March 2010

Dear Las Positas College Early Admission Applicant:

We are delighted that you have chosen to attend Las Positas College through the Early Admission Program. The assessment and orientation program is essential to your success in college. It is designed to help you become acquainted with important information about the college and about your skills.

**Step One: Assessment**

Assessment is required for all students for enrollment in Math and English courses, and Chemistry 1A. You must schedule a testing appointment for one of the assessment sessions listed below.

Review the assessment schedule dates below and select a desired testing session that you will be able to attend. Testing session appointments for Early Admission students will be scheduled using a web-based online appointment system.

**IMPORTANT:** Your Student User Identification ("W") number is REQUIRED to schedule an assessment appointment.

- To find your student user identification number, go to the Las Positas College website: [www.laspositascollege.edu](http://www.laspositascollege.edu)
- Click on "Class-Web" link.
- Sign on to the [CLASS-Web](http://www.laspositascollege.edu/class-web) student information system using your social security number and PIN.
- Your PIN is a 6-digit numeric code initially set to your birthdate in the format MMDDYY.
- Click the "What's My New User ID?" link to see your Student User Identification ("W") number.

See reverse side of this page for detailed instructions on using the online assessment appointment system.

**Available Testing Sessions:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Times</th>
<th>Date</th>
<th>Session Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 30</td>
<td>4:00, 7:00pm</td>
<td>Thursday, April 22</td>
<td>4:00, 7:00pm</td>
</tr>
<tr>
<td>Thursday, April 1</td>
<td>4:00, 7:00pm</td>
<td>Saturday, April 24</td>
<td>9:00, 11:00am, 1:00pm</td>
</tr>
<tr>
<td>Tuesday, April 13</td>
<td>4:00, 7:00pm</td>
<td>Tuesday, April 27</td>
<td>4:00, 7:00pm</td>
</tr>
<tr>
<td>Thursday, April 15</td>
<td>4:00, 7:00pm</td>
<td>Thursday, April 29</td>
<td>4:00, 7:00pm</td>
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<tr>
<td>Saturday, April 17</td>
<td>9:00, 11:00am, 1:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, April 20</td>
<td>4:00, 7:00pm</td>
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**Note:** Study guides are available on the Assessment Center web site to help students prepare for the Math and English assessment tests. Web site: [www.laspositascollege.edu/assessmentcenter/studyguides.php](http://www.laspositascollege.edu/assessmentcenter/studyguides.php).
Online Appointment Instructions:

1. **Review** the Assessment Schedule testing sessions available for Early Admission students.
2. Go to the Early Admission Program website: www.laspositascollege.edu/earlyadmission/index.php and click on the “Schedule Assessment Appointment” link.
3. Carefully **read the following instructions** before attempting to schedule an assessment appointment.
4. When the "Appointment" screen appears: Enter your "W" number and **birthdate** using the exact format indicated. Click on the "**Continue**" button.
5. When the "Appointment Menu" screen appears: Click the **Find Appointments** menu button. All available testing sessions will be displayed.
6. When the "Appointment Search Results" screen appears: Click the * **Select button** on the left to select your desired assessment appointment (testing session) date and time.
7. When the "Reason Selection" screen appears: **Highlight the Assessment Session** option and **press** the Tab key on your computer to enter your contact **telephone number** (required) and e-**mail address** (optional).
8. Click the **Continue** button, your scheduled **assessment appointment date and time** will be displayed.
9. Click the **Go Back** button to return to the main "Appointment" menu screen.
10. To exit the Assessment Appointment system, click the **Logout** button.

**Note: Rescheduling an Appointment**

In order to reschedule a new appointment, you first must **cancel** the current existing assessment appointment. To **cancel an appointment**, select the Cancel Appointment menu option on the "Appointment Menu" screen.

**Important:** If you have any problems using the Online Assessment Appointment system please request an assessment appointment using e-mail instructions provided below:

1) Review the Assessment Schedule on the previous page.
2) Select two possible assessment testing sessions that you would be able to attend.
3) Send an e-mail requesting an assessment appointment.
4) Assessment appointment e-mail request must include the following:
   - Assessment Session (1st Choice): Date and Time
   - Assessment Session (2nd Choice): Date and Time
   - Student Name + Student User Identification ("W") number
   - email link: lpc-assessment@laspositascollege.edu

A confirmation email response will be sent within 3 working days indicating assessment testing session for which an appointment has been scheduled.

**Remember:** Testing Requirements

1) Please arrive 15 minutes before the scheduled starting time to complete the required check-in process. **No admittance once a testing session has started.**
2) Bring a valid photo ID and assigned student user "W" number.
3) Students must purchase $2.00 daily campus parking permit.
4) Following completion of assessment tests new students will be scheduled for an orientation and program planning session with counselors.
5) Cell phones and pagers must be turned off during assessment session.
Step Two: Orientation
At your assessment, you will schedule your orientation. Your counselor will interpret your assessment scores, review your college goals, and assist you in selecting specific classes.

Step Three: Registration
Early registration ensures you the best selection of both Summer and Fall classes. The priority registration period for Summer session and Fall term begins Saturday, May 8, 2010. You may register on May 8 or anytime thereafter using CLASS-Web or The ZONE (registration via the internet at www.laspositascollege.edu) or in person at the Office of Admissions and Records. For your convenience, the Admissions and Records Office will be open from 9:00am to 12:00pm on Saturday, May 8, 2010. CLASS-Web hours are daily from 7:00am to 11:00pm.

Step Four: Payment of fees
You may pay your fees at the time of registration. You will be dropped from your classes if you fail to pay fees by the “Drop-for-non-Payment Deadline”. Deadline dates are posted in the class schedule and online. Don’t forget to order and pay for your parking permit online also.

For additional questions, please email Debbie Earney at dearney@laspositascollege.edu or call (925) 424-1554.

Thank you for participating in the Early Admission Program!

Sylvia Rodriguez
Dean of Enrollment Services

KEY DATES

<table>
<thead>
<tr>
<th>TESTING SESSIONS</th>
<th>MARCH 30 - APRIL 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIENTATIONS</td>
<td>APRIL – MAY</td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>SATURDAY, MAY 8</td>
</tr>
</tbody>
</table>

SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES
Please contact the Disability Resource Center at (925) 424-1510 to assist you in the following:
* Extended time on placement exams
* Special orientation
* Registration assistance