

Dual Enrollment Handbook for Students & Families at Las Positas College



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Dual Enrollment at Las Positas College

Welcome

Welcome to Las Positas College and *congratulations* on taking the step towards earning early college credit!! We are excited to include you in our Dual Enrollment Program. Dual Enrollment helps ease the transition to becoming a college student. It also helps you to get a head start on college and gain experiences that will help you move toward your eventual career. **This handbook provides you with tips, how-to's, and resources for navigating college as a high school student.** Though not all-encompassing, you will find information to help you get started and answer some of the most frequently asked questions.

As a Dual Enrollment student, you are a college student and have committed to *working hard* and *working smart* as you successfully navigate a college course, but you are not alone. You will be learning from faculty who will support you throughout your course and during your time as a Las Positas College (LPC) student, and you have access to many services and supports. Whether you are taking classes to enhance your knowledge of a subject or simply want to gain both college and high school credit at the same time, you are making a decision to create a brighter future for yourself!

This handbook is designed to answer questions you may have as a dual enrollment student at Las Positas College. The LPC website contains many resources, including information about how to access resources. The LPC website has so many resources, and you will find many helpful links in this handbook. It should be used as a reference that you come back to for information throughout your time as a dual enrollment student.

As a Dual Enrollment **parent or guardian**, you have committed to *supporting your student* throughout this sometimes-challenging journey of college education. There may be times that they need something signed for a course, help studying for a test, or just an encouraging pat on the back.

On behalf of the entire support staff at Las Positas College, please know we have your back! If you have ANY questions about this program or handbook, please reach out to us.

What is Dual Enrollment?

While that seems like a simple question, the answer can be confusing. Basically, **Dual Enrollment** is when a high school student enrolls in both high school and college at the same time. **Dual Credit** is when a high school student receives credit on both their high school AND their college transcript for a college course they take. Each individual school district determines how many credits will be awarded. (*Adult school students obtaining an HSD or GED from an Adult School are also eligible for Dual Enrollment.*)

As a high school student who resides in Alameda County, you can take courses at Las Positas College while you are in high school, with the permission of your parents and your high school.

The Dual Enrollment Program allows you to take classes that aren't available at your high school, take Career Technical Education classes to explore and develop skills that will help you enter the workforce or take courses that will fulfill college general education requirements.

The most important thing to remember is that as a dual enrollment student, you are a Las Positas College student!



Types of Dual Enrollment

<p><i>Individual Dual Enrollment (Concurrent)</i></p>	<p><i>College & Career Access Pathway (CCAP) Dual Enrollment</i></p>
<ul style="list-style-type: none"> ➤ Students choose and register themselves into an existing college class after Admissions & Records (A&R) processes the dual enrollment form. ➤ At the college campus or online. ➤ During a time that the student is available outside of their school schedule (evenings, weekends, summers). ➤ Free to students (<11 units per semester) ➤ Students responsible for the purchase of books/materials. ➤ Students must submit a Las Positas College application and a dual/concurrent enrollment form EVERY SEMESTER. 	<ul style="list-style-type: none"> ➤ Students are registered by LPC after submitting dual enrollment forms. ➤ Classes are offered in a sequence to move student forward on general education or Career Technical Education (CTE) pathway. ➤ Embedded into students' school day or directly after school. ➤ On the high school campus, closed sections are limited to high school students and priority registration for students in sections offered on the community college campus. ➤ Free to students (<15 units per semester) ➤ Students are provided books and materials. ➤ Currently, students must submit a Las Positas College application every semester and a one-time dual enrollment form for CCAP classes on the high school campus.

Why Take Dual Enrollment Classes?

Great question! [The Dual Enrollment Program at LPC](#) is an opportunity for all Alameda County High School students to take classes for FREE! These classes are held on campus AND online throughout the day and in the evening, so they fit into students' very full schedules. Some courses are even offered on your high school campus!

Dual enrollment is an opportunity to take challenging courses and accelerate your education. When you successfully complete dual enrollment courses there are many benefits:

- Learn more about how college works
- Get credit toward high school graduation
- Increase your prospects for success and graduation from college and/or university
- Complete classes toward a degree or certificate at Las Positas College
- Gain college credit at no cost: finish sooner and reduce the overall cost of college.

However, there are some important facts to consider when choosing a dual enrollment class:

- Dual enrollment courses become a part of your permanent college transcript and failing grades could negatively affect eligibility for financial aid and admission to other colleges and universities,
- If you are taking a course to fulfill a high school requirement or earn high school credits and fail one of these classes, it can negatively affect your high school transcript and impact your graduation.
- If you are a student that struggles in classes, LPC has MANY resources and support to help you. It is up to you, however, to seek out and access that assistance.

What Courses Can I Take?

Enrolling as a dual enrollment student, you can choose to take any Las Positas College course (as long as you meet any prerequisites), EXCEPT you may not take basic skills courses which are ENG 100 level, ESL courses, Math 100 level (per Ed. Code 48800). **We recommend that you see your high school counselor so that you may consider your course selections carefully.** Students can register for up to 11 units each semester. It is important to choose carefully, particularly if you already have a full high school schedule.

College and Career Access Pathway (CCAP) Dual Enrollment

Some courses are offered through a **special partnership** between Las Positas College and local districts/high schools. These courses differ from individual dual enrollment in a few important ways:

- These courses are carefully chosen to be part of a series of courses (or a pathway) that lead to a Career Technical Education (CTE) or a transfer certificate or degree.
- CCAP courses may be offered at your high school site as a closed section limited only to students in your high school district.
- Students can take up to 15 units of courses offered under this agreement. **If students opt for a course not offered as part of the agreement, the maximum for the semester for that student reverts to 11 units.**
- Any required textbooks will be provided to you at no cost for courses under this agreement by your high school.
- There are NO fees with CCAP Dual Enrollment classes.

In some cases, these courses may be offered **at the high school site as closed sections** or you may be given priority enrollment in open sections on the Las Positas College campus.

How Much Does Dual Enrollment Cost?

That depends! Dual enrollment courses are offered free to students (without tuition), although students registering through individual dual enrollment (concurrent) on campus must buy their own textbooks, if required. Many course sections use free online textbooks and resources!

Students taking CCAP classes are not required to pay student fees. Individually Dual Enrollment students WILL have to pay fees. However, you can opt-in to paying student fees for access to basic healthcare at [Student Health Services](#).

Choosing a Course – Do You Have a Pathway?

When thinking about what course to take in college, think about **your goals**. Students decide to take a dual enrollment class for a variety of reasons.

- *Are you trying to get credit toward high school graduation?*
- *Are you trying to get ahead on your college general education requirements?*
- *Do you want to explore something (like a foreign language, music, or art) that isn't available at your high school?*
- *Do you want to graduate with a Certificate or AA degree?*

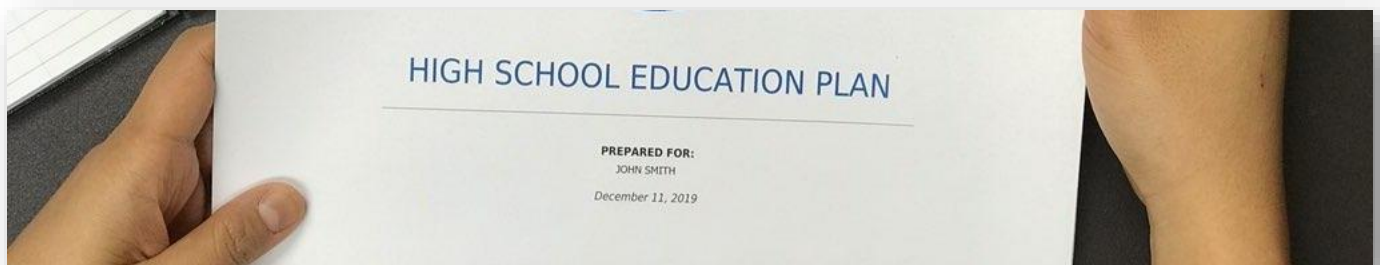
Not all courses are available every term. The [Las Positas College Catalog](#) will tell you classes which might be offered. The [Las Positas College Class Schedule](#) for each **term** will tell you what is being offered and at which campus. Use this [LPC Content](#) page to learn more about how to read college catalogs and schedules.

If you are taking courses during the summer semester, remember that this semester moves **much faster** than the Fall and Spring semesters. This impacts the amount of work you will be expected to complete each week, as well as the dates for deciding to drop a course.

How Counselors Can Help with Your Education Plan

High School Counselors

How courses appear on the **high school transcript** and which **high school graduation requirements** they meet are decided by your high school. If you are taking dual enrollment to meet a high school requirement, it is important that you meet with **your High School Guidance Counselor** to make sure that the course you take will be recognized by your high school.



Las Positas College Counselors

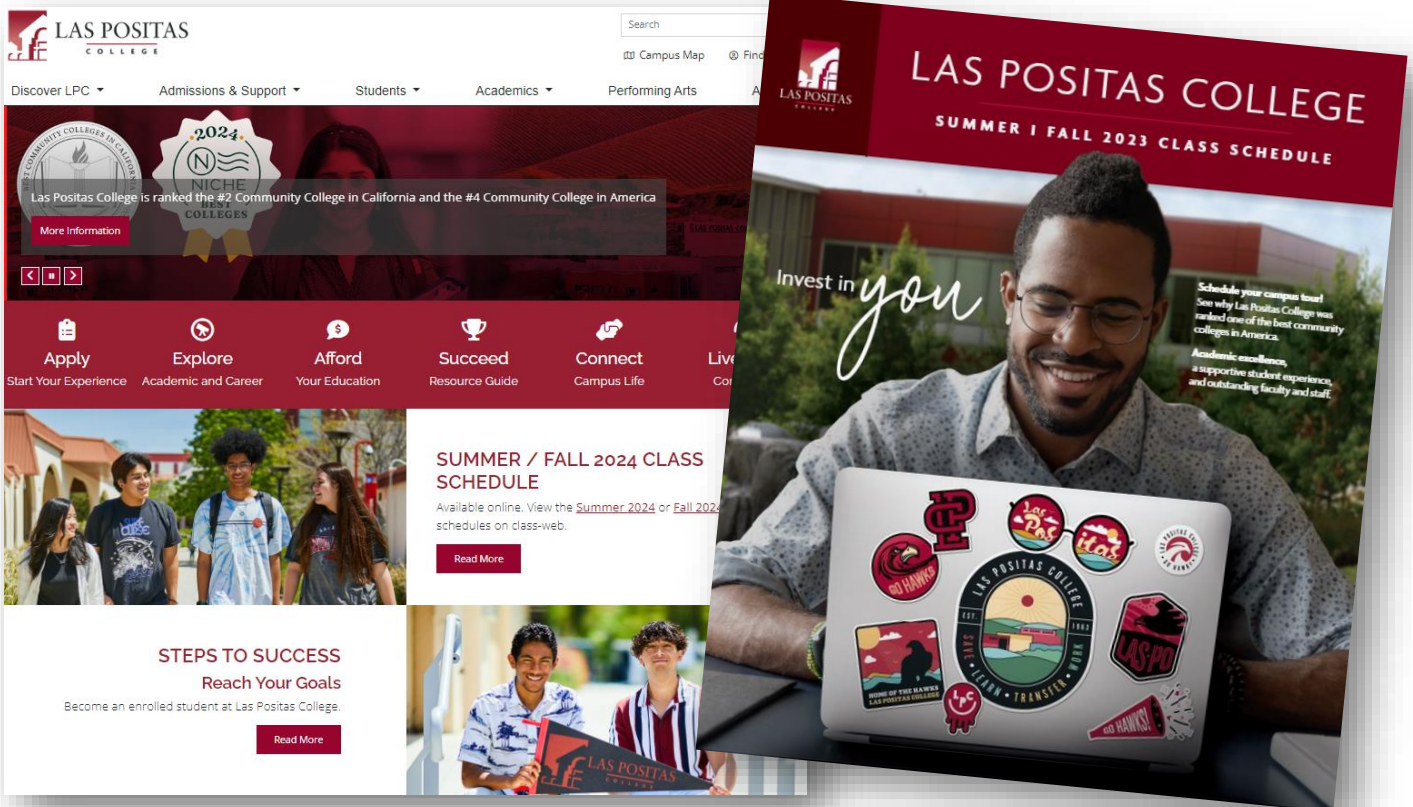
For better understanding of how your chosen courses fit into your education plan, discuss your course choices with a **Las Positas College Counselor**. They can help you select courses that will help you make progress on college general education classes or fulfill requirements of a Las Positas College certificate or degree. They are available to **support you during your academic career**. They help students navigate the at-times complex steps regarding transfer to four-year universities and in planning for Las Positas College’s occupational certificates and associate degrees. *To speak with a Las Positas College Counselor, go to the Resource pages of this book for all of the Counseling Center contact information.*

Using the Las Positas Website and Course Schedule

As a dual enrollment student, you are a Las Positas College student and have access to the many student supports available. In addition, you are learning how to get the most out of being a college student. Using the resources available to you is a big part of this process.

The Las Positas College website is a great source of information for students. Your time as a dual enrollment gives you a head start on learning about the many supports and opportunities available to you as a Las Positas College student. The Las Positas College Catalog is updated annually and provides a lot of useful information!

Look at the course schedule to find all classes being offered for the semester and many other resources, including the calendar for the semester, and a list of student services and resources. This manual highlights a few things that you should know about but keep exploring the Las Positas College website and the information in the Catalog and Schedule.



Reading a Course Description

Course descriptions are available in the Las Positas College Course Catalog, the printed course schedule, and the online course schedule that are published every semester. The printed schedule will not reflect changes to the schedule, so the online schedule is the most up to date. In each of these, you will find important information about any class you are thinking about taking.

Look for:

- **The course name and identifier**
- **The number of units:** It is important to understand how much time a class takes. Each unit represents one class hour per week.
- **Transfer Credit:** Many courses are recognized by and transferable to University of California (UC) and California State Universities (CSU).
- **Prerequisite:** This is a list of any courses that must be taken in order to be eligible to take the course.
- **Repeatability:** Lists whether classes can be taken multiple times. Typically, you can only take and pass a class once. Courses can be retaken by students who did not pass the course up to three times.

PSYC 3 - Introduction to Social Psychology

3 units

This course will introduce theories and concepts that explain individual behavior in social settings. The topics include research methods, social perception, social cognition, beliefs, prejudice/discrimination, interpersonal relationships, aggression, and group behavior. 54 hours lecture. AA/AS GE: IV. Transfer: CSU, UC; CSUGE: D9; IGETC: 4I; C-ID# PSY 170.

Recommended Course Preparation: PSYC 1 with a minimum grade of C. Eligibility for college-level composition as determined by college assessment or other appropriate method.

- Credit - Degree Applicable
- Grading Option: Letter or Pass/No Pass

In the online and printed schedule for the semester, you will also find:

1. Day(s) the course meets
2. Times the course meets
3. The name of the instructor
4. The location where the class meets
5. What requirements this course fulfills

Psychology LPC								
CRN	Subj	Crse	Sec	Units	Title		Campus	
		Start Date		End Date	Days	Times	Bldg	Room
20226	PSYC	3	D01	3.00	Intro. to Social Psychology		Las Positas College	
		AUG 19, 2024	DEC 20, 2024	MW	12:30 PM - 01:45 PM		L1000	1056
Instructor(s): ROBIN ROY								
This is a day section that meets in-person at the Las Positas College campus.								
View textbooks								

College Terminology

Apply vs. Register: To apply to Las Positas College, you must first complete the Las Positas College application to apply for the term you want to take your courses (Spring, Summer or Fall) **and** submit your Dual Enrollment Form. Then you will be able to register for the courses listed on your dual enrollment form. Use this link to find out about [LPC CCAP/Dual Enrollment Information](#).

Drop/Withdraw: When students choose to drop a course, it is also called withdrawing from a course. These two terms mean the same thing.

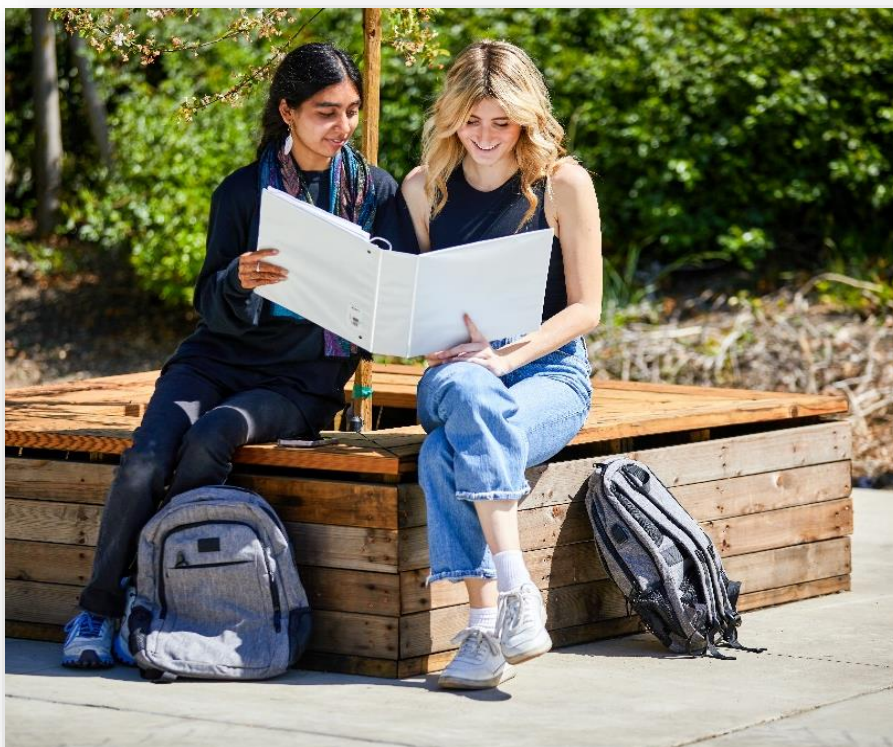
Course: The name of a class. All courses are listed in the Las Positas College course catalog. College courses fulfill degree and certificate requirements.

Section: A class offered at a specific date and time during a term. One course may have several sections. As a student, you will register for the specific section of the course you want to take.

Syllabus: The guide to a course provided by the instructor, including what will be expected of you and what you can expect to learn (Student Learning Objectives or SLOs), course policies, instructor office hours, rules, and regulations, required texts, how you will be graded, and resources available.

Outline: Instructors will provide you with an outline for your course. It will tell you what you are expected to learn in the class (called the Student Learning Objectives or SLOs) for the course and the assignments and due dates included in the course.

Student Hours (aka Office Hours): A period of time each week for you to meet or email with your instructor to ask questions, get individual help, explain something important that you may not want to talk about in class, or get to know your instructor better. Successful students often take advantage of office hours!



Application and Registration Process

Steps to Success

The enrollment and registration process at any college has multiple steps. To simplify the matriculation process for dual enrollment students, Las Positas College has created a “Steps to Success” for students and their parents to follow regarding onboarding.

Step 1: Apply for Admission

Step 2: Log in to Class-Web and Activate Your Zonemail

Step 3: Complete the Recommendation Form (the Concurrent Enrollment form)

Step 4: Apply for Financial Assistance (only when you graduate from high school)

Step 5: Complete Online Orientation (a video with quiz questions)

Step 6: Meet with A Counselor / Complete Your Student Education Plan (SEP)

Step 7: Schedule Your First Semester Planning Session

Step 8: Register for Classes. Pay Fees (if applicable)

For detailed information regarding these steps please see Appendix C and/or visit [Steps for Success/Concurrent](#).

How to Apply to Las Positas College

To participate in Dual Enrollment at LPC, students must first apply for admission at Las Positas via [CCCApply](#). Please note, it can take up to 48 hours to receive the email with your Student ID number which we call a W#.



Once a student receives their W#, they can fill out the [Concurrent Enrollment](#) form found on the Admissions and Records webpage. Please note, the concurrent enrollment application must be completed through **Adobe Sign** and paper copies of the application will not be accepted. If you need technology access, we have computers available!

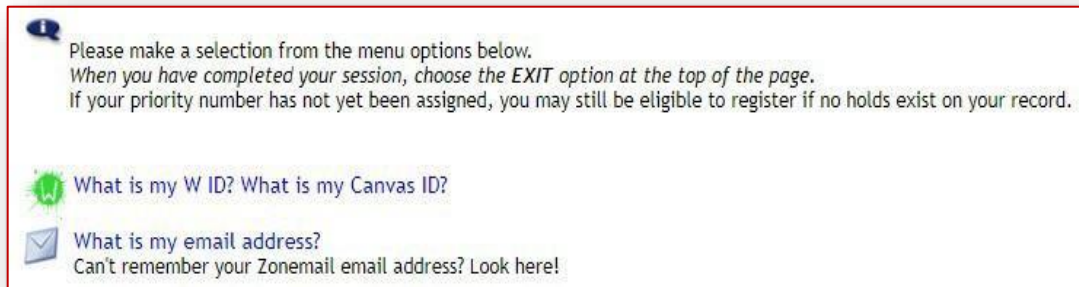
It is important to remember that high school students or adult education students **must submit a Concurrent Enrollment form every term** (unless they are part of a CCAP Agreement) they wish to participate in Dual Enrollment courses.

For additional information about Individual Dual Enrollment (Concurrent Enrollment) please email lpc-concurrent@laspositascollege.edu and/or visit <http://www.laspositascollege.edu/admissions/concurrent.php>.

How to Get Your Student ID (W#)

Students should receive their Student ID (W#) by email within two business days after their application submission. If you do not receive your W#, please follow these instructions:

1. Go to www.laspositascollege.edu and click on “CLASS-Web” at the top banner.
2. Sign on to CLASS-Web by entering your Social Security Number and your PIN (default PIN is your date of birth: MMDDYY).
3. Then, scroll down and click on “What is my W ID?”



How to Access Your Student Email (Zonemail)

Zonemail is your student email. All students are required to use their student email address when emailing anyone on campus.

How to Find your Zonemail Address

1. Sign on to CLASS-Web using your W# including the W and your 6-digit PIN (initially set up as your birth date in the MMDDYY format)
2. Verify your Zonemail username by clicking on “What is my email address?” at the top of the Main Menu page.
3. You should see your student email address under the box that says, “College Email Address”. It is usually the first letter of your first name followed by your full last name and looks like ___@zonemail.clpccd.edu.

College Email Address (Students only - not updatable)
;@zonemail.clpccd.edu

How to Login to your Zonemail

Go to the Zonemail Login Page <https://mail.google.com/a/zonemail.clpccd.edu/>

Username: Enter the Zonemail username found in CLASS-Web

Password: Your 8-digit birth date in MMDDYYYY format (numbers only)

For more information or for additional assistance, please visit

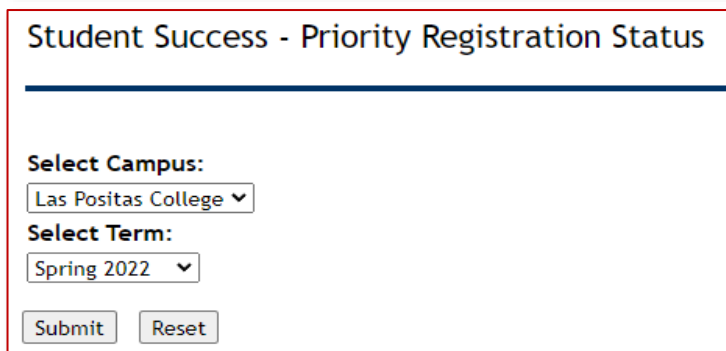
http://www.laspositascollege.edu/onlinelearning/email_info.php or email helpzone@clpccd.org

How to Check Your Registration Date & Holds on Your Account

Students are given a priority registration number prior to the start of the semester that indicates when they can begin to register for classes. In addition, some students may have a “hold” on their account that prevents them from being able to register. Below are the steps to check your registration date and verify there are no holds on your account.

1. Log into CLASS-Web and click on the “Student Services” tab.
2. Select “Check Your Priority Registration Status”.
3. Click on “Select Campus” and choose: Las Positas College.
4. Click on “Select Term” and select whichever term for which you have applied.
5. Then, click “Submit”.

Check Your Priority Registration Status
Are you ready for registration? Check here for your current priority date, holds,



The screenshot shows a web form titled "Student Success - Priority Registration Status". It contains two dropdown menus: "Select Campus:" with "Las Positas College" selected, and "Select Term:" with "Spring 2022" selected. Below the dropdowns are two buttons: "Submit" and "Reset".

How to Register for Classes

1. Log into CLASS-Web, and click on the “Student Services” tab.
2. Click on “Registration,” then on “Add/Drop or Withdraw from Classes.”
3. Click on “Look-up Classes to Add” and select the appropriate term and click “Submit.”
4. Review the course list and select the subject of choice.
5. After selecting “Course Search,” click on “View Sections” to find the course that meets your date, time, and location preferences.
6. Select the checkbox next to the course you want to register for and click “Submit Changes” to register for the course.

Have an Add Number? (This is to add into a class after the class has started)

1. Type the 4-digit add code in the text box next to the corresponding class
2. Click “Validate”
3. If approved, click “Submit Changes”
4. If it is not approved, please take a picture of the error message for reference.
Make sure to print out a “Student Detail Schedule” on CLASS-Web to confirm registration and for your records.

How to Pay Your Pay Your Fees Online

Dual Enrollment courses are tuition free, however, you may be required to pay other [student fees](#). To pay your fees online, follow the steps below:

1. Log into CLASS-Web and click on the “Student Services” tab.
2. Select “Pay My Fees Online”.
3. Click “Select a Term” to select whichever term for which you’d like to pay fees, and then click “Submit”. (You may be prompted to answer some questions. Answer, and then click “Submit”).
4. On the next page, select “Pay Now by Credit Card”.
5. Follow the prompts to complete payment.

Important Notes

CLASS-Web only allows FULL payment. Partial payments, or payments by cash or check, can be made at the Office of Admissions & Records on the Las Positas College Campus. Payments for school fees are due at the time of registration. *If you do not pay your fees by the payment deadline, you may be dropped from your classes.* Please view the payment deadlines in the [current class schedule](#).

What to Do If You Change Your Mind

If you turn in a dual enrollment form and decide not to register for a class, you do not need to do anything further. If you decide that you do not want to continue in a course that you are registered for, it is **your responsibility to drop the course**. Be sure to talk to your instructor and your high school counselor before dropping the course! If you don’t want a W (Withdraw) on your transcript, you must drop before the W deadline. For full term courses, you may drop the course in the first two weeks of class, and it will not appear on your transcript. What does a W mean on your transcript? Talk to your counselor. While W grades do not affect your GPA, they may affect your academic standing.

Dropping a Class

In some cases, it is better to drop a course than stay in it if you cannot pass. A “D” or an “F” grade on your transcript affects your GPA. A low GPA can result in academic suspension and limit your options for transfer. After the second week of the semester if you wish to withdraw from a course, you should first consult with the instructor. However, it remains your responsibility to withdraw from a course.

Your instructor is your best resource to review your progress in a course and to help you determine if you should consider dropping it or if there is something you can do to meet the requirements of the course and pass the class.

HOW TO DROP A CLASS ON CLASS-WEB

- Log into CLASS-Web
- Click the “Student Services” tab
- Click the “Registration” link
- Click the “Add/Drop or Withdraw from Classes” link
- Select the appropriate term and “Submit”
- *Update the information prompted on the Student Term Data page*
- Select the drop-down menu next to the course you would like to drop and select “Drop Class”
- Click the “Submit Changes” button

Retake Policy

Students can retake a course up to three times. **ANY** combination of grades “D”, “F”, “NC”, “NP”, or “W” counts toward the three attempts allowed. Courses dropped early, before the “W” period begins, **WILL NOT COUNT** toward the three attempts allowed. If you did not successfully complete your dual enrollment class, take advantage of support services available to you such as tutoring, math and study skills courses and labs to be successful in your courses.

More information on this policy can be found [HERE](#).

The College Calendar (also called Academic Calendar)

As a college student, you should be aware of important dates on the [Las Positas College Academic Calendar](#). Dates you will want to pay attention to before and during each semester include:

1. **Date applications will start to be accepted.** You will need to have a completed application before you can complete your dual enrollment form and register for classes.
2. **Date the class schedule will be posted.** This is when you can start planning what classes you would like to take! Think about first and second choices.
3. **Early Registration for high school students who have completed orientation, assessment, and an education plan.** This is usually about 5 days before open registration.
4. **Registration date for dual enrolled students.** You may register for classes any time after this date until class begins. Earlier is better because some classes may fill up.
5. **Date the semester begins.** This is the date classes begin, although your class may have a later start date. Check the schedule or with your school for the start date of your class.
6. **Add/Drop period.** *This is the date range during which you can drop a class without receiving a W (Withdrawal) on your transcript.* It is also the time frame you can add a class. To add a class, you will need to get an ADD Authorization Code from the instructor once the class has begun. This is a good time to talk to the instructor about what you may have missed so that they can support you in catching up!
7. **Last day to drop with a “W”.** After this date you will not be able to drop a class. After this date, the grade for the class will appear on your transcript.
8. **Holidays.** The above linked LPC Academic Calendar lists any holidays during which class will not meet and days when campus will be closed. Your instructor may also provide you with information about class meeting changes specific to their class. *Las Positas College holidays may be different than your high school’s holidays,* so check both calendars!
9. **When you will be able to view grades on CLASS-Web.** This date is important because you will want to request a transcript for your high school or college (if you are graduating and entering a college other than Las Positas College) after this date.
10. It is important to know that many of the dates above are for full-term courses. If you have a class that is meeting for less than the full term, these dates may be different.

Students Rights and Responsibilities

To learn more about the individual rights of all students and the procedures followed when it is believed these rights may have been violated, see the [Las Positas College Students Rights and Responsibilities](#). This document outlines students' responsibilities as a member of Las Positas College community and the behavior expectations required of them to ensure the quality learning environment that Las Positas College upholds.

If a student has a complaint about something that has happened while they are taking a course at LPC, it is taken seriously. As a student, follow the grievance procedure to respond if you feel your rights have been violated. This process is covered in the above link to LPC Rights and Responsibilities.

Las Positas College keeps student information private. Under the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), student information, except for Directory Information (such as name, address and telephone number), cannot be released to a third party without the written permission of the student. This US Department of Education law expressly protects the privacy of each of our students. This law applies to all students attending Las Positas College, regardless of the student's age. This means Las Positas College cannot release any information regarding any student, including grades, attendance, classes enrolled in, or any other information that is not defined as directory information to anyone except the student, including parents! Please see the [Las Positas College FERPA](#) page for more information.

If you do not want to release "Directory Information," complete the "Student Update Form." If you want to allow your parents to obtain information about your grades or classes, submit a request in writing to Admissions and Records, including your parents' names, indicating that you would like them to have access.

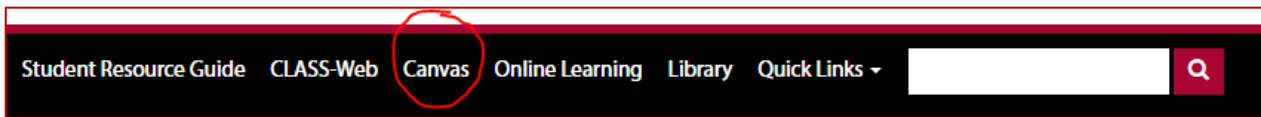


Course Instruction

How to Access Your Classes - Instructure Canvas

Instructure Canvas is the learning management system used by Las Positas College to deliver online courses, hybrid courses, and to enhance face-to-face classes with online resources.

Students will need to access this to be able to engage and participate in their classes.

A screenshot of the Canvas login page. The page has a dark blue background with the Canvas logo at the top left. Below the logo are two input fields: 'W number' and 'Password'. There is a 'Log In' button, a 'Stay signed in' checkbox, and a 'Forgot Password?' link. At the bottom, there are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.

How to Login to Canvas

1. Go to the Canvas [login page](#) which can be accessed on our homepage in the top navigation bar (shown above).
2. For Username, enter your W number.
3. For Password, enter the first two letters of your first name, followed by the first two letters of your last name (all lowercase), followed by the last four digits of your W number.

Example: Maria Valdez with a W number of W98765432 would enter password mava5432.

Students may change their default password by going to Account – Settings – Edit Settings – Change Password, then clicking Update Settings.

Important: If you added a course late, there might be a 1-day delay from the time you are officially enrolled in the course and your Canvas account is created.

For more information about Canvas please visit <http://www.laspositascollege.edu/onlinelearning/canvas.php>

Equipment, Textbooks, and Instructional Materials

Tuition fees are waived for students participating in Dual Enrollment. However, other instructional materials and supplies like textbooks, calculators, or lab kits may be the responsibility of the student. Please review the notes section of the course description when registering for information about required materials and consult with your high school designee about covering the cost.

How to Succeed in Class

When considering dual enrollment, think about how much time you have to commit to a college course. Typically, you should plan to spend **one to three hours** of time reading, working, and studying for every hour you spend in class. For example, a typical 3-unit class will have 3 to 9 hours of work every week.

1. **Go to Every Class.** In college, it can be tempting to skip a class because the professor may not collect assignments every day. *HOWEVER, skipping classes almost guarantees failing the class.* You miss out on notes and fall behind VERY quickly. If you know you're going to be absent ahead of time (i.e., family going on vacation), **TELL THE PROFESSOR AHEAD OF TIME**. Email or talk to them before/after class. Make arrangements to get the notes from the class you will be missing (for example, ask a classmate if you can get a copy of their notes when you get back), and make arrangements if there's any assignments due the day(s) you will be absent. **An unexcused absence on a day of a quiz or test means you cannot make up that quiz or test, unless you have special pre-arranged permission from the professor.** This means, if you do not tell the professor ahead of time of your absence, you will receive a zero for that quiz/test. Check your syllabus instructor's policies on attendance. It is important to know what the instructor's policy is. For example, some instructors will drop students from the course if they miss too many classes.
2. **Acknowledge the Fast Pace:** College classes can be harder, because, well...they're college! Though it is tempting, try not to slack off or become unproductive, do not skip class, and get assignments completed on time. If you are not aware and present in the class, you'll fall behind quickly and it can be difficult to catch up. The best plan is to be organized from the beginning. Do your reading, do your homework, go to all classes. and **DO NOT PROCRASTINATE!** Also, if you are taking a summer class, they are paced faster than those during the Fall and Spring semesters. Think about this when choosing your classes!
3. **The Syllabus is Everything.** Review the class syllabus provided to you by each instructor, paying special attention to any DUE DATES. Check your syllabus instructor's policies on attendance. It is important to know what the instructor's policy is. For example, some instructors will drop students from the course if they miss too many classes.
4. **Time Management.** Use a planner. Write down due dates and homework. And/or USE YOUR PHONE calendar/alarm to set reminders. If you are involved in other after school activities such as sports or clubs, be sure you have enough time to study for your college coursework and regular homework. You might need to consider not being involved in too many extracurricular activities at once and prioritize the college course if you want to be successful.
5. **Office Hours:** Introduce yourself. Show interest. Get help. Stand out to your professor and show that you care about the class and your grade.
6. **Questions? Email them to your professor!** Your instructor wants to help you... just ask! Asking for help is part of being human. To be successful, students will seek help and tap into resources! Practice asking for help! For example, if the instructor assigns something and you're not sure what to do, ask the instructor after class or email the instructor with the details of your question or to request a time when you can meet with them.

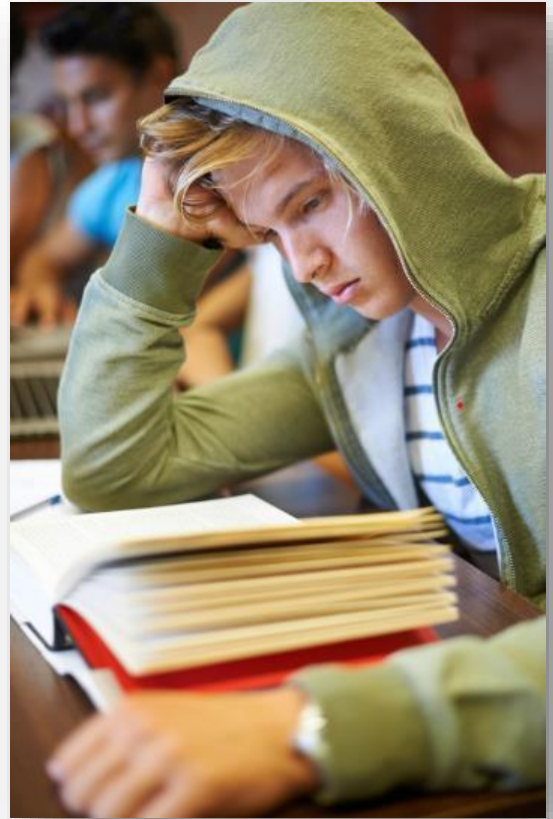
7. **Network!** Get to know the other students in your class and get contact info for at least ONE other person in your class. College courses are a great way to build a social network of friends and peers who also share in your desire to achieve your college dreams!
8. **Notes are your Best Friend.** Professors do not collect a lot of paperwork or give many handouts. Many classes have a lecture component. This means your notes are your direct line to what the teacher wants you to learn. Your notes will help you study/review for a test or prepare for an essay. For example, you can quote/cite your notes for an essay, or the instructor may even let you use your notes on a test! **Review your notes.** Highlight and use post-it notes (in your notebook and in the textbooks). Consider making and using flashcards to help you study.
9. **Form a Study Group!** The number one feedback from former middle and high school students now in college is how helpful it is to study with peers! This means meeting up with 1 or 2 (or 4 or 10!) other people from your class. This can be at the library, at cafes, at coffee shops; it can be on campus or off campus. It makes studying/reviewing/practicing/asking questions SO MUCH easier and fun. You can eat, & it's relaxed. What you know, you can teach. What you don't know, you can learn from each other. Again, it can be awkward & weird to talk to strangers in your class, but EVERYONE benefits from study groups. Please try it out!
10. **Observe Other Students.** Which specific strategies are your peers using that seem to help them (do they make flash cards? Does writing notes in a notebook work better than typing? Do they use their phone for calendar/date reminders, or use highlighters, or participate in class?)
11. **Ask for Help!** Asking for help is part of being human. Many students struggle their first time in college because they hesitate to ask for help (or are too shy); unfortunately, they learn the hard way that you HAVE TO seek help and tap into resources! Thankfully, you're getting to practice college early; please practice asking for help! For example, if the professor assigns an essay and you're not sure what to do, email the professor requesting a time when you can meet with her/him, or ask the Professor questions after class.



What If I'm Struggling?

Reach Out

1. Self-advocate! College can be difficult! Life can be difficult! Don't suffer in silence.
2. Don't wait to ask for help. You are not expected to remember or understand new concepts right away; that's the point of being a student! The earlier you reach out, the better—don't be shy.
3. Which resources can you reach out to—whether a place or a person?
 - If you're not sure who to talk to first, think of a friend in class, the teacher of record, the professor, a student who took the class/professor before, or any other advocate you have on campus.
 - Does your school site have tutoring or after-school academic support? Try to attend and receive support.
4. Be prepared to ask your instructor plenty of questions but be sure to ask them when appropriate (not when they're in the middle of teaching or a meeting) and ask as early as you can (not on the day something is due) so they see you're being respectful of their time and capacity.



Try Strategies

1. Review your notes. Highlight and use post-it notes (in your notebook and in the textbooks).
2. Talk-to-the-text. Next to paragraphs or sections in your reading, write a quick summary (one sentence or phrase) that summarizes that section (what is it about?)
3. Questions come up? Email them to your professor.
4. Initiate or join a study group. Remember, even meeting up with at least one other person at a café or after class and *talking* about what you're learning, asking/answering questions, *sharing* ideas, reviewing notes, reading *together* can make a HUGE difference and be VERY HELPFUL. Two brains are better than one!

Use Online Resources

1. Sparknotes.com has study guides in English, writing and other subjects.
2. YouTube has various supplemental information to help you understand topics and subjects.

IEP/504 Plans

The Disability Resource Center (DRC) provides services, accommodations, and academic support for students with disabilities and learning differences at Las Positas College. As a dual enrollment student, you are eligible to access the services and supports offered to any Las Positas College student. **If you have an IEP or 504 plan with your high school, you should consider making an appointment with the DRC to request accommodations.** Your school district IEP or 504 plan is not valid at college. In order to receive accommodations due to a disability, an LPC DSPS Academic Accommodation Plan (APP) must be on file.

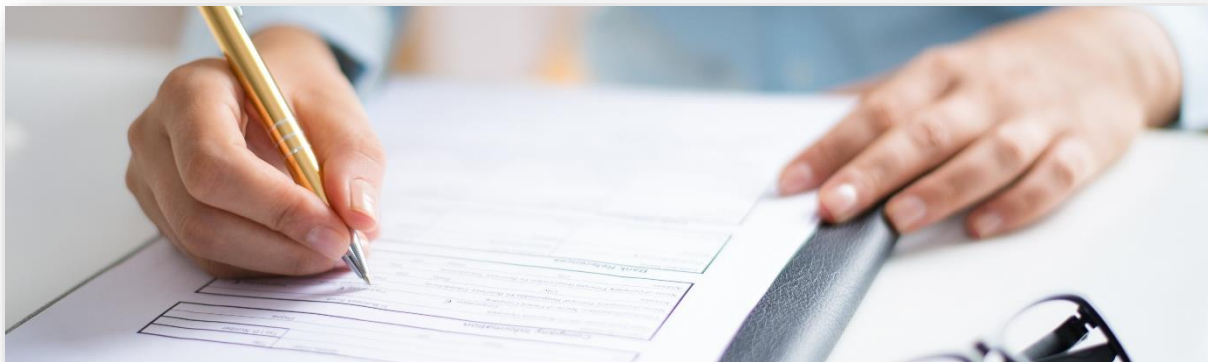
The system for providing accommodations at the college level is different from what you are used to at your high school. Some things to know:

- Colleges and high schools have different legal obligations. Colleges fall under the American with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act instead of the Individuals with Disabilities Education Act (IDEA). Because of this, the types of accommodations offered may be different.
- **The student needs to register with the DRC to get accommodations.** You must make an appointment with the DRC to receive accommodations. It is not automatic.
- **There are no “case managers” in college.** Las Positas College’s DRC counselors are here to help you to determine reasonable accommodations.
- **Students are responsible for working with the DSPS and for advocating for themselves.** Parents are not automatically in the loop, but can be involved with the permission of the student.

The DRC offers services to support student including:

- Alternate Media (texts in alternative formats)
- Assistive Technology (hardware or software designed to make it possible for a person to access computer technology who otherwise would not be able to).
- Test Proctoring (to provide a distraction reduced environment)

Academic supports include counseling designed to empower students meet their educational goals and learning skills support designed to serve students with learning disabilities (LD) and attention deficit disorder (ADHD). Possible accommodations available include extended time on tests in a less distracting environment, note takers, priority registration, assistance with class scheduling, specialized computer applications, tutoring, and counseling from DRC counselors. If you would like to request accommodations, make an appointment with the DRC before the start of classes by sending an email to lpc-dsps@laspositascollege.edu. It is helpful to share a copy of your IEP or 504 plan with the DRC when making an appointment (the IEP or 504 plan can be used for disability verification purposes).



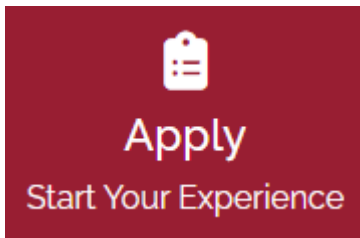
Student Supports & Resources

There are so many resources available to you as a Las Positas College student! An important part of being a college student is taking advantage of these resources.

Admissions and Records

The Admissions & Records Office manages functions related to enrollment and registration services of the college. Our office oversees campus-wide processes such as the CCCApply application process, registration, transcripts, refunds, grades, degrees and certifications, and much more.

Common functions:



- Admission applications
- Registration/enrollment assistance
- Transcripts
- Refunds
- Degree/Certificate evaluations
- Tuition and fee payments
- Student ID cards

Location: Building 1600, Room 1670 (2nd Floor)

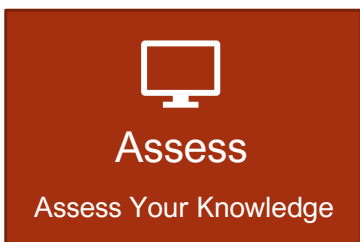
Phone: 925-424-1500

Email: lpc-admissions@laspositascollege.edu

Assessment

Assessment guides students through self-placement into first level, transfer-level English and Math courses and assesses students seeking placement beyond the first level, transfer-level courses for English as a Second Language (ESL), Chemistry, and Foreign Languages.

Common functions:



- Guided Self-Placement assistance
- Multiple Measures assistance
- Prerequisite clearance for Chemistry 1A and/or Math 1
- Chemistry Diagnostic Test

Location: Building 1600, Room 1642 (1st Floor)

Phone: 925-424-1475

Email: malvarez@laspositascollege.edu

Bookstore

Las Positas College offers bookstore services in partnership with Follett Higher Education. The bookstore sells everything needed for first-time, continuing, and returning students ranging from class textbooks to school supplies!



Location: Online
Phone: 925-424-1812
Email: laspositas@bkstr.com

Computer Center

First come, first-served assistance, computer use, and open Wi-Fi, in a quiet study space for students.



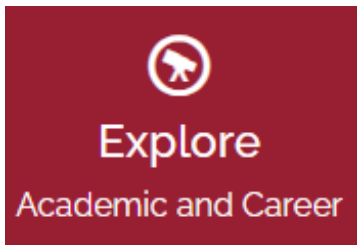
Common functions:

- Canvas, Zonemail, Applications, Registration, Zoom, Proctorio
- Microsoft Office apps and Google apps
- Free Microsoft Office 365 for students
- College technology and software use issues
- Scanning and saving files to PDF or other formats
- HP and Mac computers and open Wi-Fi for students
- A quiet place to study, print, attend an online class, e-submit college documents or ask for help

Location: Building 2100, Room 21206
Phone: 925-424-1142
Email: lpc-computercenter@laspositacollege.edu

Counseling

The Counseling Department provides academic, career, and personal counseling. Counselors help students develop educational plans, advise students on how to select majors, and help complete documentation related to graduation and transfer to four- year colleges and universities.



Common functions:

- Academic counseling
- Career counseling
- Personal/crisis counseling
- Student Education Plans (SEP)
- Major exploration
- Degree audit support
- Educational planning
- Transfer planning

Location: Building 1600, Room 1616 (1st Floor)
Phone: 925-424-1400
Email: lpc-counseling@laspositacollege.edu

Disabled Student Programs and Services (DSPS)

The Disability Resource Center provides support services and educational accommodations to students with disabilities so that they can have full and equitable access to the community college experience. Our office oversees all functions of the Disabled Student Programs & Services (DSPS) office. We are committed to fostering a campus-wide atmosphere of Diversity, Equity, Inclusion, and Accessibility (DEI-A).



Common functions:

- Academic Accommodation Plans (AAP)
- Specialized counseling
- Priority registration and registration assistance
- Test-taking facilitation (proctoring, reduced distraction, extended-time)
- Alternative media services (including books in audio format)
- Assistive technology
- Adaptive equipment
- Interpreter and/or captioning services
- Note-taking assistance

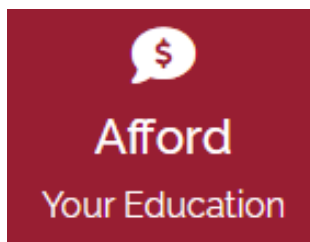
Location: Building 1600, Room 1615 (1st Floor)

Phone: 925-424-1510

Email: lpc-dsps@laspositascollege.edu

Financial Aid

The Financial Aid office serves as a resource for students to explore their options when it comes to obtaining financial assistance, including federal financial aid, fee waivers, loans, grants, and scholarships. Students interested in getting financial assistance should look at submitting applications for either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (DACA) for undocumented students.



Common functions:

- FAFSA/California Dream Application assistance
- Scholarship program assistance and referrals
- Student enrollment fee waivers, grants, and loans
- Student employment through federal work study jobs
- Financial literacy workshops and information

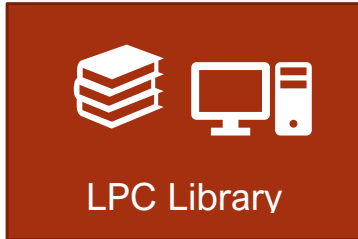
Location: Building 1600, Room 1650 (2nd Floor)

Phone: 925-424-1580

Email: lpcfinaid@laspositascollege.edu

Library

The library allows students to access library materials, computers, laptop loans, and book group study rooms. Get access to articles and books! Use your Las Positas College login to use online materials, including books and research databases. Get your questions answered and research help by a librarian face-to face. The library is not just a place for books; it's your academic ally. We can't wait to see you here, working hard, learning, and discovering. Welcome to your library!



Common functions:

- Librarians ready to assist.
- Offers comfortable study rooms that you can reserve online
- Library classrooms are open for drop-in student use when class is not in session.
- Generally quieter and perfect for focused work.

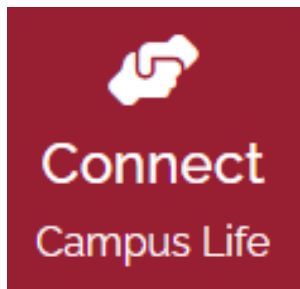
Location: Building 2000, (1st Floor)

Phone: 925-424-1151

Email: lpclibrarian@laspositascollege.edu

New Student Support Center

The New Student Support Center helps prospective and new college students apply to Las Positas College, complete orientation, and enroll in classes (Steps to Success). In addition, the center provides referrals to programs, services, and learning communities that benefit you.



Common functions:

- Admission application assistance
- CLASS-Web and Zonemail support
- Online Orientation
- Assessment/Placement
- Schedule education planning session
- Register for classes

Location: Building 1600, Room 1642 (1st Floor, Outside)

Phone: 925-424-1475

Email: malvarez@laspositascollege.edu

Online Service Center

The Online Service Center (OSC) is an open-use computer lab that provides assistance with admission to Las Positas College and enrollment in college classes. Students may use the computers to search and enroll in classes, complete the online admission application, pay fees, view holds, and more. The OSC is staffed and supported by the Admissions & Records (A&R) Office. The OSC is open for self-service, though assistance may be requested at the A&R window.

Location: Building 1600, Room 1672 (2nd Floor, next to A&R)

Phone: 925-424-1500

Email: lpc-admissions@laspositascollege.edu

Student Life

The Student Life Welcome Center is open to greet prospective, new, and current LPC students and members of the community to encourage building bridges to campus resources, services, and encourage making the most of the student experience encompassing cultural, educational, and special interests. We host a free food distribution drive, known as The Market, on the fourth Tuesday of every month from 11a-3p, and have mini market stations located in various areas across campus.



Common functions:

- Student club support
- Answer general and frequently asked questions
- The Market (monthly free food distribution)
- The Mini Market (free food distribution for LPC students)

Location: Building 1600, Room 1643 (1st Floor)

Phone: 925-424-1490

Email: lpc-studentlife@laspositascollege.edu

Student Resource Guide

This is an AMAZING guide that can tell you most of what you need to know about LPC! It tells you about all of the support programs and services available in the Las Positas College community, as well as the community in general.

Common supports and resources:

- Basic Needs Resources
- Career & Employment Center
- EOPS/CARE, CalWORKs
- Health & Wellness Center
- Learning & Cultural Communities
- Parking Permits
- SMART Shops
- Veteran's First Program/Resource Center



Web: <https://www.laspositascollege.edu/resourceguide/index.php>

Tutoring Center

There are many ways to obtain academic help. The Tutoring Center provides FREE tutoring on many subjects. The Tutoring Center at LPC has multiple tutors who are happy to help students achieve their academic goals by providing a wide range of specialized learning supports to ensure students are successful in their studies. With over 21+ subjects available for tutoring, students can get the one-on-one help they need to reinforce their learning and support their educational needs.



Common functions:

- Open, quiet study rooms for student use
- In-person scheduled and drop-in tutoring
- Online scheduled and drop-in tutoring
- Online essay review by English faculty



Location: Building 2100, Room 21215
Phone: 925-424-1450
Email: lpctutoring@laspositascollege.edu

Scan the QR code to access Penji, our free tutor scheduling app, to see our tutoring availability, schedule free tutoring sessions, and more!

Virtual Welcome Center

Have a question about Admissions, Enrollment, Adding/Dropping a Course, Financial Aid and more? We are here to serve you! The link below directs students to our Virtual Welcome Center where they will find contact information and links to the most common services and support programs on campus to help get their questions answered.



Web: <https://www.laspositascollege.edu/welcomecenter>

Las Positas College Policies & Expectations

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, protects the privacy of student records.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content and location of information kept as part of their educational records. They have a right to gain access to and challenge the content of their educational records. They have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records.

For more information about FERPA please visit <http://www.laspositascollege.edu/admissions/privacy.php>

Student Conduct

The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other college-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The district accords every student the right of protection. Students, however, are responsible for complying with college and district regulations and for meeting the appropriate college requirements. The Colleges have an obligation to maintain conditions under which the work of the colleges can go forward freely, in accordance with the highest standards of quality, institutional integrity and freedom of expression. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself or herself in accordance with standards of the college.

You are expected to take the Las Positas College classes you **choose seriously, attend regularly, complete and submit assignments, be respectful, and practice acceptance and cooperation when** interacting with others. You also have rights as a student and are encouraged to speak up if you have any concerns about the course. The instructor and/or any of the support staff listed under “resources & contacts” in this handbook are good people to contact if you have concerns. If you have any concerns about your performance in the course or are not sure of an assignment, speak with the instructor.

When a student is charged with misconduct, such charge shall be processed in accordance with the district policy and procedure to protect the student's rights and the college's interest. Disciplinary action may be imposed on a student for violation of law, district and college policy and regulations, the Education Code and the Administrative Code. Provisions related to disciplinary action shall be published and available to students, faculty, and management staff. Student conduct may result in disciplinary action by the college and/or criminal prosecution. It is the policy of the district not to impose student discipline for acts occurring away from the college and not connected with college activities unless the student's conduct affects the functions of the college. For more information regarding Student Conduct please email the Dean of Student Services, jgagnon@laspositascollege.edu

Policy on Cheating and Plagiarism

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student's devotion of considerable time

and energy to the learning process. A high grade in a Las Positas College course is, therefore, something of which both the college and the student can be proud. It indicates proficiency in the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty, including use of AI or programs like Chat GPT. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered into the student's record in the case of repeated, flagrant, or serious incidents.

What You Need to Know about Grades

Grades in dual enrollment courses become a permanent part of your college academic record. As a college student, it is important that you work hard and keep track of how you are doing in your courses. If you are struggling in a class, your instructor can support you in finding help. It is your responsibility to determine if you can meet the requirements of the course and to seek out help. You may need to improve your attendance, allocate more time for assignments, or make an appointment at the tutoring center. In some cases, you may decide that you cannot reasonably continue in a class and decide to drop it.

Satisfactory Academic Progress (SAP)

If your transcript shows that you are not making satisfactory academic progress, it will impact your future financial aid eligibility. This means that if you have a low GPA, you may not be eligible for the grants and work study that will help you pay for college until you improve your GPA. In addition, not showing satisfactory academic process can lead to academic probation at Las Positas College.

Grades are an indicator of your academic progress as a college student. SAP is calculated based on three things. The first two are particularly important to understand as a dual enrollment student:

1. **GPA** – Maintain a cumulative GPA of at least 2.0 in all coursework attempted. Grades in your courses as a dual enrollment student impact this factor.
2. **PACE of Progress** – Maintain a cumulative course completion rate of at least 67% of all coursework attempted the entire time at Las Positas College. This means that you must pass and not drop at least 2/3 of your courses. “W”, “D”, and “F” grades in your courses impact the completion rate.
3. **Maximum Time Frame** – That a majority of your courses apply to your degree or certificate. For example, if you have taken 90 units, 60 of them must apply to your degree. This ensures that you are moving forward.

Here are the details [Las Positas College's Satisfactory Academic Progress \(SAP\) policy](#).

Transcripts and Transcript Requests

You may want your Las Positas College transcript for several reasons:

1. To submit to your high school to fulfill a high school requirement.
2. If you are going to another college, you will want to send them an official transcript. They will then evaluate your work at Las Positas College to determine how it meets their requirements. Check with the college you are going to about how they handle the transfer process.

Your Las Positas College transcripts can be ordered online. Before requesting a transcript, check the LPC Academic Calendar to confirm when your grades will be available. Also, make sure your grades show in [CLASS-Web](#) or [CANVAS](#) BEFORE ordering transcripts. Transcripts can be either official (usually required by other colleges), or unofficial (available for you to print immediately).

Free Transcript Requests

Las Positas College offers two free transcripts for all students. After a student's free services are completed, future transcripts orders are placed through Parchment, a third-party online transcript ordering system. Please note, free transcripts take ten business days to process and then are sent first class mail through the U.S. Postal Service. A sample transcript request form can be seen in Appendix E.

Unofficial Transcripts

Students may view or print their unofficial transcripts at any time on Class-Web.

VIEW UNOFFICIAL TRANSCRIPT

1. Log into CLASS-Web
2. Click on the "Student Services" tab
3. Click on the "Student Records" link
4. Click on the "Unofficial Academic Transcript" link
5. Click on the "Submit" button

Official Transcripts

Students seeking their official transcripts must place their official transcript orders via Parchment. Please click on the Parchment Storefront link for additional information, pricing and the learner support. Chabot-Las Positas Community College District produces a district transcript of courses completed or in progress from both Chabot and Las Positas Colleges.

For more information, please view the transcripts page on the Admissions and Records website <http://laspositascollege.edu/admissions/transcripts.php>.

Grades and Grading Policies

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

Grade	Meaning	Grade Value
A	Excellent	4 grade points per unit
B	Above Average	3 grade points per unit
C	Average	2 grade points per unit
D	Barely Passing	1 grade points per unit
F	Failing	0 grade points/units attempted
P	Pass	0 grade points/units earned with no units attempted.
NP	No Pass	0 grade points/no units earned and no units attempted.
SP	Satisfactory Progress	0 grade points/no units earned and no units attempted.
I	Incomplete	0 grade points/no units earned and no units attempted.

For more information about grading policies please reference the Academic Regulations section in the current College Catalog.

Course Policies (Withdrawals, Incompletes, Repetition, Attendance)

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.

For more information about withdrawing from a course please refer to the Class Schedule for important deadline dates.

Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered by the instructor on the student’s permanent record. The student may complete the coursework by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Enrollment Services of Las Positas College, or designee, and the instructor of record. The “I” will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A grade change form will contain the following documentation and shall be maintained by the Dean of Enrollment Services.

- The condition(s) stated by the instructor, then DES or designee for removal of the “I”
- The letter grade to be assigned if the work has not been completed within the designated time limit
- The letter grade assigned when the stipulated work has been completed
- The signature of the student

The “I” symbol shall not be used in calculating units attempted or for grade points.

Course Repetitions

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.

Students can retake a course up to three times. **ANY** combination of grades “D”, “F”, “NC”, “NP”, or “W” counts toward the three attempts allowed. Courses dropped early, before the “W” period begins, **WILL NOT COUNT** toward the three attempts allowed. If you did not successfully complete your dual enrollment class, take advantage of support services available to you such as tutoring, math and study skills courses and labs to be successful in your courses.

More information on this policy can be found [HERE](#).

Attendance

It is assumed that each student will consider class attendance an absolute requirement. It is the student’s responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors.

Excessive Absence

A student that has been absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor.

Reporting Absence

Absences should be cleared personally with instructors. Messages may be sent directly to the instructor’s college email or left directly on the instructor’s voicemail.

Examinations and Evaluations

Students will be expected to take examinations and to complete and submit reports and/or projects. The instructor will determine the scheduling of exams and due dates of reports and projects. Unless the student and instructor have made prior arrangements, the instructor is under no obligation to reschedule missed exams or to extend deadlines for reports and/or projects.

Planning for Your Future

Explore Possible Careers at Las Positas College

The Career Center can help you learn about possible careers. As a Las Positas College student, you have access to the [Las Positas College Career Center](#) which has resources to help you understand the demand and wages for careers that you are considering. For a small fee, you can take Career Assessment Inventories to learn more about your strengths and interests and what careers might be of interest.

For college credit, you can take PCN 10 - Career and Educational Planning, a 2-unit course that will walk you through career assessments and more and/or PCN 15 - College Study Skills, which will review study skill techniques for your success in college.

Transferring to Another College

For students who are planning on transferring, Las Positas College offers many supports and services through the [Las Positas College Transfer Center](#) to learn more about how to prepare and apply for transfer to a 4-year college, go to a transfer workshop! Topics that are covered include:

- General education patterns and major preparation
- Transfer requirements and timelines
- [Transfer Admission Guarantees \(TAG\)](#) – *Get Guaranteed Admission!*
- How to apply to California State and University of California

It is never too early to learn more about what your next step might be!





We wish you all of the success and are here to support you!

If you have specific questions regarding Dual/Concurrent Enrollment, please contact us:

Admissions & Records

Phone: (925) 424-1500

Email: lpc-concurrent@laspositascollege.edu

Can help with questions about:

- CCCApply
- W# / Zonemail
- Concurrent enrollment form processing
- Class registration
- Transcripts

Educational Partnerships

Phone: (925) 424-1109

Email: lpc-hscredit@laspositascollege.edu

Can help with questions about:

- General dual/concurrent information
- How to fill out the Concurrent enrollment form
- CCAP Dual Enrollment
- Program requirements



Traci Peterson, Educational Partnerships Manager

Phone: 925-424-1109

Email: tpeterson@laspositascollege.edu