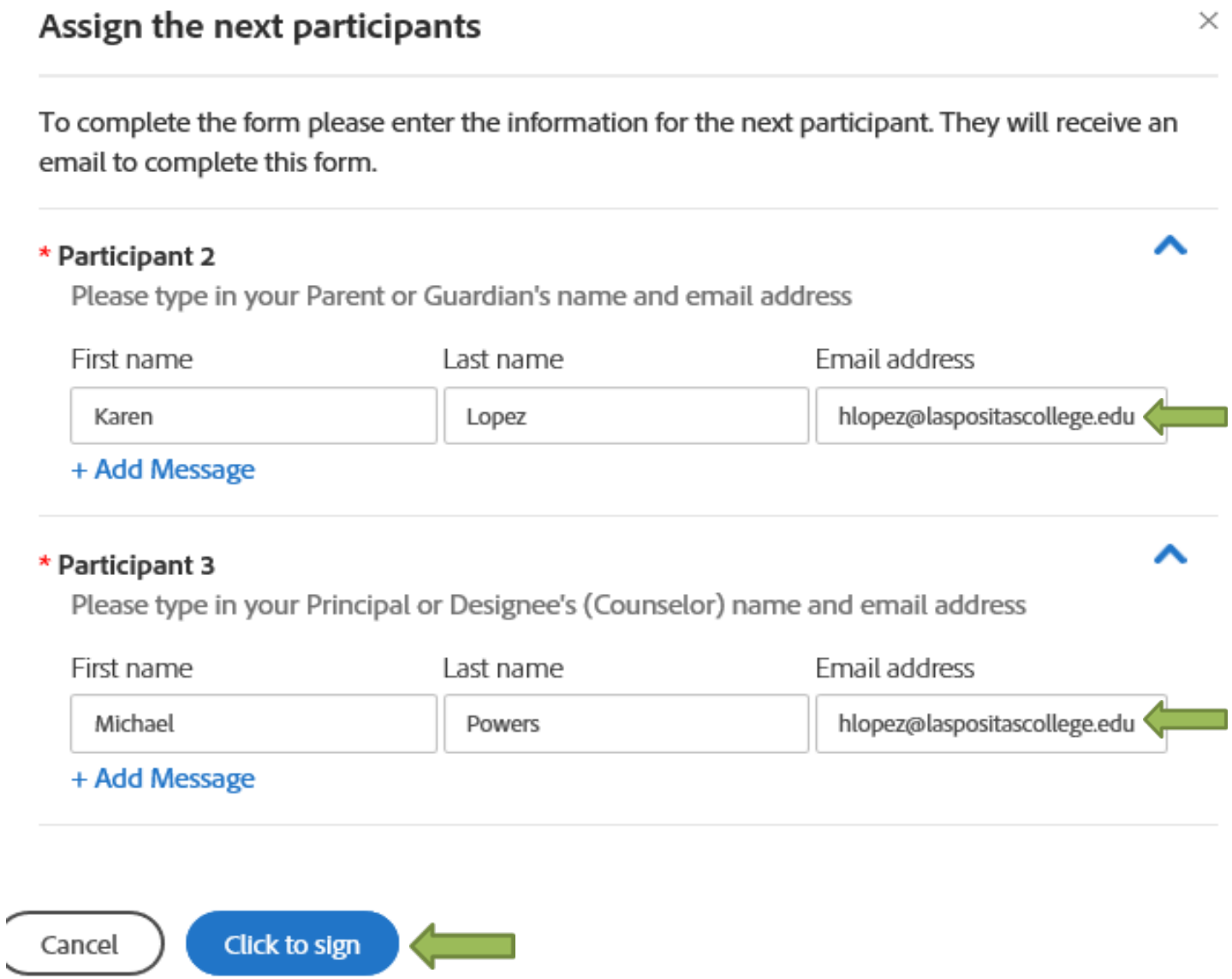
By signing below, I certify that the information provided on this form is truthful and accurate and that I meet all requirements listed on this form.

Student's Signature: Humberto Lopez × Date: 10/04/22

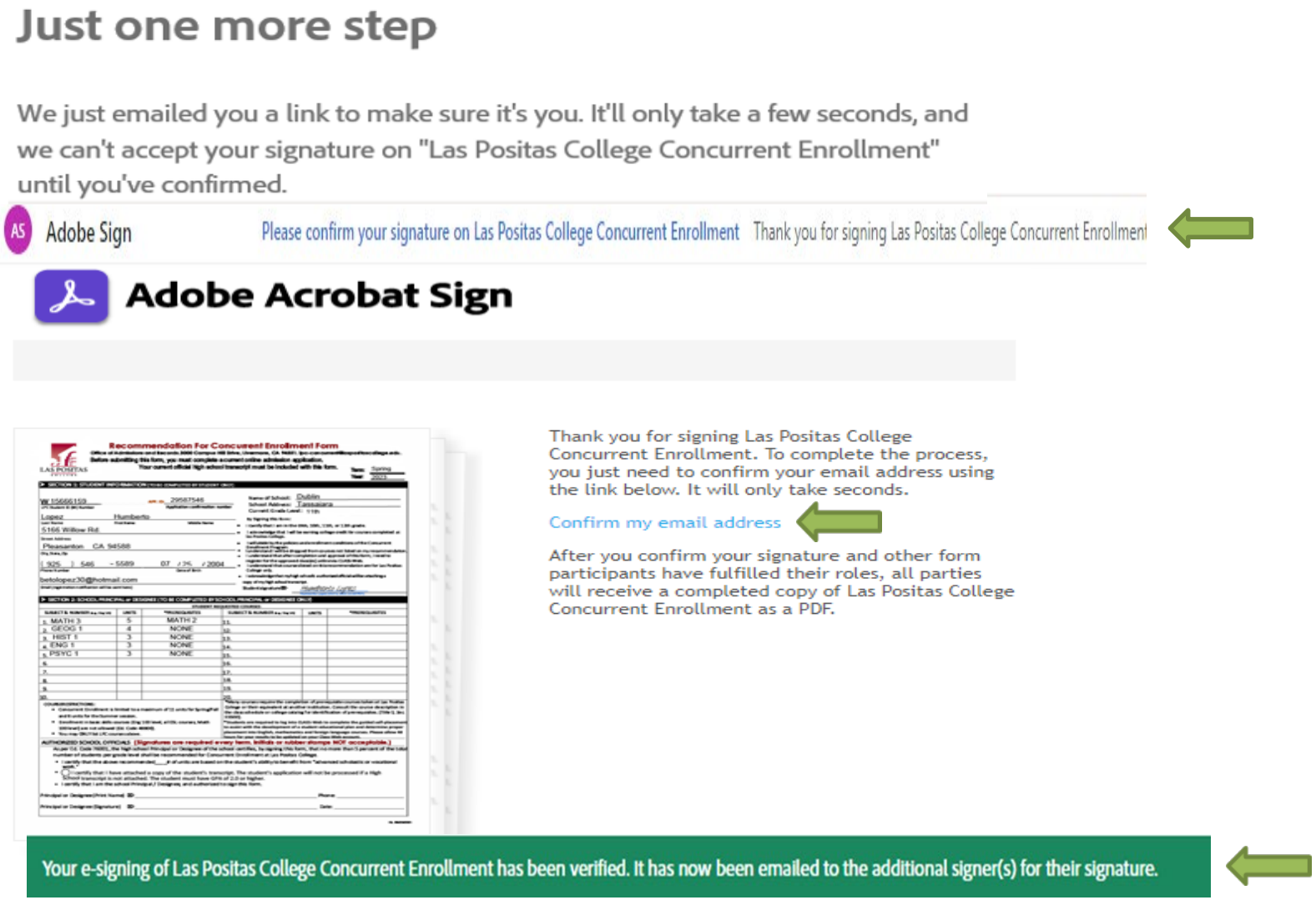
By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot-Las Positas CCD.

Click to Sign

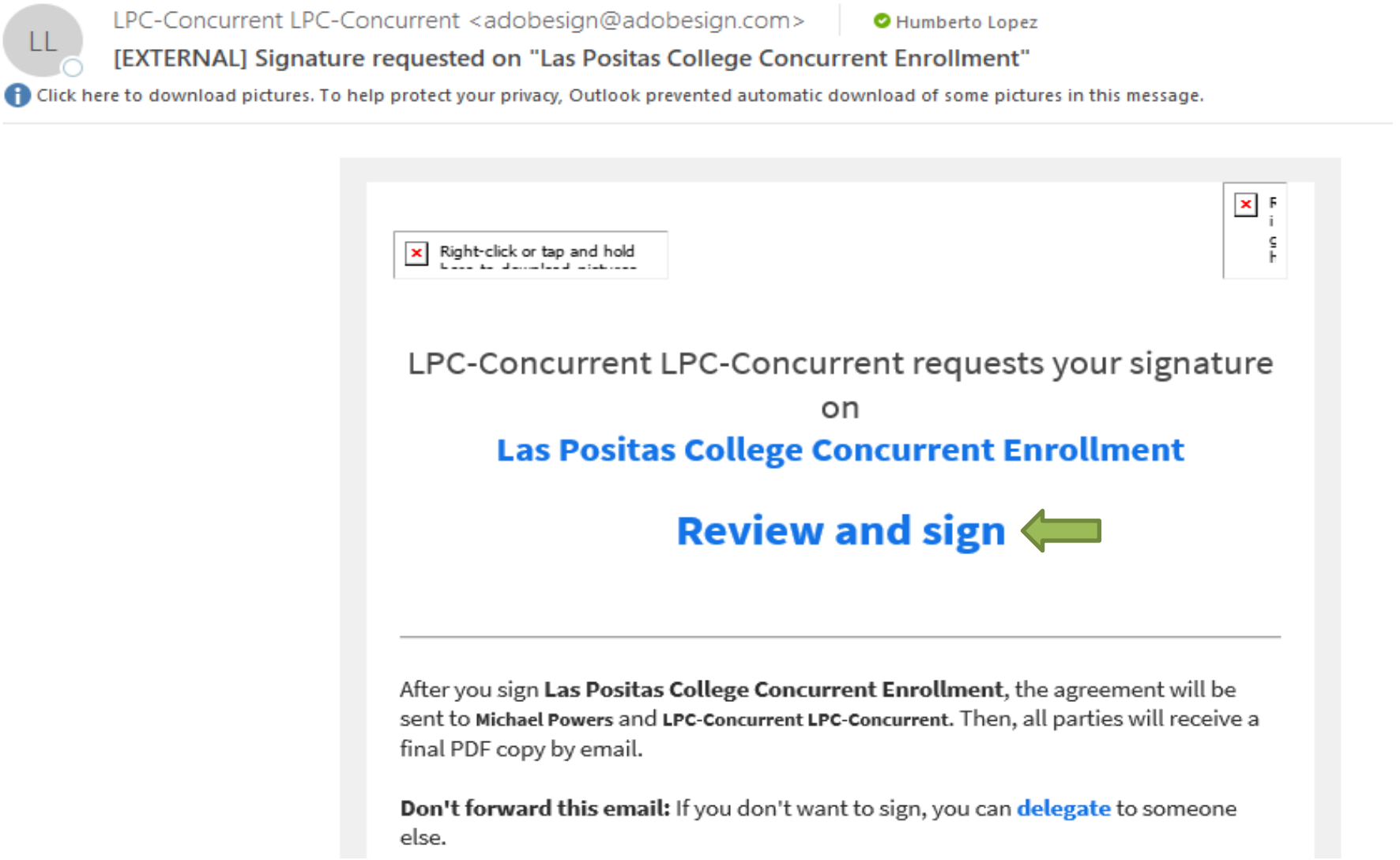
10. Next step is for students to provide the name and email address of their parent or guardian and High School Counselor. Please click to sign.



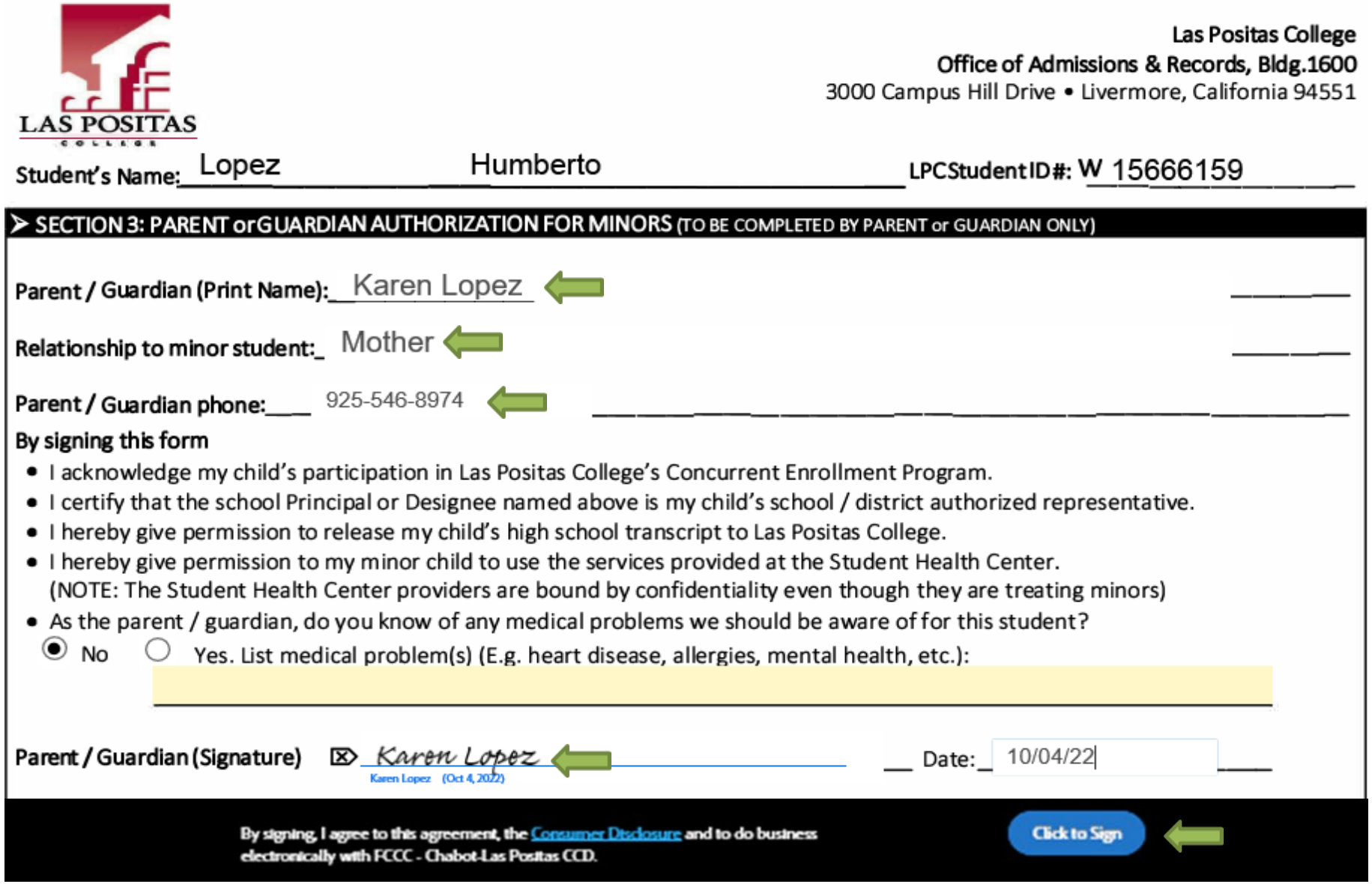
11. Students will receive a confirmation email with a link to confirm their signatures. Click on the link to confirm your email address and make sure to let your parent know to check his/her email address to fill out his/her part.



12. The parent will receive a confirmation email to review and fill out his/her part. Please click on Review and sign.



13. On section 3, the parent needs to provide his/her name, the relationship to the student, phone number, any medical condition from the student and sign the document.



LAS POSITAS COLLEGE

Las Positas College
Office of Admissions & Records, Bldg.1600
3000 Campus Hill Drive • Livermore, California 94551

Student's Name: Lopez Humberto LPC Student ID#: W 15666159

SECTION 3: PARENT or GUARDIAN AUTHORIZATION FOR MINORS (TO BE COMPLETED BY PARENT or GUARDIAN ONLY)

Parent / Guardian (Print Name): Karen Lopez

Relationship to minor student: Mother

Parent / Guardian phone: 925-546-8974

By signing this form

- I acknowledge my child's participation in Las Positas College's Concurrent Enrollment Program.
- I certify that the school Principal or Designee named above is my child's school / district authorized representative.
- I hereby give permission to release my child's high school transcript to Las Positas College.
- I hereby give permission to my minor child to use the services provided at the Student Health Center. (NOTE: The Student Health Center providers are bound by confidentiality even though they are treating minors)
- As the parent / guardian, do you know of any medical problems we should be aware of for this student?

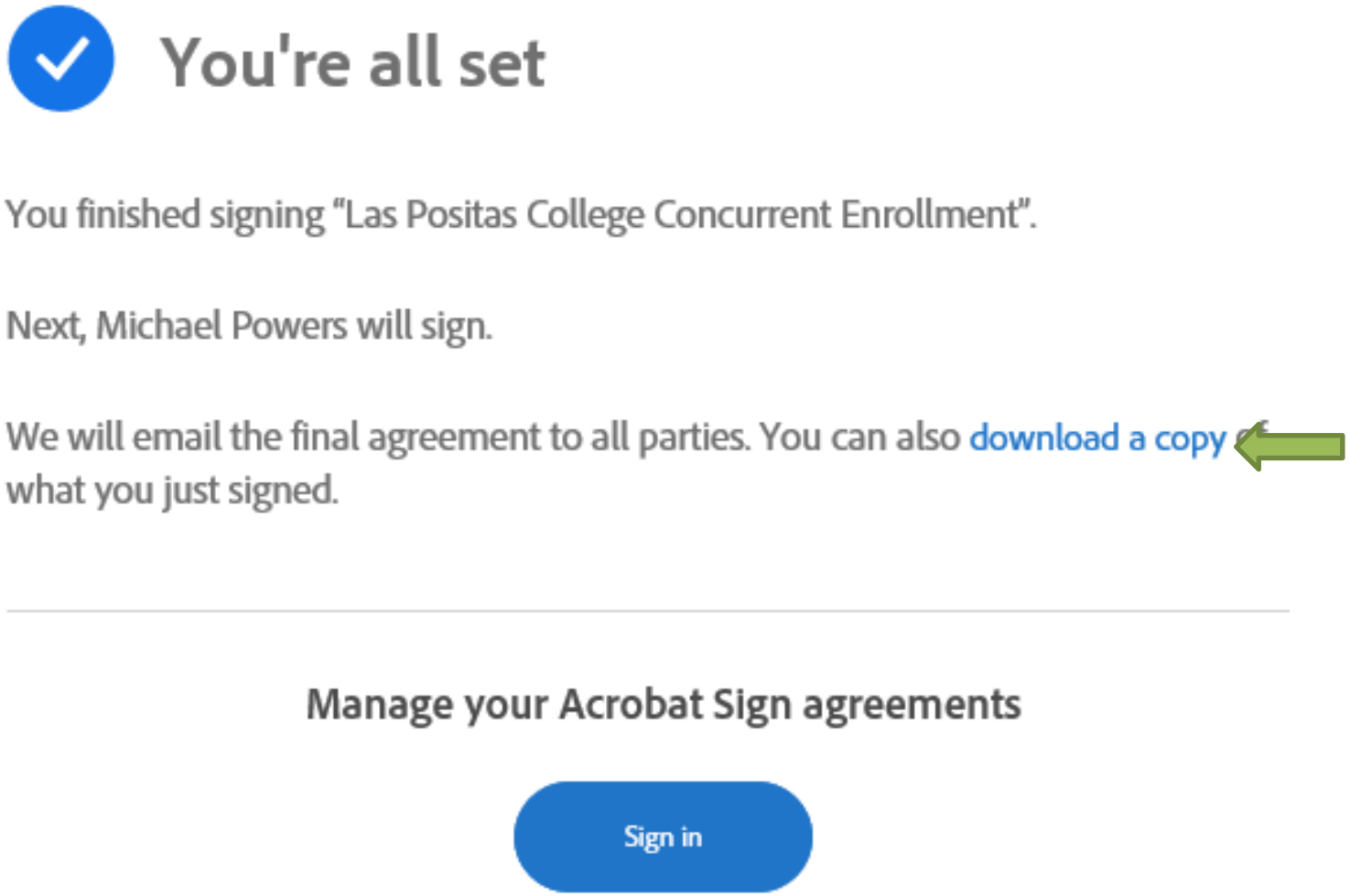
(●) No ( ) Yes. List medical problem(s) (E.g. heart disease, allergies, mental health, etc.):

Parent / Guardian (Signature) Karen Lopez Karen Lopez (Oct 4, 2022) Date: 10/04/22

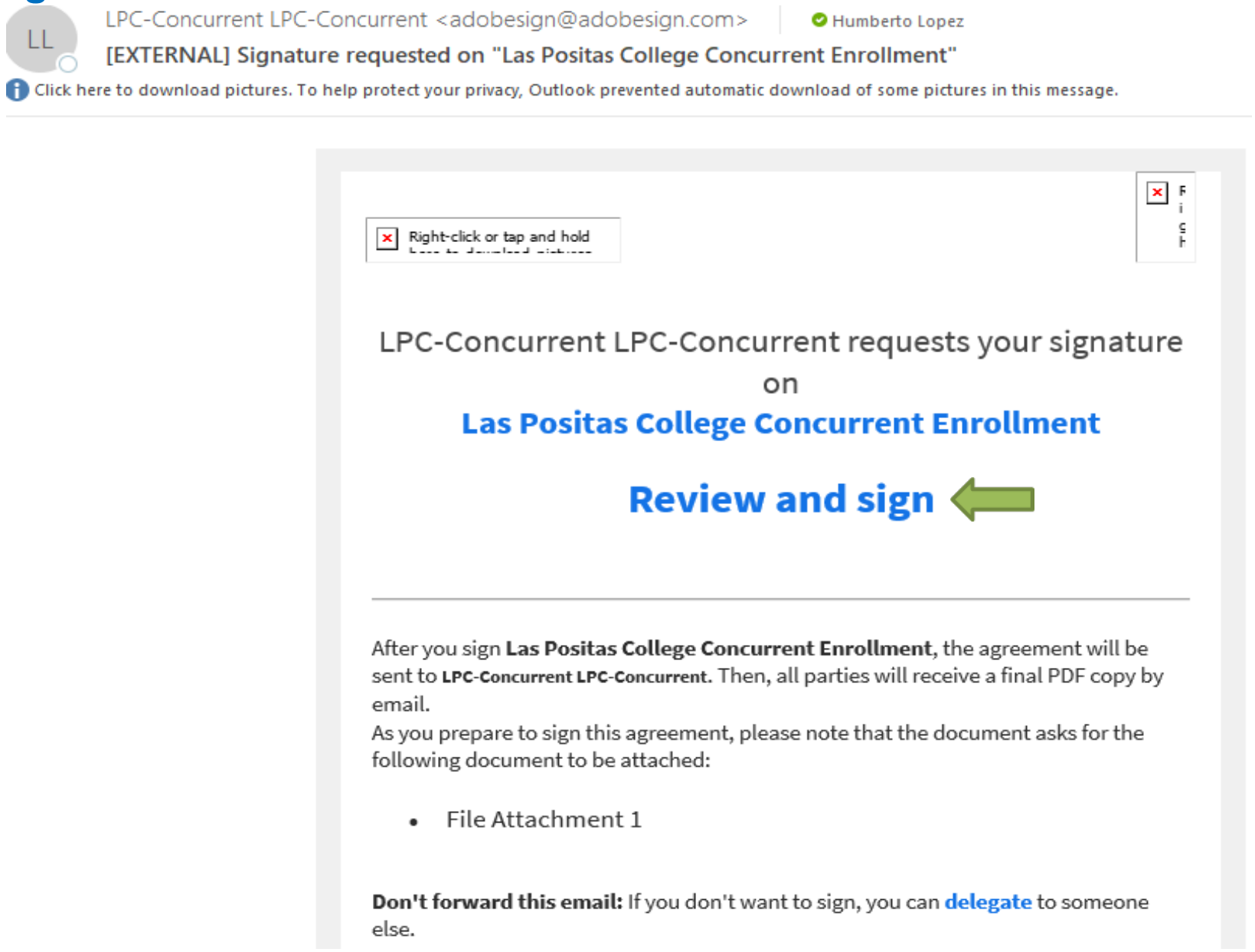
By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot-Las Positas CCD.

Click to Sign

14. The parent will have the option to download a copy of what he/she signed.



15. The Principal or Designee (counselor) will receive a confirmation email to review and sign the document.



16. The Principal or Designee needs to approve the units: Spring and Fall max 11 units, Summer max 6 units, attach the high school transcript, provide his/her name, phone number and sign the document.

SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)

STUDENT REQUESTED COURSES

SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES
1. MATH 3	5	MATH 2	11.		
2. GEOG 1	4	NONE	12.		
3. HIST 1	3	NONE	13.		
4. ENG 1	3	NONE	14.		
5. PSYC 1	3	NONE	15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

COURSE RESTRICTIONS:

- Concurrent Enrollment is limited to a maximum of 11 units for Spring/Fall and 6 units for the Summer session.
- Enrollment in basic skills courses (Eng 100 level, all ESL courses, Math 100 level) are not allowed (Ed. Code 48800).
- You may ONLY list LPC courses above.

*Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. (*Title 5, Sec. 55500*).

*Students are required to log into CLASS-Web to complete the guided self-placement to assist with the development of a student educational plan and determine proper placement into English, mathematics and foreign language courses. Please allow 48 hours for your results to be updated on your Class-Web account.

AUTHORIZED SCHOOL OFFICIALS (Signatures are required every term. Initials or rubber stamps NOT acceptable.)

As per Ed. Code 76001, the high school Principal or Designee of the school certifies, by signing this form, that no more than 5 percent of the total number of students per grade level shall be recommended for Concurrent Enrollment at Las Positas College.

- I certify that the above recommended 11 # [redacted] are based on the student's ability to benefit from "advanced scholastic or vocational work."
- ◉ I certify that I have attached a copy of the student's transcript. The student's application will not be processed if a High School transcript is not attached. The student must have GPA of 2.0 or higher. * Click to Attach File...
- I certify that I am the school Principal / Designee, and authorized to sign this form.

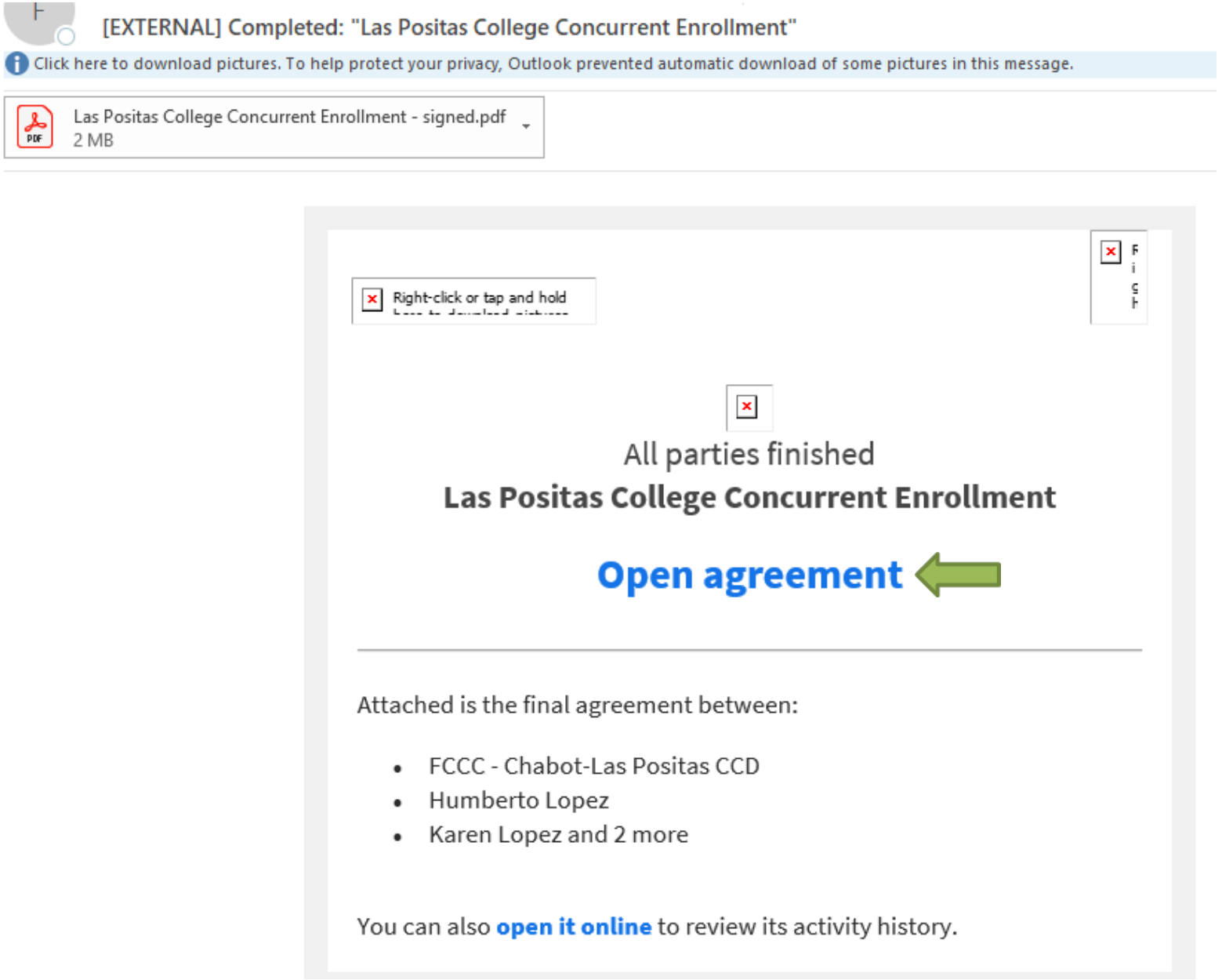
Principal or Designee (Print Name) ⌦ Michael Powers Phone: 925-659-8923

Principal or Designee (Signature) ⌦ Michael Powers Michael Powers (Oct 4, 2022) Date: 10/04/22

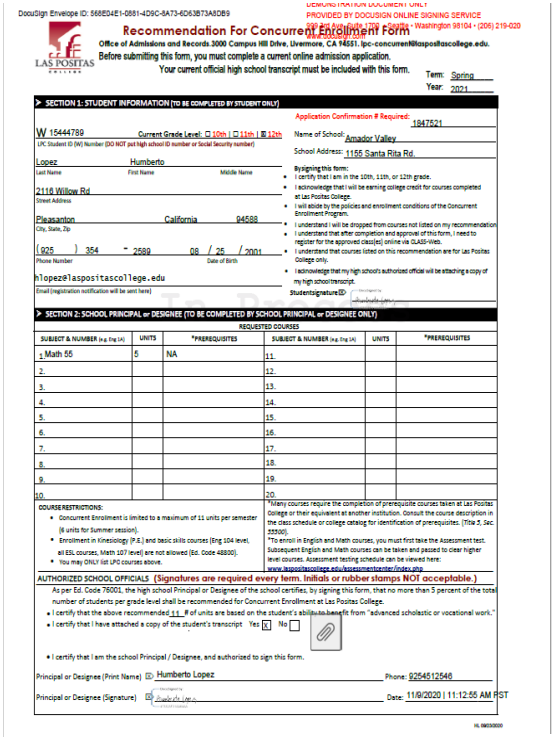
By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot-Las Positas CCD.

Click to Sign

17. All Parties will receive a confirmation email with the complete Concurrent Enrollment form.



18. Admissions and Records will get the final and complete Concurrent Enrollment form to process for approval. Students will receive a confirmation email with their registration date and instructions on how to register for classes.



Recommendation For Concurrent Enrollment Form

Office of Admissions and Records 3000 Campus Hill Drive, Livermore, CA 94551, lpc-concurrent@laspositascollege.edu.

Before submitting this form, you must complete a current online admission application.

Your current official high school transcript must be included with this form.

Term: Spring Year: 2021

SECTION 1: STUDENT INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

W 15444789 — Current Grade Level: ☐ 10th | ☐ 11th | ☒ 12th — Application Confirmation # Required: 1847521

Lopez — Humberto — Name of School: Amador Valley

2116 Willow Rd — School Address: 1155 Santa Rita Rd.

Pleasanton — California — 94588

(925) 354 - 2589 — 08 / 25 / 2001

hlopez@laspositascollege.edu

By signing this form:
- I certify that I am in the 10th, 11th, or 12th grade.
- I acknowledge that I will be earning college credit for courses completed at Las Positas College.
- I will abide by the policies and enrollment conditions of the Concurrent Enrollment Program.
- I understand I will be dropped from courses not listed on my recommendation.
- I understand that after completion and approval of this form, I need to register for the approved class(es) online via CLASS-Web.
- I understand that courses listed on this recommendation are for Las Positas College only.
- I acknowledge that my high school's authorized official will be attaching a copy of my high school transcript.

Student signature: Humberto Lopez

SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)

REQUESTED COURSES

SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES
1. Math 55	5	NA	11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

COURSE RESTRICTIONS:
- Concurrent Enrollment is limited to a maximum of 11 units per semester (6 units for Summer session).
- Enrollment in Kinesiology (P.E.) and basic skills courses (Eng 104 level, all ESL courses, Math 107 level) are not allowed (Ed. Code 48800).
- You may ONLY list LPC courses above.

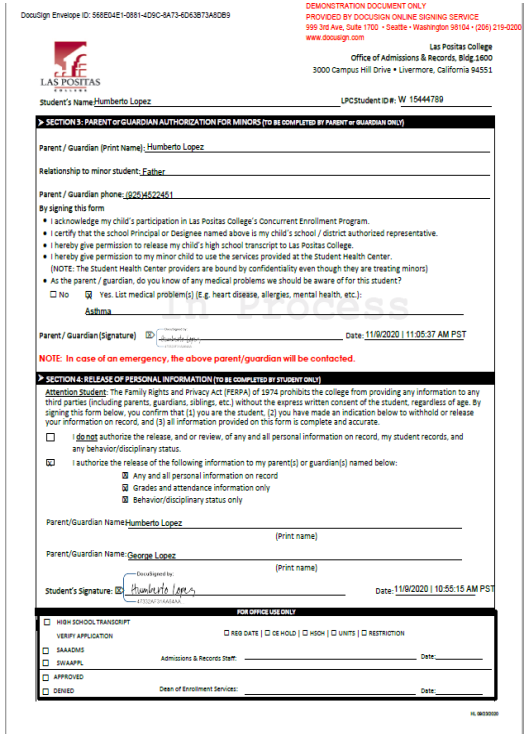
*Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. (Title 5, Sec 55500).
"To enroll in English and Math courses, you must first take the Assessment test. Subsequent English and Math courses can be taken and passed to clear higher level courses. Assessment testing schedule can be viewed here: www.laspositascollege.edu/assessmentcenter/index.php

AUTHORIZED SCHOOL OFFICIALS (Signatures are required every term. Initials or rubber stamps NOT acceptable.)

As per Ed. Code 76001, the high school Principal or Designee of the school certifies, by signing this form, that no more than 5 percent of the total number of students per grade level shall be recommended for Concurrent Enrollment at Las Positas College.
- I certify that the above recommended 11 # of units are based on the student's ability to benefit from "advanced scholastic or vocational work."
- I certify that I have attached a copy of the student's transcript. Yes [X] No [ ]
- I certify that I am the school Principal / Designee, and authorized to sign this form.

Principal or Designee (Print Name): Humberto Lopez — Phone: 9254512546

Principal or Designee (Signature): Humberto Lopez — Date: 11/9/2020 | 11:12:55 AM PST



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DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

Las Positas College
Office of Admissions & Records, Bldg 1600
3000 Campus Hill Drive • Livermore, California 94551

Student's Name: Humberto Lopez — LPC Student ID#: W 15444789

SECTION 3: PARENT or GUARDIAN AUTHORIZATION FOR MINORS (TO BE COMPLETED BY PARENT or GUARDIAN ONLY)

Parent / Guardian (Print Name): Humberto Lopez

Relationship to minor student: Father

Parent / Guardian phone: (925)4522451

By signing this form
- I acknowledge my child's participation in Las Positas College's Concurrent Enrollment Program.
- I certify that the school Principal or Designee named above is my child's school / district authorized representative.
- I hereby give permission to release my child's high school transcript to Las Positas College.
- I hereby give permission to my minor child to use the services provided at the Student Health Center. (NOTE: The Student Health Center providers are bound by confidentiality even though they are treating minors)
- As the parent / guardian, do you know of any medical problems we should be aware of for this student?

☐ No ☑ Yes. List medical problem(s) (E.g. heart disease, allergies, mental health, etc.): Asthma

Parent / Guardian (Signature): Humberto Lopez — Date: 11/9/2020 | 11:05:37 AM PST

NOTE: In case of an emergency, the above parent/guardian will be contacted.

SECTION 4: RELEASE OF PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

Attention Student: The Family Rights and Privacy Act (FERPA) of 1974 prohibits the college from providing any information to any third parties (including parents, guardians, siblings, etc.) without the express written consent of the student, regardless of age. By signing this form below, you confirm that (1) you are the student, (2) you have made an indication below to withhold or release your information on record, and (3) all information provided on this form is complete and accurate.

☐ I do not authorize the release, and or review, of any and all personal information on record, my student records, and any behavior/disciplinary status.

☑ I authorize the release of the following information to my parent(s) or guardian(s) named below:
- ☑ Any and all personal information on record
- ☑ Grades and attendance information only
- ☑ Behavior/disciplinary status only

Parent/Guardian Name: Humberto Lopez (Print name)

Parent/Guardian Name: George Lopez (Print name)

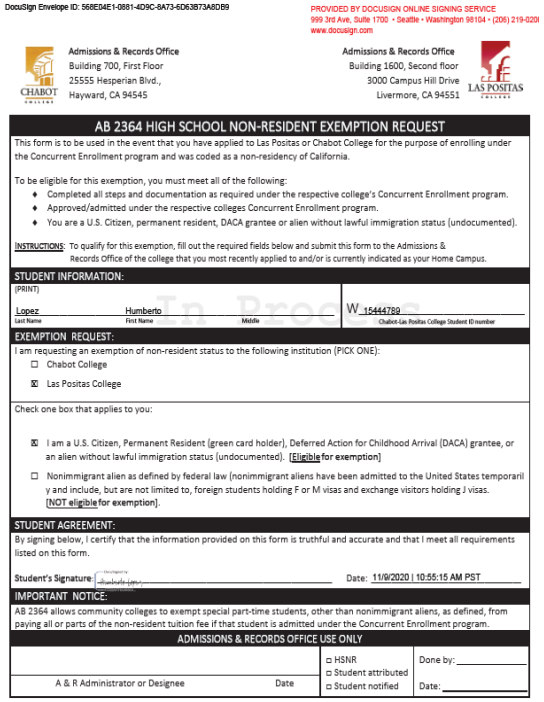
Student's Signature: Humberto Lopez — Date: 11/9/2020 | 10:55:15 AM PST

FOR OFFICE USE ONLY

☐ HIGH SCHOOL TRANSCRIPT VERIFY APPLICATION ☐ REG DATE | ☐ CE HOLD | ☐ HSGK | ☐ UNITS | ☐ RESTRICTION

☐ SAAADMS ☐ SWAAPPL Admissions & Records Staff: _____ Date: _____

☐ APPROVED ☐ DENIED Dean of Enrollment Services: _____ Date: _____



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999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

Admissions & Records Office
Building 700, First Floor
25555 Hesperian Blvd.,
Hayward, CA 94545

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Building 1600, Second floor
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Livermore, CA 94551

AB 2364 HIGH SCHOOL NON-RESIDENT EXEMPTION REQUEST

This form is to be used in the event that you have applied to Las Positas or Chabot College for the purpose of enrolling under the Concurrent Enrollment program and was coded as a non-residency of California.

To be eligible for this exemption, you must meet all of the following:
- Completed all steps and documentation as required under the respective college's Concurrent Enrollment program.
- Approved/admitted under the respective colleges Concurrent Enrollment program.
- You are a U.S. Citizen, permanent resident, DACA grantee or alien without lawful immigration status (undocumented).

INSTRUCTIONS: To qualify for this exemption, fill out the required fields below and submit this form to the Admissions & Records Office of the college that you most recently applied to and/or is currently indicated as your Home Campus.

STUDENT INFORMATION:

(PRINT) Lopez (Last Name) — Humberto (First Name) — (Middle) — W 15444789 (Chabot-Las Positas College Student ID number)

EXEMPTION REQUEST:

I am requesting an exemption of non-resident status to the following institution (PICK ONE):

☐ Chabot College

☒ Las Positas College

Check one box that applies to you:

☒ I am a U.S. Citizen, Permanent Resident (green card holder), Deferred Action for Childhood Arrival (DACA) grantee, or an alien without lawful immigration status (undocumented). [Eligible for exemption]

☐ Nonimmigrant alien as defined by federal law (nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students holding F or M visas and exchange visitors holding J visas. [NOT eligible for exemption].

STUDENT AGREEMENT:

By signing below, I certify that the information provided on this form is truthful and accurate and that I meet all requirements listed on this form.

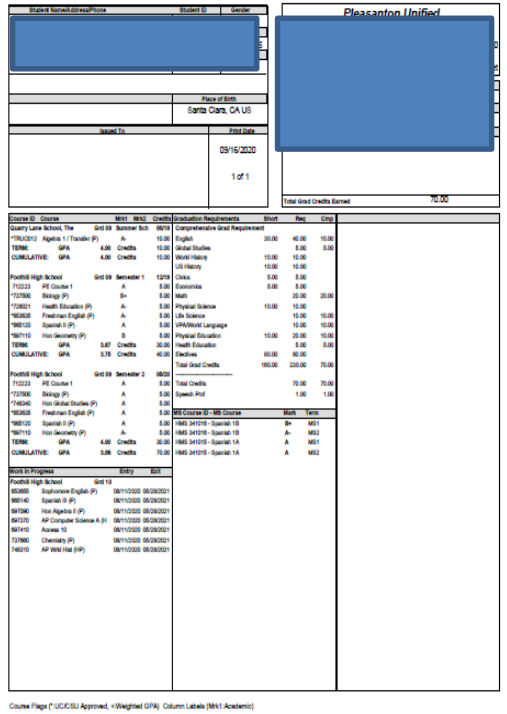
Student's Signature: Humberto Lopez — Date: 11/9/2020 | 10:55:15 AM PST

IMPORTANT NOTICE:

AB 2364 allows community colleges to exempt special part-time students, other than nonimmigrant aliens, as defined, from paying all or parts of the non-resident tuition fee if that student is admitted under the Concurrent Enrollment program.

ADMISSIONS & RECORDS OFFICE USE ONLY

A & R Administrator or Designee — Date — ☐ HSNR ☐ Student attributed ☐ Student notified — Done by: _____ Date: _____



Pleasanton Unified

Place of Birth: Santa Clara, CA US

Issued To — Print Date: 09/16/2020 — 1 of 1

Total Grad Credits Earned: 70.00

Course Flags (*:UC/CSU Approved, +:Weighted GPA) Column Labels (Mrk:Academic)

Janet Burnett, PHS Registrar

- **How many units do Concurrent Enrollment students can take?**

All Concurrent Enrollment students can take up to 11 college units for Fall and Spring semesters and 6 units for the Summer term.

- **Do students have to pay for the College classes?**

Students do not have to pay for the classes, but they have to pay for the student fees.

- **How do I transfer my credits to high school?**

High Schools decide if they accept our courses for High School credit. Students must request Las Positas College to send transcripts to the high school. This is not done automatically. Grades are issued approximately three to four weeks after the semester ends.

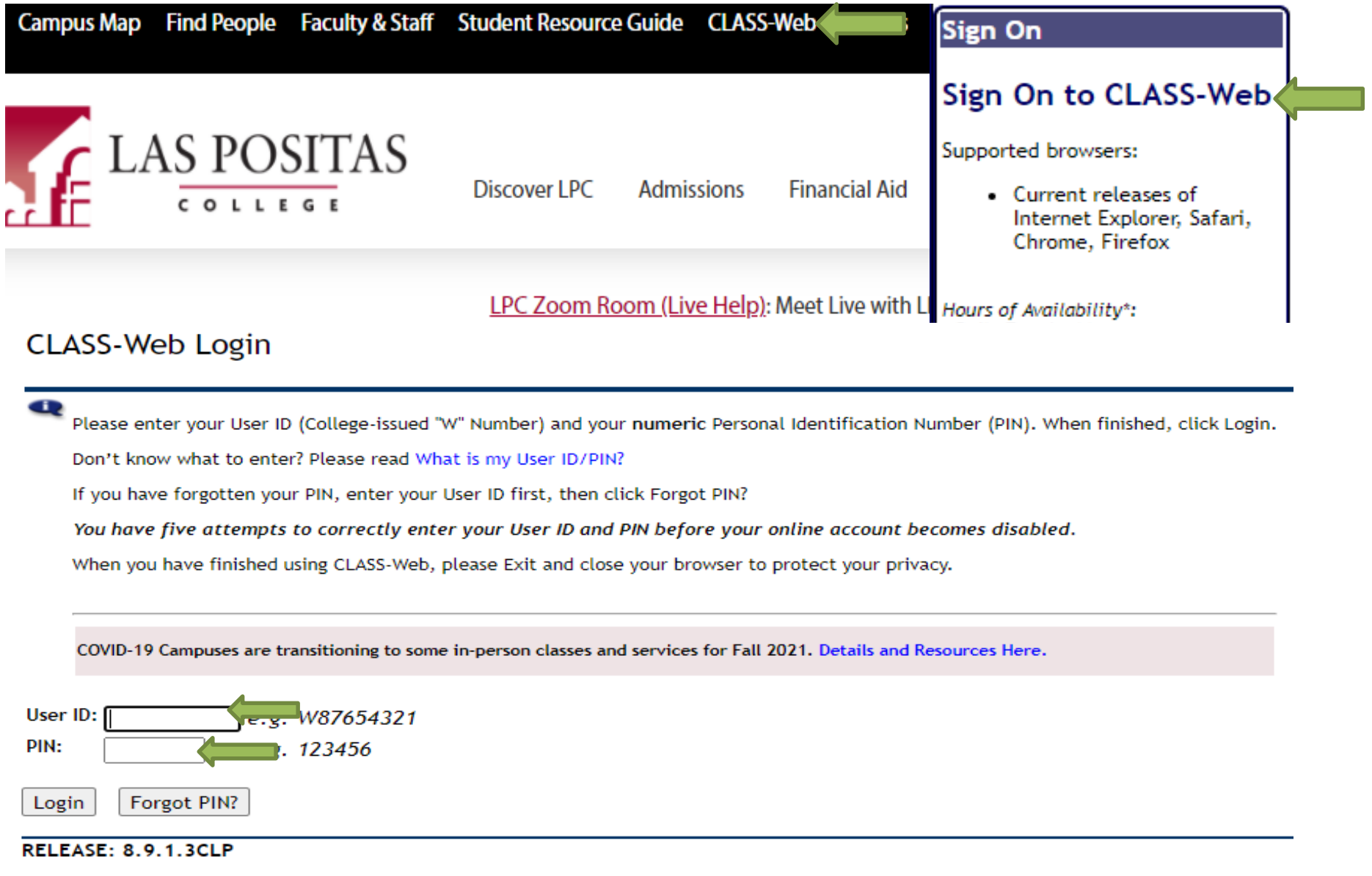
- **How will the credit from the college classes be counted in the high school?**

A 3 credit college class translates to 10 high school credits. College classes that are more than 3 credits can translate to as many as 15 high school credits.

- **Will my credits transfer to another college?**

Depending on the course work, most credits will transfer to other colleges and universities. The student should always check with the college or university they choose to attend.

Please log in to Class-Web to register for classes.
User ID: Please enter your W# or Social Security Number.
PIN: Please enter your date of birth in the format of MMDDYY (ex. 02/08/2001 would be 020801).



LAS POSITAS
COLLEGE
Lpc-concurrent@laspositascollege.edu