



How to Register for a Course

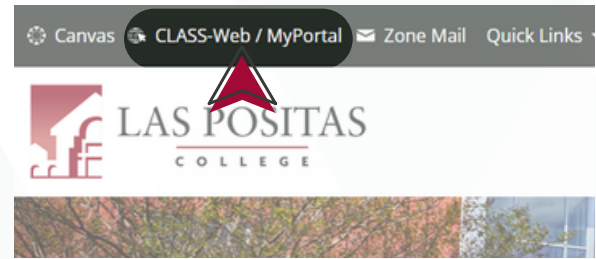
for Dual Enrollment Students



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Go to the LPC Home Page and select **CLASS-Web/My Portal**



2

W#

Enter LPC **WID# & PIN**

3



Select the **"Student Services"** tab.

Classic CLASS-Web

- Student Services
- Student Steps for Success
- Financial Aid

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Chose the **"Registration"** link.

Check Your Priority Registration Status
Are you ready for registration? Check here for your current priority
[Registration](#)
Add or drop classes; Withdraw from classes; Change your grading or
Student Records
View your holds; Display your grades and unofficial transcripts; Rev
Pay My Fees Online

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Chose **"Add/Drop or Withdraw from Classes"** link.

Steps to Success
Complete the Steps to Success at Las Positas or Chabot College.
[Add/Drop or Withdraw from Classes](#)
Have an add number from your instructor? Use this link!
Look-up Classes to Add
Change Class Options (Before Census)

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Select the *appropriate term* and **"Submit"**.

Select Term

Select a Term: Fall 2025

Submit

RELEASE: 8.7.2.12



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For further assistance, contact Educational Partnerships
Email: ipc-dualenrollment@laspositascollege.edu

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Enter the 5-digit *Course Registration Number (CRN)* for each course that you want in each box provided.

Add Classes

CRNs

Submit Changes Class Search Reset

HINT: Don't forget to click "**Submit Changes**" button and you are all set. Make sure to confirm that the course is properly added by checking the page that appears after you submit the request, as well as checking your **Student Detail Schedule**.

DON'T KNOW THE CRN?

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Chose "**Class Search**" button then Scroll and click on chosen subject and click "Course Search" button.

Following click "**View Sections**" button of chosen subject course.

Subject: Adaptive Physical Education
Administration of Justice CC
Administration of Justice LPC
American Sign Language LPC
Anatomy CC
Anatomy LPC
Anthropology CC
Anthropology LPC
Architecture
Art CC

Course Search Advanced Search

Look-Up Classes to Add

Spring 2020

Medical Assisting

60	Intro to Medical Assisting	View Sections
70B	Clin Skills for Med Asst 2	View Sections
71B	Administrative Skills 2	View Sections
72B	Electronic Health Record Prt 2	View Sections
73	Clinical Experience Practicum	View Sections
74	Clinical Experience Seminar	View Sections

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Click on check box for the chosen class, "**Register**" button to continue.

Sections Found

Select	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Section Notes	Zero Textbook Cost	Low Textbook Cost
<input type="checkbox"/>	32886	MEDA	60	E01	Chabot	2.000	Intro to Medical Assisting	TR	01:30 pm-04:45 pm	44	42	2	20	0	20	0	0	0	KRISTINA PERKINS (P)	04/13-05/22	C2200 2254			

Register New Search

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

HINT: To get your "**Student Detailed Schedule**" click the link on the next screen for the "Printable Class Schedule". Please print this page for your records as it contains vital information regarding your courses.



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