Welcome to Las Positas College Concurrent Enrollment program

Our goal is to provide an inclusive learning-centered environment that provides educational opportunities and support students in completing their educational goals.

Las Positas College provides the opportunity for high school students in 09th, 10th, 11th and 12th grades.

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.
Concurrent Enrollment For High School Students

Students who desire to participate in concurrent enrollment must be recommended by their high school principal and have written parental permission. Further information on the Concurrent Enrollment policy is available at the student's high school, and at Las Positas College website under Concurrent Enrollment. [http://www.laspositascollege.edu/admissions/concurrent.php](http://www.laspositascollege.edu/admissions/concurrent.php)

Concurrent Enrollment is limited to a maximum of 11 units for Spring and Fall terms, and 6 units for the Summer session.

Enrollment in basic skills courses ([*English 100* level, all *ESL* courses, *Math 100* level]) are not allowed. Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent at another institution. For any further questions about prerequisites, please contact the Counseling department at [lpc-counseling@laspositascollege.edu](mailto:lpc-counseling@laspositascollege.edu)
High School students have to submit a Concurrent Enrollment form and an online application every term.

Students attending home school should also submit a copy of their R4 Private School Affidavits.

Please make sure to check the class schedule before choosing your classes.

**Special programs:**

- **MATH 3 with Mr. David Powers**, which is a 5-unit year long course. Students will receive an IP (in progress) grade at the end of the Fall term and a final grade at the end of the Spring term. Students must enroll in the second half of the class for the Spring term to receive credit.

- Concurrent Enrollment form for non-credit tutoring classes NMAT 202C. Students that are in the 09th, 10th, 11th or 12th grade are welcome to participate in the program. NMAT 202C is a non-credit math tutoring class open entry/open exit. Students can register for the class anytime during the term.

- Adult Education Concurrent Enrollment program, for more information about the Adult Education, please contact Emerald Templeton at: etempleton@laspositascollege.edu
Steps to complete Concurrent Enrollment form through Adobe Sign

1. Before submitting the Concurrent Enrollment form, students need to complete an online application for the term they are applying for.
2. Students will need to create an OpenCCC account and start a new application.
3. Once students complete the online application, they need to print a copy of the confirmation page. Students will need to provide the confirmation number on the Concurrent Enrollment form.

Your application was submitted.

Confirmation

Humberto, your application for admission has been submitted to Las Positas College.

<table>
<thead>
<tr>
<th>Name</th>
<th>Humberto Lopez</th>
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<tbody>
<tr>
<td>CCCID</td>
<td>BJT2864</td>
</tr>
<tr>
<td>College</td>
<td>Las Positas College</td>
</tr>
<tr>
<td>Term</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:betolopez30@hotmail.com">betolopez30@hotmail.com</a></td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td>February 10, 2021 12:51:23 PM</td>
</tr>
<tr>
<td>Confirmation #</td>
<td>19859670</td>
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</tbody>
</table>
4. Please allow 24-48 hours for our system to process your application. Students will receive a follow-up email with their assigned student identification number. If students do not receive a follow up email containing their W-ID Number within 48 hours, please email lpc-admissions@laspositascollege.edu and provide your application confirmation number to access your account. Click on the Admissions tab and click on the Concurrent Enrollment link.
5. Review all the information and go to the Concurrent Enrollment Admission Steps, please check the PDF or video presentation before starting the process. Click on the Concurrent Enrollment form link.

### Important Dates and Deadlines

### Concurrent Enrollment Admission Steps

**APPLICATION AND FORMS MUST BE COMPLETED BEFORE REGISTRATION!**

1. Please check the link with a video presentation of the Concurrent Enrollment process:
   - [Concurrent Enrollment process video presentation](#)
   - [How to complete Concurrent Enrollment form PDF](#)

2. High school students have to submit an online application and a Concurrent Enrollment form every term.

3. Complete the online Admission application and print the APP ID confirmation page for your records.

4. Fill out the REQUIRED Concurrent Enrollment Recommendation Form through Adobe Sign. Paper copies will not be accepted.

**IMPORTANT:** 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](#)
   - [Concurrent Enrollment form Fall 2022](#)
6. Please click on continue to have access to the first page of the form.
7. On this page, section one, students need to provide all the required information. Make sure to add all the classes on section two.

### Recommendation For Concurrent Enrollment Form
Office of Admissions and Records, 3000 Campus Hill Drive, Livermore, CA 94551, lpc-concurrent@laspositascollege.edu.

Before submitting this form, you must complete a current online admission application.

Your current official high school transcript must be included with this form.

**Term:** Spring 2023

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#### SECTION 1: STUDENT INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

- **Name:** Humberto Lopez
- **Address:** 5166 Willow Rd., Pleasanton, CA 94588
- **Phone Number:** (925) 546-5589
- **Date of Birth:** 07/25/2004
- **Application Confirmation Number:** 29587546
- **Student ID:** 15666159

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#### SECTION 2: COURSES REQUESTED (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)

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<thead>
<tr>
<th>SUBJECT &amp; NUMBER</th>
<th>UNITS</th>
<th>PREREQUISITES</th>
<th>SUBJECT &amp; NUMBER</th>
<th>UNITS</th>
<th>PREREQUISITES</th>
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</thead>
<tbody>
<tr>
<td>1. MATH 3</td>
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<td></td>
<td>11.</td>
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<td></td>
</tr>
<tr>
<td>2. GEOG 1</td>
<td>4</td>
<td>NONE</td>
<td>12.</td>
<td></td>
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<tr>
<td>3. HIST 1</td>
<td>3</td>
<td>NONE</td>
<td>13.</td>
<td></td>
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<tr>
<td>4. ENG 1</td>
<td>3</td>
<td>NONE</td>
<td>14.</td>
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<tr>
<td>5. PSYC 1</td>
<td>3</td>
<td>NONE</td>
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<td>6.</td>
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<td>10.</td>
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8. Students need to complete the information on section four (FERPA).

Attention Student: The Family Rights and Privacy Act (FERPA) of 1974 prohibits the college from providing any information to any third parties (including parents, guardians, siblings, etc.) without the express written consent of the student, regardless of age. By signing this form below, you confirm that (1) you are the student, (2) you have made an indication below to withhold or release your information on record, and (3) all information provided on this form is complete and accurate.

- I do not authorize the release, and or review, of any and all personal information on record, my student records, and any behavior/disciplinary status.

- I authorize the release of the following information to my parent(s) or guardian(s) named below:
  - [ ] Any and all personal information on record
  - [x] Grades and attendance information only
  - [x] Behavior/disciplinary status only

Parent/Guardian Name: Karen Lopez
(Print name)

Parent/Guardian Name: ____________________________ (Print name)

Student’s Signature: [x] Humberto Lopez

Date: 10/04/22
9. US citizen, Permanent Resident, Daca grantee and undocumented students that are qualified as non-residents of California can fill out the AB2364 non-resident exemption form. Students need to fill out this form to go forward, we only use the form if needed. Please click to sign the document.
10. Next step is for students to provide the name and email address of their parent or guardian and High School Counselor. Please click to sign.

Assign the 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

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen</td>
<td>Lopez</td>
<td><a href="mailto:hlopez@laspositascollege.edu">hlopez@laspositascollege.edu</a></td>
</tr>
</tbody>
</table>

+ Add Message

* Participant 3
Please type in your Principal or Designee’s (Counselor) name and email address

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael</td>
<td>Powers</td>
<td><a href="mailto:hlopez@laspositascollege.edu">hlopez@laspositascollege.edu</a></td>
</tr>
</tbody>
</table>

+ Add Message
11. Students will receive a confirmation email with a link to confirm their signatures. Click on the link to confirm your email address and make sure to let your parent know to check his/her email address to fill out his/her part.

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 Concurrent Enrollment" until you've confirmed.

Adobe Acrobat Sign

Thank you for signing Las Positas College Concurrent Enrollment. 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 Concurrent Enrollment as a PDF.
12. The parent will receive a confirmation email from LPC-Concurrent to review and fill out his/her part. Please click on Review and sign.
13. On section 3, the parent needs to provide his/her name, the relationship to the student, phone number, any medical condition from the student and sign the document.

Las Positas College
Office of Admissions & Records, Bldg.1600
3000 Campus Hill Drive • Livermore, California 94551

Student's Name: Lopez Humberto

LPC Student ID#: W 15666159

SECTION 3: PARENT or GUARDIAN AUTHORIZATION FOR MINORS (TO BE COMPLETED BY PARENT or GUARDIAN ONLY)

Parent / Guardian (Print Name): Karen Lopez

Relationship to minor student: Mother

Parent / Guardian phone: 925-546-8974

By signing this form
- I acknowledge my child’s participation in Las Positas College’s Concurrent Enrollment Program.
- I certify that the school Principal or Designee named above is my child’s school / district authorized representative.
- I hereby give permission to release my child’s high school transcript to Las Positas College.
- I hereby give permission to my minor child to use the services provided at the Student Health Center. (NOTE: The Student Health Center providers are bound by confidentiality even though they are treating minors)
- As the parent / guardian, do you know of any medical problems we should be aware of for this student?
  - [ ] No
  - [x] Yes. List medical problem(s) (E.g. heart disease, allergies, mental health, etc.):

Parent / Guardian (Signature): [Signature]

Date: 10/04/22
14. The parent will have the option to download a copy of what he/she signed.

You're all set

You finished signing “Las Positas College Concurrent Enrollment”.

Next, Michael Powers will sign.

We will email the final agreement to all parties. You can also download a copy of what you just signed.

Manage your Acrobat Sign agreements

Sign in
15. The Principal or Designee (counselor) will receive a confirmation email to review and sign the document.

LPC-Concurrent requests your signature on
Las Positas College Concurrent Enrollment

Review and sign

After you sign Las Positas College Concurrent Enrollment, the agreement will be sent to LPC-Concurrent. Then, all parties will receive a final PDF copy by email.

As you prepare to sign this agreement, please note that the document asks for the following document to be attached:

- File Attachment 1

*Don't forward this email:* if you don't want to sign, you can delegate to someone else.
16. The Principal or Designee needs to approve the units: Spring and Fall max 11 units, Summer max 6 units, attach the high school transcript, provide his/her name, phone number and sign the document.

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<tr>
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<th>*PREREQUISITES</th>
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COURSE RESTRICTIONS:
- Concurrent Enrollment is limited to a maximum of 11 units for Spring/Fall and 6 units for the Summer session.
- Enrollment in basic skills courses (Eng 100 level, all ESL courses, Math 100 level) are not allowed (Ed. Code 48800).
- You may ONLY list IPC courses above.

AUTHORIZED SCHOOL OFFICIALS (Signature are required every term. Initials or rubber stamps NOT acceptable)

As per Ed. Code 76001, the high school Principal or Designee of the school certifies, by signing this form, that no more than 5 percent of the total number of students per grade level shall be recommended for Concurrent Enrollment at Las Positas College.

- I certify that the above recommended 11 units are based on the student’s ability to benefit from “advanced scholastic or vocational work.”
- I certify that I have attached a copy of the student’s transcript. The student’s application will not be processed if a High School transcript is not attached. The student must have GPA of 2.0 or higher.
- I certify that I am the school Principal or Designee, and authorized to sign this form.

Principal or Designee (Print Name)  Michael Powers  _  Phone:  925-659-8923
Principal or Designee (Signature)  Michael Powers  _  Date:  10/04/22

By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC - Chabot Las Positas CCD.
17. Admissions and Records will get the final and complete Concurrent Enrollment form to process for approval. Students will receive a confirmation email with their registration date and instructions on how to register for classes.
18. All Parties will receive a confirmation email with the complete Concurrent Enrollment form.

Attached is the final agreement between:

- FCCC - Chabot-Las Positas CCD
- Humberto Lopez
- Karen Lopez and 2 more

You can also open it online to review its activity history.
- **How many units do Concurrent Enrollment students can take?**
  All Concurrent Enrollment students can take up to 11 college units for Fall and Spring semesters and 6 units for the Summer term.

- **Do students have to pay for the College classes?**
  Students do not have to pay for the classes, but they have to pay for the student fees.

- **How do I transfer my credits to high school?**
  High Schools decide if they accept our courses for High School credit. Students must request Las Positas College to send transcripts to the high school. This is not done automatically. Grades are issued approximately three to four weeks after the semester ends.

- **How will the credit from the college classes be counted in the high school?**
  A 3 credit college class translates to 10 high school credits. College classes that are more than 3 credits can translate to as many as 15 high school credits.

- **Will my credits transfer to another college?**
  Depending on the course work, most credits will transfer to other colleges and universities. The student should always check with the college or university they choose to attend.
Please log in to Class-Web to register for classes.

User ID: Please enter your W# or Social Security Number.
PIN: Please enter your date of birth in the format of MMDDYY (ex. 02/08/2001 would be 020801).