



# Welcome to Las Positas College Concurrent Enrollment program

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

Las Positas College provides the opportunity for high school students in 09<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. <u>http://www.laspositascollege.edu/admissions/concurrent.php</u>

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







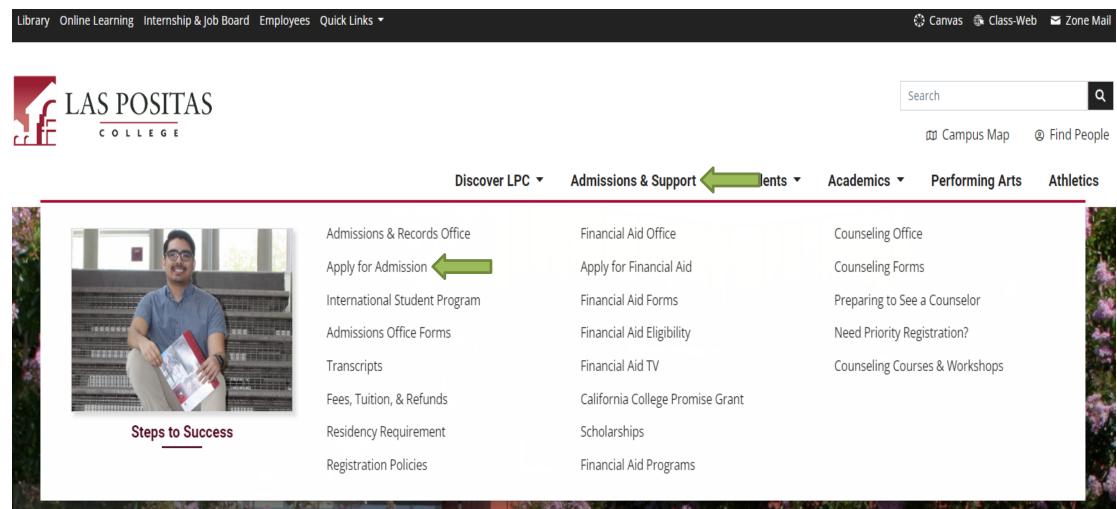
- High School students have to submit a Concurrent Enrollment form and an online application every term.
- Students attending home school should also submit a copy of their R4 Private School Affidavits.
- Please make sure to check the class schedule before choosing your classes.

# **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: <a href="mailto:etempleton@laspositascollege.edu">etempleton@laspositascollege.edu</a>

# 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.



# 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.



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

<sup>)</sup> 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 lpcadmissions@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.

Library (	Online Learning Internship & Job Board Employees	Quick Links 🔻			🔅 Canvas 🏽 🚯 Class-We	eb 🛛 🛥 Zone Mail
<b>(</b>	LAS POSITAS				Search	٩
دقالا	COLLEGE	Discover LPC 🔻	Admissions & Support	Hents  Academics	Campus Map  Performing Arts	③ Find People Athletics
		Admissions & Records Office	Financial Aid Office Apply for Financial Aid Financial Aid Forms	Counseling C Counseling F Preparing to		
		Admissions Office Forms Transcripts Fees, Tuition, & Refunds	Einancial Aid Eligibility		rses & Workshops	
	Steps to Success	Residency Requirement Registration Policies	LASPOSITAS	Enrollment		

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# 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.** per 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
- <u>Concurrent Enrollment form Fall 2022</u>



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

SECTION 1: STUDENT INIT	FORMATION	TO BE COMPLETED BY STUDENT (	DNLY		Year: *	
LPC Student ID (W) Number		APP. ID:* Application confirmation num	Name of School:	s * Select	*	_
*	*		- By Signing this form:			
Last Name	First Name	Middle Name	I Certify that I am in the	09th, 10th, 11th, o	r 12th grade.	
			I acknowledge that I will to las Positas College.	e earning college o	redit for courses complet	ed at
* * * City, State, Zip (_* _) *	*	* <u>/</u> * <u>/</u> *	I will abide by the policies Enrollment Program.     I understand I will be drop     I understand that after co register for the approved     I understand that courses College only.	oped from courses r impletion and appro class(es) online via	not listed on my recomm oval of this form, I need t I CLASS-Web.	endatio o
hone Number		Date of Birth	I admowledge that my high	schools authorized	official will be attaching a	
Enter your email address			copy of my high school trans	cript.		
Email (registration notification will be s	senthere)		Studentsignature BD	Click here	to sign	
SECTION 2: SCHOOL PRINC	PAL or DESIGN	NEE (TO BE COMPLETED BY SC	HOOL PRINCIPAL or DESIGNEE	ONLY)		
		STUDENT REQ	UESTED COURSES			
SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	
1.*	*		11.			

**Recommendation For Concurrent Enrollment Form** 

By clicking continue, I acknowledge that I have read and agree to the Adobe <u>Terms of Use</u>. See our <u>Privacy Policy</u> for details on our privacy practices.

Continue

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

Office of	Admission: ubmitting t	mendation For Co and Records. 3000 Campus H his form, you must complete a	Drive, Livermore, CA 94551.1 current online admission ap	pc-concu	rrent@aspositascollege.edu.
LAS POSITAS	,	our current official high schoo	i transcript must be included	with this to	Year: 2023
SECTION 1:	FORMATIO	N (TO BE COMPLETED BY STUDENT (	DNLY)		2025
₩ 15666159		APP. ID: 29587546 Application confirmation nu	mber School Address:	Dublin Tassaia	ira _
Lopez	Humbe	rto	Current Grade Level	: 11th	-
Last Name	First Name	Middle Name	<ul> <li>By Signing this form:</li> <li>I Certify that I am in the 0</li> </ul>	9th 10th 11	th, or 12th grade.
5166 Willow Rd.			<ul> <li>I acknowledge that I will be</li> </ul>		ege credit for courses completed at
Street Address			<ul> <li>I as Positas College.</li> <li>I will abide by the policies</li> </ul>	and enrolime	nt conditions of the Concurrent
T Todounton	94588		Enrollment Program.		rses not listed on my recommendation.
City, State, Zip			<ul> <li>I understand that after cor</li> </ul>	npletion and	approval of this form, I need to
( 925 ) 546 -	5589	07 / 25 /*200			recommendation are for Las Positas
Phone Number		Date of Birth	<ul> <li>College only.</li> <li>Lacknowledge that my high</li> </ul>	echoole auth	vised official will be attaching a
betolopez30@hotmail.com	n		copy of my high school transc		a a conciar win be attaching a
Email (registration notification will be	senthere)		Student signature IBO	Humbe	vto Lopez
SECTION 2: PRINC	IPAL or DES	IGNEE (TO BE COMPLETED BY SC	HOOL PRINCIPAL or DESIGNEE O	NLY)	
	L'unime 1		UESTED COURSES	1	
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: CONTRACTOR 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 infective distribution of the student, guardians, siblings, etc.) without the express written consent of the student, regarding this form below, you confirm that (1) you are the student, (2) you have made an indication below to with your information on record, and (3) all information provided on this form is complete and accurate.	rdless of age. By
<ul> <li>I <u>do not</u> authorize the release, and or review, of any and all personal information on record, my student re any behavior/disciplinary status.</li> </ul>	ecords, and
<ul> <li>I authorize the release of the following information to my parent(s) or guardian(s) named below:</li> <li>Any and all personal information on record</li> <li>Grades and attendance information only</li> <li>Behavior/disciplinary status only</li> </ul>	
Parent/Guardian Name: Karen Lopez	
(Print name)	
Parent/Guardian Name:	
(Print name)	
Student's Signature: Date: 10/04/2	

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 INFORMA	TION		
(PRINT)	HON:		
Lopez	Humberto		W 15666159
Last Name	Fint Name	Middle	
		MISCH	Chabot-Las Positas College Student ID number
EXEMPTION REQU		· · · · · · · · · · · · · · · · · · ·	
		tus to the following institution (	PICK ONE):
	ge		
🔲 🔍 Las Positas C	ollege		
Check one box that a	pplies to you:		
🔫 🖲 Iam a U.S. Ci	tizen, Permanent Resident (;	green card holder), Deferred Ac	tion for Childhood Arrival (DACA) grantee, or
an alien with	out lawful immigration status	(undocumented). [Eligible for e	exemption]
O Nonimmigrar	at alien as defined by federal	law (nonimmigrant aliens have	been admitted to the United States temporaril
-			s and exchange visitors holding J visas.
	for exemption].		
STUDENT AGREEME			
	ertify that the information pro	ovided on this form is truthful a	nd accurate and that I meet all requirements
listed on this form.			
Student's Signature:	Humberto Lonez		Date: _ 10/04/22
	Humberio Lapez (Dat 4, 2022)	×	Date: _ 10/04/22
IMPORTANT NOTIC			
AB 2364 allows comr	nunity colleges to exempt sp	ecial part-time students, other t	than nonimmigrant aliens, as defined, from
	By signing, I agree to this agreement, the		Click to Sign
	electronically with FCCC - Chabot-Las Pos	tas CCD.	

# 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

First name
Last name

Karen
Lopez

hlopez@laspositascollege.edu

### \* Participant 3

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

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

First name	Last name	Email address	
Michael	Powers	hlopez@laspositascollege.edu	
+ Add Message			



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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.



SECTION IS STUDENT IN	PO BARDON (	tel and an ingent	0407		ž	2023
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5166 Willow Rd.	Humberto	state term	<ul> <li>Is figing the low:</li> <li>Insetigited an initiality</li> <li>Isomorphic field with the low</li> </ul>	-		
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betolope_r30@hotm			man direction administration			-
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s. MATH 3	5	MATH 2	11.			
2 GEOG 1	-4	NONE	12			
a HIST 1	3	NONE	3.8			
LENG 1	3	NONE	34.			
PSYC 1	3	NONE	15.			
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				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.



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.

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# 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.

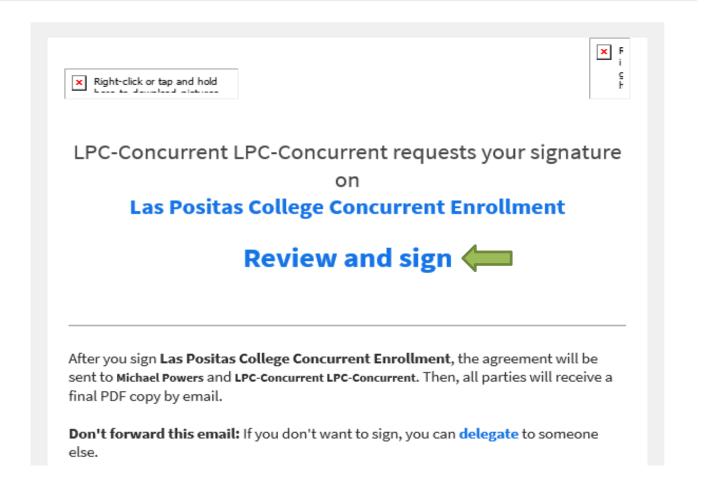
LPC-Concurrent LPC-Concurrent <adobesign@adobesign.com>

LL

Humberto Lopez

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

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



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		Las Positas College Office of Admissions & Records, Bldg.1600 3000 Campus Hill Drive • Livermore, California 94551
Student's Name: Lopez	Humberto	LPCStudent ID#: W 15666159
SECTION 3: PARENT or GUARDIAN	AUTHORIZATION FOR MINORS (TO	BE COMPLETED BY PARENT or GUARDIAN ONLY)
Parent / Guardian (Print Name):K	aren Lopez	
Relationship to minor student:_ Mo	other 🦛	
Parent / Guardian phone: 925-	546-8974 🦛	
<ul> <li>I hereby give permission to relea</li> <li>I hereby give permission to my n (NOTE: The Student Health Cent</li> <li>As the parent / guardian, do you</li> </ul>	or Designee named above is my c se my child's high school transcrip ninor child to use the services prov er providers are bound by confide	hild's school / district authorized representative. It to Las Positas College. Vided at the Student Health Center. Intiality even though they are treating minors) e should be aware of for this student?
Parent / Guardian (Signature) 🛛 🖄 🗌	KAVEN LOPEZ	Date: 10/04/22
	to this agreement, the <u>Consumer Disclosure</u> and FCCC - Chabot-Las Positas CCD.	to do business 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



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

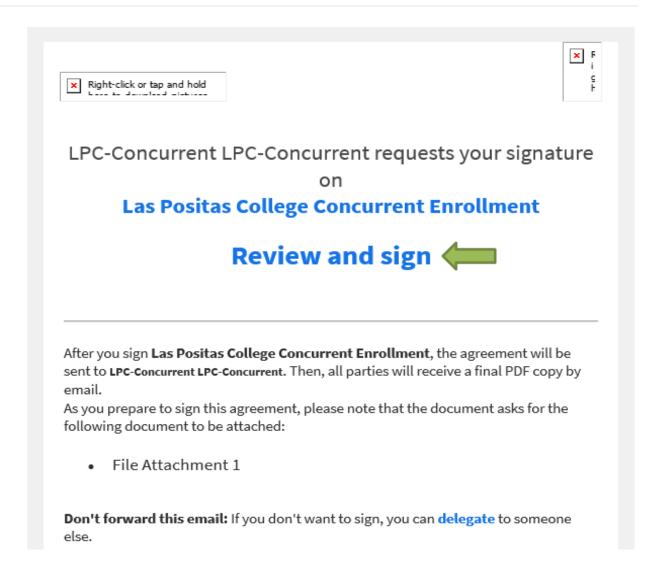
LL

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

Humberto Lopez

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

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



# 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.

MATH 3 GEOG 1	5	MATH 2	11.		
GEOG 1			11.		
	4	NONE	12.		
HIST 1	3	NONE	13.		
ENG 1	3	NONE	14.		
PSYC 1	3	NONE	15.		
			16.		
			17.		
			18.		
			19.		
OURSERESTRICTIONS: • Concurrent Enrollment is i	imited to a ma	iximum of 11 units for Spring/Fall	20. *Many courses require the complet College or their equivalent at anoth the class schedule or college catalo	er institution. C	onsult the course description i
<ul> <li>and 6 units for the Summe</li> <li>Enrollment in basic skills or 100 level) are not allowed</li> <li>You may ONLY list LPC cou</li> </ul>	ourses (Eng 10 (Ed. Code 488		<ul> <li>55500).</li> <li>Students are required to log into Cl to assist with the development of a placement into English, mathematic hours for your results to be updated</li> </ul>	student educati s and foreign la	onal plan and determine prop nguage courses. Please allow 4
UTHORIZED SCHOOL OFFI	CIALS (Sig	natures are required ev	very term. Initials or rubbe		
number of students per g	rade level sh	all be recommended for Concu	chool certifies, by signing this for irrent Enrollment at Las Positas C	ollege.	
<ul> <li>I certify that I have School transcript is n</li> </ul>	ve attached ot attached	a conv of the student's trans	n the student's ability to benefit f script. The student's application of 2.0 or higher. Click to a to sign this form.	will not be n	rocessed if a High
incipal or Designee (Print Nar	me) 😰 M	ichael Powers		Phone:	925-659-8923
incipal or Designed (Signature	e) 😰 Mi	chael Powers		Date:	10/04/22

17. 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.

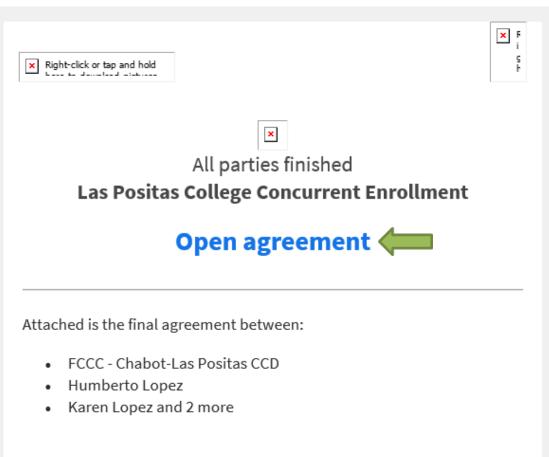
	DocuSign Envelope ID: 568E04E1-0881-409C-8A73-6D63873A80B9 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE	999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (205) 215		
Recommendation For Concurrent Enrollment Form Washington 98104 - (206) 219-020	999 3rd Ave, Suite 1700 - Seatte - Washington 98104 - (206) 219-0200	www.dousine.com		
Office of Admissions and Records 3000 Campus Hill Drive, Livermore, CA 94551. lpc-concurrent@laspositascollege.edu.	www.docusign.com			
Before submitting this form, you must complete a current online admission application.	Las Positas Conege Office of Admissions & Records. Bldg.1600	Admissions & Records Office Admissions & Records Office		
AS POSITAS	3000 Campus Hill Drive • Livermore. California 94551	Building 700, First Floor Building 1600, Second floor		
Tem: Spring	LAS POSITAS	25555 Hesperian Blvd., 3000 Campus Hill Drive		
Year: 2021	LAS POSITAS	CHABOT Hayward, CA 94545 Livermore, CA 94551		
SECTION 1: STUDENT INFORMATION ITO BE COMPLETED BY STUDENT ONLY)	Student's Name-Humberto Lopez LPCStudent ID#: W 15444789	Hayward, CA 94545 Livermore, CA 94551	Place of Bith	
Application Confirmation # Required: 1947521			Santa Clara, CA US	
1847521	> SECTION 3: PARENT or GUARDIAN AUTHORIZATION FOR MINORS (TO BE COMPLETED BY PARENT or GUARDIAN ONLY)	AB 2364 HIGH SCHOOL NON-RESIDENT EXEMPTION REQUEST		
/ 15444789 Current Grade Level: 0 10th   0 11th   0 12th Name of School: Amador Valley		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	lasted To Print Date	
C Student ID (W) Number (DO NOT put high school ID number or Social Security number) School Address: 1155 Santa Rita Rd.	Parent / Guardian (Print Name): Humberto Lopez		09/16/2020	
pez Humberto		the Concurrent Enrollment program and was coded as a non-residency of California.	03102020	
t Name First Name Middle Name Bysigning this form: •   certify that   am in the 10th. 11th. or 12th arade.	Relationship to minor student; <u>Father</u>			
		To be eligible for this exemption, you must meet all of the following:	10/1	
110 Willow Rd     1 Schröwköge their will be earling college chear for courses completed     at Las Posites College.	Parent / Guardian phone: (925)4522451	<ul> <li>Completed all steps and documentation as required under the respective college's Concurrent Enrollment program.</li> </ul>		
I will abide by the policies and enrolment conditions of the Concurrent     Encolment Process	By signing this form	<ul> <li>Approved/admitted under the respective colleges Concurrent Enrollment program.</li> </ul>	Total Gred	
leasanton California 94588	<ul> <li>I acknowledge my child's participation in Las Positas College's Concurrent Enrollment Program.</li> </ul>	<ul> <li>You are a U.S. Citizen, permanent resident, DACA grantee or alien without lawful immigration status (undocumented).</li> </ul>	Course ID Course Mrk1 Mrk2 Credits Graduation Requirements Short Reg Cr	
<ul> <li>I understand that after completion and approval of this form, I need to</li> </ul>	<ul> <li>I certify that the school Principal or Designee named above is my child's school / district authorized representative.</li> </ul>		Quarty Lane School, The Gird 09 Summer Sch 00/19 Comprehensive Grad Requirement	
register for the approved class[es] online via 0LASS-Web. 25 354 = 2589 08 / 25 / 2001 • Lunderstand that courses listed on this recommendation are for Las Positas	<ul> <li>I hereby give permission to release my child's high school transcript to Las Positas College.</li> </ul>	INSTRUCTIONS: To qualify for this exemption, fill out the required fields below and submit this form to the Admissions &	*TRUCO12 Algebra 1 / Transfer (P) A 10.00 English 20.00 40.00 10 TERME GPA 4.00 Credita 10.00 Gistal Studies 5.00 5	
20 / 304 2089 UB / 25 / 2001 • Lunderstand that courses listed on this recommendation are for Las Positias te Number Date of Birth College only.	<ul> <li>I hereby give permission to my minor child to use the services provided at the Student Health Center.</li> </ul>	Records Office of the college that you most recently applied to and/or is currently indicated as your Home Campus.	TERM: GPA 4.00 Credits 10.00 Gizbal Studies 5.00 5 CUMULATIVE: GPA 4.00 Credits 10.00 Wix4d Habry 10.00 10.00	
<ul> <li>Latinualize that numbers with structs authorized official will be attaching a convict</li> </ul>	(NOTE: The Student Health Center providers are bound by confidentiality even though they are treating minors)		US History 10.00 10.00	
opez@laspositascollege.edu myhigischooltmessipt.	<ul> <li>As the parent / guardian, do you know of any medical problems we should be aware of for this student?</li> </ul>	STUDENT INFORMATION:	Foothill High School Gird 09 Semester 1 1219 Chica 5.00 5.00	
al (registration notification will be sent here) Studentsignature D - Individual	No Q Yes. List medical problem(s) (E.g. heart disease, allergies, mental health, etc.):	(PRINT)	712223 PE Counte 1 A 500 Economica 500 500 *727500 Biology (P) B+ 500 Math 20.00 20	
		Lopez Humberto W 15444789	"72/500 Boogy (P) B+ 5.00 Main 22.00 20 "728021 Health Education (P) A+ 5.00 Physical Science 10.00 10.00	
SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)	CISTING	Lopez numberto VICINA Comparison	163635 Freehman Explicit (P) A 5.00 Life Science 10.00 10	
REQUESTED COURSES	Parent / Guardian (Signature) D ate: 11/9/2020   11:05:37 AM PST	EXEMPTION REQUEST:	1960120 Spanish II (P) A 5.00 VPA/World Language 10.00 10	
UNITS *PREREQUISITES SUBJECT & NUMBER (kg. trg LA) UNITS *PREREQUISITES	Cartery and Management 20 Cartery and Cart		10/7110 Hon Geometry (P) 8 5.00 Physical Education 10.00 20.00 10 TERM: GPA 1.67 Credits 20.00 Health Education 5.00 5	
Math 55 5 NA 11.	NOTE: In case of an emergency, the above parent/auardian will be contacted.	I am requesting an exemption of non-resident status to the following institution (PICK ONE):	TERM: GPA 3.47 Credits 30.00 Health Education 5.00 5 CUMULATIVE: GPA 3.75 Credits 40.00 Electives 80.00 80.00	
		Chabot College	Total Grad Credits 160.00 230.00 70	
		1	Foothill High School Geld 09 Semi-ster 2 05/20	
	SECTION 4: RELEASE OF PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT ONLY)	M Las Pasitas Collago		
13.	Attention Student: The Family Rights and Privacy Act (FERPA) of 1974 prohibits the college from providing any information to any	III Las Positas College	712223 PE Cruste 1 A 5.00 Total Credits 70.00 70	
13. 14.	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	-	712223 PE Guotes 1 A 5.00 Total Credita 70.00 70 1727500 Biology (P) A 5.00 Speech Ptof 1.00 1	
	Attention Student: The Family Rights and Privacy Act (FRPA) of 1974 prohibits the college from providing any information to any third parties (including parents; guardians; sibling; etc.) without the express written consent of the student; regresses, and signing this form below, you confirm that (1) you are the truthent; (1) you have made an indication below to withhold or release	Iss Positas College           Check one box that applies to you:	77222         FI Counse 1         A         State Transic Owner         72.00         Think owner         72.00         Think owner         70.00	
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# 18. All Parties will receive a confirmation email with the complete Concurrent Enrollment form.

[EXTERNAL] Completed: "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.

s College Concurrent Enrollment - signed.pdf 🖕	
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You can also **open it online** to review its activity history.

• 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.

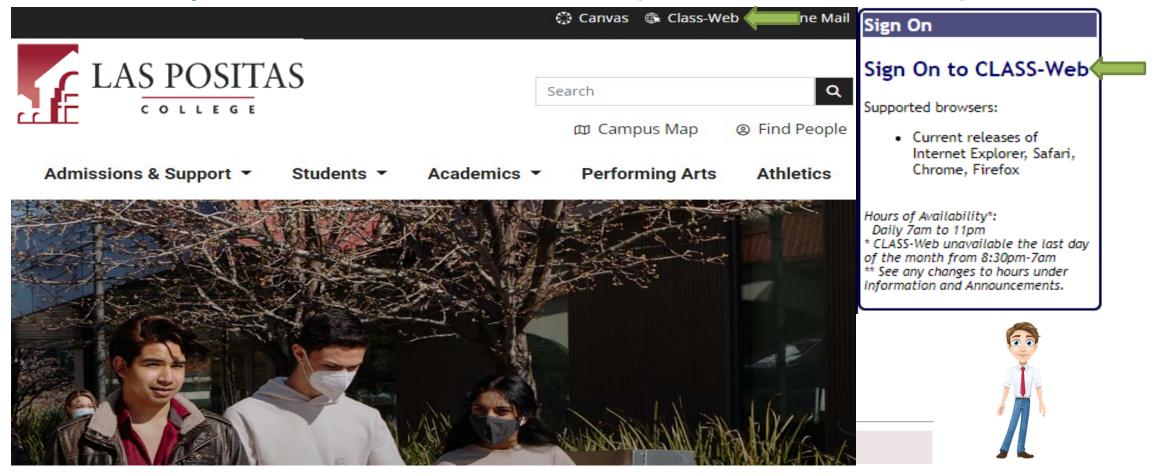
• How will the credit from the college classes be counted in the high school?

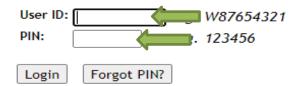
A 3 credit college class translates to 10 high school credits. College classes that are more than 3 credits can translate to as many as 15 high school credits.

• Will my credits transfer to another college?

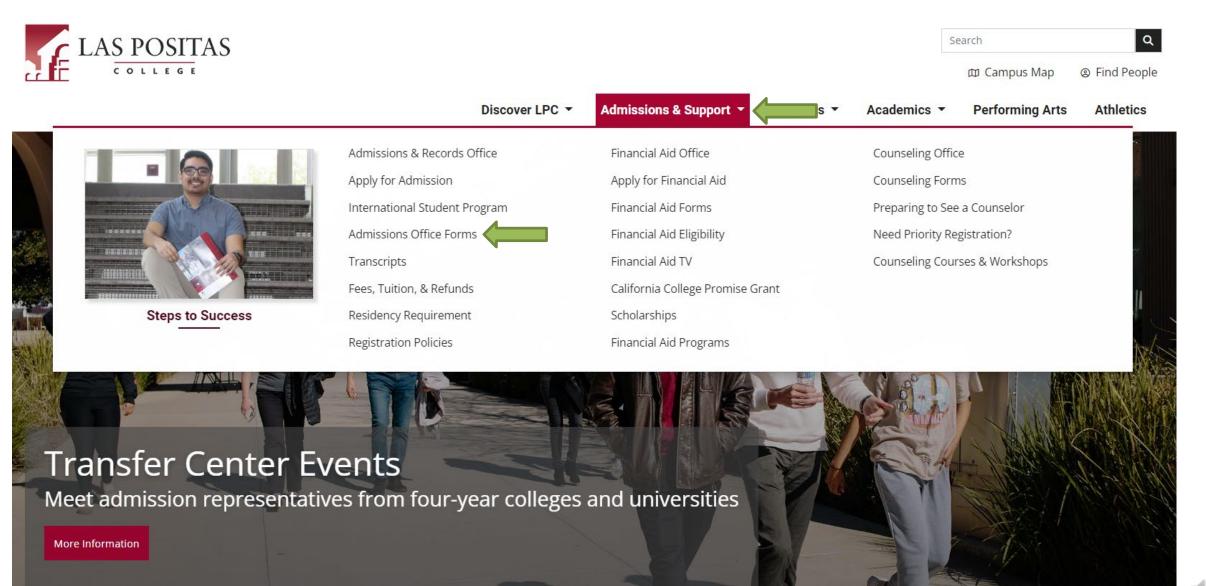
Depending on the course work, most credits will transfer to other colleges and universities. The student should always check with the college or university they choose to attend.

### 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).





Library Online Learning Internship & Job Board Employees Quick Links 🔻





Discover LPC Admissions F

Financial Aid Students Academics Performing Arts

ning Arts Athletics

LPC Zoom Room (Live Help): Meet Live with LPC staff for general assistance.

Learn more about COVID-19 updates and safety measures.



Next IN S YOU!

Las Positas College > Admissions & Records > Admissions Forms

# Need Help With CLASS-Web?

<u>CLASS-Web Guides</u> for helpful step-by-step guides!)

Admissions & Records Office

Building 1600, Second Floor

43



### 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."
- 3. 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
- "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
  - 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 guestion 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
- "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

## LAS POSITAS

### HOW TO SEE IF CLASSES HAVE OPEN SEATS

- 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?

- Type the 4-digit add number in the text box next to the corresponding class
- Click "Validate"
- 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
  - 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

LAS POSITAS

HOW TO CHECK CLASS DEADLINES (LAST DAY TO ADD, NGR DROP

"Enter CRN" → enter the Course Registration Number for

"Select term" → make sure to indicate the correct term

"Add/Drop or Withdraw from Classes" link

Update the information prompted on the "Pre-

Select the drop down menu next to the course you would

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

Please print this page for your records as it contains vital

Select the appropriate term and "Submit"

Registration Student Information" page

like to drop and select "Drop Class"

"Submit Changes" button

HOW TO VIEW YOUR STUDENT DETAIL SCHEDULE

"Student Detail Schedule" link

information for your courses

HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT

HOW TO VIEW YOUR 1098-T TAX NOTIFICATION

Select the appropriate term and "Submit"

"Unofficial Academic Transcript" link

"Tax Notification (1098-T Information)" link

Enter the year you wish to see and "Submit"

"Account Summary" link (shows grand total of all charges

"Account Summary by Term" shows charges and

payments for each individual term/semester

to confirm.

Log into CLASS-Web

"Registration" link

Log into CLASS-Web

"Submit" button

Log into CLASS-Web

"Student Services" tab

"Student Records" link

HOW TO VIEW YOUR ACCOUNT BALANCE

"Student Services" tab

"Student Records" link

Log into CLASS-Web

and payments)

"Student Services" tab

"Student Records" link

"Student Services" tab

DATE, WITHDRAW DATE, ETC.) Log into CLASS-Web

"Student Services" tab

"Check Class Deadlines" link

the class you want to check

"Registration" link

the class applies to

HOW TO DROP A CLASS ON CLASS-WEB

"Student Services" tab

Log into CLASS-Web

"Registration" link

"Submit" button

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### 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.

http://www.laspositascollege.edu/onlinelearning/index.php

"View Test Score/Assessment Results" link

Select the appropriate term and "Submit"

HOW TO VIEW FINANCIAL AID STATUS, AWARDS, ETC.

\*If the class is not eligible to be changed, you will not be able to

Grade Mode → Select the grade mode for each class\*

Helpful information can be found in the link above.

HOW TO VIEW YOUR ASSESSMENT RESULTS

"Student Services" tab

"Student Records" link

Log into CLASS-Web

"Registration" link

change the grade mode.

Log into CLASS-Web

"Student Services" tab

"Financial Aid" link

-

-

"Student Services" tab

HOW TO CHANGE A CLASS TO PASS/NO PASS

"Change Class Options" link

"Submit Changes" button

Log into CLASS-Web

#### TAKING AN ONLINE CLASS?

