Concurrent Enrollment Process
How to Complete the Concurrent Enrollment Form
Please be aware that concurrent enrollment students are subject to certain restrictions/limitations. Please review the following:

- You will notice that we are accepting high school freshmen, sophomores, juniors and seniors only.
- Unit limitations - Summer, Spring and Fall are limited to 11 units each.
- Incomplete applications will not be accepted or processed.
- Applications will not be accepted for courses that are closed or full.
- You must consult the [College Catalog](#) to determine if any requested classes have prerequisites. Any prerequisites must be cleared prior to registration. For more assistance with prerequisites, visit the [Counseling Office](#).
- Please make sure to check the class schedule for the term you are applying for before choosing your classes.

**ATTENTION: COURSE RESTRICTIONS FOR HIGH SCHOOL STUDENTS**

- Enrollment in basic skills courses (ENG 100 level, ESL courses, MATH 100 level) are not allowed (Ed. Code 48800).
- Students who complete paperwork for the LPC Concurrent Enrollment Program may ONLY register for LPC classes. Those who wish to register in class(es) at Chabot College MUST complete paperwork for the Chabot Concurrent Enrollment Program.
- [Chabot's Concurrent Enrollment website](#)
Concurrent Enrollment (High School Students)

We are Accepting High School Concurrent Enrollment Applications for Spring 2024 for late start courses that are still open.

Registration date Spring 2024 for all High School students that submitted their forms on time, started on November 29, 2023.

Las Positas College provides the opportunity for high school students in 9th, 10th, 11th, and 12th grades to enroll in college-level courses. Students in 8th grade may be admitted through special agreements between Las Positas College and school districts. Students who desire to participate in concurrent enrollment must be recommended by their high school principal or designee and have written parental permission. Further information on the Concurrent Enrollment policy is available at the student’s high school and at the Office of Admissions and Records in Bldg 1600. We are happy to be able to offer High School students the opportunity to enroll concurrently for the Spring, Summer, & Fall semesters.

Spring 2024

For important dates and deadlines, please consult the ACADEMIC CALENDAR.

Important Dates and Deadlines

Concurrent Enrollment Admission Steps
Apply for Admission.

1. Complete the online application for the term AND year you are applying for (Spring, Summer, or Fall). *If this is not correct it will delay your application.*
Concurrent Enrollment Process

Apply to Las Positas College through CCCApply.

2. Create an OpenCCC account and start a new application.

*Please Note: CCCApply is an external program. If assistance is needed, please contact CCC by using the Need Help? chat box on the bottom left corner of the webpage.*
Keep record of your OpenCCC account Username and Password!

3. Once students complete the online application, it is VERY important to save your App ID application confirmation number "8-digit number". You will need this information for future processes. It is also required if you need assistance.
Concurrent Enrollment Process

Wait for your W-ID Number.

4. Please allow 24-48 hours for our system to process your application. You will receive a follow-up email with your assigned student identification number (W#). If you do not receive a follow up email containing your W-ID Number within 48 hours, email us at the address below and provide your application confirmation number (App ID) in order for us to assist with your request.

Admissions & Records Office

Building 1600, Second Floor

Please send all Admissions and Records inquiries via email.

Email: jpc-admissions@laspositascollege.edu

Phone: 925-424-1500

Spring 2024 Office Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9:00 am – 5:00 pm</td>
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<td>Tuesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
<td>9:00 am – 1:00 pm</td>
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Find the Concurrent Enrollment Form – This is a multi-step process!

5. Next, complete the Concurrent Enrollment Form. Go to the Admissions & Support tab and then select Concurrent Enrollment.
Read instructions and continue to the Adobe Sign Concurrent Enrollment Form.

6. Review all the information on this page and click the arrow to drop down the Concurrent Enrollment Admission Steps section. Please view the PDF or video presentation before starting the process.
Initiate the form.

7. Please click on the “Continue” button to access the first page of the form.
**Concurrent Enrollment Process**

*Fill out the form in a complete, concise manner.*

8. On this page, students need to provide their student information – including their W#, App ID, and the course information – including the course subject and number, and units for each class.

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**Recommendation For Concurrent Enrollment Form**

Office of Admissions and Records, 3000 Campus Hill Drive, Livermore, CA 94551. ocrecruitment@laspositascollege.edu

Before submitting this form, you must complete a current online admission application.

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

- **W#**: 12345678
- **App. ID**: 3865874
- **Application completion number**: 20865874
- **Name of School**: Amador Valley High School
- **School Address**: 2555 Tassajara Rd
- **City, State, Zip**: Livermore, CA 94551
- **Current Grade Level**: 11th
- **Date of Birth**: 04/25/2005
- **Phone Number**: 925-424-1500
- **Email**: email@gmail.com

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

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<th>SUBJECT &amp; NUMBER</th>
<th>UNITS</th>
<th>*PREREQUISITES</th>
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<th>UNITS</th>
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<td>13. Select</td>
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<td>14. Select</td>
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<td>8. ARTS 26</td>
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<td>19. Select</td>
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<td>10. BUSN 33</td>
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<td>20. Select</td>
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STUDENTS: Please read about FERPA.

9. As a college student, you will complete the information in Section 4: FERPA – Release of Personal Information, accepting or declining if parents/guardians will have access to your college information.
Fill out the AB 2364 Form.

10. The AB 2364 Non-Resident Exemption section applies to U.S. Citizens, Permanent Residents, DACA grantees and undocumented students that are qualified as non-residents of California. Students with non-immigrant visas will need to fill out the regular change of residency form. Please note, this is a required section and needs to be completed for the form to be accepted and processed. We only use the form if needed.
THIS IS IMPORTANT – Parents and School Reps MUST sign off for you to register!

11. Students will provide the name and email address (that is regularly checked) of their parent/guardian AND School Representative (HS Counselor). If this is not correct, you will need to resubmit the entire form again with the correct information. “Click to sign.”

NOT your email address 😊

Must be your counselor and the CORRECT email address
CONFIRM Your Email Address!

12. Students will receive a confirmation email with a link to confirm their email. **Click on the link to confirm your email address. If you do not complete this step, the form will not be sent to your parent/guardian.** Next, communicate to your parent/guardian to check their email address to have them complete their part. After this, the form will be sent to your school representative.
ASk your Parent/Guardian to check their email!

13. Your parent/guardian will receive a confirmation email from Adobe Sign to review and fill out their part of the form. Have them select “Review and sign.”

After you sign Las Positas College Concurrent Enrollment, the agreement will be sent to Michael Powers and LPC-Concurrent LPC-Concurrent. Then, all parties will receive a final PDF copy by email.

Don't forward this email: If you don't want to sign, you can delegate to someone else.
Your Parent/Guardian must sign and submit.

14. Your Parent/Guardian needs to provide their name, their relationship to the student, phone number, any medical condition of the student, and sign the document, before clicking the “Click to Sign” on the form.
Remind your School Rep to submit your form.

15. Your School Representative (School Counselor) will receive a confirmation email to “Review and sign” the document.
The School Representative completes the form.

16. The school rep needs to approve the units and classes. The school rep will provide their name, phone number, sign the document, and then “Click to Sign” for submission of the form.

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COURSE RESTRICTIONS:
- Concurrent Enrollment is limited to a maximum of 13 units for Summer, Fall and Spring sessions.
- Enrollment in basic skills courses (Eng 100 level, ESL courses, Math 100 level) are not allowed (Ed. Code 48800).
- You may ONLY list LPC courses above.

*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).

*Students are required to log into CLASS-Web or MyPortal to complete the guided self-placement to assist with the development of a student educational plan and determine proper placement into English, mathematics and foreign language courses.

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 are based on the student’s ability to benefit from “advanced scholastic or vocational work.”
- I certify that I am the High School Principal/Designee, and authorized to sign this form.

Principal or Designee (Print Name): David Powers
Principal or Designee (Signature):

Phone: 925-424-1500
Date: 01/29/2024

By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with FCCC – Chabot-Las Positas CCD.
Admissions and Records (A & R) processes the form for approval

17. A & R will get the final complete Concurrent Enrollment Form to process for approval. Students will then receive a confirmation email with their registration date and instructions on how to register for classes!
Everyone that contributed to the form will receive a copy.

18. All parties will receive a confirmation email with the complete Concurrent Enrollment agreement.

Attached is the final agreement between:

- FCCC - Chabot-Las Positas CCD
- Humberto Lopez
- Karen Lopez and 2 more

You can also open it online to review its activity history.
If you have additional questions about the Concurrent Enrollment registration process, please contact us at lpc-concurrent@laspositascollege.edu