



Spring 2020 | Concurrent Enrollment Program | NMAT 202C CRN 33393

Office of Admissions and Records • 3000 Campus Hill Drive, Livermore, CA 94551 • LPC-admissions@laspositascollege.edu
 Before submitting this form, you must complete an online admission application for the term indicated on this form.
 Your current high school transcript must be included with this form.

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

W10 Current Grade Level: 9th 10th | 11th | 12th
 LPC Student ID (W) Number (DO NOT put high school ID number or Social Security number)

Last Name _____ First Name _____ Middle Name _____

Street Address _____

City, State, Zip _____

(_____) - _____ / _____ / _____
 Phone Number _____ Date of Birth _____

Email (registration notification will be sent here) _____

Name of School: _____

School Address: _____

Online Application Confirmation # _____

By signing this form, I certify that:

- I am in the 9th, 10th, 11th, or 12th grade.
- I will abide by the policies and enrollment conditions of the Concurrent Enrollment Program.
- I understand I will be dropped from courses not listed on my recommendation.
- I understand that after completion and approval of this form, I need to register for the approved class(es) online via CLASS-Web.
- I understand that courses listed on this recommendation are for Las Positas College only.

Student signature _____

REQUESTED COURSES

Please list all classes below that you are requesting to take. **NOTE: some classes may fill quickly. It is advised that you list alternate/backup classes.** If you are unable to get into the classes listed on this form and wish to try to enroll in other classes you did not list, you will need to resubmit another completed and signed form.

SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES	SUBJECT & NUMBER (e.g. Eng 1A)	UNITS	*PREREQUISITES
1. CRN 33393-NMAT202C-C01	0	NONE			

COURSE RESTRICTIONS:

- Concurrent Enrollment is limited to a maximum of 11 units per semester (6 units for Summer session).
- Enrollment in Kinesiology (P.E.) and basic skills courses (Eng 104 level, all ESL courses, Math 107 level) are not allowed (Ed. Code 48800).
- You may ONLY list LPC courses above. Additional courses beyond this form will require an additional, completed and signed, form.

*Many courses require the completion of prerequisite courses taken at Las Positas College or their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. (*Title 5, Sec. 55500*). To enroll in English and Math courses, you must first take the Assessment test. Subsequent English and Math courses can be taken and passed to clear higher level courses. Assessment testing schedule can be viewed here: www.laspositascollege.edu/assessmentcenter/index.php

➤ SECTION 2: SCHOOL PRINCIPAL or DESIGNEE (TO BE COMPLETED BY SCHOOL PRINCIPAL or DESIGNEE ONLY)

AUTHORIZED SCHOOL OFFICIALS (Signatures 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 _____ # of units are based on the student's ability to benefit from "advanced scholastic or vocational work."
- I certify that I am the school Principal / Designee, and authorized to sign this form.

Principal or Designee (Print Name) _____ Phone: _____

Principal or Designee (Signature) _____ Date: _____

FOR OFFICE USE ONLY

HIGH SCHOOL TRANSCRIPT

REG DATE | CE HOLD | HSCH | UNITS | RESTRICTION

ONLINE ADMISSION APP

Admissions & Records Staff: _____ Date: _____

APPROVED

DENIED

Dean of Enrollment Services: _____ Date: _____



Student's Name: _____ LPC Student ID #: _____

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

Parent / Guardian (Print Name): _____

Relationship to minor student: _____

Parent / Guardian phone: _____

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 Yes. List medical problem(s) (E.g. heart disease, allergies, mental health, etc.):

Parent / Guardian (Signature) _____ Date: _____

NOTE: In case of an emergency, the above parent/guardian will be contacted.

➤ SECTION 4: RELEASE OF PERSONAL INFORMATION (TO BE COMPLETED BY STUDENT ONLY)

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
 - Grades and attendance information only
 - Behavior/disciplinary status only

Parent/Guardian Name: _____
(Print name)

Parent/Guardian Name: _____
(Print name)

Student's Signature: _____ Date: _____

CONCURRENT ENROLLMENT INSTRUCTIONS

SUMMER/FALL 2019

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 Recommendation form. Application acceptance does not guarantee enrollment in the class. Any changes to your schedule should be reviewed with your high school counselor or principal and submitted on a new form. **You may enroll in a maximum of 11 units for Spring and Fall and 6 units for Summer.**

1) Complete the online Las Positas College "APPLICATION FOR ADMISSION"

- www.laspositascollege.edu (click on "Apply Online" link)
- Print the application confirmation page and *include this page as part of your Concurrent Enrollment packet.*

NOTE: If you have a green card, visa, or similar immigration status, we are required to verify your status. Please submit a copy to Admissions & Records after submitting your application.

2) Complete the "RECOMMENDATION FOR CONCURRENT ENROLLMENT PROGRAM" form

- Talk to your school counselor about the classes you would like to take and obtain approval and signatures on this form from your school principal or designee. *Include this form as part of your Concurrent Enrollment packet.*
- PLEASE NOTE: Students are not permitted to enroll in any Kinesiology (P.E.), ESL, or basic skills classes (English 100A, 100B, 104; Math 106, 107X, 107Y; Business 105, 107).**

3) Request a copy of your HIGH SCHOOL TRANSCRIPT

- This must be provided to you by a school official – progress reports and/or student printouts are not permitted. Your GPA must also be 2.0 or higher. Home schooled students must also submit a copy of their R4 Affidavits. If you have AP scores, please submit an official, sealed copy. *Include this as part of your Concurrent Enrollment packet.*

4) SUBMIT THE ABOVE THREE DOCUMENTS as a completed packet to the Admissions and Records Office in Building 1600, Room 1672 (2nd Floor). Incomplete packets will not be accepted. You will receive an email notification when your packet has been processed.

5) REGISTER FOR CLASSES online via CLASS-Web on or after your registration date. You may only enroll in classes approved by your high school and Las Positas College. These classes must be listed on the Concurrent Enrollment Recommendation form. You must submit a new recommendation form if you wish to enroll in any courses not listed on the original form.

- IF YOU WISH TO ENROLL IN AN ENGLISH, MATH, OR CHEMISTRY CLASS** you must take the Assessment test for that subject. Testing must be completed and processed prior to registration in these subjects. Allow 1-2 business days for processing. Student ID (W) number and a valid photo ID are required to take the test(s). For more information, visit www.laspositascollege.edu/assessmentcenter/index.php

6) Visit the HEALTH CENTER

- Stop by the Health Center in building 1700 to file important information for medical services or emergencies, such as existing medical conditions. Please note that you must pay the Student Health Fee to receive *regular* health services.



APPLICATION

Registration for
Concurrent Enrollment
students starts:

December 04

(via CLASS-Web)

To register on **December 04**,
submit your completed
packet by:

Nov 01, 2019

Applications submitted after this date will be assigned a registration date when the packet is processed. When you receive the email that your packet has been processed, check CLASS-Web for your registration date. Concurrent Enrollment applications will not be accepted for courses that are closed.

FEES

Enrollment fees are waived for students in the Concurrent Enrollment program.

Mandatory college fees still apply (\$20 Student Health Fee, \$8/\$9 Transportation Fee, and \$1 Student Representation Fee). A materials fee may also be charged, if applicable.

PLEASE NOTE: International and out-of-state students will be assessed tuition of \$275.00 per unit plus college fees. **Some students may qualify for the non-resident tuition exemption (Form AB 2364).** For further information, contact the Admissions & Records office.

DISCLAIMER: Please be aware that 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 cannot contact the instructor for information regarding their children, nor can parents attend classes or assessment testing 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 done automatically. Grades are issued approximately three to four weeks after the semester ends. Visit the Admissions Transcript webpage for more information.

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 Recommendation form, Parent/Guardian Authorization Form for Minors, and your high school transcript must be fully completed, signed, and submitted to Admissions & Records.

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