

Building 1600. The student identification card is free to students.

### Communication via Zonemail Account

All admitted students are given a student e-mail account through The ZONE web portal. All messages from Las Positas College will be sent to this account. Registration dates will be e-mailed to students via the Zonemail account. As students complete the core services of orientation, assessment, and student educational plan, students may be eligible for an earlier registration date than previously assigned. Students are encouraged to check their Zonemail regularly for important notices from Las Positas College.

Students may opt to forward their Zonemail to personal e-mail accounts. In addition to registration date notifications, students will also receive waitlist information, instructor e-mail messages, financial aid notifications and general college information.

## Course Registration Procedures

### Open Enrollment

In accordance with District policy, all classes are open to enrollment and participation by any person who meets the academic prerequisites of the class and who is otherwise eligible for admission to Las Positas College.

### Enrollment Limits

Students are cautioned that some classes and programs may prove to be so popular or so limited by physical facilities and/or availability of qualified instructors that all students who apply cannot be accommodated.

### Waitlist

Students may reserve a space on the waitlist for courses that are closed due to reaching their maximum enrollment limit. During registration, students will be automatically prompted to sign up for the waitlist if the class is closed.

### Waitlist Notifications

All notifications for the waitlist will be e-mailed to the student's Zonemail account. If a seat becomes available for a course, the student at the top of the waitlist receives a notification e-mail to register for that class within 72 hours. If the student does not take action before the stated expiration date and time, the student loses their spot to the next student on the waitlist.

### Priority Registration

Registration priority group and registration dates will be determined by the completion of the core services of orientation, assessment, and Student Educational Plan (SEP), the number of units completed and in progress at Chabot-Las Positas Community College District, and the maintenance of good academic and progress standing.

Students who have completed orientation, guided self-placement, and Student Education Plan, as well as students in good academic and progress standing who have not exceeded 100 units (not including units in basic English, English as a Second Language, or Mathematics) will have enrollment priority over students who do not

meet these criteria.

Students will register for courses according to an enrollment priority system as defined by Title 5 regulations and the Chabot-Las Positas Community College District. Priority Group information is included in the current class schedule and is posted on the college website at [www.laspositascollege.edu](http://www.laspositascollege.edu).

### Course Prerequisites

Students wanting to enroll in a course with a prerequisite must satisfactorily complete that prerequisite with a minimum grade of "C" or better, or the equivalent, before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to successfully take the course. Courses with a co-requisite require that a student either has taken the corequisite before or is taking it at the same time as the courses.

Usually, a prerequisite is a course from a lower sequence of courses. For example: You may not enroll in Math 55 without first passing Math 110 with a "C" grade or better, or the equivalent. Usually, a co-requisite course is a lab or a course that provides supplemental instruction.

To see which courses have prerequisites and/or co-requisites refer to the individual course offerings in this Catalog or the Las Positas College website at [www.laspositascollege.edu](http://www.laspositascollege.edu)

### Request for Course Substitution or Waiver of Program Requirement

Students who have had substantial prior experience related to the content of a college-level course, and who can present adequate evidence of their competence, may petition to have enrollment in that class waived without college credit for purposes of satisfying a program requirement. Courses considered for substitution must have been taken at an accredited institution. Petitions for course substitution or waiver of program requirements are available from the Counseling Department. Approval of the request by the Dean of Student Services is required prior to completing registration. Approval shall be based on the following criteria:

1. Adequate evidence of competence as supported by transcripts, statements of employers, military, or technical school certificates, etc.
2. Statement from an instructor that the course reflects the appropriate subject matter and fulfills the necessary program requirements, and signature of the Division Dean to validate the course. Students shall be advised that courses waived receive neither unit nor grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

### Limitation on Unit Load

Eighteen (18) units per semester are considered to be a maximum load for a student. In order to take more than the maximum, an approval form must be obtained from an academic counselor. Las Positas College reserves the right to place unit limit restrictions due to fiscal constraints.

### Course Conflict / Course Overlap

Students may be permitted to enroll in two classes that meet during