Handbook for Dual Enrollment at Las Positas College
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Las Positas College Dual Enrollment Handbook

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Dual Enrollment at Las Positas College

About This Handbook

Congratulations on taking the step towards earning early college credit! This handbook provides you with tips, instructions, and resources for navigating college as a high school student. Though not all-encompassing, you will find information to help you get started and answer some of the most frequently asked questions.

Herein, you will also find helpful links and screenshots to reference.

About the High School Credit Program

The High School Credit Program provides a list of curated courses for high school students in the Tri-Valley Area to complete through dual enrollment. Dual enrollment – also known as concurrent enrollment – enables high school students to take college courses, taught by college professors, either on our campus or at their school site. These courses can count toward the high school diploma, allowing students to get a head start on their higher education goals.

Participation in dual enrollment is likely to improve high school completion rates, increase college enrollment and degree attainment. It will also reduce time to degree and the cost of education while eliminating barriers to college and career.
Terms and Definitions

**Concurrent Enrollment** – Across California, the terms dual enrollment and concurrent enrollment are often used interchangeably. This usage is technically accurate, but dual enrollment is the preferred term. Students referred to as dual enrollment or concurrent enrollment students are all considered “special admit” students.

**Credit** - In general, credit classes are designed for students who are interested in earning college credits towards an associate degree, certificate, or transfer to a four-year college or university. Students who take credit classes receive a letter grade (A, B, C, D or F) at the end of the semester or term.

**Dual Credit** – Courses which provide high school students with the opportunity to receive both transcripts high school and college credit immediately upon completion of the class.

**Dual Enrollment (Dual E)** – The enrollment of K12 school district students part-time in a community college.

**Early College** – Early college high schools are innovative partnerships between charter or non-charter public secondary schools and a local community college, the California State University, or the University of California that allow pupils to earn a high school diploma and up to two years of college credit in four years or less. Early college high schools are small, autonomous schools that blend high school and college into a coherent educational program. In early college high schools, pupils begin taking college courses as soon as they demonstrate readiness. The college credit earned may be applied toward completing an associate or bachelor’s degree, transfer to a four-year university, or obtaining a skills certificate.

**Middle College** - Middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the middle college high school is to select at-risk high school students who are performing below their academic potential and place them in an alternative high school located on a community college campus to reduce the likelihood that they will drop out of school before graduation.

**Non-credit** - Noncredit classes are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, enrich their understanding about a topic, or develop personal interests. Noncredit classes are also a way to enhance learning in credit classes. Upon completion of a noncredit class, students may receive a grade of Pass (P), No Pass (NP) or Satisfactory Progress (SP). Some noncredit classes do assign standard letter grades (A, B, C, D, or F).
Criteria for Eligibility

Students who are enrolled in 9th - 12th grades can participate in dual enrollment programs at Las Positas College. Adult School students obtaining a GED are also eligible for dual enrollment. Note: Students who will be in the 9th grade in the immediately following Fall semester are eligible to participate in the summer term.

To register for classes, dual enrollment students must complete the CCCApply and Concurrent Enrollment applications (sample forms can be referenced in Appendix A and Appendix B).

The Concurrent Enrollment application is an e-form that must be approved and signed by the student's parent/guardian and school designee (either the principal or counselor).

Students should work with a school counselor to review the Course Catalog for courses of interest and any prerequisite requirements prior to filling out the Concurrent Enrollment form.

Application and Registration

Overview of the Process: Steps to Success - Concurrent Enrollment

To simplify the matriculation process for dual enrollment students, Las Positas College has created a “Steps to Success” for students and their parents to follow regarding onboarding.

- **Step 1**: Apply for Admissions
- **Step 2**: Log in to Class-Web and Activate Your Zonemail
- **Step 3**: Complete the Recommendation Form (the Concurrent Enrollment form)
- **Step 4**: Complete Online Orientation
- **Step 5**: Take Assessment / Placement Tests
- **Step 6**: Meet with A Counselor / Complete Your Student Education Plan (SEP)
- **Step 7**: Register for Classes and Pay Fees

For detailed information regarding these steps please see Appendix C and/or visit Steps for Success/Concurrent
How to Apply to Las Positas College

To participate in Dual Enrollment at Las Positas College students must first apply for admissions at Las Positas via CCCApply. Please note, it can take up to 48 hours to receive the email with your Student ID number which we call a W#.

Once a student receives their W#, they can fill out the Concurrent Enrollment application found on the Admissions and Records webpage. Please note, the concurrent enrollment application must be completed through DocuSign and paper copies of the application will not be accepted. This is due to the process being electronic and automatically routed to all parties on the designee list for signature and approval.

It is important to remember that high school students must submit a Concurrent Enrollment form every term they wish to participate in Dual Enrollment courses.

For additional information about Dual Enrollment please email lpc-concurrent@laspositascollege.edu and/or visit http://www.laspositascollege.edu/admissions/concurrent.php

How to Get Your Student ID (W#)

Students should receive their Student ID (W#) by email within two business days after submitting their application. If you do not receive your W# by email, please follow these instructions:

1. Go to www.laspositascollege.edu and click on “CLASS-Web” at the top banner.
2. Sign on to CLASS-Web by entering your Social Security Number and your PIN (default PIN is your date of birth: MMDDYY).
3. Then, scroll down and click on “What is my W ID?”

How to Access Your Student Email (Zonemail)

Zonemail is your student email. All students are required to use their student email address when emailing anyone on campus.

How to Find your Zonemail Address:

1. Sign on to CLASS-Web using your W# including the W and your 6-digit PIN (initially set up as your birth date in the MMDDYY format)
2. Verify your Zonemail username by clicking on “What is my email address?” at the top of the Main Menu page.
3. You should see your student email address under the box that says, “College Email Address”. It is usually the first letter of your first name followed by your full last name and looks like_______@zonemail.clpccd.edu.

How to Login to your Zonemail:

Go to the Zonemail Login Page [https://mail.google.com/a/zonemail.clpccd.edu/](https://mail.google.com/a/zonemail.clpccd.edu/)

Username: Enter the Zonemail username found in CLASS-Web
Password: Your 8-digit birth date in MMDDYYYY format (numbers only)

For more information or for additional assistance, please visit [http://www.laspositascollege.edu/onlinelearning/email_info.php](http://www.laspositascollege.edu/onlinelearning/email_info.php) or email helpzone@clpccd.org

How to Check Your Registration Date & Holds on Your Account

Students are given a priority registration number prior to the start of the semester that indicates when they can begin to register for classes. In addition, some students may have a “hold” on their account that prevents them from being able to register. Below are the steps to check your registration date and verify there are no holds on your account.

1. Log into CLASS-Web and click on the “Student Services” tab.
2. Select “Check Your Priority Registration Status”.
3. Click on “Select Campus” and choose: Las Positas College.
4. Click on “Select Term” and select whichever term for which you have applied.
5. Then, click “Submit”.

![Check Your Priority Registration Status](image)

![Student Success - Priority Registration Status](image)
How to Register for Classes

1. Log into CLASS-Web, and click on the “Student Services” tab.
2. Click on “Registration,” then on “Add/Drop or Withdraw from Classes.”
3. Click on “Look-up Classes to Add” and select the appropriate term and click “Submit.”
4. Review the course list and select the subject of choice.
5. After selecting “Course Search,” click on “View Sections” to find the course that meets your date, time, and location preferences.
6. Select the checkbox next to the course you want to register for and click “Submit Changes” to register for the course.

Have An Add Number?

1. Type the 4-digit add number in the text box next to the corresponding class
2. Click “Validate”
3. If approved, click “Submit Changes”
4. If it is not approved, please take a picture of the error message for reference.

Make sure to print out a “Student Detail Schedule” on CLASS-Web to confirm registration and for your records.

How to Pay Your Fees Online

Dual Enrollment courses are tuition free, however, you may be required to pay other student fees. To pay your fees online, follow the steps below:

1. Log into CLASS-Web and click on the “Student Services” tab.
2. Select “Pay My Fees Online”.
3. Click “Select a Term” to select whichever term for which you’d like to pay fees, and then click “Submit”. (You may be prompted to answer some questions. Answer, and then click “Submit”).
4. On the next page, select “Pay Now by Credit Card”.
5. Follow the prompts to complete payment.

Important Notes:
CLASS-Web only allows FULL payment. Partial payments, or payments by cash or check, can be made at the Office of Admissions & Records on the Las Positas College Campus. Payments for school fees are due at the time of registration. If you do not pay your fees by the payment deadline, you may be dropped from your classes. Please view the payment deadlines in the current class schedule.

Please see Appendix D for more detailed information pertaining to Class-Web.
Course Instruction
How to Access Your Classes - Instructure Canvas

Instructure Canvas is the learning management system used by Las Positas College to deliver online courses, hybrid courses, and to enhance face-to-face classes with online resources. Students will need to access this to be able to engage and participate in their classes.

How to Login to Canvas

Go to the Canvas login page which can be accessed on our homepage in the top navigation bar (shown above).
For Username, enter your W number.
For Password, enter the first two letters of your first name, followed by the first two letters of your last name (all lowercase), followed by the last four digits of your W number.

Example: Maria Valdez with a W number of W98765432 would enter password mava5432.

Students may change their default password by going to Account – Settings – Edit Settings Change Password, then clicking Update Settings.

Important: If you added a course late, there might be a 1-day delay from the time you are officially enrolled in the course and your Canvas account is created.

For more information about Canvas please visit http://www.laspositascollege.edu/onlinelearning/canvas.php

Equipment, Textbooks, and Instructional Materials

Tuition fees are waived for students participating in Dual Enrollment. However, other instructional materials and supplies like textbooks, calculators, or lab kits may be the responsibility of the student. Please review the notes section of the course description when registering for information about required materials and consult with your high school designee about covering the cost.
Student Supports & Resources

Admissions and Records

The Office of Admissions & Records serves as a resource for admissions, registration transactions, academic records and grades, petitions, evaluation of transcripts for the purpose of awarding degrees and certificates, enrollment verifications, and the production of a timely and accurate transcript.

For more information, please email lpc-admissions@laspositascollege.edu or call (925) 424-1500. Admissions and Records is in the 1600 Building, on the second floor.

Counseling

Counselors are available to assist current and prospective students in identifying, clarifying, and reaching their educational and career goals. Counselors provide Academic, Transfer, Career, and Personal counseling services. In-person and virtual drop-in counseling is available during our regular business hours but may be subject to change if counselors are not available or over-booked. A drop-in counseling session is limited to 15 minutes. Please note that while meeting with the counselor is not required, to register for classes, it is strongly recommended.

For more information, please email lpc-counseling@laspositascollege.edu or call (925) 424-1400. Counseling is in the 1600 Building, on the first floor.

Disability Resource Center / Disabled Student Programs and Services

The Disability Resource Center, also known on our campus as Disabled Student Programs & Services (DSPS) offers support services, determines required academic accommodations, and provides specialized counseling and technical support for students with disabilities, so that they can participate fully and access equitably all college experiences.

For more information, please email lpc-dsps@laspositascollege.edu or call (925) 424-1510. DSPS is in the 1600 Building, on the first floor.

Financial Aid

The Financial Aid office serves as a resource for students to explore their options when it comes to obtaining financial assistance, including federal financial aid, fee waivers, loans, grants, and scholarships. Students interested in getting financial assistance should look at submitting applications for either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (DACA) for undocumented students.

For more information, please email lpcfinaid@laspositascollege.edu or call (925) 424-1580. Financial Aid is in the 1600 Building, on the second floor.
The LPC Library

The Las Positas College Library aims to promote excellence in information competency, inspire lifelong learning, and strengthen our diverse campus and community by providing free and direct access to the research materials, tools, spaces, and information that support the educational mission of our campus along with those that aim to spark interests, expand horizons, and enrich the perspectives of our users.

For more information, please email lpclibrarian@laspositascollege.edu or call (925) 424-1150. The library is in the 2000 Building.

Tutorial Center

The Tutorial Center at LPC has multiple tutors who are happy to help students achieve their academic goals by providing a wide range of specialized learning supports to ensure students are successful in their studies. With over 21+ subjects available for tutoring, students can get the one-on-one help they need to reinforce their learning and support their educational needs.

For more information, please email lpctutoring@laspositascollege.edu or call (925) 424-1450. The Tutorial Center is in the 2400 Building.

Computer Center / 803 Lab

The Computer Center, also known as the 803 Lab, is both a classroom and an open lab for studying. Students are welcome to come in during open hours to get help with:

- Canvas, Zonemail, Registration, ConferZoom, Proctorio
- Microsoft Office apps and Google apps
- Free Microsoft Office 365 software for students
- Technology and software use issues
- Scan documents and save files to PDF or other formats
- A quiet place to study, print, or e-submit college documents

For more information, please visit http://www.laspositascollege.edu/computercenter/index.php or call (925) 424-1144. The Computer Center is in the 800 Building (located behind the 1600 Building).

Additional Resources

Las Positas College has many academic and support resources to offer its students. Please reference our Resource Guide for more information about the list of supports below.

Admissions & Records, Black Cultural Resource Center, CalWORKs, CARE, Career and Employment Center, Child Development Center, Community Education, Computer Center, Counseling, Dreamers (Undocumented) Program, DSPS, EOPS, Financial Aid & Scholarships, Foster Youth Liaison, Homeless Liaison, Integrated Learning Center (ILC), International Student Program, Library, Puente Project, Reading and Writing (RAW) Center, Student Health and Wellness Center, Transfer Center, Tutorial Center, Umoja Community, Veterans First Program.
Las Positas College Policies & Expectations

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, protects the privacy of student records.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. They have a right to gain access to and challenge the content of their educational records. They have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

For more information about FERPA please visit http://www.laspositascollege.edu/admissions/privacy.php

Student Conduct

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other college-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The district accords every student the right of protection. Students, however, are responsible for complying with college and district regulations and for meeting the appropriate college requirements. The Colleges have an obligation to maintain conditions under which the work of the colleges can go forward freely, in accordance with the highest standards of quality, institutional integrity and freedom of expression. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself or herself in accordance with standards of the college.

When a student is charged with misconduct, such charge shall be processed in accordance with the district policy and procedure to protect the student's rights and the college's interest. Disciplinary action may be imposed on a student for violation of law, district and college policy and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty, and management staff. Student conduct may result in disciplinary action by the college and/or criminal prosecution. It is the policy of the district not to impose student discipline for acts occurring away from the college and not connected with college activities unless the student's conduct affects the functions of the college.

For more information regarding Student Conduct please email the Dean of Student Services, jgagnon@laspositascollege.edu
Policy on Cheating and Plagiarism

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student’s devotion of considerable time and energy to the learning process. A high grade in a Las Positas College course is, therefore, something of which both the college and the student can be proud. It indicates proficiency in the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College’s reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered into the student’s record in the case of repeated, flagrant, or serious incidents.

Transcripts and Transcript Requests

Free Transcript Requests

Las Positas College offers two free transcripts for all students. After a student's free services are completed, future transcripts orders are placed through Parchment, a third-party online transcript ordering system. Please note, free transcripts take ten business days to process and then are sent first class mail through the U.S. Postal Service. A sample transcript request form can be seen in Appendix E.

Unofficial Transcripts

Students may view or print their unofficial transcripts at any time on Class-Web.

VIEW UNOFFICIAL TRANSCRIPT

1. Log into CLASS-Web
2. Click on the "Student Services" tab
3. Click on the “Student Records” link
4. Click on the "Unofficial Academic Transcript" link
5. Click on the "Submit" button

Official Transcripts

Students seeking their official transcripts must place their official transcript orders via Parchment. Please click on the Parchment Storefront link for additional information, pricing and the learner support. Chabot-Las Positas Community College District produces a district transcript of courses completed or in progress from both Chabot and Las Positas Colleges.

For more information, please view the transcripts page on the Admissions and Records website http://laspositascollege.edu/admissions/transcripts.php
Grades and Grading Policies

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

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<th>MEANING</th>
<th>GRADE VALUE</th>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>4 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>Barely Passing</td>
<td>1 grade point per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 grade points/units attempted with no units earned</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 grade points/no units earned, and no units attempted</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0 grade points/units earned with no units attempted</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td>0 grade points/no units earned, and no units attempted</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
<td>0 grade points/no units earned, and no units attempted Used to indicate satisfactory progress, but not completion, of a noncredit course</td>
</tr>
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</table>

For more information about grading policies please reference the Academic Regulations section in the current College Catalog.

Course Policies (Withdrawals, Incompletes, Repetition, Attendance)

Withdrawing from Classes

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Failure to follow the proper withdrawal procedures may result in a grade of “F”. Requests to withdraw from a class that are received by the “NGR” (No-Grade-of Record) deadline will not appear on a student’s academic transcript.

If a student withdraws from a course after the “NGR” deadline but on or before the “W” (withdrawal) deadline, a “W” will appear on their transcript. A “W” notation will not affect the student’s grade point average; however, excessive “W” notations may affect: (1) progress status; (2) status as a full-time student; (3) eligibility for financial aid and other benefits; (4) athletic eligibility; or (5) ability to repeat a course based on Title 5 regulations. Refer to the Class Schedule for important deadline dates.
Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered by the instructor on the student’s permanent record. The student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Enrollment Services of Las Positas College, or designee, and the instructor of record. The “I” will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A grade change form will contain the following documentation and shall be maintained by the Dean of Enrollment Services.

- The condition(s) stated by the instructor for removal of the “I”
- The letter grade to be assigned if the work has not been completed within the designated time limit
- The letter grade assigned when the stipulated work has been completed
- The signature of the student

The “I” symbol shall not be used in calculating units attempted or for grade points.

Course Repetitions

California Title 5 regulations, as amended, determine the conditions and processes related to repetition, enrollment, and apportionment limits at California Community Colleges. An “Enrollment” occurs when a student receives an evaluative or non-evaluative symbol on their official transcript (A, B, C, D, F, FW, P, NP, NC, CR OR W, I, IP, RD, MW, or EW). Only a military withdrawal (MW) and excused withdrawal (EW) does not count toward “enrollment.” Unless a course is noted as “repeatable” on the official course outline, the student who receives a satisfactory grade (C, P, or higher) cannot repeat the course, unless an exemption applies per CA Education Code Section 55042(b). If a student receives a substandard grade and/or withdraws from the course, the student is allowed to enroll in that course two more times for a total maximum of three enrollments per CA Education Code Section 58161. California Title 5 regulations specify the circumstances under which a student may repeat a course.

Attendance

It is assumed that each student will consider class attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors.

Excessive Absence

A student that has been absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor.
Reporting Absence

Absences should be cleared personally with instructors. Messages may be sent directly to the instructor’s college email or left directly on the instructor’s voicemail.

Examinations and Evaluations

Students will be expected to take examinations and to complete and submit reports and/or projects. The instructor will determine the scheduling of exams and due dates of reports and projects. Unless the student and instructor have made prior arrangements, the instructor is under no obligation to reschedule missed exams or to extend deadlines for reports and/or projects.
# Appendix

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Appendix A

Profile

Previous Name
Do you have a previous legal name that was used on legal documents or education transcripts?
- Yes
- No

Social Security Number
The Social Security Number (SSN) or Taxpayer Identification Number (TIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

Do you have a social security number or taxpayer identification number?

- Yes, I have a social security number or taxpayer identification number.
- No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Please enter your 9-digit social security number or taxpayer identification number (format xxx-xx-xxxx). It does not matter if you include the dashes.

Confirm your social security number or taxpayer identification number.

Current Mailing Address
- My mailing address is the same as the Permanent Address in my OpenCCC Account above.

Save
Continue
Residency

California Residence
Have you lived in California continuously since May 30, 2020? ○ Yes ○ No

Out-of-State Activities
As of May 30, 2020, have you engaged in any of the following activities? Check each activity that applies.
- [ ] I paid taxes outside of California
- [ ] I registered to vote outside of California
- [ ] I declared residency at a college or university outside of California
- [ ] I filed for a lawsuit or divorce outside of California

Special Residency Categories
Have you ever been in court-ordered foster care? ○ Yes ○ No

Save  Continue >
Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

- Yes
- No

Financial Assistance

Are you interested in receiving information about money for college?

- Yes
- No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

- Yes
- No

Athletic Interest

Are you interested in participating in a sport while attending college?

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).
- Yes, I am interested in [intramural or club sports](#), but not in playing on a [intercollegiate team](#).
- No, I am not interested in participating in a sport (beyond taking P.E. classes).
Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

☐ Academic counseling/advising
☐ Basic skills (reading, writing, math)
☐ CalWorks
☐ Career planning
☐ Childcare
☐ Counseling - personal
☐ DSPS - Disabled Student Programs and Services
☐ EOPS - Extended Opportunity Programs and Services
☐ ESL - English as a Second Language
☐ Health services
☐ Housing information
☐ Employment assistance
☐ Online classes
☐ Re-entry program (after 5 years out)
☐ Scholarship information
☐ Student government
☐ Testing, assessment, orientation
☐ Transfer information
☐ Tutoring services
☐ Veterans services

Save

Continue
Demographic Information

Gender/Transgender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's gender identity, and gender expression.

Gender

--- Select Gender ---

Do you consider yourself transgender?

--- Select Transgender Response ---

Sexual Orientation

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Please indicate your sexual orientation

--- Select Sexual Orientation ---

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.

Parent or Guardian 1

--- Select Education Level ---

Parent or Guardian 2

--- Select Education Level ---
Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

☐ Yes ☐ No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

☐ Asian

☐ American Indian or Alaska Native

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Middle Eastern or North African

☐ White

Save  Continue
Supplemental Questions

Las Positas College would like to gather some additional information on your application to college.

Special Programs

Are you a U.S. Veteran?

-- Select--

Are you a high school student taking a Credit By Exam Articulation class?

-- Select--

Athletics

Are you interested in participating in intercollegiate athletics at Las Positas College? If so, please select a sport:

-- Select--

English and Math Self-Assessment

Are you attending or did you attend a U.S. high school within the past 10 years?

-- Select--

Are you going to graduate or did you graduate with a high school diploma or its equivalent from a U.S. high school within the past 10 years?

-- Select--

Your safety is our priority at Las Positas College. In the event of an emergency, we require a cell phone number authorized for text messaging, so you can receive important security information in real time.

Please provide cell phone area code and number. (numbers only e.g. 9255551212)
Las Positas College Admissions Application

Dear Las Positas College Applicant:

Congratulations! On behalf of the faculty, classified professionals, and administrators, we are pleased to inform you that you have been admitted to Las Positas College to begin your studies.

Your acceptance to Las Positas College is an open door to a new and exciting education and future. We are looking forward to you joining our dynamic and diverse student body to pursue your academic and career goals.

In this admission acceptance email is additional information designed to help you start off strong at Las Positas College. Key to getting started is your Student Identification Number (W-ID number).

Your student ID ("W") number is W******.

All future college communications will be sent through the Las Positas College student e-mail system known as "zonemail." Please go to http://www.laspositascollege.edu/ZoneInfo/index.php for instructions on setting up your Las Positas College e-mail account.

What's next? Please complete all the steps listed at: http://www.laspositascollege.edu/admissions/new_students.php. They include completing an online orientation, taking an assessment test, and completing a student educational plan with an academic counselor. These steps are essential to your success in college.

We strongly encourage you to visit our homepage at www.laspositascollege.edu to review the Las Positas College catalog, class schedule, and begin to explore the many academic programs and student support services we have to offer.

We hope your experience at Las Positas College is a rewarding one and we wish you much success.

Sincerely,

Las Positas College
Admissions and Records Office
Appendix C

Recommendation For Concurrent Enrollment Form
Office of Admissions and Records. 3000 Campus Hill Drive, Livermore, CA 94551. 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: ___________ Year: ___________

SECTION 1: STUDENT INFORMATION [TO BE COMPLETED BY STUDENT ONLY]

<table>
<thead>
<tr>
<th>W</th>
<th>Current Grade Level:</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
</table>

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

Last Name  First Name  Middle Name

Street Address

City, State, Zip

(  )  / / Phone Number  Date of Birth

Email (registration notification will be sent here)

Application Confirmation # Required:

Name of School:

School Address:

By signing this form:

- I certify that I am in the 9th, 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 that if I am dropped from courses not listed on my recommendation, I will continue to attend Las Positas College.
- I understand that after completion and approval of this form, I need to register for the approved classes online via CLASS Web.
- I understand that courses listed on this recommendation are for Las Positas College and their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. Title 5, Sec. 55590.[1]
- You may ONLY list LPC courses above.

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 ___ # of units 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. Yes  No
- I certify that I am the school Principal / Designee, and authorized to sign this form.

Principal or Designee (Print Name)  Phone:

Principal or Designee (Signature)  Date:
SECTION 3: PARENT or GUARDIAN AUTHORIZATION FOR MINORS (TO BE COMPLETED BY PARENT or GUARDIAN ONLY)

Parent / Guardian (Print Name): ________________________________

Relationship to minor student: ________________________________

Parent / Guardian phone: ________________________________

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.):

[Signature] ________________________________ Date: ________________________________

NOTE: In case of an emergency, the above parent/guardian will

SECTION 4: RELEASE 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 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 record, 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 behavioral/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
  - [ ] Behavioral/disciplinary status only

Parent/Guardian Name: ________________________________ [Print name]

Parent/Guardian Name: ________________________________ [Print name]

Student’s Signature: ________________________________ Date: ________________________________

FOR OFFICE USE ONLY

- [ ] HIGH SCHOOL TRANSCRIPT
- [ ] VERIFY APPLICATION
- [ ] REG DATE | [ ] CE HOLD | [ ] HSCH | [ ] UNITS | [ ] RESTRICTION
- [ ] SAAADMS
- [ ] SWAAPPL Admissions & Records Staff: ________________________________ Date: ______________

- [ ] APPROVED
- [ ] DENIED Dean of Enrollment Services: ________________________________ Date: ______________

Las Positas College Dual Enrollment Handbook

Appendix C.2
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]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>W</th>
<th>Chabot-Las Positas College Student ID number</th>
</tr>
</thead>
</table>

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 ___________________________ Date: ___________________________

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

<table>
<thead>
<tr>
<th>A &amp; R Administrator or Designee</th>
<th>Date</th>
<th>□ HSNR</th>
<th>□ Student attributed</th>
<th>□ Student notified</th>
<th>Done by:</th>
<th>Date:</th>
</tr>
</thead>
</table>
CONCURRENT ENROLLMENT
Planning to take college courses while in high school.

Las Positas College provides the opportunity for high school students in 10th, 11th, and 12th grades to enroll in college-level courses. Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written parental permission.

Click on the image of each step for further instructions

STEP 1: APPLY FOR ADMISSION

To apply for admission, you will need to create an online account on the California Community Colleges Chancellors Office (OpenCCC) before being directed to the admission application. Within two business days of submitting your admission application, you will be sent an e-mail message from the college confirming your admission that will include your student identification number (which begins with a "W") and directions on how to activate your college-issued e-mail account. Once you have obtained your W# and have your college-issued e-mail, please proceed with your Steps to Success.

INSTRUCTIONS ON HOW TO APPLY FOR ADMISSION TO LAS POSITAS COLLEGE:

1. Go to Apply for Admission
2. Click on "Create an Account"
3. Click on "Begin Creating My Account"

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

Admissions & Records Office
STEP 2: LOGIN TO CLASS-Web and ACTIVATE YOUR ZONEMAIL

You will need your W# frequently to logon to the college online systems and for campus services. From email: two business days of submitting your admission application, you will receive a unique student W# via email. Remember to check your spam folder.

Zonemail is your student email. Make sure you can login to CLASS-Web (see above), and then follow these instructions to login to your Zonemail account.

INSTRUCTIONS ON HOW TO LOGIN TO CLASS-Web and ACTIVATE YOUR ZONEMAIL

1. Go to CLASS-Web.
2. Click on “Sign On to CLASS-Web”
3. Enter your user ID with your W#, social security number, or CCC-ID.
4. Enter your PIN (Default PIN is your birthdate in numerical format: MMDDYY).
5. Login
6. To verify your Zonemail Username, click on “What is my email address?” on the Main Menu page
   
   ![What is my W ID? What is my Canvas ID?](image)
   What is my email address?
   Can't remember your Zonemail email address? Look here!

7. Go to the Zonemail Login Page
   - **Username**: Enter the Zonemail username found in CLASS-Web
   - **Password**: Your 8-digit birth date in mmddyy format (numbers only)

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

[Computer Center Support]
STEP 3: COMPLETE RECOMMENDATION FORM

Complete the Recommendation For Concurrent Enrollment Program Form, through DocuSign. It is preferred that you fill out this request using your Zonemail address to protect the privacy of your information, please note, paper copies will not be accepted. High school students have to submit their Concurrent Enrollment form and complete an online application every term.

- [How to complete Concurrent Enrollment through DocuSign video](#)
- [Concurrent Enrollment Recommendation form](#)

IMPORTANT:

- Students attending home school should also submit a copy of their R4 Affidavits. (CA Ed Code, section 33190)
- Students who wish to enroll in English and/or Math must still take the Assessment test or clear the prerequisite via Counseling.

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

[Concurrent Enrollment Webpage](#)

STEP 4: COMPLETE ONLINE ORIENTATION

The online orientation will help introduce you to the college's steps to success, academic and student support services, campus life and leadership, student conduct and rights, and campus safety and security.

**Note:** Completing the Online Orientation is a requirement to receive Priority Registration.

INSTRUCTIONS ON HOW TO SIGN-IN TO THE ONLINE ORIENTATION:

1. Sign on to CLASS-Web and click on the “Steps to Success” tab
2. Under “Select Campus Option”, select Las Positas College
3. Under the “Step” column, click on “Orientation Services”

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

[Counseling Department](#)
STEP 5: TAKE ASSESSMENT / PLACEMENT

As a new student, we use your high school information, listed below, to determine your English and math placement. The assessments take only a few minutes are done online via CLASS-Web.

*Note:* Completing the English and math placement is a requirement to receive Priority Registration.

High School Information

- Your high school completion status
- Cumulative High School GPA
- English & math courses completed and grades received in those courses

INSTRUCTIONS ON HOW TO SIGN-IN TO THE GUIDED SELF-PLACEMENT:

1. Sign on to CLASS-Web and click on the “Steps to Success” tab
2. Under “Select Campus Option”, select Las Positas College
3. Under the “Step” column, click on a Guided Self-Placement you would like to complete.

- English Guided Self-Placement
- Math Guided Self-Placement
- Foreign Language Self-Placement

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

Assessment Center

OTHER RESOURCES

Career Coach

Undecided about your career? We have an online career assessment tool, Career Coach. Career Coach is an interactive platform to explore interests, careers and LPC programs. Career Coach also provides local job salaries, employment and career training. And you can view which LPC program will get you to your new career.

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION REGARDING THIS RESOURCE

Career Coach
STEP 6: MEET WITH A COUNSELOR and COMPLETE YOUR STUDENT EDUCATION PLAN

In order to assist students in successfully transitioning to college and to increase the likelihood of academic success, Las Positas College dual enrollment strongly recommend that students complete a Group Student Education Planning Session with a counselor and receive an 1-2 semester abbreviated Student Education Plan (SEP).

The SEP will provide students with a roadmap and accelerate the progress to complete their educational goal of earning a certificate, associate degree, and/or transfer to a four-year college or university.

Note: Completing the SEP is a requirement to receive Priority Registration, but not required to register for classes.

INSTRUCTIONS ON HOW TO MEET WITH A COUNSELOR and COMPLETE YOUR SEP

1. Click on a “Student Education Planning Appointment Scheduler”
2. Once signed in to the student education planning appointment menu, click on “Make Appointment”
3. Students will have the option of selecting, in-person or online Group Student Education Planning.
4. Appointments fill up quickly. Should no appointments be available, please continue to Las Positas College Counseling Department webpage, to meet with an academic counselor for a 20-minute drop-in session.

Note: To prepare for your meeting with an academic counselor, we strongly recommend that students click on the “Other Resources” tab and select a pathway using our Academic and Career Pathways webpage. Students will have the ability to save or print their Program Map and use it as an opportunity to discuss their college plans.

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

Counseling Department

OTHER RESOURCES

**Academic and Career Pathways**

Academic and Career Pathways webpage was designed to help students select a program of study. There’s also an option for students that are undecided. Once a student selects a pathway, they will have the ability to save or print their Program Map and use it as an opportunity to discuss their college plans with an academic counselor.

1. Go to our Academic and Career Pathway webpage
2. Select one of the Academic and Career Pathways
3. Select a Certificate or Degree at Las Positas College
4. View your semester-by-semester Program Map recommending your sequence of courses
5. Save or print your Program Map, and have it available when you meet with an academic counselor and complete your Student Education Plan

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION REGARDING THIS RESOURCE

Academic and Career Pathways
STEP 7: REGISTER FOR CLASSES. PAY FEES!

Upon completion of the steps to success, you will be assigned a course registration date for the subsequent term. You may register for courses any day and time following your course registration date. Priority registration is assigned to students who complete orientation, assessment, and student education plan. Please pay your fees owed to the college to avoid being dropped from your courses prior to the start of the subsequent term by the established deadline.

INSTRUCTIONS ON HOW TO REGISTER ON CLASS-WEB:

1. Sign on to CLASS-Web and click on the “Steps to Success” tab
2. Under “Select Campus Option”, select Las Positas College
3. Under the “Step” column, click on “Add/Drop or Withdraw from Classes”

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION WITH THIS STEP

Admissions & Records Office

OTHER RESOURCES

Netnet Payment Program

Having a solid plan for covering the cost of college is an important step toward graduation. Las Positas College is pleased to enlist the services of Netnet Business Solutions to make the process easier for you.

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

IF YOU HAVE QUESTIONS OR NEED MORE INFORMATION REGARDING THIS RESOURCE

Admissions & Records Office
CLASS-Web Step-by-Step Guides

3 CORE SERVICES
1. 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).
2. 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 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
- “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
- “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 (2nd 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.
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.

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

TAKING AN ONLINE CLASS?
http://www.laspositascollege.edu/onlinelearning/index.php
Helpful information can be found in the link above.

Appendix E.2
TRANSCRIPT REQUEST PROCESS AND PROCEDURE FOR FREE TRANSCRIPTS

**READ CAREFULLY BEFORE SUBMITTING THIS FORM**

Las Positas College offers (2) free transcripts for all students. After a student’s free services are completed, future transcript orders are placed through Parchment. Access the transcript webpage for details. Free transcripts take (10) business days to process and then sent first class mail through the U.S. Postal Service. Once the transcript leaves our college, it is the responsibility of the USPS to deliver. Mailing is not trackable or guaranteed. Lost transcripts may result in having to request and pay for additional copies. All other services and ordering options including RUSH orders and hold for grades or degrees are only offered through Parchment.

Submit all transcript orders by email to lpc-admissions@laspositascollege.edu

Las Positas College will send a confirmation email once the order is processed. Pick up service is not available for free transcript orders.

Under Provision of the Family Educational Rights and Privacy Act of 1974 (FERPA), transcripts may not be released without the written consent of the student. The student’s signature is required.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Number of Copies:</th>
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<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Last Name</td>
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<table>
<thead>
<tr>
<th>Student ID or Social Security Number:</th>
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<table>
<thead>
<tr>
<th>Street Address:</th>
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<table>
<thead>
<tr>
<th>City, State, ZIP:</th>
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<table>
<thead>
<tr>
<th>Telephone:</th>
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<table>
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<th>Day of Birth:</th>
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<table>
<thead>
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<th>Email:</th>
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### PLEASE PRINT COMPLETE DESTINATION ADDRESS LEGIBLY

<table>
<thead>
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<table>
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<table>
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<tr>
<th>Address:</th>
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<table>
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<tr>
<th>City, State, Zip:</th>
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### SIGNATURE OF STUDENT AUTHORIZATION RELEASE OF TRANSCRIPT

Student Signature: ____________________________  *Date: ____________

By Signing above, I certify that (1) I have read and understand all terms, conditions, procedures, and information provided on this form; (2) that I am the student indicated on this form; and (3) I authorize the release of my academic transcript record for pickup or to be destination listed above and any authorized parties at this destination.

### FOR OFFICE USE ONLY

Date Received: ______________  Received By: ______________  Date Send: ______________