

POLICIES & PROCEDURES

PREREQUISITES

A prerequisite is a requirement that must be completed prior to the registration of a course. For instance, Math 65 must be taken before Math 55; Math 65, in this case, is the prerequisite for Math 55.

Students are responsible for meeting prerequisite(s) wherever listed. Please note that Las Positas College's registration system, CLASS Web or The ZONE, recognizes only prerequisites completed at Las Positas College.

COURSE PREREQUISITE POLICY

Prerequisite means the preparation or previous course work considered necessary for success in the course. The college requires students to complete prerequisites as pre-enrollment preparation. Prerequisites, which are listed in the College Catalog, include:

1. Courses for which specific prerequisites have been validated.
2. Sequential course work in a degree-applicable program.
3. Courses in which a prerequisite is necessary for transfer to a four-year college.

PREREQUISITE OVERRIDE POLICY

Official transcripts are not evaluated upon receipt by the Admissions and Records Office. If a student completed an equivalent course at another institution, s/he must submit a Prerequisite Override Request to the Counseling Department.

1. Bring your unofficial transcript(s) showing successful completion of equivalent prerequisite coursework to the Counseling Department.
2. Request from the Counselor on duty that you need to override the prerequisite for the course you wish to take.
3. Complete the top portion of the override form and return it to the Counselor with your transcript(s). You will be contacted when the evaluation process is completed.

REPEATING A COURSE

The college recognizes that the most recent completion of a course should most accurately reflect a student's academic progress; thus, students may repeat for credit those courses taken for which grades of "D," "F," "NP," or "NC" were received.

Students will be limited to enrolling in the same non-repeatable credit classes a maximum of three times. This includes students who have earned a substandard grade ("D," "F," "NP," or "NC") or who have dropped with a "W" (Title 5, Section 55042).

Students may not repeat courses in which they received passing grades of "A," "B," "C," or "P." Upon receipt of appropriate documentation, the Dean of Student Services or designee may permit the repetition of courses for which a grade of "C" or better had been received under the following specific conditions:

1. When the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of students.
2. When there has been a significant lapse of time since the student previously took the course and there is a college program or other institution of higher education that has a course recency requirement that the student needs to meet. (Title 5, Section 55043)
3. When it is legally mandated that a student repeat a course in order to meet a training requirement as a condition of continued paid or volunteer employment. (Title 5, Section 55000)
4. When a student on active or reserve duty in the U.S. Military received orders compelling withdrawal. Upon verification of

orders, enrollment does not count in maximum number of enrollments nor withdrawals. (Title 5, Section 55024)

When a student has repeated a course, the most recent grade points are applied to the student's grade point average and academic progress standing. Students are advised that both the original and subsequent grade will remain on their transcript and that in transferring to other institutions, they may be held responsible for all units attempted.

WITHDRAWING WITH EXTENUATING CIRCUMSTANCES

Students may withdraw from a class with extenuating circumstances after the Withdrawal deadline date. Students need to obtain an (1) *Extenuating Circumstances Petition Card* from the Admissions and Records Office, (2) Contact the instructor to request the instructor's signature and the grade earned at the time the extenuating circumstance began, (3) Return the completed, signed request card with appropriate documentation to the Admission and Records Office. Circumstances that will be considered are acute medical problem, acute personal or family problem, employment related problem, or other similar circumstances preventing a student from completing the class.

ACADEMIC AND PROGRESS PROBATION

There are two types of probation: Academic and Progress. Students placed on probation may be required to meet with a Counselor to identify the deficiencies that created the probation status, determine what actions are needed to resolve the problem, and to develop a course schedule for the upcoming semester.

RE-ADMISSION FROM DISMISSED STATUS

Students who have been dismissed from Las Positas College for scholastic reasons may be readmitted if eligible under College policy outlined in the College Catalog. After completing the online application, students must submit a "Petition for Admission from Dismissed Status" to the Counseling Office, Bldg 1600.

STUDENT COMMUNICATION VIA ZONEMAIL ACCOUNT

All admitted students are given a student email account through The ZONE web portal. All messages from the College are sent to this account. Registration dates will be emailed to your ZONEmail account. As you complete your SSSP (Student Success and Support Program) 3 core services, you may be eligible for an earlier registration date than previously assigned. Please check your ZONEmail regularly for important notices from the College.

- Go to www.laspositascollege.edu
- Click on "The ZONE"
- User ID: use your W number - PIN: Same six-digit pin used for CLASS-Web -
- Log in and click "What is my college/district email address?" link under "Quick Check" -
- Click the Email icon and log in with the email as your username, and password (same six-digit pin used for The ZONE and CLASS-Web)

Instructions on how to forward your ZONEmail to your personal email are located on page 5. In addition to registration date notifications, students will also receive waitlist information, instructor emails, Financial Aid notifications, and general College information.

FEES & PAYMENT POLICY

FEE	AMT	DESCRIPTION (NOTE: Fees are subject to change without notice)
ENROLLMENT FEE	\$46	The enrollment fee for California residents, except those exempt by law, is \$46.00 per unit
NONRESIDENT TUITION	\$243	Non-Residents of California are required to pay a tuition fee of \$243.00 per unit in addition to the enrollment fee (\$46 per unit) and basic fees (\$28). (See refund policy below). A California Non-Resident Tuition Exemption may be granted to certain non-resident students who meet the exemption requirements set forth in Assembly Bill 540. Contact the Office of Admissions and Records at (925) 424-1500 for further information.
INTERNATIONAL STUDENT TUITION	\$243	The tuition fee for international students, non-immigrant aliens or students on other types of visas is \$243.00 per unit, in addition to the enrollment fee (\$46 per unit) and basic fees (\$28). (See refund policy below.) Failure to meet payment deadlines may jeopardize your F-1 status.
HEALTH SERVICES FEE	\$17 fall/spr \$14 summer	Las Positas College has a mandatory health service fee of \$17.00 for Fall & Spring semester, and \$14 for Summer semester. This fee is used to support health services for all enrolled students. Information on exemptions may be obtained by contacting the Admissions & Records Office located in Building 1600.
STUDENT REPRESENTATION FEE	\$1	A mandatory fee of \$1.00 will be assessed of all students each semester. This fee is used for any purpose related to representing the views of students with governmental bodies.
ASSOCIATED STUDENTS ACTIVITIES FEE	\$10	An optional fee of \$10.00 will be charged each semester. Students paying this fee receive an activity sticker, which provides discounts on student activities. These fees are used to support LPC clubs, scholarships, the Student Center, and other student-related services.
PARKING FEE (Parking fees are subject to change)	\$2 daily \$30 term	Parking at Las Positas College is by permit only. Mandatory daily permits can be purchased for \$2.00 from dispensers located in the parking lots. Term permits for automobiles can be purchased online via CLASS-Web or THE ZONE for \$30.00. (Motorcycles - \$15.00). See page 101 for further parking regulations. Parking regulations will be enforced the first day of classes. Note: A reduced term parking fee of \$20.00 is available for BOGG students.

DROP FOR NON-PAYMENT DEADLINE

Students who register for their Spring classes between: Nov 8 - Dec 16.....Payment is due by: Jan 6
Important: Students will be dropped from their classes if payment is not received by this deadline date.

COURSE MATERIALS FEES (NOTE: Materials fees are subject to change without notice)

The following chart represents an inventory of Las Positas College courses that have materials, facilities, or certification fees assessed in addition to the regular course fees.

DISCIPLINE	COURSE	TYPE	FEE AMT
Administration of Justice	AJ 9997	Lab/Materials	(see pg. 12)
Emergency Medical Services	EMS 30, 61	Certification	\$7.00
Fire Service Technology	FST 65	Certification	\$30.00
Fire Service Technology	FST 74A	Certification	\$80.00
Kinesiology	KIN 15	Materials	\$27.00
Kinesiology	KIN 17	Materials	\$35.00
Kinesiology	KIN LG	Materials	\$35.00
Kinesiology	KIN GF1, GF2	Materials	\$50-\$200
Photography	PHTO 50, 56, 57, 58, 64A, 72	Materials	\$20.00

DISCIPLINE	COURSE	TYPE	FEE AMT
Psychology Counseling	PSCN 10	Materials	\$27.00
Viticulture & Winery Tech	VWT 25, 45	Materials	\$100.00
Viticulture & Winery Tech	VWT 47	Materials	\$150.00
Welding Technology	WLDT 61AL WLDT 61BL	Materials	\$70.00
Welding Technology	WLDT 62AL WLDT 62BL	Materials	\$75.00
Welding Technology	WLDT 67A, 67B, 68	Materials	\$40.00
Welding Technology	WLDT 69A WLDT 69B	Materials	\$100.00
Welding Technology	WLDT 70 WLDT 71	Materials	\$60.00 \$100.00

STUDENT FEE PAYMENT POLICY

Fees must be paid in full by the scheduled payment due date or you will be dropped from your classes. Enrollment is conditional. The College reserves the right to cancel your registration. Fees can be paid by the following payment methods:

- 1. Online** - use your credit card by logging into The Zone or CLASS-Web.
- 2. Mail** - send a check or money order for full payment. DO NOT SEND CASH!
- 3. In-person** - pay by cash, check or credit card at the Office of Admissions and Records.
- 4. NELNET** - sign up for our online payment plan - see page 89 for details.

AFTER REGISTERING FOR CLASSES

The College does not issue billing statements after registration. It is up to the student to view their balance on CLASS-Web and pay any fees due by any one of the methods described above. Note: Your enrollment is conditional until fees have been paid in full.

PAYMENT PLAN & REFUND POLICY



www.MyCollegePaymentPlan.com/laspositas

For additional information, call us at 800.609.8056.
Customer service representatives are available 24/7.

SPRING 2017
Drop for Non-Payment Deadline

<u>REGISTER DATE</u>	<u>DUE DATE</u>
Nov 8 - Dec 16.....	Jan 6

Spring 2017 Payment plan available on December 1, 2016

Last day to enroll online	Required down payment	Number of payments	Months of payments
Payments on the 5th of the month			
Jan 3	none	4	Jan - Apr
Jan 26	10%	3	Feb - Apr
Jan 29	25%	2	Mar & Apr

My Payment Plan

If you have questions about your agreement or need to make a change to your address, telephone number or account number, please visit www.mypaymentplan.com. Please be sure to have your confirmation email available before logging in. You will receive your confirmation email one business day after submitting your agreement.

Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card

Cost to Participate

- \$20 enrollment fee per semester
- \$30 returned payment fee if a payment is returned

Simple Steps to Enroll

- Go to www.laspositascollege.edu
- Click on CLASS-Web
- Choose Sign On to CLASS-Web and log in
- Click on the e-Cashier link located on the Pay Fees Online/Registration Fee Assessment Page

ENROLLMENT FEE REFUND POLICY

Effective Spring 2013, the Chabot-Las Positas Community College District has implemented a new administrative procedure regarding student refunds. The new procedure is:

Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of class for a regular term class, or by the 10% point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

To apply for an enrollment fee refund, file a REQUEST FOR REFUND form at the Office of Admissions and Records. No refunds will be given to students who withdraw from classes after the no-grade-of-record (NGR) deadline. *(For refund deadlines, see the Academic Calendar on page 3).*

- -A \$10.00 processing fee will be subtracted from each enrollment fee refund (with the exception of classes cancelled by the College).
- -The student rep. fee, health services, and student activity fee are not refundable.

- -Refund checks will be sent by mail approximately 6 weeks after the NGR deadline.
- -In addition to the above , Non-resident and International tuition refunds will be given as follows:
 - -Prior to the first day of instruction - 90%
 - -During the first week of instruction - 75%
 - -After the first week of instruction - No refund

RETURNED CHECK POLICY

According to California Civil Code Section 1719, the Chabot-Las Positas Community College District will assess a service charge of \$25 for the first check passed on insufficient funds and a \$35 charge for each subsequent check passed on insufficient funds.

COLLECTION POLICY

Chabot-Las Positas Community College District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.