

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 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).

COURSE WITHDRAWAL PROCEDURES

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.

Total Withdrawal

Students who intend to withdraw from LPC must initiate withdrawal procedures for each class in which they are enrolled. Students are held accountable for clearing all obligations with the College including fees, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed symbol "W" is 75% of class meetings. Visit <https://www.laspositascollege.edu/admissions/academic-calendar.php> for deadlines.

Instructor's Withdrawal Option

The instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

Instructor's Withdrawal Option: Distance Education

The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the Class Schedule. For online courses, an instructor may drop students who do not log into their Canvas course and/or complete indicated activities by the third day of classes. Distance Education instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.

Military Withdrawal

If a student is called to active military duty any time during the semester or term, they are entitled to petition for military withdrawal (MW). MW shall not be counted in satisfactory academic progress probation and dismissal calculations; and enrollment fees for courses not completed may be refunded. Service members must provide copies of their military orders to the Admissions and Records Office.

Excused Withdrawal

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting

their ability to complete a course(s). These events may include an accident or illness, job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other circumstances making course completion impractical. Upon consultation with faculty and verification of these conditions or reviewing documentation substantiating the condition, an excused withdrawal symbol may be assigned "EW." The "EW" shall not be counted in progress probation and dismissal calculations.

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

1. Intercollegiate Athletics;
2. Intercollegiate competition;
3. Work Experience Education; or
4. 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 additional ordering options.

FEES AND TUITION

California Residents – Enrollment Fee

California residents, except those exempt by law, will be charged an enrollment fee of \$46 per unit for classes at LPC. Updates to fee information will be made available at <https://www.laspositascollege.edu/admissions/fees.php> or by contacting the Admissions & Records Office.

Nonresident Tuition

Nonresidents of California are required to pay a tuition fee of \$370 per unit in addition to the \$46 enrollment fee and other college fees.

Exemption from Nonresident Tuition

For a list of exemptions, please see the Residency information in the Admissions and Records section of this catalog.

International Student Tuition

International students, nonimmigrant aliens and students on other types of visas must pay \$370 per unit [Effective Spring '24 - Fall '24] in addition to the \$46 enrollment fee and other college fees. International students (F1, M1 visas) must enroll in and maintain 12 units minimum per semester.

Fees are Subject to Change

The California State Legislature regulates enrollment fees. LPC reserves the right to collect enrollment fee increases approved by the CA State Legislature from all students, including those who have paid fees prior to new rate implementation. Fees are subject to change. We will make every attempt to notify students of fee changes in advance.

Payment of Fees

Student enrollment each term is conditional upon full payment of fees and tuition. If fees are not paid, classes will be dropped according to the "Drop for Non-Payment" deadline dates listed in the class schedule and on the Las Positas College website.

In Case of Non-Payment

College financial obligations may result in the withholding of course registration privileges, which will be released when the student pays the financial obligation in full.

Collection Policy

Chabot-Las Positas Community College District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and the student's credit rating may be affected. If debt is referred to FTB, amount owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.

Student Health Fee

Las Positas College provides health services through the Student Health and Wellness Center. All enrolled students are charged a mandatory Student Health Fee of \$21.00 per semester and \$18.00 in summer. Exemptions from paying this fee are granted as follows:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination, or religion.
2. Students who are attending Las Positas College under an approved apprenticeship training program.

To qualify for exemption, students must provide written documentation to the Dean of Enrollment Services.

Student Activities Fee

A Student Activities Fee of \$10.00 will be assessed of each student each semester (excluding Summer), unless a student opts out [paperwork is required; contact Student Life]. Students paying this fee receive an activity sticker that provides discounts on student activities and sports events. The fee helps finance student activities, clubs, student spaces, other student-related services, and scholarships.

Student Representation Fee

A fee of \$2.00 will be assessed of all students each semester. This fee is used for purposes related to representing students' views with governmental bodies (via LPC Student Government).

Parking Permit Fees

Please note that parking at LPC is by permit only. Parking regulations are enforced beginning on the first day of instruction of each term. Semester parking permits are now digital, registered to your license plate, and must be ordered online. Parking permits can be paid for either online or by cash payment in the Campus Security Office (Building 1700).

Daily Permit: \$3.00

Car: \$45.00 (Spring & Fall), \$20.00 (Summer)

Motorcycle: \$25.00 (Spring & Fall), \$7.00 (Summer)

A reduced-rate parking fee of \$30.00 is available for CA College Promise Grant (formerly Board of Governors Fee Waiver) students.

Parking fees are subject to change.

Transportation Fee

With the passage of the Student Mobility Initiative in November 2017, all students are charged a mandatory transportation fee of \$9.00 (enrolled in 6+ units), or \$8.00 (enrolled in fewer than 6 units) per semester [excluding summer term]. As a result, students are able to ride Wheels buses for free when they show a valid LPC student identification card. Please view <https://www.laspositascollege.edu/about/public-transportation.php> for more information.

Print Cards

A Print card is required to print from college computers. Cards may be purchased with a \$1 bill (cash only) from vending machines in the Library in Building 2000, or the Computer Center on the second floor of the Academic Support Building, Rm 21206. Value may be added to any card in \$1, \$5, or \$10 increments (cash only) in either location.

Payment Methods

Students have the option of paying fees by the following methods: (1) Credit card at the time of online registration; (2) Check or money order by mail (no cash); (3) Payment in-person to Admissions & Records; or (4) NelNet Payment Plan for Spring and Fall terms only (See MyPortal; Admissions & Records).

Enrollment Fee Refund

Students may request a refund of enrollment fees as long as the student withdraws from classes during the first two weeks of class for a regular term class, or by the 10% point of the length of a short-term class. **Refunds are not automatic.** Requests for refunds must be submitted by June 30 of the academic year that just ended.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of withdrawal date. In this case, requests for refunds made after the end of the academic year will be honored.

To apply for an enrollment fee refund, students must submit a Request for Refund form to Admissions & Records. No refunds are given to students who withdraw from classes after the No-Grade-of-Record (NGR) deadline. For deadlines, see the Academic Calendar.

A \$10.00 processing fee will be subtracted from each enrollment fee refund with the exception of classes canceled by the College. The student representation fee, student health fee, and student activities fee are not refundable. Refund checks will be sent by U.S. mail approximately six weeks after the NGR deadline.

Nonresident Tuition Refunds

Refunds of nonresident tuition by reason of program reductions or withdrawal from the College will be made in accordance with the schedule indicated below:

1. Withdrawal prior to the first day of instruction in a regular semester, term, or session: 90% Refund.
2. Withdrawal during the first week of instruction for a regular semester, term, or session: 75% Refund
3. Withdrawal after first week of instruction for a regular semester, term, or session: No Refund.

For further information regarding tuition charges and refunds, consult the current class schedule.

Tax Benefits for Education

Information about Tax Benefits for Education including the American Opportunity and Lifetime Learning Tax Credits and guidance for tax treatment of educational expenses, financial aid, and scholarships, is available via the Internal Revenue Service (IRS) at www.irs.gov or U.S. Department of Education at www.ed.gov. Students will receive from the Chabot-Las Positas Community College District (CLPCCD) a 1098T form noting all fees billed and scholarships, fee waivers, and financial aid provided for the applicable tax year. This form may also be downloaded from MyPortal.