

Class Registration Guide



Las Positas College Admissions & Records Office
3000 Campus Hill Drive
Bldg 1600, Room 1670 (2nd Floor)
Livermore, CA 94551
(925) 424-1500
lpc-admissions@laspositascollege.edu

HOW TO GET YOUR STUDENT ID NUMBER, EMAIL, LOG IN

Students will receive an email from

noreply@zonemail.clpccd.org within two business days after submitting their application. This email will include:

- Student ID (W) Number
- Zonemail (student email)
- MyPortal (registration portal) Activation Link

HOW TO COMPLETE THE 3 CORE SERVICES

- Log in to MyPortal
- Locate "Steps to Register (LPC)" card
- **Online Orientation link**
Watch the orientation to receive credit for completion.
- **English and Math Guided Self-Placement links**
Use the drop-down options to answer the questions, then click "Submit." Click on the links to see more information regarding your recommended placement.
- **First Semester Planning Session**
Visit laspositascollege.edu/counseling to make an appointment.
NOTE: It may take up to 24 hours before the check mark is added to indicate completion of each core service

HOW TO CHECK REGISTRATION DATE AND HOLDS ON YOUR ACCOUNT

- Log in to MyPortal
- Locate "Registration Self-Service" card
- Select "Open Registration Dashboard"
- Click "Prepare for Registration"
- Select appropriate term and click "continue"

HOW TO SEE IF CLASSES HAVE OPEN SEATS

- <https://www.laspositascollege.edu/class-schedule/>
- "Search for Classes" link
- Select appropriate term and click "continue"
- Select appropriate campus and subject, then click "search"
- All classes within that subject will appear. Enrollment/Waitlist column shows availability.

HOW TO SEE IF CLASSES HAVE PRE/COREQUISITES, RESTRICTIONS, OR TEXTBOOKS

- <https://www.laspositascollege.edu/class-schedule/>
- "Search for Classes" link
- Select appropriate term and click "continue"
- Select appropriate campus and subject, then click "search"
- All classes within that subject will appear. Click on hyperlinked class title to see:
 - Course Information for restrictions and pre/corequisites
 - Bookstore Links for textbooks

HOW TO REGISTER FOR CLASSES ON MYPORTAL

- Log in to MyPortal
- Locate "Registration Self-Service" card
- Select "Open Registration Dashboard"
- Click "Register for Classes"
- Select appropriate term and click "continue"
- Select appropriate campus and subject, then click "search"
- Click "add" button under the Add column
- Class selections will be listed below search results in the Schedule and Summary panels with a "pending" or "web registered" status
- When finished, click "submit" button in lower right corner.
 - If registration is successful, "save successful" message will appear and summary will show class status as "Registered"
 - If registration is unsuccessful, error message will appear and summary will show class status as "Errors preventing registration"

HAVE A CRN?

- Follow the same instructions but select "Enter CRNs" instead of "Find Classes"
- Enter 5-digit CRN and click "Add to summary"

HAVE AN ADD AUTHORIZATION CODE FROM INSTRUCTOR?

- Follow the same instructions
- After clicking "add" button under the Add column, enter authorization code and click "confirm"
- When finished, click "submit" button in lower right corner.

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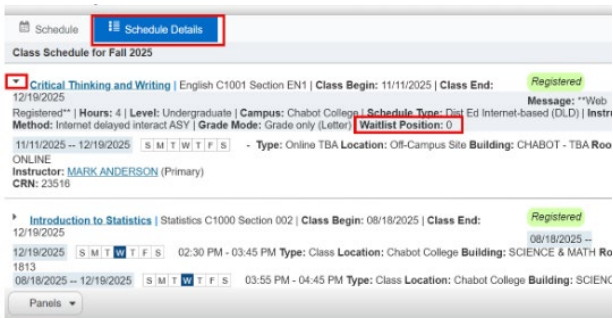
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HOW TO WAITLIST FOR A CLASS THAT IS FULL

- Log in to MyPortal
- Locate "Registration Self-Service" card
- Select "Open Registration Dashboard"
- Click "Register for Classes"
- Select appropriate term and click "continue"
- Select appropriate campus and subject, then click "search"
 - Classes that have a waitlist will have waitlist info in Enrollment/Waitlist column.
- Click "add" button under the Add column
- Class selection will be listed below search results in the Schedule and Summary panels with a "pending" status
- Select "Wait List" on the Action drop-down
- When finished, click "submit" button in lower right corner
 - If registration is successful, "save successful" message will appear and summary will show class status as "Waitlisted"
 - If registration is unsuccessful, error message will appear and summary will show class status as "Errors preventing registration"

VIEW WAITLIST POSITION

- click on the Schedule Details tab, then click arrow to the left of the course title to expand details



Please note that if you are offered a spot in the class after waitlisting, an email notification will be sent to your school email address (Zonemail), NOT your personal email. You will have 72 hours from the time the email is sent to claim your spot or you will be removed from the waitlist. You must then add yourself back to the waitlist. If you have not received an email by the start of the class, attend the first class session and speak to the instructor about potential enrollment availability.

HOW TO DROP A CLASS

- Log in to MyPortal
- Locate "Registration Self-Service" card
- Select "Open Registration Dashboard"
- Click "Register for Classes"
- Select appropriate term and click "continue"
- Go to Summary panel in lower right corner and locate Action drop-down
- Select the drop option available
- When finished, click "submit" button in lower right corner
 - If drop was successful "save successful" message will appear and summary will show class status as deleted, dropped, withdrawn depending on point in semester when drop was completed

HOW TO CHANGE GRADE MODE TO PASS/NO PASS

Please note that this option is not available for all courses. Review the class schedule to see if the course is eligible for P/NP.

- Log in to MyPortal
- Locate "Registration Self-Service" card
- Select "Open Registration Dashboard"
- Click "Register for Classes"
- Select appropriate term and click "continue"
- Go to Schedule and Options tab and locate grade mode drop-down
- Select Pass/No Pass Exclusive
- When finished, click "submit" button in lower right corner
 - If action was successful "save successful" message will appear and grade mode will list as Pass/No Pass Exclusive