



**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 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 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](mailto:lpc-counseling@laspositascollege.edu)





- 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 09<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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](mailto:etempleton@laspositascollege.edu)



# Steps to complete Concurrent Enrollment form through Adobe Sign

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



Campus Map Find People

Discover LPC ▾ Admissions & Support ← Students ▾ Academics ▾ Performing Arts Athletics



Steps to Success

- Admissions & Records Office
- Apply for Admission ←
- International Student Program
- Admissions Office Forms
- Transcripts
- Fees, Tuition, & Refunds
- Residency Requirement
- Registration Policies
- Financial Aid Office
- Apply for Financial Aid
- Financial Aid Forms
- Financial Aid Eligibility
- Financial Aid TV
- California College Promise Grant
- Scholarships
- Financial Aid Programs
- Counseling Office
- Counseling Forms
- Preparing to See a Counselor
- Need Priority Registration?
- Counseling Courses & Workshops



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



California  
Community  
Colleges

CCCApply

[Cambiar a Español](#)



LAS POSITAS COLLEGE  
STUDENTS FIRST

### 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](#)



Sign 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. You will receive a follow-up email with your assigned student identification number. If you do not receive a follow up email containing your W-ID Number within 48 hours, please email [ipc-admissions@laspositascollege.edu](mailto:ipc-admissions@laspositascollege.edu) and provide your application confirmation number to access your account. Click on the Admissions & Support tab, click on the Admissions and Records Office link, and then click on the Concurrent Enrollment link.



Steps to Success

- Admissions & Records Office
- Apply for Admission
- International Student Program
- Admissions Office Forms
- Transcripts
- Fees, Tuition, & Refunds
- Residency Requirement
- Registration Policies

- Financial Aid Office
- Apply for Financial Aid
- Financial Aid Forms
- Financial Aid Eligibility

- Counseling Office
- Counseling Forms
- Preparing to See a Counselor
- Need Priority Registration?
- Courses & Workshops



Concurrent Enrollment



**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 **Adobe Sign.** 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.



### Recommendation For Concurrent Enrollment Form

Office of Admissions and Records, 3000 Campus Hill Drive, Livermore, CA 94551. [ipc-concurrent@laspositascollege.edu](mailto:ipc-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: \* Choose ▾  
Year: \* ▾

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

**W**\*  APP. ID: \*   
LPC Student ID (W) Number Application confirmation number

\*  \*  \*   
Last Name First Name Middle Name

Street Address

\*  \*  \*   
City, State, Zip

( \*  ) \*  - \*  \*  / \*  / \*   
Phone Number Date of Birth

\* Enter your email address  
Email (registration notification will be sent here)

Name of School: \*   
School Address: \*   
Current Grade Level: \* Select... ▾

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  \*  Click here to sign

#### 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. *	*		11.		

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

←



7. On this page, section one, students need to provide all the required information. Make sure to add all the classes on section two.



**Recommendation For Concurrent Enrollment Form**

Office of Admissions and Records, 3000 Campus Hill Drive, Livermore, CA 94551. [lpc-concurrent@laspositascollege.edu](mailto: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 Humberto  
Last Name First Name Middle Name

5166 Willow Rd.  
Street Address

Pleasanton CA 94588  
City, State, Zip

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

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

Name of School: Dublin  
School Address: Tassaiara  
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.

Studentsignature Humberto Lopez  
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.		





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

#### IMPORTANT NOTICE:

AB 2364 allows community colleges to exempt special part-time students, other than nonimmigrant aliens, as defined, from

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.

## Assign the next participants ×

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

### \* Participant 2 ^

Please type in your Parent or Guardian's name and email address

First name	Last name	Email address
<input type="text" value="Karen"/>	<input type="text" value="Lopez"/>	<input type="text" value="hlopez@laspositascollege.edu"/>



[+ Add Message](#)

### \* Participant 3 ^

Please type in your Principal or Designee's (Counselor) name and email address

First name	Last name	Email address
<input type="text" value="Michael"/>	<input type="text" value="Powers"/>	<input type="text" value="hlopez@laspositascollege.edu"/>



[+ Add Message](#)

Cancel

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.

## Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Las Positas College Concurrent Enrollment" until you've confirmed.



### Adobe Acrobat Sign

**Recommendation For Concurrent Enrollment Form**  
Office of Admissions and Records 2000 Campus Hill Drive, Livermore, CA 94550 | 925.438.0000 | [www.laspositascollege.edu](http://www.laspositascollege.edu)  
Before submitting this form, you must complete concurrent enrollment application.  
Your current official high school transcript must be included with this form.

Name: Lucas Lopez  
Year: 2024

**SECTION 1. STUDENT AND CONTACT INFORMATION**

SW: 15666159 29687546 29687546  
LPI Student ID Number Application/Admission Number Application/Admission Number

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

Last Name: Lopez First Name: Humberto  
City: San Jose State: CA Zip: 95128

Street Address: 5166 Willow Rd

City: Pleasanton State: CA Zip: 94566

Phone: (925) 366-5589 Cell: (925) 366-5589 Email: hlopez30@hotmail.com

Parent/Guardian Name: Lucas Lopez Email: hlopez30@hotmail.com

**SECTION 2. SCHOOL FUNCTIONAL AREAS TO BE COMPLETED BY SCHOOL PERSONNEL OR DESIGNEE ONLY**

SUBJECT & NUMBER as listed	UNITS	RECOMMENDATION	SUBJECT & NUMBER as listed	UNITS	RECOMMENDATION
1. MATH 3	5	MATH 2	31.		
2. GEOS 1	4	NONE	32.		
3. HIST 1	3	NONE	33.		
4. ENGL 1	3	NONE	34.		
5. PSYC 1	3	NONE	35.		
6.			36.		
7.			37.		
8.			38.		
9.			39.		
10.			40.		

**RECOMMENDATIONS:**

- 1. Concurrent Enrollment is limited to a maximum of 10 units for Spring/Summer and 8 units for the summer session.
- 2. Students in high school courses that overlap with concurrent enrollment are not allowed (see Code 40000).
- 3. No more than 10 units concurrent enrollment.

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

As per CA Code 10001, the high school Principal or Designee of the school certifies, by signing this form, that no more than 75 percent of the total number of students per grade level shall be recommended for Concurrent Enrollment at Las Positas College.

- 1. I certify that the above recommendation(s) of \_\_\_\_\_ of \_\_\_\_\_ units are based on the student's ability to benefit from "enhanced" subjects or courses.
- 2. 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 a GPA of 2.0 or higher.
- 3. I certify that I am the school principal or designee, and authorized to sign this form.

Principal or Designee (Print Name) ID: \_\_\_\_\_ Phone: \_\_\_\_\_  
Principal or Designee (Signature) ID: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for signing Las Positas College Concurrent Enrollment. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Las Positas College Concurrent Enrollment as a PDF.



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



LPC-Concurrent LPC-Concurrent <adobesign@adobesign.com> | ✔ Humberto Lopez

[EXTERNAL] Signature requested on "Las Positas College Concurrent Enrollment"

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold  
to download pictures

F  
i  
l  
e

LPC-Concurrent LPC-Concurrent requests your signature  
on

**Las Positas College Concurrent Enrollment**

**Review and sign**

---

After you sign **Las Positas College Concurrent Enrollment**, the agreement will be sent to **Michael Powers** and **LPC-Concurrent LPC-Concurrent**. Then, all parties will receive a final PDF copy by email.

**Don't forward this email:** If you don't want to sign, you can **delegate** to someone else.



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

Student's Name: Lopez Humberto LPCStudentID#: 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 Date: 10/04/22  
Karen Lopez (Oct 4, 2022)

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.



You finished signing "Las Positas College Concurrent Enrollment".

Next, Michael Powers will sign.

We will email the final agreement to all parties. You can also [download a copy](#)  what you just signed.

---

**Manage your Acrobat Sign agreements**

Sign in



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



LPC-Concurrent LPC-Concurrent <adobesign@adobesign.com>

Humberto Lopez

[EXTERNAL] Signature requested on "Las Positas College Concurrent Enrollment"

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold  
to download pictures

FILE

LPC-Concurrent LPC-Concurrent requests your signature  
on  
**Las Positas College Concurrent Enrollment**

**Review and sign** ←

---

After you sign **Las Positas College Concurrent Enrollment**, the agreement will be sent to **LPC-Concurrent LPC-Concurrent**. Then, all parties will receive a final PDF copy by email.

As you prepare to sign this agreement, please note that the document asks for the following document to be attached:

- File Attachment 1

**Don't forward this email:** If you don't want to sign, you can [delegate](#) to someone else.



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 # 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 Date: 10/04/22



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

DocuSign Envelope ID: 668E04E1-08B1-4D9C-8A73-60E3B73A0B9

RECOMMENDATION DOCUMENT ONLY PROVIDED BY DOCU SIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-2200 www.docuSign.com

### Recommendation for Concurrent Enrollment Form

Office of Admissions and Records 3000 Campus Hill Drive, Livermore, CA 94551. [ipc-concurrent@laspocascollege.edu](mailto:ipc-concurrent@laspocascollege.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

UPC Student ID #: W 15444789

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

Application Confirmation # Required: 194721

W 15444789 Current Grade Level:  10th  11th  12th

UPC Student ID (W) Number (DO NOT put high school ID number or Social Security number)

Last Name: Lopez First Name: Humberto Middle Name:

2116 Willow Rd Street Address Livermore, California 94588

City, State, Zip

Phone Number: (925) 354-2589 Date of Birth: 08/20/2001

lopez@laspocascollege.edu Student Email Address (Email registration verification will be sent here)

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

SUBJECT & NUMBER (e.g. 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. 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 6 units per semester (6 units for Summer session).
- Enrollment in Honors/AP/IB and basic skills courses (Eng 104 level or below) cannot be taken concurrently.
- You may ONLY take UPC courses above.

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

As per Ed. Code 75001, 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 list of units are based on the student's ability/achievement from "advanced scholastic or vocational work."

I certify that I have attached a copy of the student's transcript. Yes  No

I certify that I am the school Principal / Designee, and authorized to sign this form.

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

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

DocuSign Envelope ID: 668E04E1-08B1-4D9C-8A73-60E3B73A0B9

DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCU SIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-2200 www.docuSign.com

### AB 2364 HIGH SCHOOL NON-RESIDENT EXEMPTION REQUEST

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

Student's Name: Humberto Lopez UPC 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: 9254512546

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.))

Autism

Parent / Guardian (Signature) ID: 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)**

**Admission 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 records, 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: ID: Humberto Lopez Date: 11/9/2020 10:55:15 AM PST

**FOR OFFICE USE ONLY**

HIGH SCHOOL TRANSCRIPT

VERIFY APPLICATION

EVALUATE

SIGNATURE

APPROVED

SIGNED

Admissions & Records Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Enrollment Services: \_\_\_\_\_ Date: \_\_\_\_\_

DocuSign Envelope ID: 668E04E1-08B1-4D9C-8A73-60E3B73A0B9

PROVIDED BY DOCU SIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-2200 www.docuSign.com

### 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-residence 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:**

Last Name: Lopez First Name: Humberto Middle: Male UPC Student ID #: W 15444789

**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: ID: 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**

HSNR  Student attributed

A & R Administrator or Designee Date: \_\_\_\_\_  Student notified Date: \_\_\_\_\_

DocuSign Envelope ID: 668E04E1-08B1-4D9C-8A73-60E3B73A0B9

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**ADMISSIONS & RECORDS OFFICE USE ONLY**

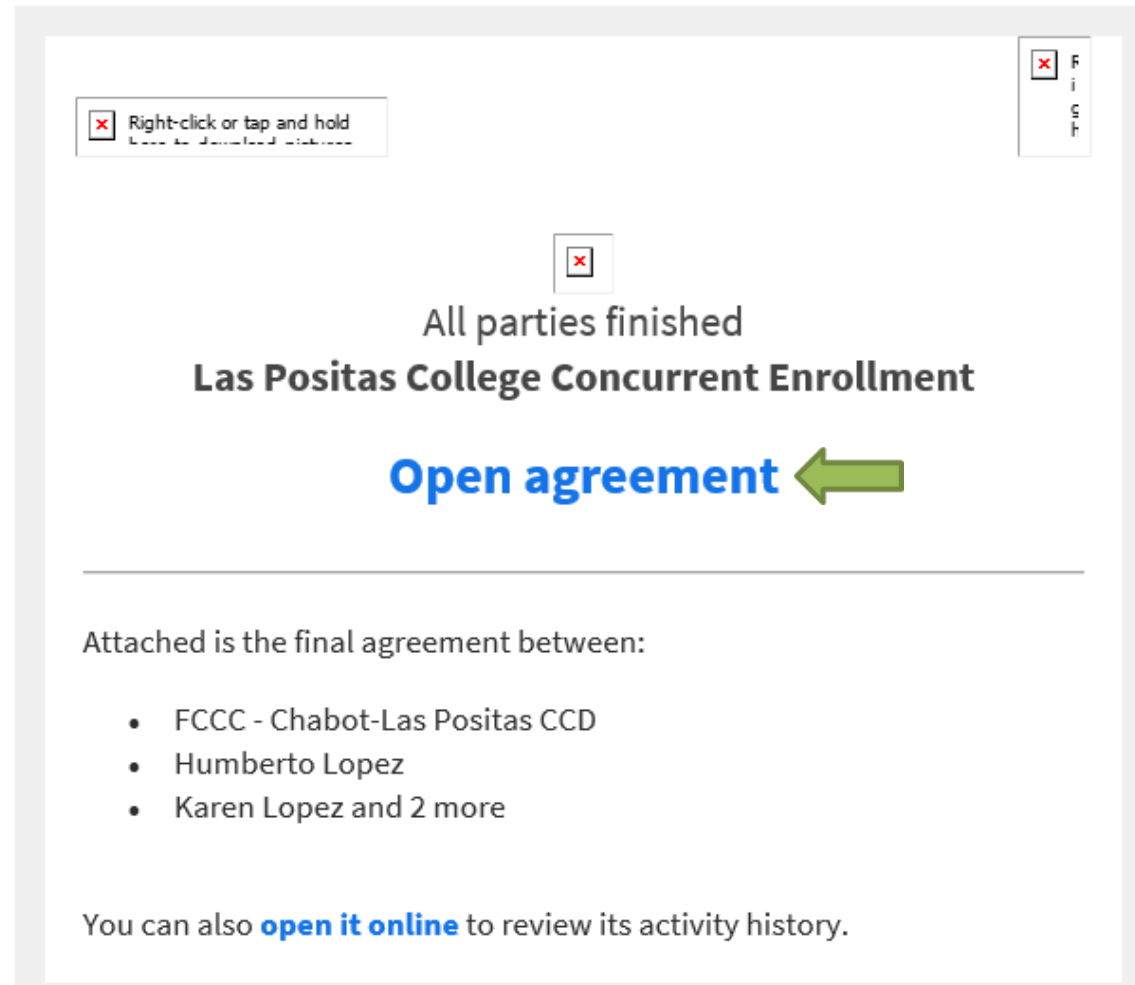
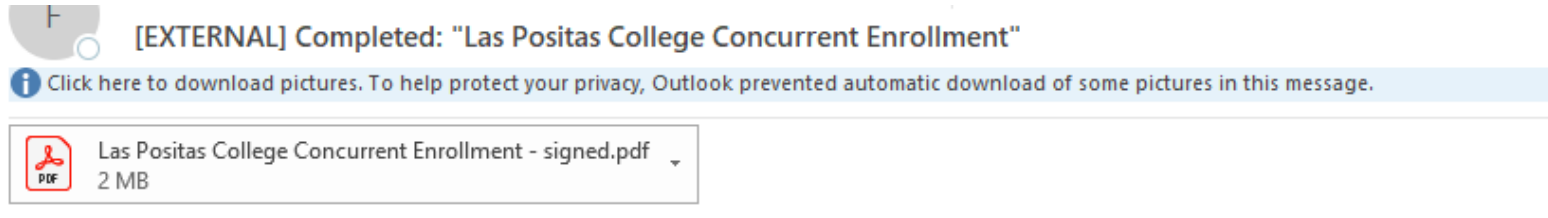
HSNR  Student attributed

A & R Administrator or Designee Date: \_\_\_\_\_  Student notified Date: \_\_\_\_\_

Course / Page: ( \* ) UC/CSU Approved, ( + ) Weighted GPA, ( Column Labels (M1) Academic)

Course ID	Course	M1	M2	Credits	Prerequisites/Requirements	Hours	Req	Comp
110001012	Algebra 1 Transfer (P)	A		5.00	English	20.00	40.00	10.00
11000102	GPA	4.00	Credits	10.00	Global Studies	5.00	5.00	5.00
COMB1010E	GPA	4.00	Credits	10.00	Health History	10.00	10.00	
11000103	Spanish 1	A		5.00	US History	10.00	10.00	
11000104	Spanish 2	A		5.00	China	5.00	5.00	
11000105	Math (P)	B+		5.00	Math	20.00	20.00	
11000106	Health Education (P)	A		5.00	Physical Science	10.00	10.00	
11000107	French (P)	A		5.00	Life Science	10.00	10.00	
11000108	Spanish (P)	A		5.00	Spanish Language	10.00	10.00	
11000109	Health Education (P)	B		5.00	Physical Education	10.00	20.00	10.00
11000110	GPA	3.00	Credits	30.00	Health Education	5.00	5.00	
COMB1010E	GPA	3.00	Credits	40.00	Electives	60.00	60.00	
					Total Grad Credits	100.00	200.00	70.00
11000111	Spanish 1	A		5.00	Total Credits	70.00	70.00	
11000112	Spanish 2	A		5.00	Transfer Prof	1.00	1.00	
11000113	Non-Resident Transfer (P)	A		5.00				
11000114	French (P)	A		5.00				
11000115	Spanish (P)	A		5.00				
11000116	Spanish (P)	A		5.00				
11000117	Non-Resident (P)	A		5.00				
11000118	GPA	4.00	Credits	30.00	1985 341018 - Spanish 1B	B+	M1	
11000119	GPA	4.00	Credits	30.00	1985 341019 - Spanish 1A	A	M2	
COMB1010E	GPA	3.00	Credits	70.00	1985 341019 - Spanish 1A	A	M2	

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



- **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. 05/20/2003 would be 052003).

The screenshot shows the Las Positas College website with a navigation bar at the top containing 'Canvas', 'Class-Web', and 'e Mail'. The 'Class-Web' link is highlighted with a green arrow. Below the navigation is the college logo and a search bar. A secondary navigation bar includes 'Admissions & Support', 'Students', 'Academics', 'Performing Arts', and 'Athletics'. A large banner image shows three students wearing masks. On the right side, a 'Sign On' box is highlighted with a blue border and a green arrow pointing to the 'Sign On to CLASS-Web' link. This box contains information about supported browsers (Internet Explorer, Safari, Chrome, Firefox) and hours of availability (Daily 7am to 11pm, with a note about unavailability on the last day of the month from 8:30pm-7am). Below the banner is a login form with fields for 'User ID:' (containing 'W87654321') and 'PIN:' (containing '123456'). Both fields are annotated with green arrows. Below the form are 'Login' and 'Forgot PIN?' buttons. A cartoon character of a man in a white shirt and blue pants stands to the right of the login form.


User ID:

PIN:





**Steps to Success**

- Admissions & Records Office
- Apply for Admission
- International Student Program
- Admissions Office Forms 
- Transcripts
- Fees, Tuition, & Refunds
- Residency Requirement
- Registration Policies

- Financial Aid Office
- Apply for Financial Aid
- Financial Aid Forms
- Financial Aid Eligibility
- Financial Aid TV
- California College Promise Grant
- Scholarships
- Financial Aid Programs

- Counseling Office
- Counseling Forms
- Preparing to See a Counselor
- Need Priority Registration?
- Counseling Courses & Workshops

# Transfer Center Events

Meet admission representatives from four-year colleges and universities

[More Information](#)







[LPC Zoom Room \(Live Help\)](#): Meet Live with LPC staff for general assistance.

[Learn more about COVID-19 updates and safety measures.](#)

# FALL CLASSES

Fall classes start August 17

Apply & Register Today!



Las Positas College > Admissions & Records > Admissions Forms

## Need Help With CLASS-Web?

- [CLASS-Web Guides](#)

 for helpful step-by-step guides!

Admissions & Records Office

Building 1600, Second Floor



## CLASS-Web Step-by-Step Guides

### 3 CORE SERVICES

- Online Orientation:** LPC homepage → “Students” link → “Orientation” (make sure to sign in with your W# to receive credit and print the confirmation page for your records).
- Assessment Testing:** LPC homepage → “Students” link → “Assessment Center.”
- Student Ed Plan (SEP):** Please visit the Counseling Office (Bldg. 1600, first floor) to meet with a counselor.

### HOW TO GET YOUR STUDENT ID (W) NUMBER

Students should receive their W# by email within two business days after submitting their application. In the event that you do not receive your W# by email, please follow these instructions:

- [www.laspositascollege.edu](http://www.laspositascollege.edu)
- “CLASS-Web” link
- “Sign On to CLASS-Web” link
- “User ID” → Enter your Social Security Number (if you did not provide your SSN, contact A&R)
- “PIN” → Enter your date of birth in the format of MMDDYY (ex. 2/8/99 would be 020899)
- “Login” button
  - o If you get the message “your PIN has expired,” do the following:
    - “Old PIN” is your date of birth in the same format as above
    - “New PIN” is any 6 numbers of your choosing (no letters or symbols)
    - “Submit” button
    - Re-enter new PIN
    - Select a security question and type in an answer of your choosing
    - “Submit” button
    - “Terms of Usage” → Read the page and click “Continue”
- “What is my W ID?” link

### HOW TO LOG INTO ZONEMAIL

- [www.laspositascollege.edu](http://www.laspositascollege.edu)
- “Online Learning” link at the top
- “Course Email” section at the left
- “Log into The Zone” link
- “W ID” → Enter your W# (ex. W12345678)
- “PIN” → Enter your PIN
- “Login” button
- Read “Student Email/Zonemail Information” box
- “E-mail” button
- Follow the instructions in the box mentioned above to log into your email

### HOW TO CHECK YOUR REGISTRATION DATE AND HOLDS ON YOUR ACCOUNT

- Log into CLASS-Web
- “Student Services” tab
- “Check Your Priority Registration Status” link
- “Select Campus” → Las Positas College
- “Select Term” → Select whichever term you applied for
- “Submit” button

### HOW TO SEE IF CLASSES HAVE OPEN SEATS

- [www.laspositascollege.edu](http://www.laspositascollege.edu)
- “CLASS-Web” link (do not log into CLASS-Web)
- “Search for Classes” link
- “Term” → select the term you wish to see classes for
- “Submit Term” button
- “Subject” → select the appropriate subject
- “Campus” → select “Las Positas College”
- Leave all other fields empty
- “Get Classes” button
- All classes within that subject will appear and show as “open,” “waitlisted,” or “closed.”

### HOW TO REGISTER ON CLASS-WEB

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Add/Drop or Withdraw from Classes” link
- Select the appropriate term and “Submit”
- Enter the 5-digit Course Registration Number (CRN) for each course that you want in each box provided
- “Submit Changes” button to register
- **HAVE AN ADD NUMBER?**
  - o Type the 4-digit add number in the text box next to the corresponding class
  - o Click “Validate”
  - o If approved, click “Submit Changes”
    - If it is not approved, please take a picture of the error message for reference
- Print out a “Student Detail Schedule” on CLASS-Web to confirm registration

### HOW TO PAY FOR YOUR FEES

- Log into CLASS-Web
- “Student Services” tab
- “Pay My Fees Online” link
- “Select a Term” → Select whichever term you applied for
- “Submit” button
- You may be prompted to answer some questions. Answer them and then hit “Submit”
- “Pay Now by Credit Card (Visa, MasterCard, American Express, Discover)” link
- Follow the prompts to complete payment
  - o CLASS-Web only allows FULL payment. Partial payments, or payments by cash or check, can be made at Admissions & Records
- **Please note: Payment for school fees is due upon registration. If you do not pay your fees by the payment deadline, you may be dropped from your classes. Please view the payment deadline in the current class schedule (LPC homepage → Academics → Class Schedule).**

### HOW TO GET YOUR STUDENT ID CARD

Please stop by the Online Service Center (OSC) in Building 1600, Room 1672 (2<sup>nd</sup> Floor) to get your Student ID Card. **Please note that you may only get a student ID if you are enrolled in classes (not just waitlisted) and have a valid photo ID with you, such as a driver’s license or state ID.**

## CLASS-Web Step-by-Step Guides

### HOW TO WAITLIST FOR A CLASS THAT IS FULL

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Add/Drop or Withdraw from Classes” link
- Select the appropriate term and “Submit”
- Enter the 5-digit Course Registration Number (CRN) for each course that you want in each box provided
- “Submit Changes” button to register
- In the dropdown box next to the full/closed class, select “Wait List”
- “Submit Changes” link
- The next page should display your current schedule with your waitlist position next to the class

**Please note that if you are offered a spot for the class after waitlisting, you will be sent an email notification to your school email address (Zonemail), NOT your personal email, so check your school email address daily. You will have 72 hours from the time this email is sent to claim your spot or you will lose it. If you do not claim this spot within the 72 hours and the spot has expired, you will be removed from the waitlist and must put yourself back on the waitlist if you still want to enroll. If you have not received an email for a spot in the class, still attend the first class session and talk to your instructor about trying to enroll into the class.**

### HOW TO ORDER A PARKING PERMIT

- Log into CLASS-Web
- “Student Services” tab
- “Order or Activate a Parking Permit” link

Follow the prompts to enter your information and submit your order. Once you have PAID for your permit, a temporary permit will be available. The link for this temporary permit can only be clicked on ONCE. Afterwards, it will disappear and you will need to contact Campus Safety for assistance. **The Office of Admissions & Records cannot print temporary permits or issue parking permits.**

### TAKING AN ONLINE CLASS?

<http://www.laspositascollege.edu/onlinelearning/index.php>  
Helpful information can be found in the link above.

### HOW TO VIEW YOUR ASSESSMENT RESULTS

- Log into CLASS-Web
- “Student Services” tab
- “Student Records” link
- “View Test Score/Assessment Results” link

### HOW TO CHANGE A CLASS TO PASS/NO PASS

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Change Class Options” link
- Select the appropriate term and “Submit”
- **Grade Mode** → Select the grade mode for each class\*
- “Submit Changes” button

\*If the class is not eligible to be changed, you will not be able to change the grade mode.

### HOW TO VIEW FINANCIAL AID STATUS, AWARDS, ETC.

- Log into CLASS-Web
- “Student Services” tab
- “Financial Aid” link

### HOW TO CHECK CLASS DEADLINES (LAST DAY TO ADD, NGR DROP DATE, WITHDRAW DATE, ETC.)

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Check Class Deadlines” link
- “Enter CRN” → enter the Course Registration Number for the class you want to check
- “Select term” → make sure to indicate the correct term the class applies to
- “Submit” button

### HOW TO DROP A CLASS ON CLASS-WEB

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Add/Drop or Withdraw from Classes” link
- Select the appropriate term and “Submit”
- Update the information prompted on the “Pre-Registration Student Information” page
- Select the drop down menu next to the course you would like to drop and select “Drop Class”
- “Submit Changes” button
- **Make sure to confirm that the course is properly dropped by checking the page that appears after you submit the request, as well as checking your Student Detail Schedule to confirm.**

### HOW TO VIEW YOUR STUDENT DETAIL SCHEDULE

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Student Detail Schedule” link
- Select the appropriate term and “Submit”
- **Please print this page for your records as it contains vital information for your courses**

### HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT

- Log into CLASS-Web
- “Student Services” tab
- “Student Records” link
- “Unofficial Academic Transcript” link
- “Submit” button

### HOW TO VIEW YOUR 1098-T TAX NOTIFICATION

- Log into CLASS-Web
- “Student Services” tab
- “Student Records” link
- “Tax Notification (1098-T Information)” link
- Enter the year you wish to see and “Submit”

### HOW TO VIEW YOUR ACCOUNT BALANCE

- Log into CLASS-Web
- “Student Services” tab
- “Student Records” link
- “Account Summary” link (shows grand total of all charges and payments)
- “Account Summary by Term” shows charges and payments for each individual term/semester





[Lpc-concurrent@laspositascollege.edu](mailto:Lpc-concurrent@laspositascollege.edu)

