

# GENERAL CONCURRENT ENROLLMENT INSTRUCTIONS



Concurrent Enrollment is an enrichment program that provides an opportunity for 10th, 11th, and 12th grade high school students to benefit from advanced scholastic or vocational work. Students are enrolled on a space-available basis. Please list alternative courses on the Recommendation form. Application acceptance does not guarantee enrollment in the class. Any changes to your schedule should be reviewed with your high school counselor or principal and submitted on a new form.

**You may enroll in a maximum of 11 units for Spring and Fall and 6 units for Summer.**

## 1) Complete the online Las Positas College "APPLICATION FOR ADMISSION"

- www.laspositascollege.edu (click on "Apply Online" link)
- Print the application confirmation page for your records

**NOTE: If you have a green card, visa, or similar immigration status, we are required to verify your status. Please submit a copy to Admissions & Records after submitting your application.**

## 2) Complete the "RECOMMENDATION FOR CONCURRENT ENROLLMENT PROGRAM through DocuSign." Paper copies will not be accepted.

- It is a three-step process. Make sure to provide the correct information. It is preferred that you fill out this request using your zonemail address to protect the privacy of your information.**

## 3) HOW TO COMPLETE YOUR CONCURRENT ENROLLMENT THROUGH DOCUSIGN

\*Step one: You will receive an email confirmation (Verification code) After receipt of the code you will need to fill out your information and submit the form.

\*Step two: Your parent will receive an email confirmation to fill out his/her part and submit the form.

\*Step three: Your principal or designee (High School Counselor) will receive an email confirmation to fill out his/her part, upload the high school transcript and then submit the form. Your GPA must also be 2.0 or higher.

Admissions and Records will receive the completed Concurrent Enrollment form to process for approval.

## 4) REGISTER FOR CLASSES online via CLASS-Web on or after your registration date. You may only enroll in classes approved by your high school and Las Positas College. These classes must be listed on the Concurrent Enrollment Recommendation form. You must submit a new recommendation form if you wish to enroll in any courses not listed on the original form.

- IF YOU WISH TO ENROLL IN AN ENGLISH, MATH, OR CHEMISTRY CLASS** you must take the Assessment test for that subject. Testing must be completed and processed prior to registration in these subjects. Allow 1-2 business days for processing. For more information, visit [www.laspositascollege.edu/assessmentcenter/index.php](http://www.laspositascollege.edu/assessmentcenter/index.php)

## 5) VISIT THE HEALTH CENTER

- Stop by the Health Center in building 1700 to file important information

for medical services or emergencies, such as existing medical conditions. Please note that you must pay the Student Health Fee to receive *regular* health services.

## APPLICATION

### **Concurrent Enrollment for Summer, Fall and Spring**

-High school students have to submit their Concurrent Enrollment form and complete an online application every term.

-Home schooled students must also submit a copy of their R4 Affidavits.

-Please make sure to request only Las Positas College classes.

- Students are not permitted to enroll in any Kinesiology (P.E.), ESL, or basic skills classes (English 100A, 100B, 104; Math 106, 107X, 107Y; Business 105, 107).

## FEES

Enrollment fees are waived for students in the Concurrent Enrollment program. **Mandatory college fees still apply** (\$21 Fall and Spring Student Health Fee, \$18.00 for the Summer).

\$8/\$9 Transportation Fee, and \$2 Student Representation Fee). A materials fee may also be charged, if applicable.

**PLEASE NOTE:** International and out-of-state students will be assessed tuition of \$315.00+\$46=\$361.00 per unit plus college fees. **Some students may qualify for the non-resident tuition exemption (Form AB 2364).** For further information please contact [lpc-residency@laspositascollege.edu](mailto:lpc-residency@laspositascollege.edu)

**DISCLAIMER:** Please be aware that students may not be admitted for the following reasons: insufficient time for application processing, placement testing, prerequisite verification, the College's own review of their program before classes begin, and/or limited college course offerings and college funding.

**Privacy of Records (FERPA – Family Educational Rights and Privacy Act):** When a minor enters higher education, the minor is afforded the rights of an adult. Therefore, parents cannot contact the instructor for information regarding their children, nor can parents attend classes or assessment testing with the student. The student may sign the consent line on the Recommendation for Concurrent Enrollment form authorizing the sharing of information by the College with the parents. If this signature is on file, the student services administrator will provide information

**COURSE CREDIT:**

High schools determine 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. Visit the Admissions Transcript webpage for more information.

**RESPONSIBILITIES:**

The primary educational responsibility for high school students who participate in the Concurrent Enrollment Program rests with the high school. The high school assumes the responsibility of obtaining parental permission for students applying for admission and participating in the Concurrent Enrollment Program. Home-schooled students must obtain the signature of the appropriate school administrator. The Application for Admission, Concurrent Enrollment Recommendation form, Parent/Guardian Authorization Form for Minors, and your high school transcript must be fully completed, signed, and submitted in order to complete the process.

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