

# CONCURRENT ENROLLMENT PROGRAM SUMMER 2018

## GENERAL RULES REGARDING CONDITIONS OF ENROLLMENT



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. Therefore, please list alternative courses on the application. 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 a Las Positas College Application for Admission online
  - a. [www.laspositascollege.edu](http://www.laspositascollege.edu) (see "Apply Online" link)
  - b. Print the application confirmation page and include this as part of your Concurrent Enrollment packet.
- 2) Complete a "Recommendation for Concurrent Enrollment Program" form
  - a. Talk to your school counselor about the classes you'd like to take and obtain approval and signatures on this form from your school principal or designee. Include this form as part of your Concurrent Enrollment packet.
  - b. PLEASE NOTE: 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).
- 3) Complete a "Parent/Guardian Authorization Form for Minors"
  - a. Obtain approval and signatures on this form to permit the use of services provided by the Student Health Center. Include this form as part of your Concurrent Enrollment packet.
- 4) Request a copy of your high school transcript
  - a. This must be provided to you by a school official – progress reports and/or student printouts are not permitted. Your GPA must also be 2.0 or higher. Home schooled students must also submit a copy of their R4 Affidavits. If you have AP scores, please submit an official, sealed copy. Include this as part of your Concurrent Enrollment packet.
- 5) Submit the above four documents as a completed packet to the Admissions and Records Office in Building 1600, Room 1672 (2nd Floor). Incomplete packets will not be accepted. You will receive an email notification if your packet has been processed.
- 6) 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.
  - a. 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. Student ID (W) number and a valid photo ID are required to take the test(s). For more information, visit [www.laspositascollege.edu/assessmentcenter/index.php](http://www.laspositascollege.edu/assessmentcenter/index.php)

For additional questions or information, please contact Barbara Chavez at (925) 424-1545 or [bchavez@laspositascollege.edu](mailto:bchavez@laspositascollege.edu)

### 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 automatically done. Grades are issued approximately three weeks after the semester ends.

### 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 Program Application, and Authorization Form for Minors must be fully completed, along with all required signatures.

## APPLICATION

Deadline to submit your application and all required documents for **SUMMER 2018:**

**APRIL 30, 2018**

*Applications submitted after this date will be assigned a registration date when the packet is processed.*

*Concurrent Enrollment applications will not be accepted for courses that are closed.*

Registration for Concurrent Enrollment students starts :

**MAY 05, 2018**

(via CLASS-Web)

## FEES

Enrollment fees are waived for students in the Concurrent Enrollment program. Mandatory college fees still apply (\$20 Student Health Fee and \$1 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 \$275.00 per unit plus college fees.

**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.