

HOW TO LOOK UP MY PRIORITY NUMBER

- ◇ Click on the Internet Explorer icon
- ◇ Click on the link to “CLASS-Web”
- ◇ Enter your “USER ID” (W Number) and PIN (defaulted to your birthdate as MMDDYY)
- ◇ Click the “STUDENT SERVICES & FINANCIAL AID” link
- ◇ Click the “REGISTRATION” link
- ◇ Click “CHECK YOUR REGISTRATION PRIORITY NUMBER”

HOW YOUR REGISTRATION PRIORITY IS DETERMINED

Continuing students at Las Positas College will be assigned a registration priority number. The registration priority dates are based on the student’s priority within the following groups, **plus** the total number of units completed at the Chabot-Las Positas Community College District, followed by a random digit.

HOW TO READ PRIORITY NUMBERS

Example: If Priority Number is **(070459)**

- ◇ First 2 digits (07) are the Priority group number explained in table below.
- ◇ Next 3 digits (045) are the units completed as of the prior term, + the current term enrollment.
- ◇ Last digit (9) is a random digit.

NOTE: Only course units completed at Las Positas College or Chabot College are considered in determining priority numbers.

REGISTRATION PRIORITY GROUPS FOR CONTINUING STUDENTS

Continuing (currently enrolled)	Completed Student Education Plan (SEP)	Completed Assessment	Completed Orientation	Completed Counseling
1st Priority - Group 07 Those who have completed a Student Education Plan (SEP) plus the assessment, orientation and counseling components of the matriculation process.	*	*	*	*
2nd Priority - Group 05 Those who have completed or are exempt* from the matriculation process (assessment, orientation, and counseling)		*	*	*
3rd Priority - Group 03 Those who have completed 2 of the 3 matriculation components (assessment, orientation, and counseling)		Completed any two of the three Matriculation Steps		
4th Priority - Group 00 Continuing students who do not fall under the previous three categories.	(All remaining students who are not in the above Priority groups .)			

- * Students with an AA degree or higher are EXEMPT from the Matriculation process and are considered to have completed all three matriculation components.
- * All components must be completed one month prior to the start of the registration process.

ADDING CLASSES by PRIORITY NUMBER

- * Only the last 4 digits are considered by the instructor when determining “Add Priority.” Students are generally added from highest to lowest priority number.
- * Returning students will have their priority number activated for the add period only.
- * New students will not have a priority number for their initial semester of enrollment.
- * High School students will not have a priority number.