

# COURSE REGISTRATION METHODS

## REGISTRATION

### Course Registration Methods

Students may register for classes using the following methods:

1. Via the Internet using MyPortal at <https://laspositascollege.edu>.
2. In-person at the Admissions and Records Office or at the Registration Support Center located in Building 1600.

For detailed information on registration procedures refer to the current Class Schedule or visit the Admissions and Records Office website at <https://laspositascollege.edu/admissions>. Special registration assistance is available to students with disabilities through the Las Positas College Disability Resource Center.

### Course Registration Information

#### New Students & Returning Students

Students who have never attended the Chabot-Las Positas Community College District will need to complete the following steps:

1. Apply for admission
2. Apply for financial assistance
3. Complete an online orientation
4. Complete Guided Self-Placement
5. Complete your Student Educational Plan
6. Register for classes and pay fees

#### Continuing Students

Students who have attended the Chabot-Las Positas Community College District during at least one of the two most recent fall or spring semesters are considered continuing students. A course registration date based on the completion of core services of orientation, guided self-placement, and Student Educational Plan (SEP) will be e-mailed to the student's college issued e-mail account prior to the course registration period for the subsequent semester or term. Continuing students at LPC will be assigned a course registration priority number. Visit the college website for information related to course registration priority criteria.

#### Class Schedule

Before the beginning of each semester or term, a Class Schedule is published indicating courses to be offered – the title of the course, the date and time, a brief description of the course, the name of the instructor, and the room assignment or location. Important instructions and information regarding admission and course registration are included in this publication. Please check the LPC website for detailed and updated class schedule information at <https://www.laspositascollege.edu/class-schedule/index.php>

#### Student Identification Card

Identification cards may be obtained at the Admissions and Records Office, Building 1600.

#### Communication via Zonemail Account

All admitted LPC students are given a student e-mail account through Zonemail. LPC will send all messages (including registration dates) to this account. As students complete the core services of orientation, assessment, and SEP, they may be eligible for an earlier registration date than previously assigned. Students are encouraged to check their Zonemail regularly for important notices from LPC.

Students may opt to forward their Zonemail to personal e-mail accounts. In addition to registration date notifications, students will also receive waitlist information, instructor e-mail messages, financial aid notifications and general college information.

## Course Registration Procedures

### Open Enrollment

In accordance with District policy, all classes are open to enrollment and participation by any person who meets the academic prerequisites of the class and who is otherwise eligible for admission to LPC.

### Enrollment Limits

Students are cautioned that some classes or programs may prove to be so popular or so limited by physical facilities and/or availability of qualified instructors that all who apply cannot be accommodated.

### Waitlist

Students may reserve a space on the waitlist for courses that are closed due to reaching their maximum enrollment limit. During registration, students will be automatically prompted to sign up for the waitlist if the class is closed.

### Waitlist Notifications

All notifications for the waitlist will be e-mailed to the student's Zonemail account. If a seat becomes available for a course, the student at the top of the waitlist receives a notification e-mail to register for that class within 72 hours. If the student does not take action before the stated expiration date and time, the student loses their spot to the next student on the waitlist.

### Priority Registration

Registration priority group and registration dates are determined by the completion of the core services of orientation, assessment, and Student Educational Plan (SEP), the number of units completed and in progress at Chabot-Las Positas Community College District, and the maintenance of good academic and progress standing.

Students who have completed the core services (orientation, guided self-placement, and Student Education Plan), as well as students in good academic and progress standing who have not exceeded 100 units (not including units in basic English, English as a Second Language, or Mathematics) will have enrollment priority over students who do not meet these criteria.

Students will register for courses according to an enrollment priority system as defined by Title 5 regulations and CLPCCD. Priority Group information is included in the current class schedule and is posted on the College website at <https://laspositascollege.edu>.

### Course Prerequisites

Students wanting to enroll in a course with a prerequisite must satisfactorily complete that prerequisite with a minimum grade of "C" or better, or the equivalent, before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to successfully take the course. Courses with a co-requisite require that a student either has taken the corequisite before or is taking it at the same time as the courses.

Usually, a prerequisite is a course from a lower sequence of courses. For example: You may not enroll in GDDM 63 without first passing GDDM 55 and/or 62 with a "C" or better. Usually, a co-requisite is a lab or a course that provides supplemental instruction.

To see which courses have prerequisites and/or co-requisites refer to the individual course offerings in this Catalog or the Las Positas College website at <https://laspositascollege.edu>.

### Program Requirement Substitution or Waiver

Requests for a course substitution or waiver of degree and certificate program requirements are available from the Counseling Department or Admissions and Records. Requests are submitted to [lpc-articulation@laspositascollege.edu](mailto:lpc-articulation@laspositascollege.edu) along with evidence of prior learning and/or transcripts from regionally accredited institutions. Courses waived receive neither unit nor grade credit; and other courses may be needed to satisfy the total number of units required to complete the program of study.

### **Limitation on Unit Load**

Eighteen (18) units per semester are considered to be a maximum load for a student. In order to take more than the maximum, an approval form must be obtained from an academic counselor. LPC reserves the right to place unit limit restrictions.

### **Course Conflict / Course Overlap**

Students may be permitted to enroll in two classes that meet during any part of the same hour with approval from the instructor, but only if a class overlaps with another class for 15 minutes or less. The student must request a Class Overlap form at the Admissions and Records Office. The form must be filled out by the instructor and signed by the appropriate Dean. The student must then return the completed form to Admissions and Records no later than the day before the Census date (attendance accounting -- typically a few weeks into the semester).