

CONCURRENT ENROLLMENT INSTRUCTIONS SUMMER/FALL 2020



Concurrent Enrollment is an enrichment program that provides an opportunity for 10th, 11th, and 12th grade high school students to benefit from advanced scholastic or vocational work. Students are enrolled on a space-available basis. Please list alternative courses on the Recommendation form. Application acceptance does not guarantee enrollment in the class. Any changes to your schedule should be reviewed with your high school counselor or principal and submitted on a new form.

You may enroll in a maximum of 11 units for Spring and Fall and 6 units for Summer.

1) Complete the online Las Positas College "APPLICATION FOR ADMISSION"

- www.laspositascollege.edu (click on "Apply Online" link)
- Print the application confirmation page and include this page as part of your Concurrent Enrollment packet.

NOTE: If you have a green card, visa, or similar immigration status, we are required to verify your status. Please submit a copy to Admissions & Records after submitting your application.

2) Complete the "RECOMMENDATION FOR CONCURRENT ENROLLMENT PROGRAM" form

- Talk to your school counselor about the classes you would like to take and obtain approval and signatures on this form from your school principal or designee. **Include this form as part of your Concurrent Enrollment packet.**
- PLEASE NOTE: Students are not permitted to enroll in any Kinesiology (P.E.), ESL, or basic skills classes (English 100A, 100B, 104; Math 106, 107X, 107Y; Business 105, 107).**

3) REQUEST AN OFFICIAL HIGH SCHOOL TRANSCRIPT

- This must be provided to you by a school official – progress reports and/or student printouts are not permitted. Your GPA must also be 2.0 or higher. Home schooled students must also submit a copy of their R4 Affidavits. If you have AP scores, please submit an official, sealed copy. Include this as part of your Concurrent Enrollment packet. Submit a complete packet to the Admissions and Records Office "Building 1600, Room 1672 2nd floor.

4) REGISTER FOR CLASSES online via CLASS-Web on or after your registration date. You may only enroll in classes approved by your high school and Las Positas College. These classes must be listed on the Concurrent Enrollment Recommendation form. You must submit a new recommendation form if you wish to enroll in any courses not listed on the original form.

- IF YOU WISH TO ENROLL IN AN ENGLISH, MATH, OR CHEMISTRY CLASS** you must take the Assessment test for that subject. Testing must be completed and processed prior to registration in these subjects. Allow 1-2 business days for processing. Student ID (W) number and a valid photo ID are required to take the test(s). For more information, visit www.laspositascollege.edu/assessmentcenter/index.php

5) VISIT THE HEALTH CENTER

- Stop by the Health Center in building 1700 to file important information for medical services or emergencies, such as existing medical conditions. Please note that you must pay the Student Health Fee to receive *regular* health services.

APPLICATION

Registration for
Concurrent Enrollment students
starts:

MAY 5

(via CLASS-Web)

To register onDATE,
submit your completed packet
by:

APRIL 17

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

When you receive the email that your packet has been processed, check CLASS-Web for your registration date. Concurrent Enrollment applications will not be accepted for courses that are closed.

FEES

Enrollment fees are waived for students in the Concurrent Enrollment program.

Mandatory college fees still apply (\$21 Student Health Fee, \$8/\$9 Transportation Fee, and \$2 Student Representation Fee). A materials fee may also be charged, if applicable.

PLEASE NOTE: International and out-of-state students will be assessed tuition of \$290.00+\$46=\$336.00 per unit plus college fees. **Some students may qualify for the non-resident tuition exemption (Form AB2364).** For further information, contact the Admissions & Records office.

DISCLAIMER: Please be aware that students may not be admitted for the following reasons: insufficient time for application processing, placement testing, prerequisite verification, the College's own review of their program before classes begin, and/or limited college course offerings and college funding.



Privacy of Records (FERPA – Family Educational Rights and Privacy Act): When a minor enters higher education, the minor is afforded the rights of an adult. Therefore, parents cannot contact the instructor for information regarding their children, nor can parents attend classes or assessment testing with the student. The student may sign the consent line on the Recommendation for Concurrent Enrollment form authorizing the sharing of information by the College with the parents. If this signature is on file, the student services administrator will provide information

COURSE CREDIT:

High schools determine if they accept our courses for high school credit. Students must request Las Positas College to send transcripts to the high school. This is not done automatically. Grades are issued approximately three to four weeks after the semester ends. Visit the Admissions Transcript webpage for more information.

RESPONSIBILITIES:

The primary educational responsibility for high school students who participate in the Concurrent Enrollment Program rests with the high school. The high school assumes the responsibility of obtaining parental permission for students applying for admission and participating in the Concurrent Enrollment Program. Home-schooled students must obtain the signature of the appropriate school administrator. The Application for Admission, Concurrent Enrollment Recommendation form, Parent/Guardian Authorization Form for Minors, and your high school transcript must be fully completed, signed, and submitted to Admissions & Records.

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