Las Positas College - Early Admission Program
Completing the Online Application

- **Beginning January 28, 2008**, submit an online Application for Admission via the Las Positas College website ([www.laspositascollege.edu](http://www.laspositascollege.edu)) and click on “Apply Online.” (Paper applications are available at your high school).

**DEADLINE FOR EARLY ADMISSION APPLICATIONS** is March 14, 2008.

- Read through the instructions, then click “Begin Application for Las Positas College” at the bottom of the webpage.
- Click “New User” to create an account with a username and password for CCCApply. Once you have entered the necessary information to create an account, click “Create Account”. (Make sure you remember your username and password!) Once you have created your account, click “Continue” to start the application.
- There will be 9 sections that you will need to complete. Please read the following instructions below to be sure you answer certain questions on the application correctly.

**IMPORTANT QUESTIONS TO ANSWER ON THE APPLICATION**

**Section 2 - PERSONAL INFORMATION:**
Please enter your Social Security number, especially if you are planning on applying for Financial Aid. If you do not have a Social Security #, please check the box, and the college will assign you a Student ID #.

**Section 3 - CONTACT INFORMATION:**
We will use email to give you updates about the Early Admission Program, so make sure you have a valid email address. If you don’t have an email address, CCCApply will give you one. Read the directions on how to access the CCCApply email feature or go online to [https://secure.cccapply.org/Mail](https://secure.cccapply.org/Mail).

**Section 4 - EDUCATION:**
Reminder: the questions should be answered according to your status at the beginning of the Fall 2008 semester in August, after graduation, not your status right now.

**Section 5 - RESIDENCY 1:**
If you enter Permanent Resident or Student Visa, you will need to supply us with more information about your alien registration or visa.

Choose “First time student” here (even if you previously attended as Concurrent Enrollment)

Choose “Received high school diploma” and enter the date you will graduate.

If you don’t have an email address, CCCApply will give you one.

Read here on how to access your CCCApply email.
Section 9 - EARLY ADMISSION SECTION:

It is extremely important that you enter “yes” for Early Admission and select your school from the list, to ensure you are considered for the Early Admission Program.

The final page of the application is the “Application Confirmation” page. Print this page and bring it to your High School Contact Person/Counselor no later than Monday, March 7th.

ONE MORE IMPORTANT STEP:

After submitting the “Application Confirmation” page to your Early Admission High School Contact Person/Counselor, request a copy of your high school transcript to be sent to:

Las Positas College-Early Admission Program
Admissions & Records
3000 Campus Hill Drive
Livermore, CA 94551

Note: If you did not print a copy of the “Application Confirmation” page when you submitted your online application to Las Positas College, print a copy using the following instructions:

2. Click the “Print Application Confirmation” page menu option.
3. Enter your user name and password to access the “Personal Application Manager” page.
4. Scroll down to the “online applications already submitted” area and click the “View Application Confirmation” button.

Next Steps in the Early Admission Process:

E-mail Response: Once your online application has been processed you will receive an e-mail with additional information concerning the next steps to be completed in the Early Admission Program process.

Acceptance Letter: Your letter of acceptance into the Early Admission Program will be mailed to your home during the last week of March 2008.

Complete Assessment Process: Information concerning assessment dates and instructions for scheduling a testing session appointment for the required Math and English assessment will be provided in the acceptance letter.

Attend Orientation/Program Planning Session: Following completion of the assessment testing you will be assigned an orientation/program planning session to attend. During this group session you will have an opportunity to meet with a Las Positas College counselor to discuss your academic goals and plan a schedule of classes for Fall Semester 2008.

Register for Fall Semester 2008 Classes: Beginning on Saturday, May 10, 2008 you will be able to complete registration and enrollment for classes using the online CLASS-Web registration system.

Payment of Fees: Payment of enrollment and student fees can be made via credit card using the online CLASS-Web system, by mail sending a check or money order, or in-person at the Admissions and Records Office at Las Positas College. Note: Check the CLASS-Web system for required payment due dates.