

How to

Complete the Steps for High School Articulation



for [High School/ROP Articulation](#)

This guide provides detailed step-by-step instructions for completing the Las Positas College CCCApply application. You'll find tips on how to fill out each section. Pay close attention to your responses to avoid having your application flagged as fraudulent.



Wait! BEFORE STARTING, you will need:

- A Personal Email Address (NOT your school email)
- A Social Security Number/ ITIN (if you have one)
- Permanent Address



Note for Seniors

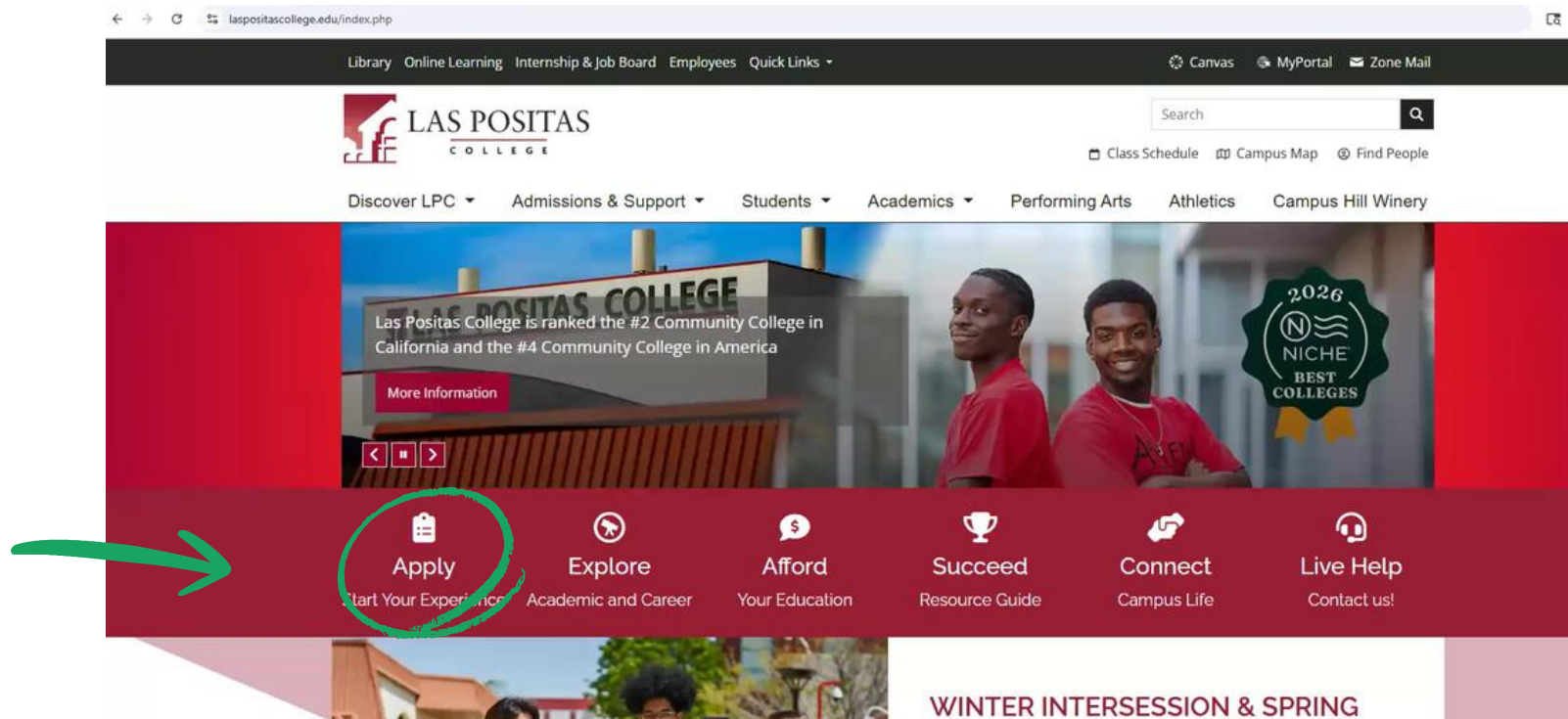
You will apply as a high school student for the current term.

Be aware that upon high school graduation, *you will have to reapply as a first-time college student.*

STEP 1

Apply

Go to the LPC Home Page at www.laspositascollege.edu
Click on Apply



STEP 1

Steps to Register

Select the Dropdown Arrow for Step 1
Click on “Apply to Las Positas College”

← → ↻ laspositascollege.edu/register/index.php

Discover LPC ▾ Admissions & Support ▾ Students ▾ Academics ▾ Performing Arts Athletics Campus Hill Winery

REGISTER

Las Positas College / Steps to Register

Steps to Register

[Download Checklist](#)

Congratulations on making the decision to attend Las Positas College! To enroll at the college, please complete the following Steps to Success. Once you complete any step, your status on MyPortal will be updated the following day.

Step 1: Apply for Admission ^

Please note that you will be redirected to the California Community College (CCCApply) website. After the submission of your application, you will receive an email with an application confirmation number. It takes approximately 48 hours to process an application. Upon processing your application, an admission confirmation email will be sent to you which contains your Student ID Number (W#) and your Steps to Success.

[Apply to Las Positas College](#)

Questions: [Contact Admissions and Records](#)

Step 2: Login to MyPortal and Activate Your Zonemail v

New Student Support Center

We are here to provide you with support as you navigate your Steps to Success. Our dedicated team is ready to assist you promptly, whether in person, over the phone, or via email.

[New Student Support Center](#)

Career Coach

Explore your career path

Not sure of the academic program or career you would like to pursue at Las Positas College? Take a quick interest assessment that will give you, personal career matches based on your strengths. See which pathways are a

STEP 1

Create an Account or Sign in to [CCCApply](#)



Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

[Create an Account](#) or [Sign In](#)



Click “Create an Account,” if
you’ve never attended a
California Community College.

OR



Sign In at CCCApply

*If you have previously applied and have an
OpenCCC account, sign in to your account.*

STEP 1

CREATE YOUR CCC ACCOUNT



Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

[Use mobile phone instead](#)

Email My Security Code

HINT: To create an account, enter a **personal** email address or phone number. You will receive a 6-digit security code to verify your account.

You must verify your account before you can continue.

Enter your personal information

Legal First Name *

Legal Middle Name

Legal Last Name *

Suffix

Preferred First Name

Date of Birth *

* Required field

Social Security Number *

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/ITIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

Why am I being asked for my social security number?

Do you have a social security number or taxpayer identification number?

☐ Yes, I have a social security number or taxpayer identification number.

☒ No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

Just Remember...

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.60505-1.) A SSN or TIN/ITIN is not required when IRS reporting is not required.

☐ Check this box if you are a student enrolled exclusively in noncredit courses, an international student, an undocumented student, a person who is not a citizen or national of the United States, or another exception and do not have a social security number or taxpayer identification number.

If you are undocumented and do not have an ITIN or SSN, click “NO” and check the box at the bottom.



STEP 1

CREATE YOUR CCC ACCOUNT



Create a password that follows the guidelines

A screenshot of the CCC Apply account creation form, specifically the "Step 3: Credentials" section. The form has three tabs: "Step 1: Contact Information", "Step 2: Personal Information", and "Step 3: Credentials". Under "Step 3: Credentials", there is a "Password must:" section with a list of requirements: "not contain your name", "be at least 8 characters in length", "contain at least one uppercase letter", "contain at least one lowercase letter", "contain at least one number", and "contain at least one of the following special characters (!, @, #, \$, %, ^, & or *)". To the right of these requirements are two input fields: "Password" and "Confirm Password". Below these fields is a "Create Account" button. A green arrow points to the "Create Account" button.

Once you have your
password, click
"Create Account."

HINT: *Save the password.*

*This will be your
CCCApply Password.
Your username will be
your email or phone
number.*

Now that your account is
created, you can apply to
Las Positas.

STEP 2

APPLY TO
LPC



Start a New Application

The screenshot shows the 'My Applications' page on the Las Positas College website. At the top is a dark red header with the college's logo and name. Below the header, the page title 'My Applications' is displayed. A large white box contains a blue button labeled 'Start a New Application', which is pointed to by a green arrow. Below this box is a section titled 'Account Information' with a yellow background. It contains an important notice and a table of account details. The table lists the legal name and address, phone number, email, preferred method of contact, home status, and birthdate. An 'Edit My Account' button is located at the bottom right of the account information section.

Account Information	
Important: Please carefully review your account information for accuracy. This information is passed to the college with your application.	
Legal Name & Address Big Red Hawk 3000 Campus Hill Dr Livermore, CA 94551	Phone: (925) 424-1353 Email: lpc.livermore@gmail.com Preferred Method of Contact: email
Homeless: No Birthdate: January 01, 2011	Edit My Account

STEP 2

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LPC

Select the next Term you are applying for (likely Spring)



Las Positas College

Welcome

Enrollment

Profile

Education

Citizenship/Military

Residency

Needs & Interests

Demographic Information

Supplemental Questions

Submission

Enrollment Information

Term Applying For [?]

Spring 2026 (January 20, 2026 to May 29, 2026)

Select the Spring term

Educational Goal [?]

-- Select --

Choose Any(No wrong answer)

Major Category [?]

-- Select --

Choose Any(No wrong answer)

Intended Major or Program of Study [?]

-- Select --

Choose Any(No wrong answer)

Note: If you do not choose the correct term, you will need to resubmit your application.

STEP 2

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Previous Name

Do you have a **previous legal name** that was used on legal documents or education transcripts?

☐ Yes ☐ No

Parent/Guardian Information

Determining your California residency for tuition purposes is based on the residency of your parent(s) or guardian(s) until you are 19 years of age, except in certain special circumstances. Nonresident students who meet eligibility requirements may apply for nonresident tuition exemption (AB540). [?](#)

Select the statement that applies to you:

- ☐ I have a **parent** or **guardian**. [?](#)
- ☐ I was in **foster care** at any time after my 13th birthday. [?](#)
- ☐ I do not have a parent or guardian, or at least one of the following statements is true about me:
- ☐ I do not have a living parent or guardian.
 - ☐ I am or have been married.
 - ☐ I am legally **emancipated**. [?](#)
 - ☐ As of January 19, 2026, I will be on active duty in the armed services.
 - ☐ As of January 19, 2026, I will have been **self-supporting** for at least one year. [?](#)

HINT: Answer the profile information. If you have a parent or guardian, input their name and relationship

HINT: If the Address on your account can receive mail, select the first box

Current Mailing Address

- ☐ My mailing address is the same as the Permanent Address in my OpenCCC Account. [?](#)
- ☐ My current mailing address is **outside the United States**. [?](#)

Street Address [?](#)

Include apartment number or suite

City [?](#)

State [?](#)

Zip Code [?](#)

Save

Continue



STEP 2

APPLY TO LPC



College Enrollment Status

As of January 19, 2026, I will have the following college enrollment status: ?

Enrolling in high school (or lower grade) and college at the same time

HINT: Select *Enrolling in High School (or lower grade) and college at the same time.*

High School Education

High school education level as of January 19, 2026 ?

Will be enrolled in high school (or lower grade) and college at the same time

Current or Most Recent High-School Attended ?

I attended high school.

Country ?

United States of America (the)

State ?

California

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. ?

HINT: Input the high school you are currently attending.

STEP 2

APPLY TO LPC



High School Transcript Information

College staff use this information to provide guidance. Your responses will not affect your admission to college.

What was the highest grade you completed in high school?

-- Select --



HINT: Input the year you just completed. For example, if you are a high school junior, you would select 10th grade.

College Education

College education level as of January 19, 2026 ?

-- Select education level --



Questions regarding your high school GPA, Math and English classes will also be asked. Please answer to the best of your ability.

Select "No Degree"

Colleges/Universities Attended

Specify the number of colleges you have attended including those you are currently attending.

None



HINT: Select None. If you've done Concurrent enrollment or CCAP at a different college, you can input this information when you are applying as a college freshman (high school graduate).

Save

Continue



STEP 2

APPLY TO LPC



Citizenship/Military

Your responses will be kept private and secure and will not be used for discriminatory purposes.

Citizenship & Immigration

This information will be used for admissions and state reporting purposes. Your responses will be kept private and secure, and will not be used for discriminatory purposes.

Citizenship & Immigration Status ?

-- Select Status --



HINT: Unless you are a U.S. citizen or undocumented student, additional information may be required in this question

If Undocumented, click "Other" and then select box that says "No Documents"

U.S. Military/Dependent of Military

U.S. Military status as of January 19, 2026 ?

-- Select Status --



HINT: Additional information may be required if you have parents who are/were in the military. You can always click "None apply to me" and enter the correct information when applying as a college freshman (high school graduate).

Residency

Your responses will be kept private and secure and will not be used for discriminatory purposes.

California Residence

Has your parent or guardian lived in California continuously since January 19, 2024? [?](#)

☐ Yes ☐ No

Out-of-State Activities

As of January 19, 2024, has your parent or guardian engaged in any of the following activities? Check each activity that applies.

☐ Taxes were paid outside of California [?](#)☐ Registered to vote outside of California [?](#)☐ Declared residency at a college or university outside of California [?](#)

☐ Filed for a lawsuit or divorce outside of California [?](#)

Special Residency Categories

Are you homeless now or have you been homeless at any time during the past 24 months?

☐ Yes ☐ No

Have you ever been in **court-ordered foster care**? 

☐ Yes ☐ No

You DO NOT have to select any of these if they do not apply. You can leave THIS question blank.

STEP 2

APPLY TO
LPC



LAS POSITAS COLLEGE
STUDENTS FIRST

Needs & Interests

This information you provide on this page will not be used in making admission decisions and will not be used for discriminatory purposes.

Main Language

Are you comfortable reading and writing English?

☐ Yes ☐ No

Financial Assistance

Are you interested in receiving information about money for college?

☐ Yes ☐ No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

☐ Yes ☐ No

← HINT: These are all government assistance programs.

Athletic Interest

Are you interested in participating in a sport while attending college? [?](#)

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- ☐ Yes, I am interested in one or more sports, including the possibility of playing on an **intercollegiate team**. [?](#)
- ☐ Yes, I am interested in **intramural or club sports**, but not in playing on an intercollegiate team. [?](#)
- ☐ No, I am not interested in participating in a sport (beyond taking P.E. classes).

You will receive emails for each one you select, with more information on how to participate, apply, or be part of the program/service. You may leave this blank if you'd like.



LAS POSITAS COLLEGE
STUDENTS FIRST

Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- ☐ Academic counseling/advising
- ☐ Basic skills (reading, writing, math)
- ☐ CalWORKs
- ☐ Career planning
- ☐ Child care
- ☐ Counseling - personal
- ☐ DSPS - Disabled Student Programs and Services
- ☐ EOPS - Extended Opportunity Programs and Services
- ☐ ESL - English as a Second Language
- ☐ Health services
- ☐ Housing information
- ☐ Employment assistance
- ☐ Online classes
- ☐ Re-entry program (after 5 years out)
- ☐ Scholarship information
- ☐ Student government
- ☐ Testing, assessment, orientation
- ☐ Transfer information
- ☐ Tutoring services
- ☐ Veterans services

Save

Continue



STEP 2

APPLY TO LPC



LAS POSITAS COLLEGE
STUDENTS FIRST

Demographic Information

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information will be used for federal and state reporting.
- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Gender

Gender in this context, means a person's sex, or a person's **gender identity** and **gender expression**. ?

Gender ?

-- Select Gender --

Dependents

Do you have children or dependents who receive more than half of their support from you

☐ Yes ☐ No

HINT: The application will not let you skip these questions but you can decline to state or select unknown.

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the **parents and/or guardians who raised you**. ?

Parent or Guardian 1 ?

-- Select Education Level --

Parent or Guardian 2 ?

-- Select Education Level --

Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

☐ Yes ☐ No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Middle Eastern or North African

You DO NOT have to select any of these if they do not apply. You can leave THIS question blank.

STEP 2

APPLY TO
LPC



Supplemental Questions

Las Positas College would like to gather some additional information on your application to college.

Special Programs

Are you a U.S. Veteran?

No

Are you a high school student taking a Credit By Exam Articulation class?

Yes

Athletics

Are you interested in participating in intercollegiate athletics at Las Positas College? If so, please select a sport:

-- Select --

English and Math Self-Assessment

Are you attending or did you attend a U.S. high school within the past 10 years?

Yes

Are you going to graduate or did you graduate with a high school diploma or its equivalent from a U.S. high school within the past 10 years?

Yes

HINT: As a high school articulation student please answer the questions as shown here.

Input a phone number that can receive texts, as this will be used in case of campus emergencies.

Providing your cell phone number allows Las Positas College to reach you during an emergency with notifications in real time and send you other essential text alerts helpful to students.

Please provide your 10-digit cell phone number: (numbers only e.g. 9255551212)

Selecting Yes/No will not impact you in the future.

Transfer to Cal State East Bay

I plan to transfer to Cal State East Bay (Choose yes, if CSUEB is an option for your transfer plans.)

-- Select --

Save

Continue



STEP 2

APPLY TO LPC



LAS POSITAS COLLEGE
STUDENT FIRST

Submission

Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

[Review My Application](#)

Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#).

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

- ☐ I consent
☐ I do not consent

Check the boxes, review everything, and submit your application.

Submit Your Application

You are about to submit your application to Las Positas College. NO CHANGES can be made to your application once it is submitted.

California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

☐ By Checking here, I, Big Red Hawk, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Las Positas College.

☐ By Checking here, I, Big Red Hawk, acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at www.icanaffordcollege.com, and on most college websites.

[Submit My Application](#)

STEP 2

APPLY TO LPC

A screenshot of the CCCApply website showing a confirmation page. At the top, there are logos for California Community Colleges and CCCApply. Below that is a red banner for Las Positas College with the tagline "STUDENTS FIRST". The main content area has a blue header "Great Job [redacted]!" followed by the text "Your application was submitted." and a blue sub-header "Confirmation". Below this, a message states "[redacted] your application for admission has been submitted to Las Positas College." A table follows with the following details:

Name	[redacted]
CCCID	[redacted]
College	Las Positas College
Term	Summer 2024
Email	[redacted]@gmail.com
Date & Time	May 17, 2024 9:27:56 AM
Confirmation #	[redacted]



After you submit your application you will get a screen that looks like this. **Please take a picture and save it.** You should receive a student ID (W Number) within 24 hours.

If you do not, please contact our Admissions and Records office and provide them with your CCCID and your Confirmation Number to lpc-concurrent@laspositascollege.edu.

STEP 3

CAMPUS CREDIT



Campus Credit

STUDENT QUICK-START
GETTING INTO YOUR PORTAL

Getting started with *Campus Credit*

Your school uses Campus Credit to manage enrollment pathways for Articulation. This guide walks you through **creating your account, linking it to your school, and starting your enrollment. It takes about 10 minutes.**

BEFORE YOU BEGIN — HAVE THESE READY

- ☐ Your school's Campus Credit portal link: <https://portal.mycampuscredit.com/login>
- ☐ Your school student ID number:
- ☐ Your email address (use a personal email)

Campus Credit Portal



STEP 3

CAMPUS CREDIT



Campus Credit

1. Open your school's Campus Credit portal

Go to the **portal link your school gave you**. It opens in your web browser — there's no separate app to install. Bookmark it so you can come back and check your status anytime.

2. Create your Campus Credit account — and link it to your school

Sign up to create your own Campus Credit account. Then, inside the system, **link your account to your school** so your records connect to the right place — this is where you'll enter your **school student ID**. Your account won't be tied to your school until this step is done.

3. Find your program or course

Browse the courses your school offers **by term**. Use the search and filters to find the specific courses that meet your Articulation interest.

4. Start your application or registration

Open your program and begin the **guided form**. It walks you through each step — just follow the prompts and fill in your details.

5. Submit, then track your status

After you submit, you can **check your status anytime in the portal** — no need to call or email the office. You'll see when your request is approved, needs more information, or has a next step for you.

STEP 4

Reminders & Questions



Already signed up by your school?

For some programs - like a dual-enrollment class taken with your whole grade - your school enrolls everyone at once, so **you may not need to apply individually**. If that's you, just log in with the details your school provides to see your enrollment. Check with your teacher or coordinator if you're unsure

Need help?

Questions about your program or signing in? Contact your school's Campus Credit coordinator:

Traci Peterson

tpeterson@laspositascollege.edu

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Frequently Asked Questions

1. How long should it take for a student to receive their W number by email?

After applying, allow 24 hours for processing your application. Contact lpc-concurrent@laspositascollege.edu with your application confirmation number if you do not receive your W number after 48 hours.

2. What should I do if I do not receive a W number?

Contact our Admissions and Records Department via email at lpc-concurrent@laspositascollege.edu and provide them with your Name and Application Confirmation Number.

3. Who do I contact if I have issues with CCCApply?

For Account Recovery & CCCApply Issues

Phone: (877) 247-4836 or Email: support@openccc.net

TTY Phone Number (for the Hearing Impaired Only): (844) 488-9726

4. Who do I contact if I have issues with obtaining my W number?

For issues obtaining a W number or help enrolling into a Las Positas College course contact our Admissions and Records Office through email at lpc-concurrent@laspositascollege.edu or visit us at:

3000 Campus Hill Drive – Building 1600, Admissions and Records Window

5. Who do I contact if I have issues with obtaining my W number?

For issues obtaining a W number or help enrolling into a Las Positas College course contact our Admissions and Records Office through email at lpc-concurrent@laspositascollege.edu or visit us at:

3000 Campus Hill Drive – Building 1600, Admissions and Records Window

6. Who do I contact if I have issues with Campus Credit?

Contact the school's Campus Credit Coordinator:

Traci Peterson | tpeterson@laspositascollege.edu

7. How can they tell they have done each step correctly? Is there a way to verify?

You can check in with your teacher in the high school articulated course and they can see if they see you on their end.