

Las Positas College

High School Concurrent Enrollment Program

Summer/Fall 2008

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.

We are excited to announce that high school students may register for classes “online” via **Class Web** beginning **May 21, 2008**.

STEP 1: APPLY

Welcome to Las Positas College! To apply, visit our website at www.laspositascollege.edu. Click on “Apply and Enroll” and then “High School Admission”. Please submit your application packet as soon as possible for best course selection or at least 3 weeks before the term begins to allow sufficient time for application processing, Dean’s approval, assessment, and course registration. Students need to re-apply each semester. Please download the following printable forms:

- Recommendation for Concurrent Enrollment Form
- Application for Admission
- Health Authorization Form for Minors
- Official copy of high school transcript – **G.P.A. 2.0** or higher

Review course descriptions online for any required prerequisites. Advanced placement test scores may be used to meet course prerequisites. Submit application packet to the Admissions and Records Office, Bldg. #700, Las Positas College, 3000 Campus Hill Dr., Livermore, Ca. 94551. Our office hours are:
 Monday – Thursday (9:00 am – 2:00 pm and 4:00 pm – 7:00 pm) (Closed 2-4:00 pm)
 Friday (9:00 am – 1:00 pm)
 For questions, additional or updated information, contact Debbie Earney at (925) 424-1554.

STEP 2: ASSESS

All students wishing to enroll in English, Math, Chemistry 1A or any class with a Math or English prerequisite, **must assess after applying**. To schedule an assessment appointment, go to www.laspositascollege.edu/assessmentcenter/scheduleinfo.php.

- Review Assessment chart below
- Purchase a parking permit - \$2.00
- Arrive at Bldg. #1000 – 15 minutes prior to start
- Bring Student ID – W# or social security number
- Parents may not attend the session
- No calculators are permitted
- Come into the Counseling Dept., Bldg. #700, 48 hours after testing to review your results or view online

To Enroll In....

Complete the ...

English 1A	English Assessment
Math 65	Math Assessment
Math 55, Chemistry 30A	Math Assessment
Math 42A, 44, 45, 34, 33, 36, 38, Chem 31	Math Assessment
Math 20, 1	Math Assessment
Chem 1A	Chemistry Assessment

STEP 3: ENROLL

Students may register for classes “**online**” via **Class Web** beginning **May 21, 2008**. Follow the steps to register on the Class-Web Instruction Form located in the class schedule or online. Concurrent enrollment students are special admits who enroll in courses after our college students. Please be aware of the following:

- Register **up to 11 units maximum** (Fall and Spring)
- Register **6 units maximum** (Summer)
- No enrollment will be allowed in the following remedial courses:
English 100A, 100B, 104; Math 106, 107X, 107Y; Business 105,107, and all 100 level ESL (PE courses are allowed)
- Concurrent students observe the same academic deadlines and requirements as all regular students.
- To withdraw from a class, drop online or come in to the Admissions and Records Office **before the withdrawal date**. Check deadline dates on the Academic Calendar in the class schedule or online.
- Students should exercise caution when relying on college courses to fulfill their high school graduation requirements. Courses may not be available by the time high school students enroll.
- Courses begin a permanent college record.

STEP 4: PAYMENT OF FEES

You may pay your fees at the time of registration. Classes will be dropped if you fail to pay fees by the “**Drop-for-Non-Payment Deadline**”. Deadline dates are posted in the class schedule and online.

- All fees are subject to change
- International and out-of-state students will be assessed higher fees – see class schedule and online
- Registration Fees: \$ 13.00 Health Fee (Fall and Spring only)
\$ 3.00 Mailing Fee
\$ 1.00 Student Representation Fee
\$ 30.00 Parking Fee*

*Purchase the parking permit online, print out the temporary permit, pay fees immediately and permit will be mailed to your home. Once you receive the permit, go back online to activate it.

- For refund information, see class schedule or go online.
- Grades are sent out via mail. To transfer grades to your high school, complete the Transcript Request form online or in the Admissions and Records Office.

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. Concurrent enrollment student records are **not** available online.