

Concurrent Enrollment (High School Students)

Las Positas College provides the opportunity for high school students in 10th, 11th, and 12th grades to enroll in college-level courses. Students who desire to participate in concurrent enrollment must be recommended by their high school principal or designee and have written parental permission. Further information on the Concurrent Enrollment policy is available at the student's high school, and at the Office of Admissions and Records in Bldg 1600. We are happy to be able to offer High School students the opportunity to enroll concurrently for the Spring, Summer, & Fall semesters.

Fall 2021

**For important dates and deadlines, please consult the ACADEMIC CALENDAR.
(/admissions/academic-calendar-spring.php#current-calendar)**

Please be aware that concurrent enrollment students are subject to certain restrictions/limitations. Please review the following:

- You will notice that we are accepting high school sophomores, juniors and seniors only.
- Unit limitations - Summer is limited to 6 units, Spring and Fall are limited to 11 units each.
- Incomplete applications will not be accepted or processed.
- Applications will not be accepted for courses that are closed or full.
- **You must** consult the College Catalog (<http://laspositascollege.edu/class-schedule/catalog.php>) to determine if any requested classes have **prerequisites**. Any prerequisites must be cleared prior to registration. For more assistance with prerequisites, visit the Counseling Office (<http://laspositascollege.edu/counseling/>).
- Please make sure to check the class schedule for the term you are applying for before choosing your classes.

ATTENTION: COURSE RESTRICTIONS FOR HIGH SCHOOL STUDENTS

- Enrollment in Kinesiology and basic skills courses (ENG 100 level, all ESL courses, MATH 100 level) are not allowed (Ed. Code 48800).
- Students who complete paperwork for the LPC Concurrent Enrollment Program may **ONLY** register for LPC classes. Those who wish to register in class(es) at Chabot College **MUST** complete paperwork for the Chabot Concurrent Enrollment Program
- Chabot's Concurrent Enrollment website (<http://www.chabot.edu/concurrent-enrollment-ex.asp>).

Enrollment fees (classes fees) are waived for students in the fall semester. A Student **Health fee** of \$21 for Fall and Spring, and \$18 for Summer or session. A Student **Representation fee** of \$2.00 will be assessed for each semester.

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Transportation fee of \$9 (students enrolled in 6 or more units) or \$8 (students enrolled in less than 6 units) will be assessed to all students each semester (excluding Summer). An optional Student **Activities Fee** of \$10.00 will be assessed to all students each semester (excluding Summer).

Concurrent Enrollment Admission Steps

APPLICATION AND FORMS MUST BE COMPLETED BEFORE REGISTRATION!

1. High school students have to submit their Concurrent Enrollment form and complete an online application every term.
2. Please review the Concurrent Enrollment Instructions flyer (PDF). (</admissions/assets/docs/CE-Flyer-Spring2021-flyer%20-%20Copy.pdf>)
3. Complete the online Admission application (<https://www.opencccapply.net/cccapply-welcome?cccMisCode=481>) and print the confirmation page for your records.
4. Fill out the **REQUIRED Concurrent Enrollment Recommendation Form through DocuSign. Paper copies will not be accepted.**

IMPORTANT: It is a three-step process. Make sure to provide the correct information. It is preferred that you fill out this request using your zonemail email address to protect the privacy of your information.

How to activate your zonemail account (</zoneinfo/index.php>)

Please provide your information (Student’s name and zonemail email address), School principal or designee information (Name and email address), and your parent information (Name and email address).

***Step one:** Students will receive an email confirmation (Verification code). After receipt of the code, students will need to fill out their information and submit the form.

***Step two:** Your parent will receive an email confirmation to fill out his/her part and submit the form.

***Step three:** Your principal or designee (High School Counselor) will receive an email confirmation to fill out his/her part, upload the high school transcript and then submit the form.


Admissions and Records will receive the completed Concurrent Enrollment form to process for approval.

- [How to complete Concurrent Enrollment form through DocuSign](/admissions/assets/docs/HOW%20TO%20COMPLETE%20CONCURRENT%20ENROLLMENT%20DOCUSIGN2.pdf)
- [Concurrent Enrollment form Fall 2021 for late s](#)

IMPORTANT

- Students attending home school should also submit

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- Students who wish to enroll in English and/or Math must still take the Assessment test or clear the prerequisite via [Counseling](http://laspositascollege.edu/counseling/). Effective Fall 2019, placement for English and Math will change. Visit the [Assessment Center](/assessmentcenter/index.php) website for more information.
- Stop by the Student Health Center in Building 1700 with your parent or guardian to submit the **Parent/Guardian Minor Student Authorization Form** (</admissions/assets/docs/parentguardianstanford.pdf>). This form is not required to participate in the Concurrent Enrollment program, but if you would like to receive regular services from the Health Center, you will need to submit this completed form, along with any additional requirements. Please note that you must also pay the Student Health Fee to receive services at the Health Center. If you have participated in the Concurrent Enrollment program in the past and have already submitted this form, there is no need to submit this form again unless the information you provided has changed.

Due to the COVID-19 virus, the health and safety of our students and employees remain as top priority. Consequently, we are trying to make the Concurrent Enrollment process easier for the students.

If you have any additional questions about Concurrent Enrollment please email us at LPC-concurrent@laspositascollege.edu

Admissions & Records Office Building 1600, Second Floor

Fall 2021: (August 18, 2021 through December 23, 2021)

Online Office Hours

Monday	9:00 am – 5:00 pm
Tuesday	9:00 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

Fall 2021: (August 18, 2021 through December 23, 2021)

In Person/Window Hours

Monday	9:00 am – 5:00 pm
Tuesday	9:00 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

The following in person services will be provided:

- Receive cash payments for tuition/fees
- Issuance of Student Identification Card

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