Admissions & Records

Need Help With CLASS-Web?

- CLASS-Web Guides (/admissions/assets/docs/CLASS-WebGuides.pdf) (click here for helpful step-by-step guides!)

> IT IS STRONGLY RECOMMENDED THAT STUDENTS SUBMIT ADMISSIONS
> FORMS VIA-EMAIL

1. Please download the PDF form to your computer and then open it with Adobe Reader before filling out. If you complete it in the web browser, no information is saved.

2. Use for your email subject header: Your Full Name--Name of Petition

Admissions Forms

- AB 2364 California Nonresident Tuition Exemption for Concurrent Enrollment Students (/admissions/assets/docs/CE-AB-2354-Spring2021.pdf)
- AB 540 California Nonresident Tuition Exemption (English) (PDF) (/admissions/assets/docs/AB540-FORM-2021.pdf)
- Academic Renewal Petition (PDF) (/admissions/assets/docs/AcadRenew-2021.pdf)
- Class Overlap Approval Form (PDF) (/admissions/assets/docs/CLassOverlapForm.pdf)
- Degree/Certificate Application (PDF) (/admissions/assets/docs/Degree-for-Degree-Cert.pdf)
- Enrollment Verification Request (PDF) (/admissions/assets/docs/Enrollment-Ver-2021.pdf)
- Excused Withdrawal Petition (/admissions/assets/docs/ExtenuatingCircumstanceWithdrawalPetition.pdf)
- (FERPA) Student Release of Information (/admissions/assets/docs/StudentReleaseofInformationFERPAForm.pdf)
- General Education (CSU or IGETC) Certification Request (PDF) (/admissions/assets/docs/GE-CERT2018.pdf)
- Incoming Transcript Evaluation (/admissions/assets/docs/IncomingTr...
- Loss of Priority Reg/BOG fee waiver appeal (PDF) (/admissions/assets/docs/Reg-and-BOG-

QUESTIONS? ASK ANDI

AppealLPC01252018.pdf)

Major Change Request (/admissions/assets/docs/MajorChangeRequest.pdf) (NOTE: "A student's home campus designation determines the college (Chabot College or Las Positas College) in which they may receive support services including, but not limited to, Financial Aid, CalWORKs, CARE, and EOPS. A student's home campus is initially determined by the submission of the admission application. A student's home campus designation may not be changed once a student has been disbursed financial aid for the award year. A student may only change their home campus designation before receiving financial aid for the award year.)

Military Dependents request for waiver of nonresident fees or reclassification – VACA (/admissions/assets/docs/VACA-waiver.pdf)

Pass/No Pass Petition (PDF) (/admissions/assets/docs/pass-no-pass-petition.pdf)

Payment Form for Tuition (/admissions/assets/docs/TEMPAYMENTFORM.pdf)

Personal Data Change (PDF) (/admissions/assets/docs/personaldatachangeform.pdf)

Refund Request Form (/admissions/assets/docs/Req-for-Refunds-2021.pdf)

Request for Certificate of Accomplishment (/admissions/assets/docs/Request-for-Cc.pdf)

Request to Opt-Out of Student Health Fee (/admissions/assets/docs/SHF_OptOutForm7.30.2020.pdf)

Request for Replacement or Duplicate Diploma (PDF) (/admissions/assets/docs/Duplicate-Certificate-Request-Form2021.pdf)

Residency Reclassification Petition (PDF) (/admissions/assets/docs/Residency-Reclassification2021.pdf)

Transcript Request (PDF) (/admissions/assets/docs/Transcript-Req2021.pdf)

Other Forms

Independent Study Contract (PDF) (/facultystaff/assets/docs/IndependentStudyContract.pdf)

Petition to Repeat a Course (http://laspositascollege.edu/counseling/assets/docs/petitiontorepeatcourse.pdf)

Petition for Admission from Dismissed Status (PDF) (http://www.laspositascollege.edu/admissions/assets/docs/ReAdmit_from_Dismissed_Status.pdf)

Request for Course Substitution of Program Requirement (AA, AS, or Certificate of Achievement (/counseling/assets/docs/AA_AS_Certificate_Course_Substitution_Request.pdf)

Request for Course Substitution of AD-T Program Requirement (/counseling/assets/docs/Associate_Degee_for_Transfer_Course_Substitution_Request.pdf)

Request for a Waiver of an Associate Degree (AA/AS) or Certificate Requirement (/counseling/assets/docs/AA_AS_Certificate_Course_Waiver_Request.pdf)

Note: To view or print the forms, you need to use Adobe Acrobat Reader (http://get.adobe.com/reader/)

QUESTIONS? ASK ANDI