

3 CORE SERVICES

1. **Online Orientation:** LPC homepage → “Students” link → “Orientation” (make sure to sign in with your W# to receive credit and print the confirmation page for your records).
2. **Assessment Testing:** LPC homepage → “Students” link → “Assessment Center.”
3. **Student Ed Plan (SEP):** Please visit the Counseling Office (Bldg. 1600, first floor) to meet with a counselor.

HOW TO GET YOUR STUDENT ID (W) NUMBER

Students should receive their W# by email within two business days after submitting their application. In the event that you do not receive your W# by email, please follow these instructions:

- www.laspositascollege.edu
- “CLASS-Web” link
- “Sign On to CLASS-Web” link
- “User ID” → Enter your Social Security Number (if you did not provide your SSN, contact A&R)
- “PIN” → Enter your date of birth in the format of MMDDYY (ex. 2/8/99 would be 020899)
- “Login” button
 - o If you get the message “your PIN has expired,” do the following:
 - “Old PIN” is your date of birth in the same format as above
 - “New PIN” is any 6 numbers of your choosing (no letters or symbols)
 - “Submit” button
 - Re-enter new PIN
 - Select a security question and type in an answer of your choosing
 - “Submit” button
 - “Terms of Usage” → Read the page and click “Continue”
- “What is my W ID?” link

HOW TO LOG INTO ZONEMAIL

- www.laspositascollege.edu
- “Online Learning” link at the top
- “Course Email” section at the left
- “Log into The Zone” link
- “W ID” → Enter your W# (ex. W12345678)
- “PIN” → Enter your PIN
- “Login” button
- Read “Student Email/Zonemail Information” box
- “E-mail” button
- Follow the instructions in the box mentioned above to log into your email

HOW TO CHECK YOUR REGISTRATION DATE AND HOLDS ON YOUR ACCOUNT

- Log into CLASS-Web
- “Student Services” tab
- “Check Your Priority Registration Status” link
- “Select Campus” → Las Positas College
- “Select Term” → Select whichever term you applied for
- “Submit” button

HOW TO SEE IF CLASSES HAVE OPEN SEATS

- www.laspositascollege.edu
- “CLASS-Web” link (do not log into CLASS-Web)
- “Search for Classes” link
- “Term” → select the term you wish to see classes for
- “Submit Term” button
- “Subject” → select the appropriate subject
- “Campus” → select “Las Positas College”
- Leave all other fields empty
- “Get Classes” button
- All classes within that subject will appear and show as “open,” “waitlisted,” or “closed.”

HOW TO REGISTER ON CLASS-WEB

- Log into CLASS-Web
- “Student Services” tab
- “Registration” link
- “Add/Drop or Withdraw from Classes” link
- Select the appropriate term and “Submit”
- Enter the 5-digit **Course Registration Number (CRN)** for each course that you want in each box provided
- “Submit Changes” button to register
- **HAVE AN ADD NUMBER?**
 - o Type the 4-digit add number in the text box next to the corresponding class
 - o Click “Validate”
 - o If approved, click “Submit Changes”
 - If it is not approved, please take a picture of the error message for reference
- Print out a “Student Detail Schedule” on CLASS-Web to confirm registration

HOW TO PAY FOR YOUR FEES

- Log into CLASS-Web
- “Student Services” tab
- “Pay My Fees Online” link
- “Select a Term” → Select whichever term you applied for
- “Submit” button
- You may be prompted to answer some questions. Answer them and then hit “Submit”
- “Pay Now by Credit Card (Visa, MasterCard, American Express, Discover)” link
- Follow the prompts to complete payment
 - o CLASS-Web only allows FULL payment. Partial payments, or payments by cash or check, can be made at Admissions & Records
- **Please note: Payment for school fees is due upon registration. If you do not pay your fees by the payment deadline, you may be dropped from your classes. Please view the payment deadline in the current class schedule (LPC homepage → Academics → Class Schedule).**

HOW TO GET YOUR STUDENT ID CARD

Please stop by the Online Service Center (OSC) in Building 1600, Room 1672 (2nd Floor) to get your Student ID Card. **Please note that you may only get a student ID if you are enrolled in classes (not just waitlisted) and have a valid photo ID with you, such as a driver’s license or state ID.**

HOW TO WAITLIST FOR A CLASS THAT IS FULL

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Add/Drop or Withdraw from Classes"** link
- Select the appropriate term and **"Submit"**
- Enter the 5-digit **Course Registration Number (CRN)** for each course that you want in each box provided
- **"Submit Changes"** button to register
- In the dropdown box next to the full/closed class, select **"Wait List"**
- **"Submit Changes"** link
- The next page should display your current schedule with your waitlist position next to the class

Please note that if you are offered a spot for the class after waitlisting, you will be sent an email notification to your school email address (Zonemail), NOT your personal email, so check your school email address daily. **You will have 72 hours from the time this email is sent to claim your spot or you will lose it.** If you do not claim this spot within the 72 hours and the spot has expired, you will be removed from the waitlist and must put yourself back on the waitlist if you still want to enroll. If you have not received an email for a spot in the class, **still attend the first class session and talk to your instructor about trying to enroll into the class.**

HOW TO ORDER A PARKING PERMIT

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Order or Activate a Parking Permit"** link

Follow the prompts to enter your information and submit your order. Once you have **PAID** for your permit, a temporary permit will be available. The link for this temporary permit can **only be clicked on ONCE**. Afterwards, it will disappear and you will need to contact Campus Safety for assistance. **The Office of Admissions & Records cannot print temporary permits or issue parking permits.**

TAKING AN ONLINE CLASS?

<http://www.laspositascollege.edu/onlinelearning/index.php>

Helpful information can be found in the link above.

HOW TO VIEW YOUR ASSESSMENT RESULTS

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"View Test Score/Assessment Results"** link

HOW TO CHANGE A CLASS TO PASS/NO PASS

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Change Class Options"** link
- Select the appropriate term and **"Submit"**
- **Grade Mode** → Select the grade mode for each class*
- **"Submit Changes"** button

*If the class is not eligible to be changed, you will not be able to change the grade mode.

HOW TO VIEW FINANCIAL AID STATUS, AWARDS, ETC.

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Financial Aid"** link

HOW TO CHECK CLASS DEADLINES (LAST DAY TO ADD, NGR DROP DATE, WITHDRAW DATE, ETC.)

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Check Class Deadlines"** link
- **"Enter CRN"** → enter the Course Registration Number for the class you want to check
- **"Select term"** → make sure to indicate the correct term the class applies to
- **"Submit"** button

HOW TO DROP A CLASS ON CLASS-WEB

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Add/Drop or Withdraw from Classes"** link
- Select the appropriate term and **"Submit"**
- Update the information prompted on the **"Pre-Registration Student Information"** page
- Select the drop down menu next to the course you would like to drop and select **"Drop Class"**
- **"Submit Changes"** button
- **Make sure to confirm that the course is properly dropped by checking the page that appears after you submit the request, as well as checking your Student Detail Schedule to confirm.**

HOW TO VIEW YOUR STUDENT DETAIL SCHEDULE

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Student Detail Schedule"** link
- Select the appropriate term and **"Submit"**
- **Please print this page for your records as it contains vital information for your courses**

HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Unofficial Academic Transcript"** link
- **"Submit"** button

HOW TO VIEW YOUR 1098-T TAX NOTIFICATION

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Tax Notification (1098-T Information)"** link
- Enter the year you wish to see and **"Submit"**

HOW TO VIEW YOUR ACCOUNT BALANCE

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Account Summary"** link (shows grand total of all charges and payments)
- **"Account Summary by Term"** shows charges and payments for each individual term/semester