

# ADMISSIONS AND RECORDS

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### Admission Policies and Procedures

#### Eligibility for Admission

Admission is open to anyone who is 18 years old or older; or a high school graduate or completed a high school equivalency test, General Education Degree (GED), or California High School Proficiency Exam.

#### Ability to Benefit from Instruction

Under provisions of the California State Education Code and Governing Board Policy of this District, a student's ability to benefit from instruction shall be determined by evidence of the individual's:

- Ability to meet the demands of college instruction at LPC
- Ability to master, and proceed beyond, the minimum basic skill levels required for success in college education;
- Ability to show substantial progress in cognitive and affective learning in college courses; and
- Ability to show progress toward independent learning.

By this rule, the College shall determine whether a person is or is not capable of benefiting from college instruction. The determination of ability to benefit is a matter of composite professional judgment based upon available evidence. Additional information may be obtained from the Office of the Dean of Student Services.

#### Admission Application Procedures

An applicant may apply for admissions to the College through OpenCCC. Complete an application online at <https://www.opencccapply.net/gateway/apply?cccMisCode=481>

#### Admission with Advanced Standing

Credits earned at other accredited colleges or universities may be applied towards an associate degree from Las Positas College upon receipt of official transcripts. Accreditation must have been listed in the Accredited Institutions of Higher Education manual. Credit may also be allowed for college-level U.S. Air Force Institute courses and for formal courses taken at military service schools if such credit is recommended in the American Council on Education Guide.

#### Readmission from Dismissed Status

Students on dismissed status from LPC must submit a "Petition for Readmission from Dismissed Status" form. In order to enroll in classes, the Dean of Student Services must approve readmission. Petition forms are available at the Counseling Department.

#### Special Admissions – Concurrent Enrollment

Las Positas College provides the opportunity for high school students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades to enroll in college-level courses. Students in 8<sup>th</sup> grade may be admitted through special agreements between Las Positas College and school districts. Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written parental permission. Enrollment in basic skills courses (ENG 100 level, all ESL courses, MATH 100 level) is not allowed (Ed. Code 48800). Information on the Concurrent Enrollment Policy is available at the student's high school, and Admissions and Records Office or online at <http://laspositascollege.edu/admissions/concurrent.php>. Students must complete the required concurrent enrollment materials each semester or term and must have a high school grade point average (GPA) of 2.0 or higher.

#### Middle College

Middle College is an alternative education collaboration between Las Positas College and the Tri-Valley Regional Occupational Program (ROP). Middle College provides high school students from Dublin, Livermore, and Pleasanton an opportunity to begin taking college courses while still enrolled in high school. Students take classes at Las Positas College (up to 11 units per semester) and their enrollment fees are waived. Additional

information is available online at <https://laspositascollege.edu/middle-college/>.

#### International Student Admission

Las Positas College is authorized under federal law to enroll non-immigrant alien (F-1 and M-1 visa) students. Students seeking admission to Las Positas College must complete an International Student supplemental application packet, available online at [www.laspositascollege.edu/international](http://www.laspositascollege.edu/international) or from the International Student Program Office, Building 1600, Room 1658.

International students will be accepted for admission for either the Fall or Spring semester of each academic year. Students are encouraged to apply as soon as possible to allow sufficient time for application processing and obtaining a student visa. Las Positas College's International Student Program issues the Immigration Form I-20 to admitted international students. Students then use the Form I-20 to apply for an F-1 Student Visa at a United States Embassy or Consulate in their home country. Students currently studying on an F-1 Visa at another school in the United States may apply to transfer to Las Positas College. International student application deadlines are July 1<sup>st</sup> for the Fall Semester and December 1<sup>st</sup> for the Spring Semester.

The number of international students admitted will be contingent upon Las Positas College's ability to provide services as required.

#### International Student Applicant Requirements

1. Satisfactory completion of appropriate secondary education that is the equivalent of a United States high school diploma or a person who is eighteen years of age or older.
2. Affidavit of financial support demonstrating availability of sufficient funding for a minimum of one year. The certification document must include source of support and must be on official letterhead bearing the stamp or seal of the verifying bank.
3. Students must demonstrate English language proficiency sufficient to benefit from instruction at Las Positas College where all courses are taught in the English language. Please see <http://www.laspositascollege.edu/international/englishlanguageproficiency.php> for detailed information on the English language proficiency requirement.
4. Official secondary and/or post-secondary academic records. (Contact the International Student Program for the names of certified translation agencies).
5. Provide evidence by means of a physical examination certifying freedom from active tuberculosis.
6. Proof of medical insurance.
7. A signed international student agreement certifying student will comply with all college and immigration requirements.
8. \$100 non-refundable application fee.
9. Two passport photos.
10. Copy of an unexpired passport biographic page.

#### Student & Exchange Visitor Information System

Student and Exchange Visitor Information System (SEVIS) is a government database program that was implemented by the Student and Exchange Visitor Program (SEVP), part of the U.S. Citizenship and Immigration Services (ICE) branch of the U.S. Department of Homeland Security (DHS). This system maintains and tracks data of certain non-immigrants such as F-1 and M-1 students to ensure that students are in full compliance with DHS and College regulations. Las Positas College is a DHS certified institution, and as such, must provide data on F-1 and M-1 students and report any subsequent changes in status each semester in SEVIS.

#### Residency

For purposes of determining enrollment fees, students are identified as either residents or nonresidents.

#### Residents

Those who have lived in California as legal residents for at least one year and one day prior to the first day of a new semester/term and who can demonstrate intent to remain a California resident. Noncitizens who meet residency requirements and who desire to enroll as a California resident must provide documentation to the Admissions and Records Office.

### Nonresidents

Those who do not meet the California resident requirements. Nonresident students are required to pay out-of-state tuition. For further information concerning residence status, contact the Admissions and Records Office.

### Nonresident Tuition Exemption (Veterans)

Military veterans may be eligible for a tuition exemption based on VACA (Veterans Access, Choice and Accountability Act) criteria. Veterans who qualify for Chapter 30 or Chapter 33 GI Bill® and who live in California may also qualify for an exemption. A veteran who was discharged or released from at least 90 days of active service and their dependents, regardless of the veteran's state of residence, is entitled to resident classification and exempt from nonresident fees. For more information, contact the Veterans First Program or Admissions and Records.

### Nonresident Tuition Exemption (Concurrent Enrollment)

Concurrently enrolled students (high school students enrolled in college courses) who are classified as nonresident students for tuition purposes may be eligible for the Senate Bill 2364 waiver of nonresident tuition while in high school. Students must be special admit part-time (enrolled in 11 units or less) students who currently reside in and attend high school in California. Documentation should be submitted to the Admissions and Records Office.

### Nonresident Tuition Exemption (AB 540)

California Nonresident Tuition Exemption may be granted to certain nonresident students who meet the exemption requirements set forth in Assembly Bill 540. To be eligible, students must have attended high school in California for three or more years or attained credits earned in California from a California school equivalent to three or more years of full-time coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools. In addition, students must have graduated or will graduate from a California high school or obtained a certificate or General Education Development (GED), High School Equivalency Test (HiSET), or Test Assessing Secondary Completion (TASC). For additional information, contact the Admissions and Records Office.

### Nonresident Tuition Exemption (Refugees and Special Immigrant Visa Holders)

In 2017, the California Legislature enacted Assembly Bill 343, which established a new exemption from nonresident tuition for refugees with a special immigrant visas (SIVs). For additional information, please contact the Admissions and Records Office.

### Transcripts from Other Colleges & Universities

Students enrolled at LPC who desire academic credit for courses taken at other regionally accredited institutions must submit official transcripts of that work to the Admissions & Records Office (A&R). The student is responsible for initiating a request to each institution asking that an official transcript be sent directly to A&R. Transcripts received from other institutions are not forwarded to other colleges. This does not apply to Chabot College, as academic information from both LPC and Chabot is recorded on the same transcript.

To be credited by LPC, course work must meet the following criteria:

1. Course(s) must be taken at a regionally accredited institution;
2. The course(s) must be lower division;
3. The course(s) must have been completed with a grade of "D" or higher. All transferred grades including "F"s will be used in the calculation of units attempted, units completed, and the grade point average. Intersegmental General Education Transfer Curriculum (IGETC) Certification requires a grade of "C"; and
4. The content of the course(s) must be determined to be equivalent to the current Las Positas College course standards. Student Record Evaluators (located in the Admissions and Records Office) will complete the initial evaluation of course credit. The final responsibility for determining course equivalency is discipline faculty.

### Advanced Placement (AP) Examinations

Las Positas College grants credit for successful completion of the Advanced Placement (AP) Examinations. However, credit awarded will not be

transcribed onto the LPC transcript and can only be used towards LPC degrees and prerequisites. For further information, see the section on Advanced Placement Examinations in this Catalog.

### Cross-Enrollment with University of California - Berkeley

Students who have completed one semester as a matriculated student at Las Positas College with a 2.0 cumulative grade point average (GPA), and are currently enrolled in a minimum of six units, may be eligible to cross-enroll with University of California (UC) - Berkeley. A maximum of one course per term at UC Berkeley is allowed, and enrollment is on a space-available basis. Additional requirements apply. For more information, contact LPC's Counseling Department.

### Cross-Enrollment with California State University - East Bay

Students who have completed 20 transferable units at Las Positas College with a 2.0 cumulative grade point average (GPA) may be eligible to cross-enroll with California State University (CSU) - East Bay while completing coursework at Las Positas College. Students may elect to cross-enroll in courses at CSU East Bay that are not offered by Las Positas College, including upper division courses. Students must be enrolled in a minimum of 6 units at Las Positas College and 12 units between the two campuses. For more information, contact LPC's Counseling Department.

### Enrollment Status Based on Unit Load

**Full-time Student** Registered for 12 or more units

**Three-quarter Student** Registered for 9.0 to 11.5 units

**Half-time Student** Registered for 6.0 to 8.5 units

**Less than half-time Student** Registered for less than 6.0 units

**Noncredit only Student** Registered for 0.0 unit