

# COURSE REGISTRATION METHODS

## COURSE REPETITION

### Repeating a Course

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.

Only three kinds of courses can indicate the course is repeatable on the course outline of record. Courses for:

1. Intercollegiate Athletics;
2. Intercollegiate competition; or
3. Any course required as lower division preparation for a major at the University of California or California State University.

For consideration to repeat a course other than those listed above, please see a counselor.

### Limitations on Enrollment

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses Effective Fall 2013, Title 5 Section 55041, students may not enroll more than four (4) times in active participatory courses that are related in areas of physical education or visual and performing arts. The limitation includes attempts with a substandard grade or a withdrawal (W). Courses that are related in content are identified as "families of courses" and are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses. These limitations apply to certain courses, indicated in the course description, with the subject codes: ARTS, KIN, MUS, & THEA.

### Procedures for Course Repetition

For all other requests to repeat a course where the student has been blocked due to exceeding the limit of three attempts, or another reason needs to submit a Petition to Repeat a Course to the Dean of Student Services or designee. This document is required for approval of repetitions beyond the limits noted in California Title 5 regulations. Documentation may be required depending on the reason for the Petition to Repeat a Course.

The following are the specific elements that may be addressed on the Petition to Repeat a Course:

1. **Significant Lapse of Time:** A student may enroll for one additional attempt if they successfully completed the course and a significant lapse of time of more than 36 months have occurred since the student was awarded a grade in the course; and
  - a. There is an established recency prerequisite established by the course curriculum; or
  - b. There is an established recency requirement as established by a transfer institution.
2. **Extenuating Circumstances:** A previous grade resulted from verified extenuating cases of accidents, illness, or other circumstances beyond the student's control. Documentation is required that supports the extenuating circumstance.
3. **Special Course Repetition:** A student with a disability repeating a special class for students with disabilities based on an individualized determination that such repetition is required as a disability-related accommodation for that student. The Disability Resource Center is required to verify the disability.
4. **Extraordinary Conditions:** One of previous three enrollments noted on the transcript resulted due to fire, flood, or other extraordinary

conditions or if the District was unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazards.

5. **Legally Mandated Training:** Necessary to meet legally mandated training requirements as a condition of paid or volunteer employment. Significant Change in Industry or Licensure Standards and condition of paid or volunteer employment. Documentation is required from the agency or place of employment or prospective employer.
6. **Military Withdrawal:** 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 enrollment nor withdrawals.
7. **Portion of Variable Unit Open Entry/Open Exit Credit Course:** Enrollment required to complete one time the entire curriculum of the variable unit course as described in the course outline of record. May not repeat any portion of the course, unless it is: (a) legally mandated; (b) a special class for students with disabilities; (c) justified by extenuating circumstances above; or (d) to alleviate substandard work recorded for that portion of the variable unit course.
8. **Cooperative Work Experience:** Enrollment in a cooperative work experience course.

When a student has repeated a course and earned a passing grade of A, B, C, D, or P, the most recently earned grade is counted in the grade point calculation. Physical Education activity courses may not be repeated for a higher grade. Students are advised that both the original and subsequent grade will remain on their transcript and that when transferring to another institution, they may be held responsible for all units attempted.

### Course Repetition: Special Circumstances

Students may not repeat a course in which they received a passing grade of A, B, or C. However, under specific conditions, the Dean of Student Services or designee may permit the repetition of courses for which a grade of "C" or better has been received.

#### These conditions are:

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 the student;

When a student should repeat a course because there has been a significant lapse of time. A student may enroll for one additional attempt if they successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course; and

1. There is an established recency prerequisite established by the course curriculum; or
2. There is an established recency requirement as established by a transfer institution.

When it is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

California Education Code Section 55763 states that grades awarded for courses repeated under these specific conditions shall not be counted in calculating a student's grade point average.

### Official College Transcripts

At Las Positas College, we utilize a third-party online transcript ordering system, Parchment. Place third-party official transcript orders through the LPC website located at <https://www.laspositascollege.edu/admissions/transcripts.php>. LPC offers two free transcripts for all students.

Free transcript forms are located on the Admissions Transcript webpage. Free transcripts take ten working days to process, are not available for RUSH service, and are always mailed. Only through the third-party online transcript ordering system can students access more [cost-associated] ordering options.