



LAS POSITAS



LAS POSITAS
COLLEGE

CCAP/Dual Enrollment Process

How to Complete the CCAP/Dual Enrollment Form





YOUR TIME IS NOW ENROLL TODAY

[Las Positas College](#) / [Admissions & Records](#) / [CCAP/Dual Enrollment](#)

CCAP/Dual Enrollment (High School Students)

October 13, 2023 - January 05, 2024..... Accepting High School Concurrent Enrollment Applications for Spring 2024.

Registration date Spring 2024 for all High School students that submitted their forms on time, will be on November 29, 2023.

Get college-ready by taking college classes at no additional cost while you are still enrolled in high school! LPC offers dual enrollment through College and Career Access Pathway (CCAP) programs. Follow the steps below to apply for CCAP/Dual Enrollment. We'll help you apply and get registered for classes. If you have any questions about the online application process along the way, please reach out to us at lpc-dualenrollment@laspositascollege.edu for assistance.

IMPORTANT: While Las Positas College provides the opportunity for high school students in 9th, 10th, 11th, and 12th grades to enroll in college-level courses, students must be a part of a listed school district and follow the program's application process to enroll in CCAP/Dual Enrollment courses.

Spring 2024

For important dates and deadlines, please consult the [ACADEMIC CALENDAR](#).

Admissions & Records Office

Building 1600, Second Floor

Please send all Admissions and Records inquiries via [email](#).

Email:
lpc-admissions@laspositascollege.edu

Phone:
925-424-1500

Office Hours

Monday	9:00 am – 5:00 pm
Tuesday	10:00 am – 7:00 pm
Wednesday	9:00 am – 5:00 pm
Thursday	9:00 am – 5:00 pm
Friday	9:00 am – 1:00 pm

Drop box is located in the hallway on the wall near the back entrance door that can be used before and after business hours.

Participating High Schools and Districts



CCAP/Dual Enrollment Admission Steps



IMPORTANT - CCAP/Dual Enrollment Students

<https://laspositascollege.edu/admissions/ccap-dual.php>

CCAP/Dual Enrollment

1. Go to the CCAP/Dual Enrollment [webpage](#) and review all the information. Select the CCAP/Dual Enrollment Admission Steps dropdown. Click on the **Adobe Sign CCAP Enrollment Form** link.

CCAP/Dual Enrollment Admission Steps

APPLICATION AND FORMS MUST BE COMPLETED BEFORE REGISTRATION!

CCAP/Dual Enrollment students only submit the CCAP Enrollment Form one time, but they need to complete the online application (CCCApply) every term.

ONLINE APPLICATION

1. Before submitting the CCAP/Dual Enrollment form, you need to complete an [online application](#) for the term you are applying for.
2. Students will need to [create an OpenCCC account](#) and start a new application.
3. Please allow 24-48 hours for our system to process your application. You will then receive a follow-up email with your assigned student identification number (W-ID#). If you do not receive a follow up email containing your W-ID# within 48 hours, please email jpc-admissions@laspositascollege.edu and provide your application confirmation number to access your account.
4. Once students receive their W-ID# and Las Positas College email address, they can complete the [CCAP Enrollment Form](#).

COMPLETING THE CCAP/DUAL ENROLLMENT FORM

- [Adobe Sign CCAP Enrollment Form](#)

SECTION 1 is to be completed by the student.

SECTION 2 will be completed by the student, their parent/guardian, their High School designee, and Las Positas College.

Helpful Resources

- [How to activate your Zonemail account](#)
- How To Complete the CCAP/Dual Enrollment Form (pdf)
- [Class-Web Step-by-Step Guides](#)

CCAP/Dual Enrollment Adobe Sign Form

CCAP/Dual Enrollment

2. The link will take you to the first page of the CCAP Enrollment Form.

Please sign: Las Positas College CCAP Multi-year form



Admissions & Records Office
25555 Hesperian Blvd.
Hayward, CA 94545
Email: ccarcom@chabotcollege.edu
www.chabotcollege.edu

Admissions & Records Office
3000 Campus Hill Drive
Livermore, CA 94551
Email: lpc-admissions@laspositascollege.edu
www.laspositascollege.edu



CALIFORNIA COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) ENROLLMENT FORM

The student named below is recommended as a special part-time CCAP community college student to undertake the course(s) of instruction at the community college level. The goal of this recommendation is to expand dual enrollment opportunities and develop seamless pathways from high school, including continuation high school and charter school to community college for career technical education or preparation for transfer, improve high school graduation rates, or help high school students achieve college and career readiness.

The following conditions are associated with admission as a CCAP student:

- Course content is college-level and will not be altered for participants enrolled in CCAP programs;
- The student will be treated as a college student and expected to act in a manner consistent with the [Student Code of Conduct](#);
- Grades earned are entered onto the student's permanent college transcript;
- Students can enroll up to a maximum of 15 units per term;
- Student enrolled in courses offered through a CCAP partnership shall not be assessed any fee prohibited by [section 49011](#);
- Only courses that assist in obtaining career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness can be taken;
- Parents must communicate with their student regarding academic progress and not with the instructor or other college personnel, see [FERPA](#).

SECTION 1: STUDENT INFORMATION (To be completed by student)

(PRINT)				
* <input type="text"/>	* <input type="text"/>	<input type="text"/>	* <input type="text"/>	* <input type="text"/> / * <input type="text"/> / * <input type="text"/>
Last Name	First Name	Middle	Las Positas College Student ID	Date of Birth (mm / dd / yyyy)
* <input type="text"/>			* Select...	
Street Address			Grade level when classes begin (i.e., 8 th , 9 th , 10 th , 11 th , 12 th)	
* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	Term: * Select...	Year: 2024
City, State, Zip				
Name of High School: * Select...	School Address: * <input type="text"/>			

SECTION 2: REQUIRED SIGNATURES

Learn to abide by all rules and regulations.

Start

CCAP/Dual Enrollment

3. Complete **SECTION 1: STUDENT INFORMATION**

Students need to provide all the required* information, then click the “Click to Sign” button in the bottom right corner of the page.

SECTION 1: STUDENT INFORMATION (To be completed by student)			
(PRINT)			
Last Name	First Name	M.	W 12345678
<small>Last Name</small>	<small>First Name</small>	<small>Middle</small>	<small>Las Positas College Student ID</small>
1234 Street Address			01 / 01 / 0000
<small>Street Address</small>			<small>Date of Birth (mm / dd / yyyy)</small>
Livermore	CA	94550	09th
<small>City, State, Zip</small>			<small>Grade level when classes begin (i.e., 8th, 9th, 10th, 11th, 12th)</small>
Term: Spring		Year: 2024	
<small>Term</small>		<small>Year</small>	
Name of High School: <u>Livermore High School</u>		School Address: <u>600 Maple St, Livermore, CA 94550</u>	
<small>Name of High School</small>		<small>School Address</small>	
SECTION 2: REQUIRED SIGNATURES			
I agree to abide by all rules and regulations.			
Student Signature: <u>Signature</u>			Date: <u>12/14/23</u>
<small>Signature (Dec 14, 2023)</small>			
As the parent/guardian of the above-named student, I authorize enrollment into the CCAP Community College program and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student.			
Parent / Guardian (PRINT Name): _____			
Parent / Guardian Signature: _____		Date: _____	
I verify this student is eligible to enroll in the California College and Career Access Pathways program, and is recommended for admission to the college			
Designated High School Official (PRINT Name): _____			
Designated High School Official Signature: _____		Date: _____	
By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot-Las Positas CCD.			
			Click to Sign

CCAP/Dual Enrollment

- Students will need to provide the name and email address of their parent or guardian and the name and email address of their High School designee (counselor) then click Next.

Assign to next participants

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2**

Please type in your parent or guardian's name and email address

First name	Last name
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address	Confirm email address
<input type="text" value="Enter email address"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)

*** Participant 3**

Please type in your designated High School official name and email address

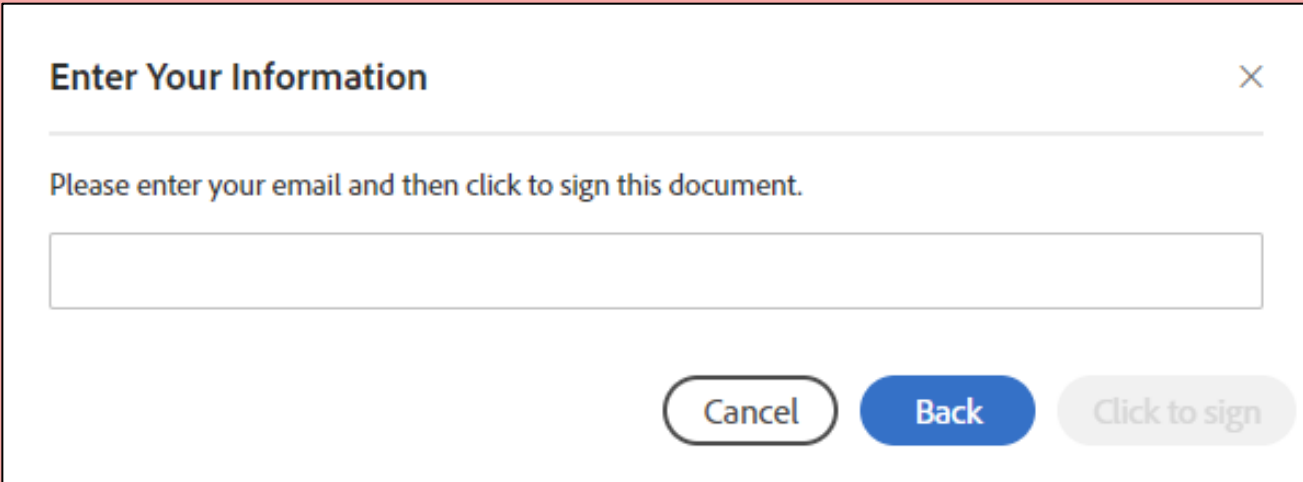
First name	Last name
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address	Confirm email address
<input type="text" value="Enter email address"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)



CCAP/Dual Enrollment

5. Students will need to provide their email address, then click "Click to Sign"



Enter Your Information ×

Please enter your email and then click to sign this document.

IMPORTANT: Students will then need to check their email to confirm their signature on the form before it gets accepted and moves forward through the process.

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Las Positas College CCAP Multi-year form" until you've confirmed.

CCAP/Dual Enrollment

- Students will receive a confirmation email with a link to confirm their signature. Click on the "Confirm my email address" link to confirm your email address and let your parent or guardian know to check their email address to complete the next step in the form.

AS Adobe Sign <adobesign@adobesign.com>
[EXTERNAL] Please confirm your signature on Las Positas College CCAP Multi-year form

Thank you for signing Las Positas College CCAP Multi-year form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

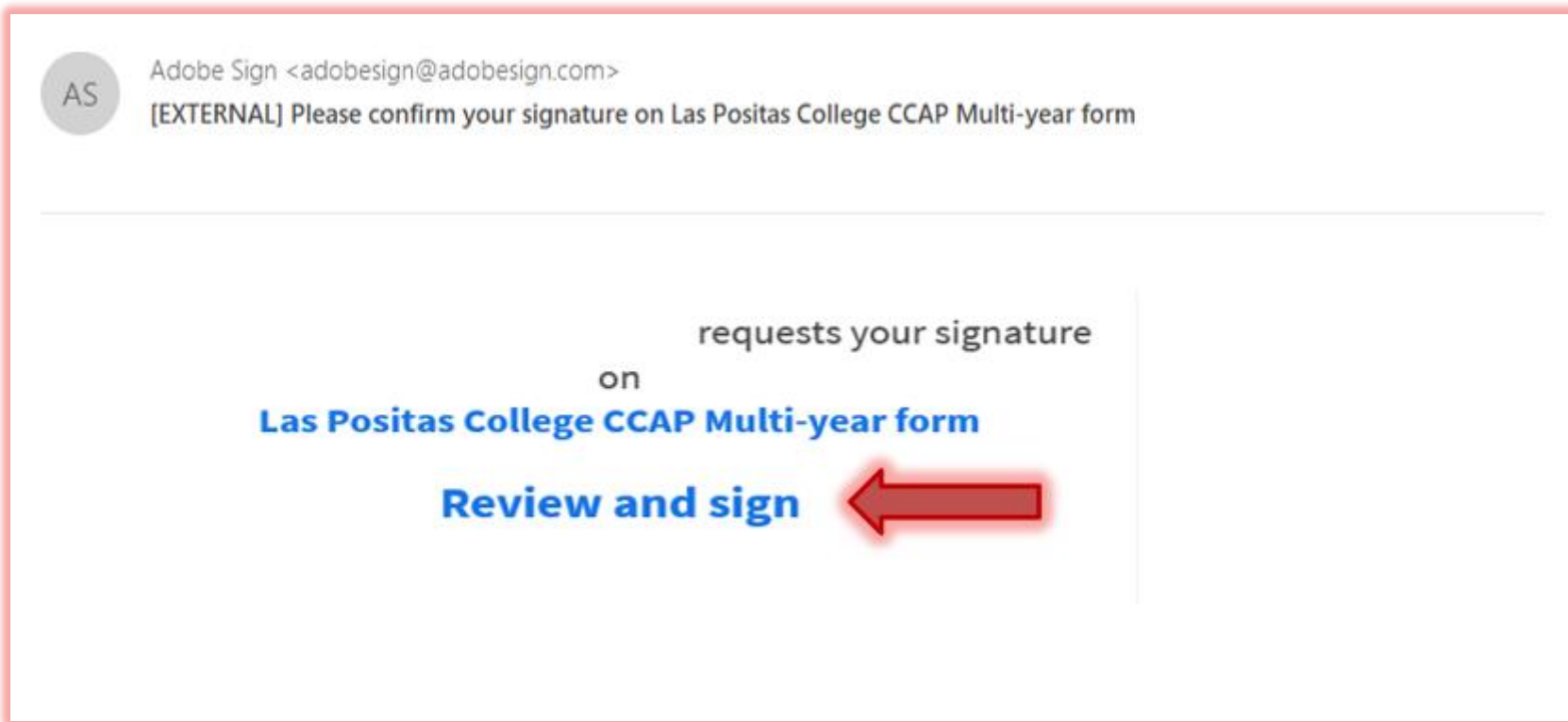
[Confirm my email address](#)



After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Las Positas College CCAP Multi-year form as a PDF.

CCAP/Dual Enrollment

7. Your parent or guardian will receive a confirmation email from Adobe Sign to review the form and apply their signature. Click "Review and sign" to continue.



CCAP/Dual Enrollment

8. SECTION 2: REQUIRED SIGNATURES

Your parent or guardian will need to provide their name, their signature, and the date. Then click the "Click to Sign" button in the bottom right corner of the page.

SECTION 2: REQUIRED SIGNATURES

I agree to abide by all rules and regulations.

Student Signature: Signature Date: 12/14/23
Signature (Dec 14, 2023)

As the parent/guardian of the above-named student, I authorize enrollment into the CCAP Community College program and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student.

Parent / Guardian (PRINT Name): _____

Parent / Guardian Signature: Signature Date: 12/14/23

I verify this student is eligible to enroll in the California College and Career Access Pathways program, and is recommended for admission to the college

Designated High School Official (PRINT Name): _____

Designated High School Official Signature: _____ Date: _____

Las Positas College Designee (PRINT Name): Humberto Lopez

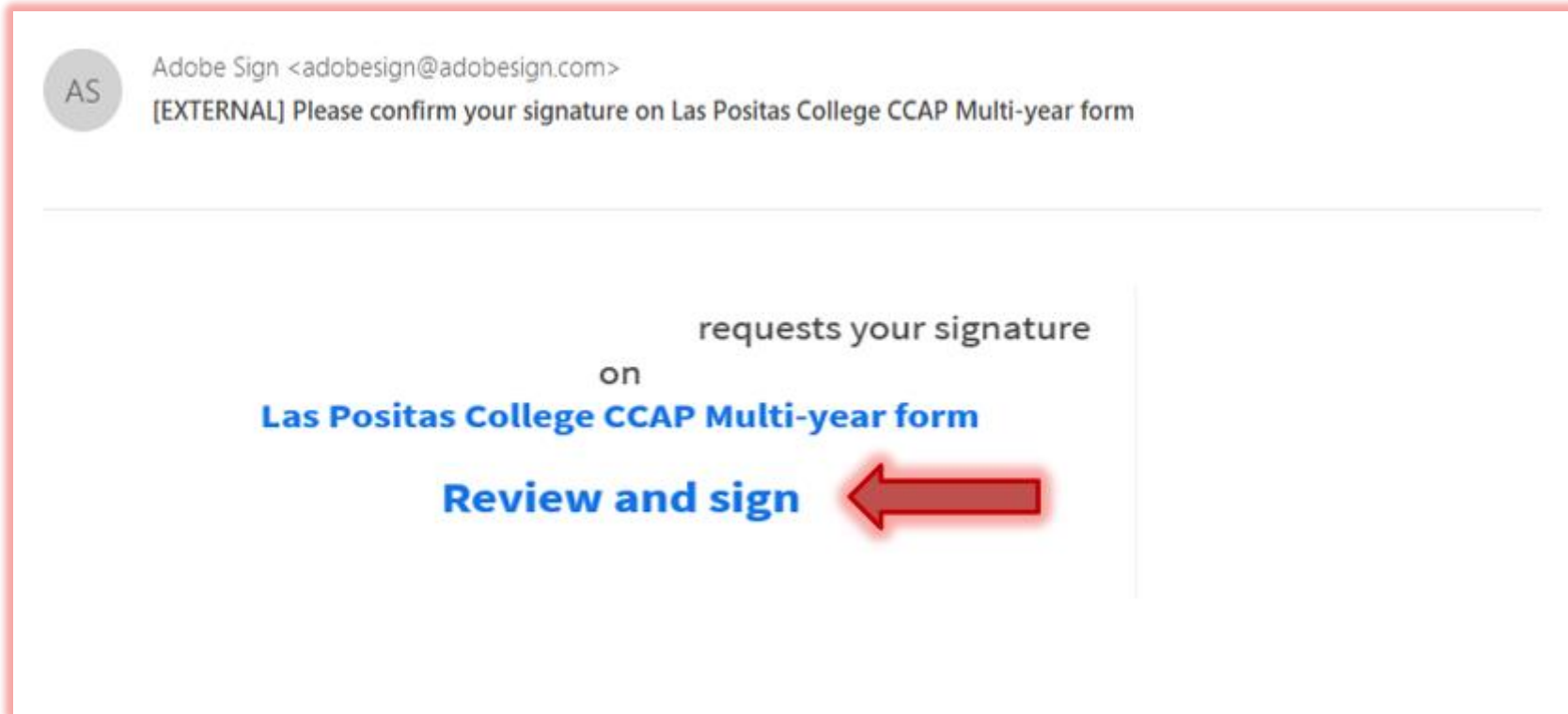
By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with FCCC - Chabot-Las Positas CCD.

Click to Sign



CCAP/Dual Enrollment

9. Your High School designee (counselor) will receive a confirmation email from Adobe Sign to review the form and apply their signature. They will click "Review and sign" to continue.



CCAP/Dual Enrollment

10. SECTION 2: REQUIRED SIGNATURES

Your High School designee will need to provide their name, their signature, and the date. Then click the "Click to Sign" button in the bottom right corner of the page.


SECTION 2: REQUIRED SIGNATURES	
I agree to abide by all rules and regulations.	
Student Signature: <u>Signature</u> <small>Signature (Dec 14, 2023)</small>	Date: <u>12/14/23</u>
As the parent/guardian of the above-named student, I authorize enrollment into the CCAP Community College program and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student.	
Parent / Guardian (PRINT Name): <u>First Name Last Name</u>	
Parent / Guardian Signature: <u>Signature</u>	Date: <u>12/14/23</u>
I verify this student is eligible to enroll in the California College and Career Access Pathways program, and is recommended for admission to the college	
Designated High School Official (PRINT Name): <u>First Name Last Name</u>	
Designated High School Official Signature: <u>Signature</u>	Date: <u>12/14/23</u>
Las Positas College Designee (PRINT Name): <u>Humberto Lopez</u>	
By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot-Las Positas CCD.	
Click to Sign	

After all parties have fulfilled their roles, they will receive a completed copy of the Las Positas College CCAP Enrollment form.


CCAP/Dual Enrollment



11. Admissions & Records will receive the completed document and process it for approval. The student will receive a confirmation email once they are enrolled in classes.



Admissions & Records Office
25555 Hesperian Blvd.
Hayward, CA 94545
Email: ccarcom@chabotcollege.edu
www.chabotcollege.edu



Admissions & Records Office
3000 Campus Hill Drive
Livermore, CA 94551
Email: lpc-admissions@laspositascollege.edu
www.laspositascollege.edu

CALIFORNIA COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) ENROLLMENT FORM

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- Grades earned are entered onto the student's permanent college transcript;
- Students can enroll up to a maximum of 15 units per term;
- Student enrolled in courses offered through a CCAP partnership shall not be assessed any fee prohibited by [section 49011](#);
- Only courses that assist in obtaining career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness can be taken;
- Parents must communicate with their student regarding academic progress and not with the instructor or other college personnel, see [FERPA](#).

SECTION 1: STUDENT INFORMATION (To be completed by student)

<small>(PRINT)</small>			
Last Name	First Name	M.	W 12345678
<small>Last Name</small>	<small>First Name</small>	<small>Middle</small>	<small>Las Positas College Student ID</small>
1234 Street Address		09th	
<small>Street Address</small>		<small>Grade level when classes begin (i.e., 8th, 9th, 10th, 11th, 12th)</small>	
Livermore	C.	94550	Term: Spring
<small>City, State, Zip</small>		<small>Year: 2024</small>	
Name of High School: Livermore High School		School Address: 800 Maple St, Livermore, CA 94550	

SECTION 2: REQUIRED SIGNATURES

I agree to abide by all rules and regulations.

Student Signature: Signature Date: 12/14/23

As the parent/guardian of the above-named student, I authorize enrollment into the CCAP Community College program and understand that in accordance with FERPA regulations, information may NOT be released to the parent without written permission from the student.

Parent / Guardian (PRINT Name): _____

Parent / Guardian Signature: _____ Date: _____

I verify this student is eligible to enroll in the California College and Career Access Pathways program, and is recommended for admission to the college

Designated High School Official (PRINT Name): _____

Designated High School Official Signature: _____ Date: _____

Las Positas College Designee (PRINT Name): Humberto Lopez

Las Positas College Designee Signature: _____ Date: _____

CCAP enrollment is subject to the following requirements. By signing the CCAP Enrollment Form, the High School designee and College designee is certifying they are in compliance with the requirements, including the following but not limited to:

SEC. 2.
Section 76004 of the Education Code is amended to read:

76004.
Notwithstanding Section 76001 or any other law:

(a) The governing board of a community college district may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for pupils who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

(d) A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils pursuant to this section or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a).

(f) A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

(n) The CCAP partnership agreement shall certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

(p) A community college district may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term.
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

(q) The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76223, 76300, 76350, and 79121.

(w) The statewide number of full-time equivalent students claimed as special admits shall not exceed 10 percent of the total number of full-time equivalent students claimed statewide.

PVL: 09.28.2022

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For more information please contact: lpc-dualenrollment@laspositascollege.edu
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