



Office of Admissions & Records
3000 Campus Hill Drive
Livermore, CA 94551

CONCURRENT ENROLLMENT PROGRAM

APPLICATION DEADLINE:

The Deadline to submit your application and all required documents for Spring 2010 semester is **December 18th 2009**. Applications submitted after the deadline will be approved on a case by case basis.

Spring registration via CLASS-Web for students with approved admission starts **November 30, 2009**.

Check Academic Calendar or website for more information.

FEES

Enrollment fees are waived for students in the concurrent enrollment program. A \$3.00 optional Mailing Fee \$ 14.00 Student Health Fee and \$1.00 Student Representation Fee will be assessed to students. Students may be charged for materials fee (if applicable).

PLEASE NOTE: International and out-of-state students will be assessed tuition of \$190.00 per unit and enrollment fees.

GENERAL RULES REGARDING CONDITIONS OF ENROLLMENT*

Concurrent Enrollment is an enrichment program that provides an opportunity for 10th, 11th, and 12th grade high school students to benefit from advanced scholastic or vocational work. Students are enrolled on a space available basis; therefore please list alternative courses on the application. **Application acceptance does not guarantee enrollment in the class.** Any changes to your schedule should be reviewed with your high school counselor or principal.

1. Complete a **Las Positas College Application for Admission** and attach high school transcripts. Submit application and transcripts to the Office of Admissions by the application deadline date. Transcript **must** indicate a GPA of 2.0 or higher. Home school students should also submit a copy of their R4 Affidavits.
2. Complete a **Recommendation for Concurrent Enrollment Program form**
 - Obtain approval and signatures on recommendation form from school principal or designee and counselor
 - Obtain parental approval on recommendation form and parent/guardian authorization form for minors.
 - Student are not permitted to enroll in basic skills courses (English 100A , 100B, 104; Math 106, 107X, 107Y; Business 105, 107 and all 100 levels of ESL)
3. Complete **Chemistry, English and/or Math Assessment Test**. This step is required for students taking Chemistry, English and Math courses. Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent. Consult the college catalog for identification of prerequisites. Assessment must be completed prior to registration for certain course with English or Math prerequisites. To schedule an assessment appointment, go to www.laspositascollege.edu/assessmentcenter/scheduleinfo.php.
4. If recommendation form is approved, register online via CLASS-Web. Registration is limited to courses approved by your school and Las Positas College. These courses must be listed on the current enrollment recommendation form.
5. For additional questions or updated information, contact Mario Orozco at (925)424-1545 or Debbie Earney at (925)424-1554. Our office hours are Monday & Thursday (9:00am-5:00pm) Tuesday & Wednesday (9:00am-7:00pm) and Friday (9:00am-12:00pm).

Disclaimer: Please be aware students may not be admitted for the following reasons: insufficient time for application processing, placement testing, prerequisite verification, the College's own review of their program before classes begin, and/or limited college course offerings and college funding.

Privacy of Records (FERPA – Family Educational Rights and Privacy Act):

When a minor enters higher education, the minor is afforded the rights of an adult. Therefore, parents can not contact the instructor for information regarding their children, nor can parents attend class or assessment with the student. The student may sign the consent line on the Recommendation for Concurrent Enrollment form authorizing the sharing of information by the College with the parents. If this signature is on file, the student services administrator will provide information.

Course Credit:

High schools determine 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 automatically done. Grades are issued approximately three weeks after the semester ends.

Responsibilities:

The primary educational responsibility for high school students who participate in the Concurrent Enrollment Program rests with the high school. The high school assumes the responsibility of obtaining parental permission for students applying for admission and participating in the Concurrent Enrollment Program. Home-schooled students must obtain the signature of the appropriate school administrator. The Application for Admission, Concurrent Enrollment Program Application and Authorization Form for Minors must be fully completed along with all required signatures.