LPC REGISTRATION STEPS
This doc is available at bit.ly/MCregsteps

Part 1: Complete the CCC APPLY [Due Oct 9]

▫ **Complete your LPC CCC Apply Application.** Start at bit.ly/CCCapplyhelp
Or, you can go through the LPC Website under Admissions & Support > Apply for Admission.
→ Do not create a NEW CCCApply account.
→ If you do not know your password, follow the directions to find it.
→ You are a **high school student taking college classes**!
→ For "Number of Colleges Attended," select "**None**".
→ If you are applying for **Spring or Winter, enter the grade you completed LAST year.**
→ If you are applying for **Summer or Fall, enter the grade you are currently in.**
→ If you are **18 years old or older,** you will be required to complete **ID ME**. For help with that process refer to the document here.
If you are **UNDER 18 years,** you can select **verify later.**

▫ **Screenshot your Application Confirmation Number**
▫ **Complete the bit.ly/MCappnumber Google Form.**
▫ **Write down your app number!** You will need it again!

⚠️ If you receive an email about a fraudulent application, forward it to Ms. Brown immediately. She will contact Admissions & Records.

Part 2: Concurrent Enrollment Form & Course Selection

Juniors: Required All Semesters | **Seniors**: Required Spring & Winter Intersession Only

▫ **Update your Guided Math Placement if you are in Math 55. Directions are in the ➗tab to the left.**

▫ **Review what classes you need to take!**
→ Check your **MC Planning Info Doc** to find what's left for graduation & A-G.
→ Check your **SEP Plan in DegreeWorks** to make sure you're on track.

▫ **Complete the Adobe Concurrent Enrollment Form. Start at bit.ly/MCce or find it on WHMC.**
→ Need help? Go to bit.ly/MCcehelp
→ Your CE Form must include ALL possible courses.
→ Initial CE form is due by **October 29th.** You can turn in additional forms at any time, but they may not be cleared by your reg date.
→ If you complete a 2nd CE form, you do not need to resubmit initial courses.

▫ **Course Selection: Once the Class Schedule is released, you can search for potential class options in MyPortal.**
→ Include days/times, CRNs, section numbers, etc.
→ Class dates and times will be available on MyPortal.
→ Use the orange bit.ly/MCcourseplanningworksheet to track your classes
→ Use the blue Blank Weekly Planner to plan your week.

Middle College students planning to take the **Winter** Session must complete all steps outlined here.

Registration Dates & Times

DSPS*: Monday, November 16, 7 AM
LPCSG*: Wednesday, November 18, 7 AM
45 - 60 units: Thursday, November 19, 11 AM
30 - 44.9: Friday, November 20, 7 AM
15 - 29.9: Thursday, November 20, 11 AM
0.5 - 14.9: Thursday, November 20, 3 PM

* If you are enrolled for DSPS or elected to LPCSG, you MUST email Ms. Brown so she can alert A&R. It will not automatically assign you the priority date.

Part 3: Registration [3 Required Steps]

▢ **Step 1) Register on MyPortal!**
On or after your registration date, register through My Portal.
Follow the steps in one of the document tabs to the right.

If you have selected your courses already: ⭐ **Register with a CRN**
If you need to look up courses: 🔎 **Register for Classes & Search for Classes to Add**

▢ **Step 2) Screenshot "Student Detail Schedule" in MyPortal to confirm registration**

▢ **Step 3) Enter all Spring courses in Google Form →** **bit.ly/LPCcourses**

Troubleshooting Holds & Errors*

**Do not go directly to or contact A&R unless Ms. B or Ms. Z gives you direct instructions to do so.*

If you have a hold, check below first!

Section Restriction
A Section Restriction error means your CE form has not been processed or the course you want to take was not included. To complete a CE form, go to bit.ly/MCce

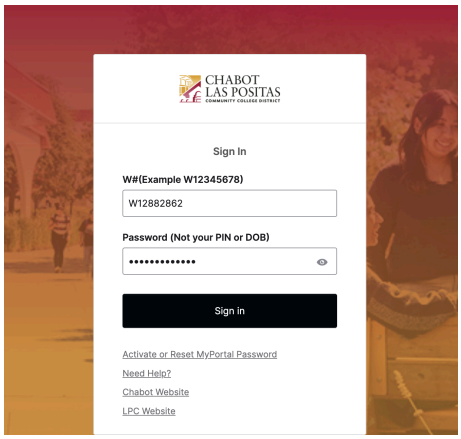
Pre-req Not Met
If you have a **Math** pre-req you haven't met, try a couple of things!
→ Make sure you have completed the Guided Math Placement
→ Check your Guided Math Placement and see if you are required to enroll in a support class.
If it is for **Chem 1A**, LPC does not have documentation of your completion of HS Chem.

If you have the above or other errors when trying to register, email Ms. Brown or Ms. Zannis. Include your W# with details and screenshots of the problem. We can share the errors directly with LPC A&R.

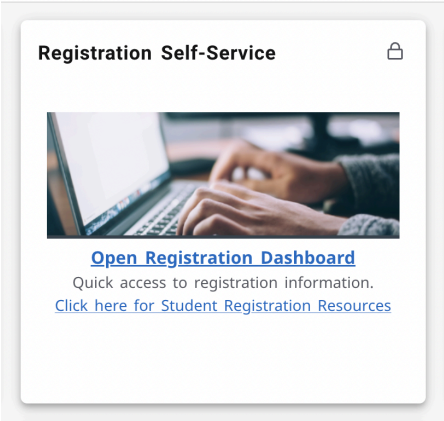
Register with a CRN (Course Reference Number)

If you have already selected your classes, you will have your Course Reference Number (CRN). A CRN is a five-digit number that identifies a specific section of a course.

1. **Sign in to My Portal**



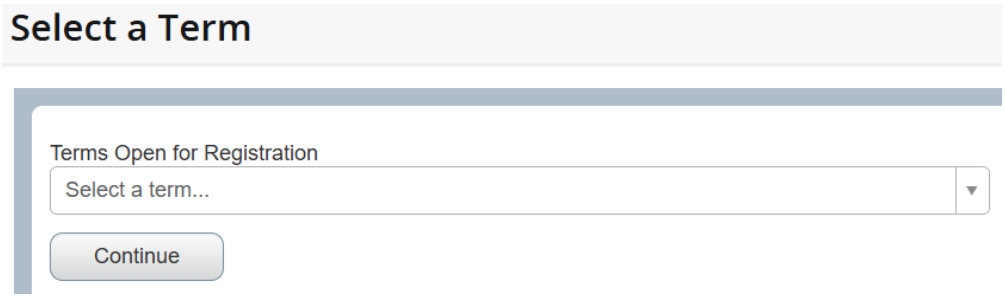
2. **Go to Registration Self-Service**



3. Click on **Register for Classes.**

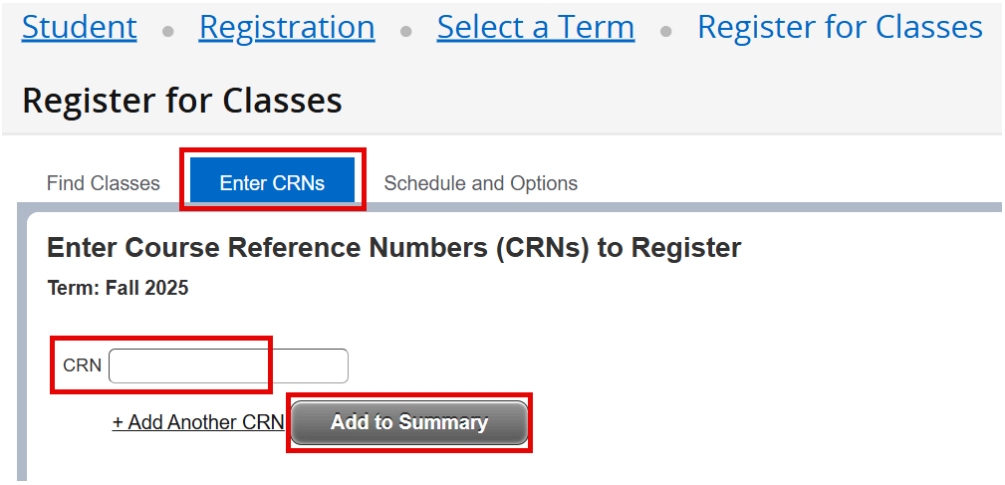


4. Select a **term and click Continue**

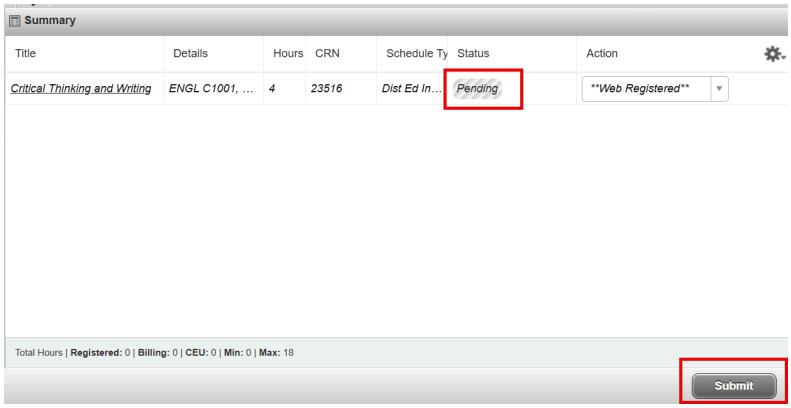


5. Click on the **Enter CRNs tab**

6. **Enter the CRN** and click the Add to **Summary** button.



7. In the Summary panel, the status will show **Pending** until you **click the Submit** button to add the course section.



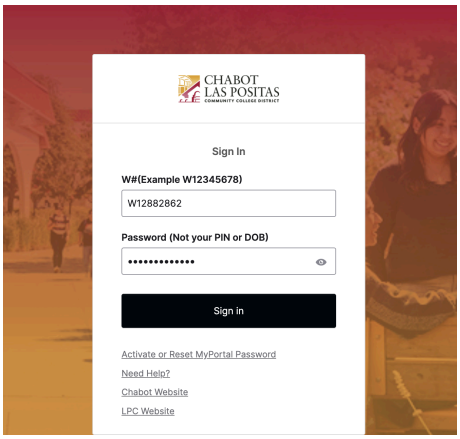
- Step 2) Screenshot "Student Detail Schedule" to confirm registration

- Step 3) Enter all Spring courses in Google Form → bit.ly/LPCcourses

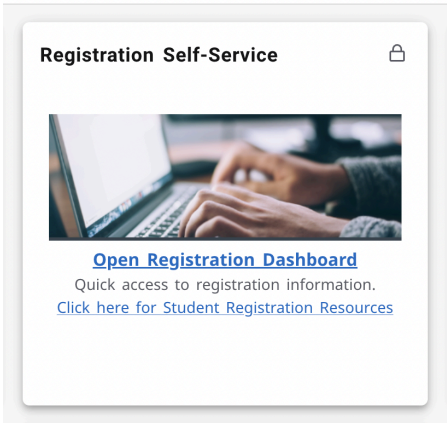
Register for Classes and Search for Classes to Add

Use the Register for Classes link to add, drop, or withdraw from classes.
IMPORTANT NOTE: The following examples DO NOT reflect the actual course section offerings for the term listed.

1. **Sign in to My Portal**



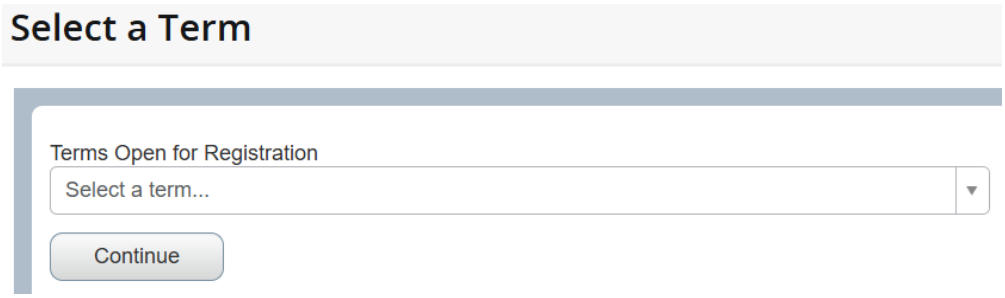
2. **Go to Registration Self-Service**



3. Click on Register for Classes.



4. Select a term and click Continue



5. The Find Classes tab displays basic search criteria of Campus, Subject, and Course Number. If you need more search criteria, click the Advanced Search link.
Basic Search View

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria

Term: Fall 2025

Campus

Subject (e.g. Math, History)

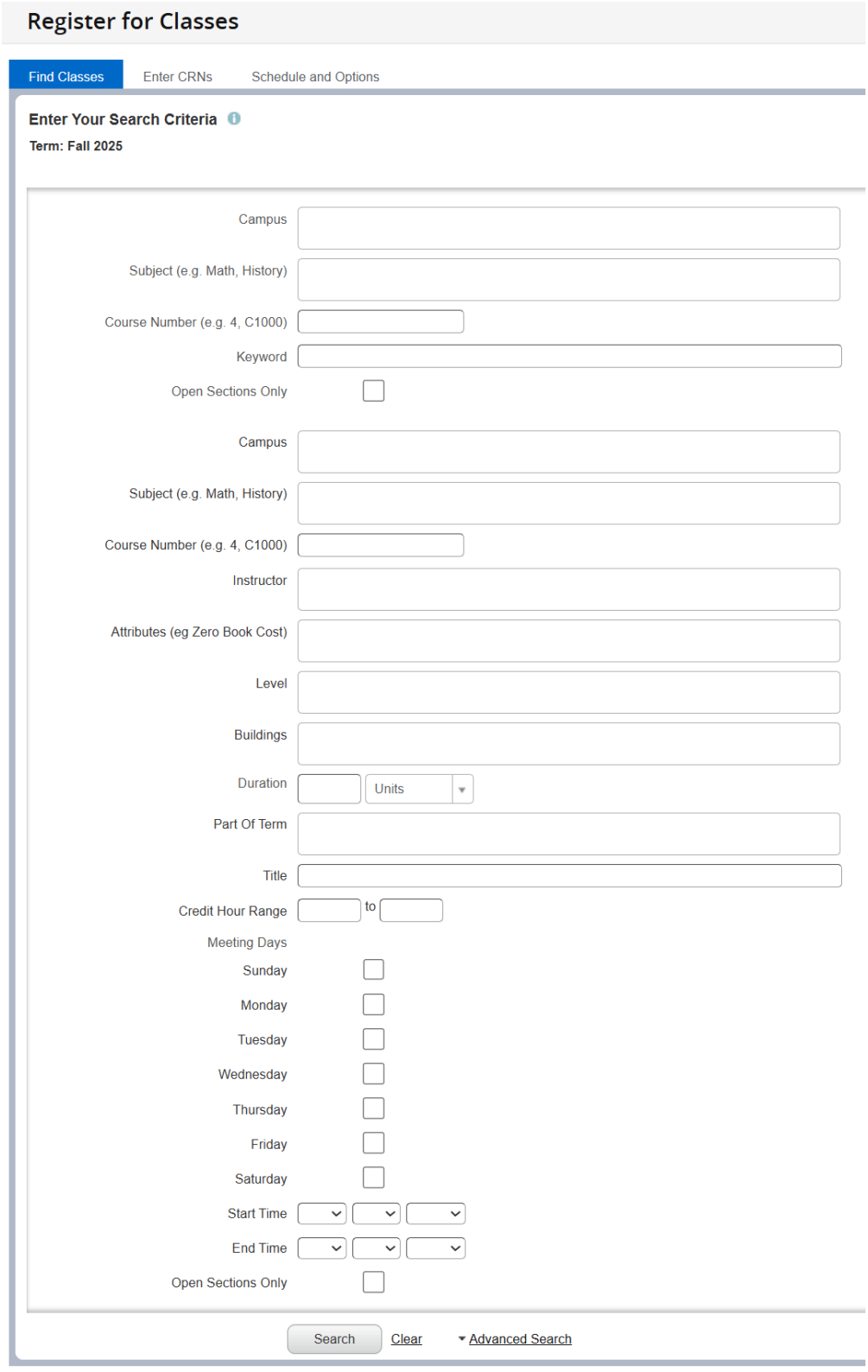
Course Number (e.g. 4, C1000)

Keyword

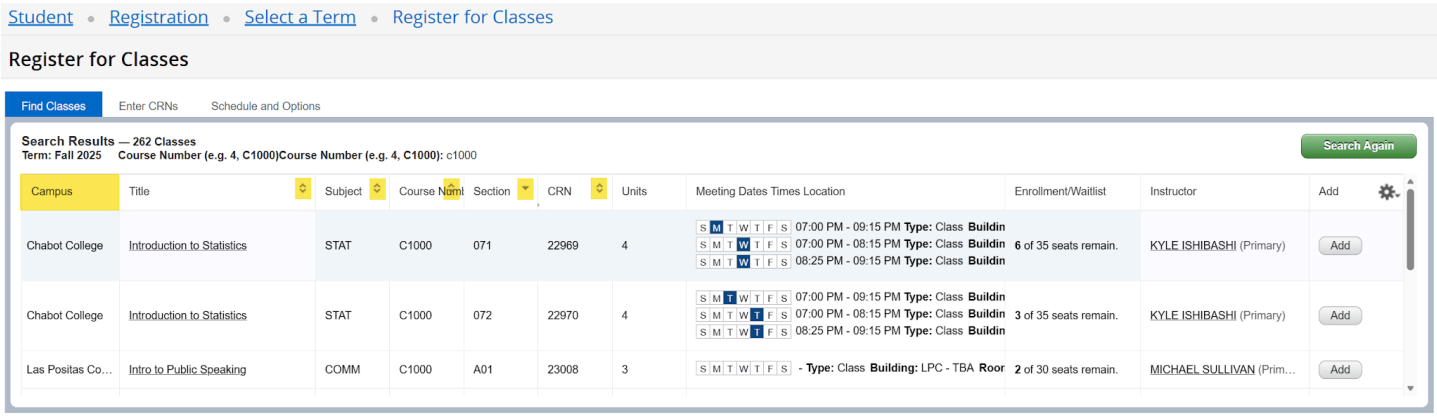
Open Sections Only

Search Clear ▸ Advanced Search

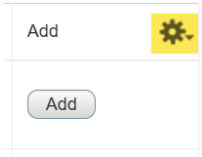
Advanced Search View

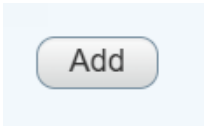


6. Enter your search criteria and click the Search button.
7. The search results will list classes in ascending order by Subject, Course Number, and Section.
    - To change the sort order, use the arrows next to the title in the column heading.
    - To see class details, click the course title in the Title column.
    - To see which college is offering the course, see the Campus column.
8. *Click image to enlarge*

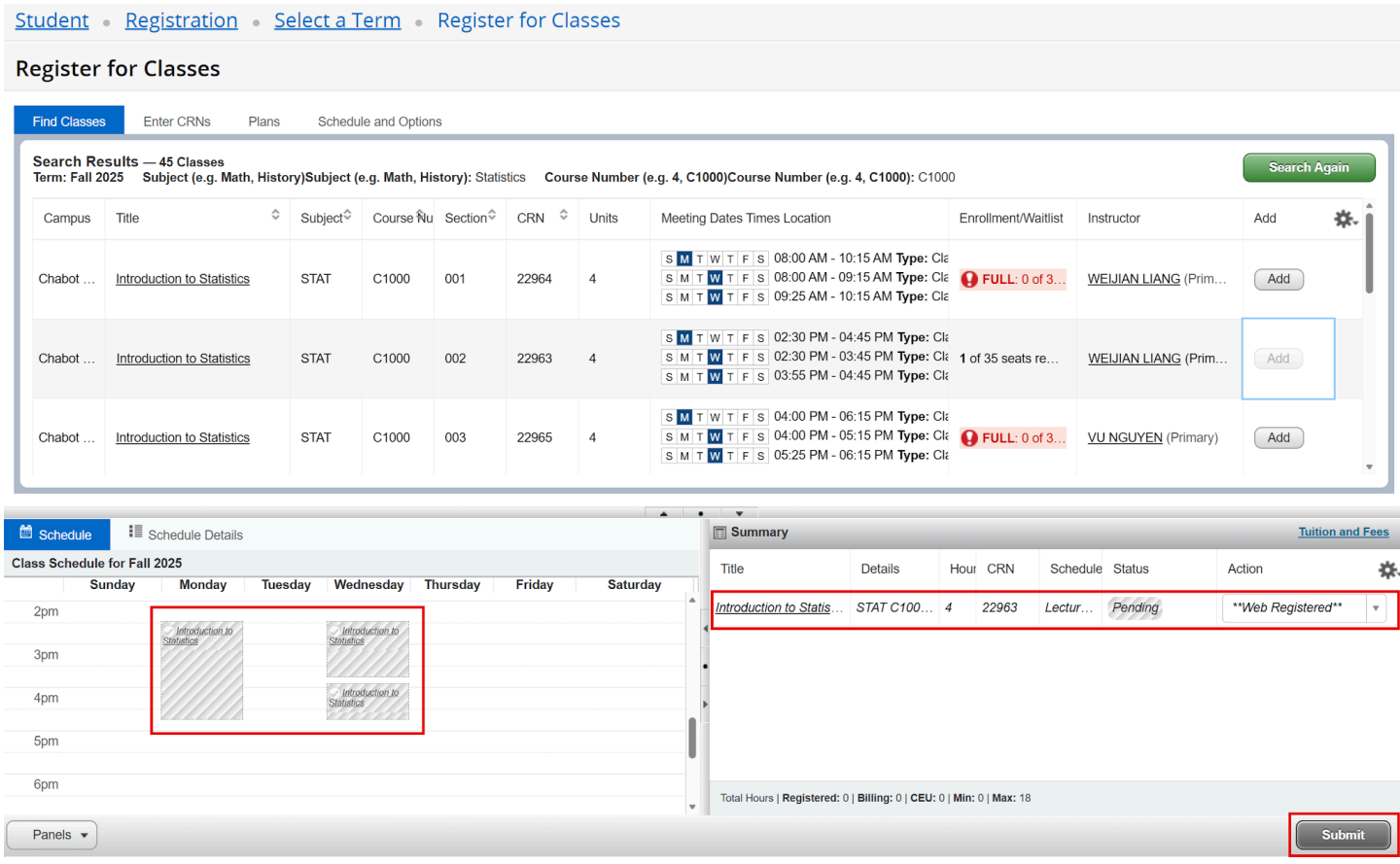
9. 

10. Use the gear in the right corner of the Search Results to hide columns.

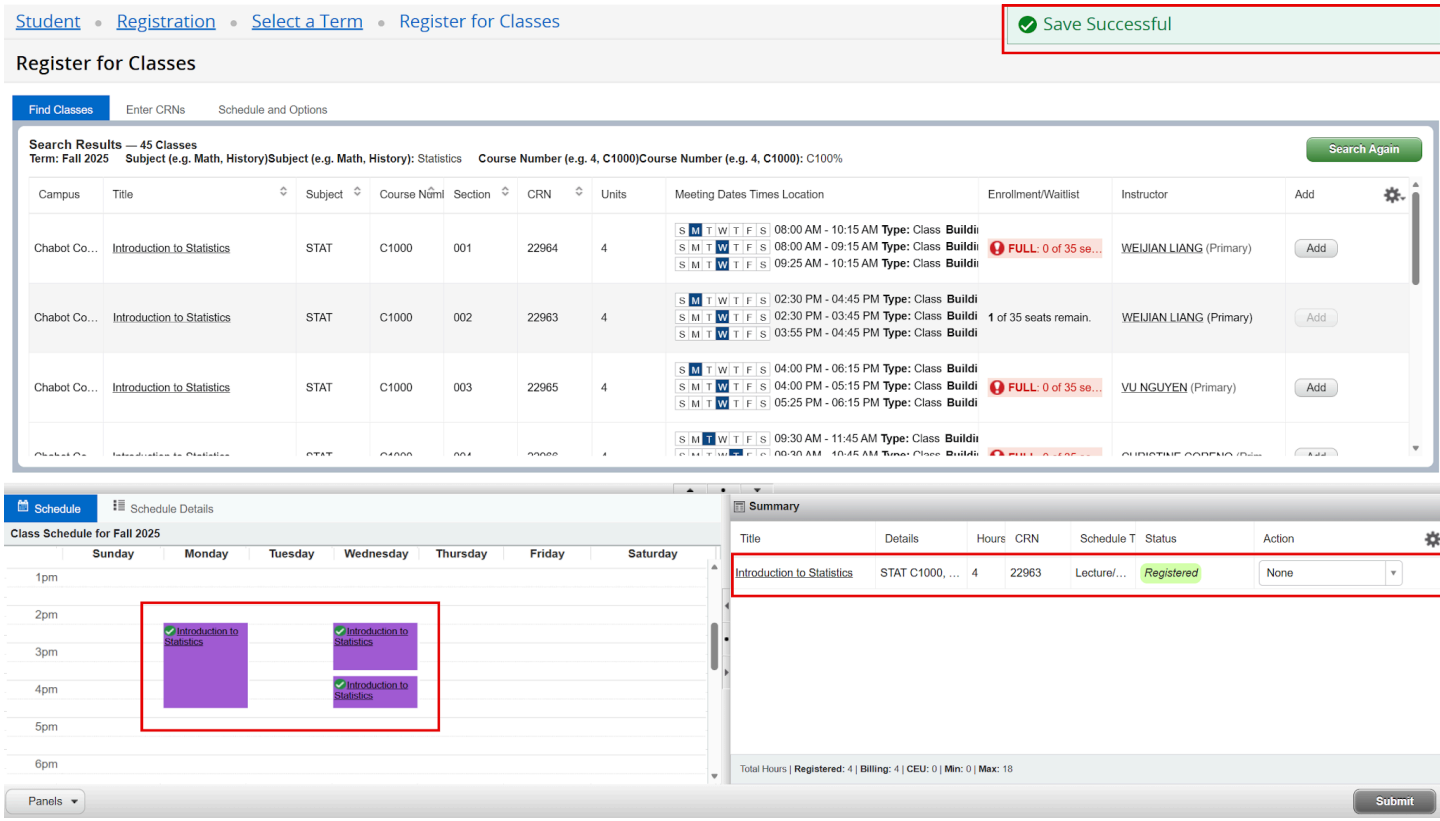




11. Add a course section to the schedule by clicking the Add button.
12. The course section will be listed below the search results, in the Schedule and Summary panels with a Pending status.
13. When finished, click the Submit button in the lower right corner.



14. A registration message will appear in the upper right corner indicating the registration was successful or unsuccessful due to registration errors.

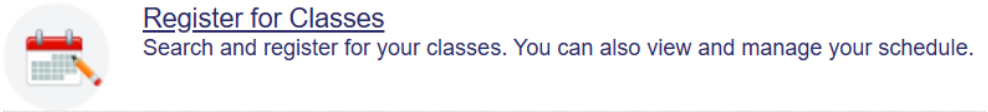


Use Waitlisting for a Class

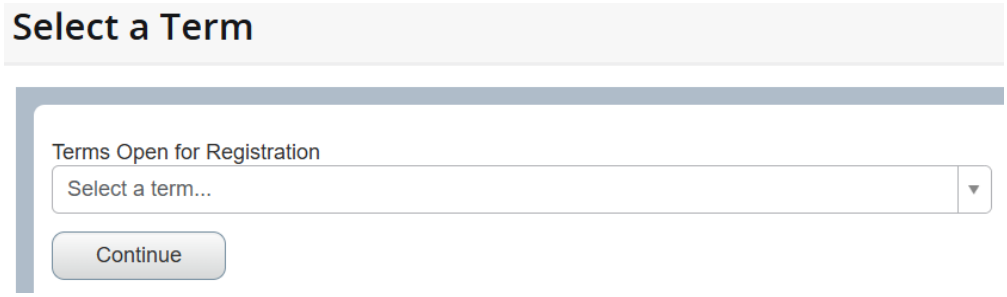
Students may reserve a space on the waitlist for courses that are closed due to reaching their maximum enrollment limit.

Waitlist Notifications: All notifications for the waitlist will be e-mailed to the student's Zonemail account. If a seat becomes available for a course, the student at the top of the waitlist receives a notification e-mail to register for that class within 72 hours. If the student does not take action before the stated expiration date and time, the student loses their spot to the next student on the waitlist.

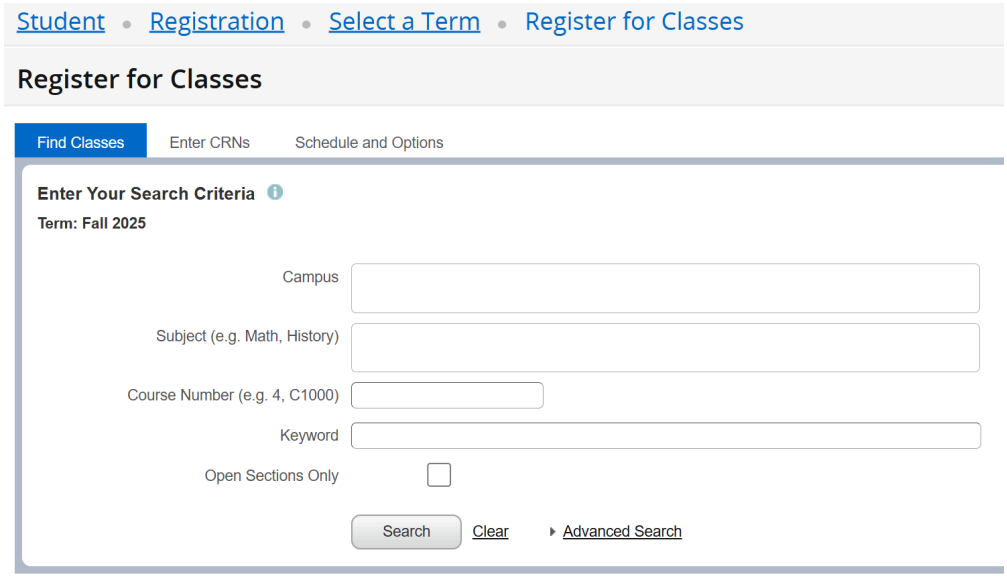
1. On the Registration Landing Page, click on Register for Classes.



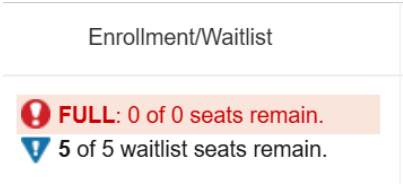
2. Select a term and click Continue



3. Perform a class search by entering your search criteria and clicking the Search button. If you need more criteria, click the *Advanced Search* link.



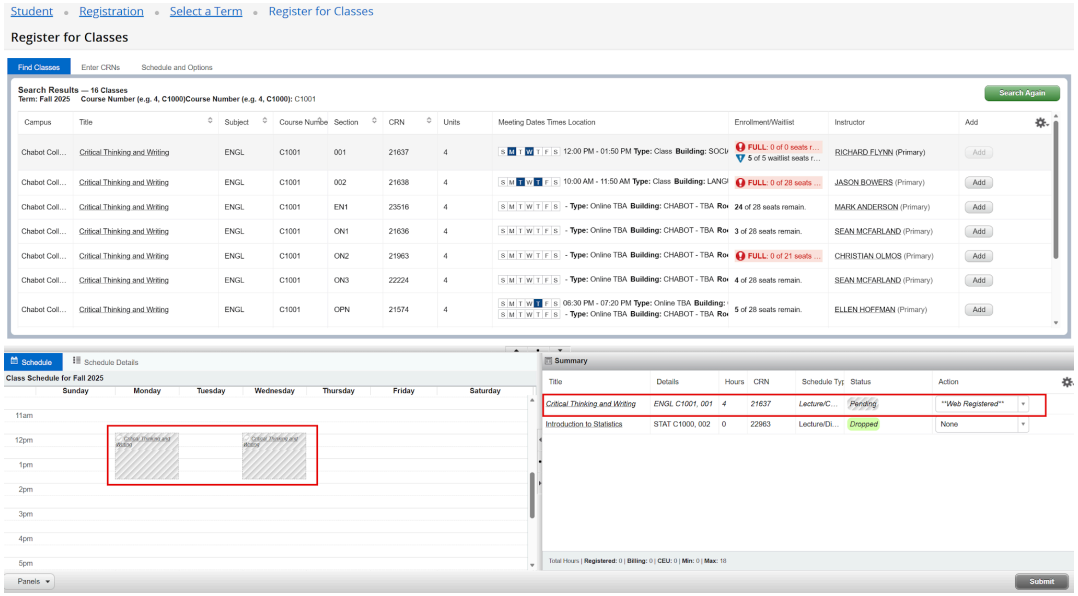
4. Classes that have a waitlist will have waitlist information in the Enrollment/Waitlist column. If the class is full, students may join the waitlist.



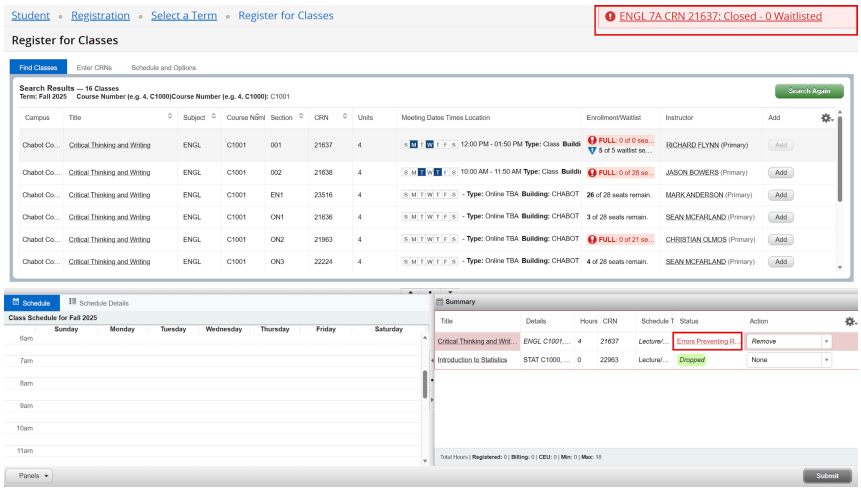
5. To join the waitlist, click the Add button.



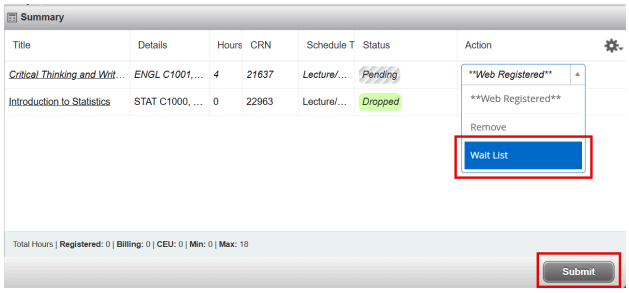
6. The class appears below in the Summary panel with a status of Pending.



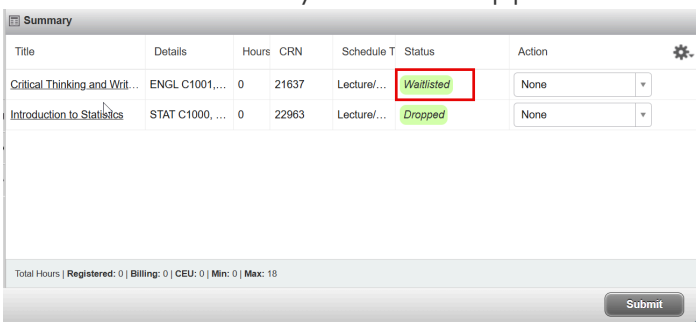
Note: If you do not change the Action to Waitlist and attempt to add the class, you will receive the following error message:



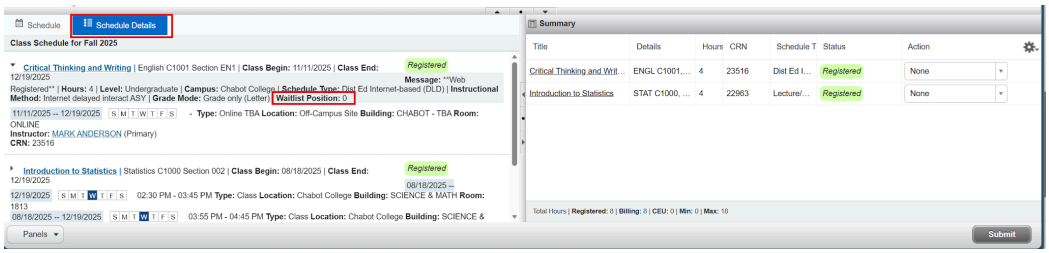
7. Click the Action drop-down and select Waitlist. Click the Submit button.



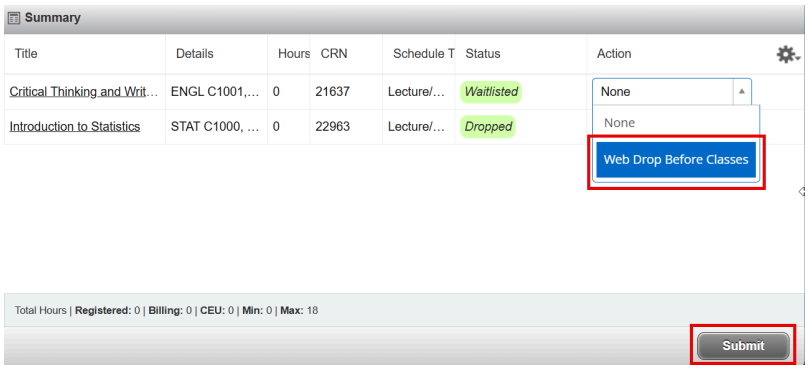
8. The transaction is processed successfully. The class appears in the Summary panel with a status of Waitlisted.



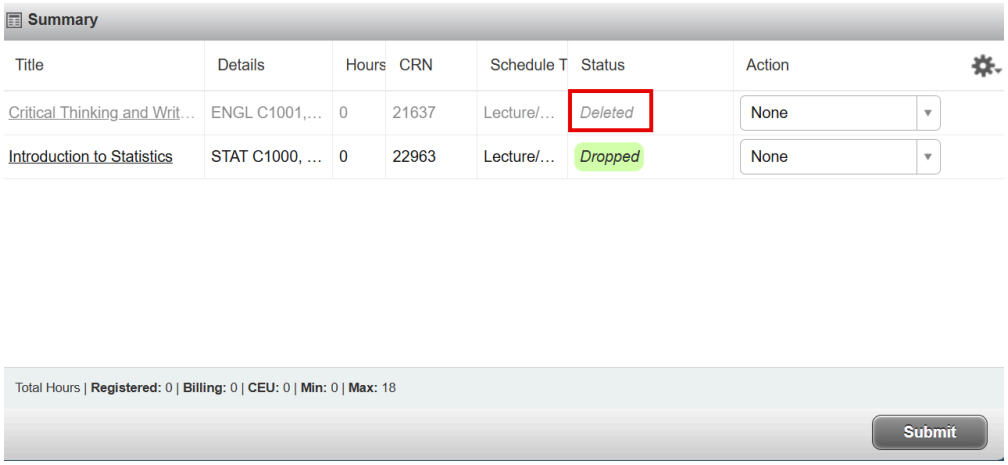
Note: To view your Waitlist Position, click on the Schedule Details tab on the left:



9. To leave the waitlist, select the Drop option in the Action drop-down and click the Submit button



10. The transaction is processed successfully. The status of the class is changed to Deleted.



11. Click the Submit button again to remove the class from the Summary panel.

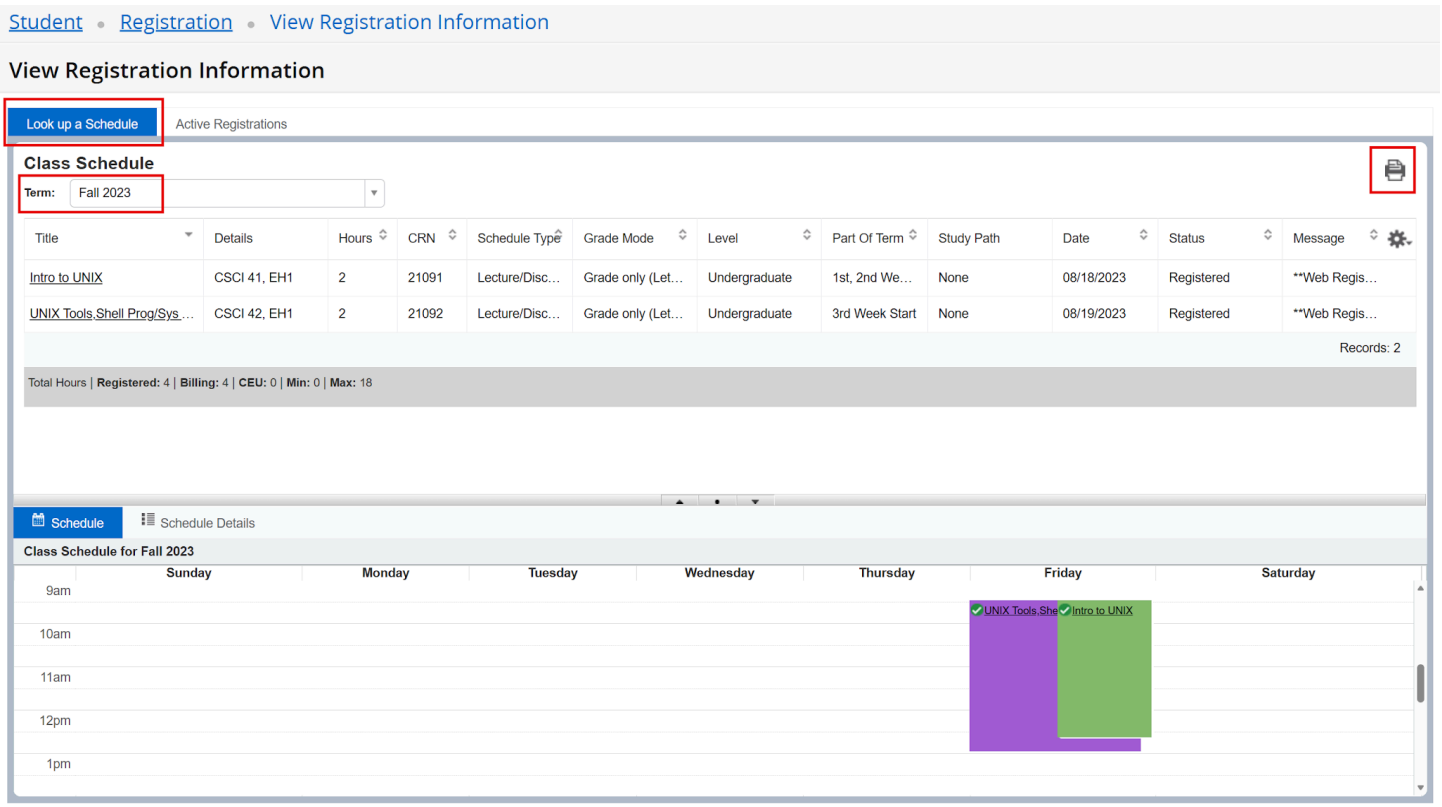
How to PRINT your schedule!

View Registration Information and Print a Class Schedule

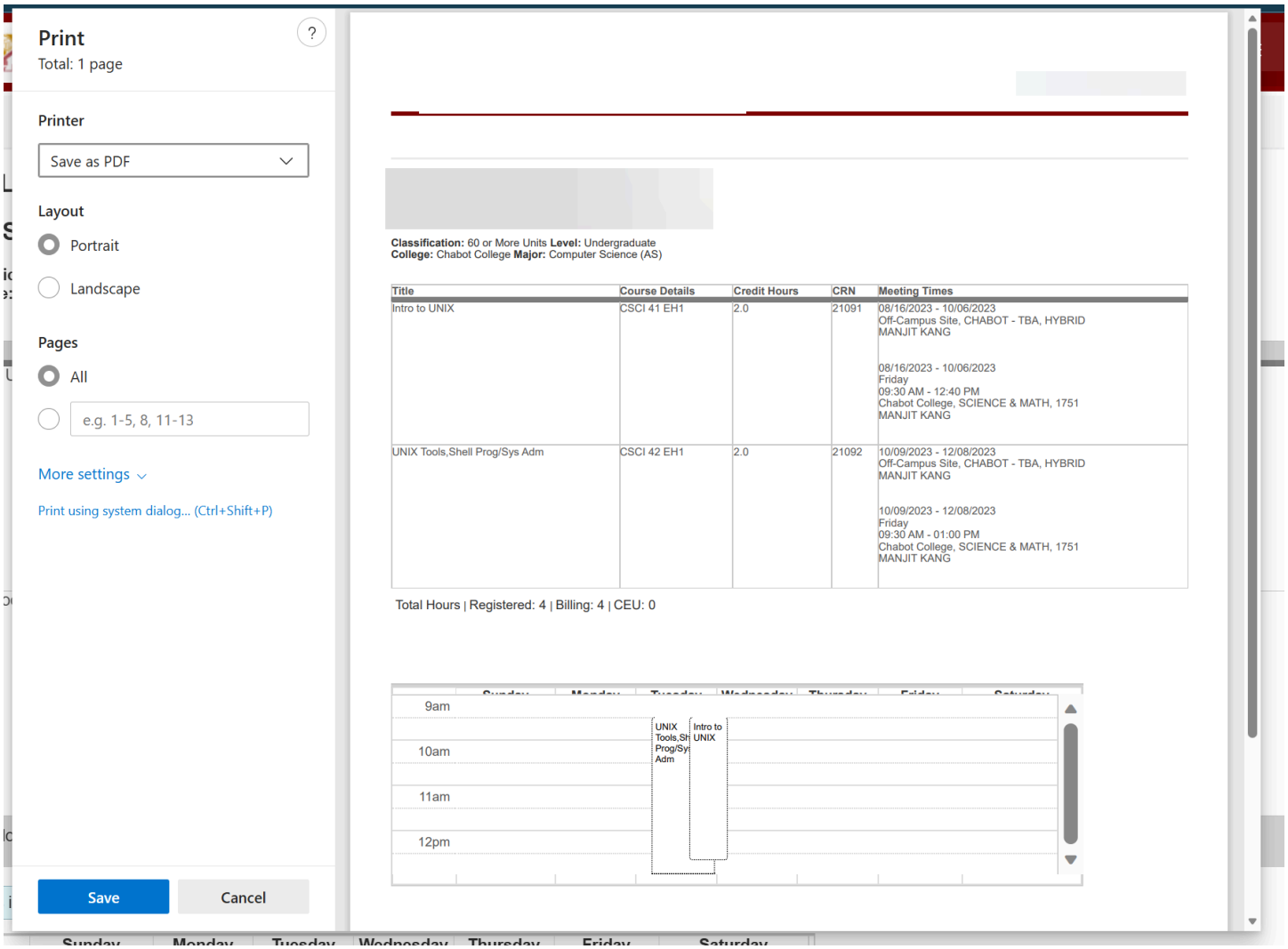
Use the View Registration Information link to view a class schedule.



Use this page to look up and print a class schedule for the current or past terms. To print, click the Printer icon in the upper right corner.



Print or save as PDF


Print
Total: 1 page
Printer
Save as PDF
Layout
Portrait
Landscape
Pages
All
e.g. 1-5, 8, 11-13
More settings
Print using system dialog... (Ctrl+Shift+P)
Save
Cancel
Classification: 60 or More Units Level: Undergraduate
College: Chabot College Major: Computer Science (AS)
Title
Course Details
Credit Hours
CRN
Meeting Times
Intro to UNIX
CSCI 41 EH1
2.0
21091
08/16/2023 - 10/06/2023
Off-Campus Site, CHABOT - TBA, HYBRID
MANJIT KANG
08/16/2023 - 10/06/2023
Friday
09:30 AM - 12:40 PM
Chabot College, SCIENCE & MATH, 1751
MANJIT KANG
UNIX Tools,Shell Prog/Sys Adm
CSCI 42 EH1
2.0
21092
10/09/2023 - 12/08/2023
Off-Campus Site, CHABOT - TBA, HYBRID
MANJIT KANG
10/09/2023 - 12/08/2023
Friday
09:30 AM - 01:00 PM
Chabot College, SCIENCE & MATH, 1751
MANJIT KANG
Total Hours | Registered: 4 | Billing: 4 | CEU: 0
9am
10am
11am
12pm
Intro to UNIX

Instructions on How to Complete English/Math Placement:

1. Sign on to your MYPortal Account
2. In MyPortal, locate the “Steps to Register (Las Positas)” card
   Note: you might need to search for the Steps to Reg card under the magnifying glass.
3. Complete both the English and Math Guided Self-Placement
4. Please answer all of the questions.

- Enter the math class you are **currently enrolled in** as your highest math.
- **Estimate** your current grade.

Note: If your math recommendation requires you to enroll in a math support class, you will need to do that at the same time you are enrolling in the Math course.

Chemistry

Did you recently take Chem in high school and do well? You may want to place into Chem 1A.

Option 1: Chemistry Multiple Measures Placement

Students requesting prerequisite clearance for Chemistry 1A using High School (H.S.) coursework must do the following:

Eligibility Standards Chem 1A: One year of H.S. Chemistry with "B" or higher in each term (3 year recency requirement)

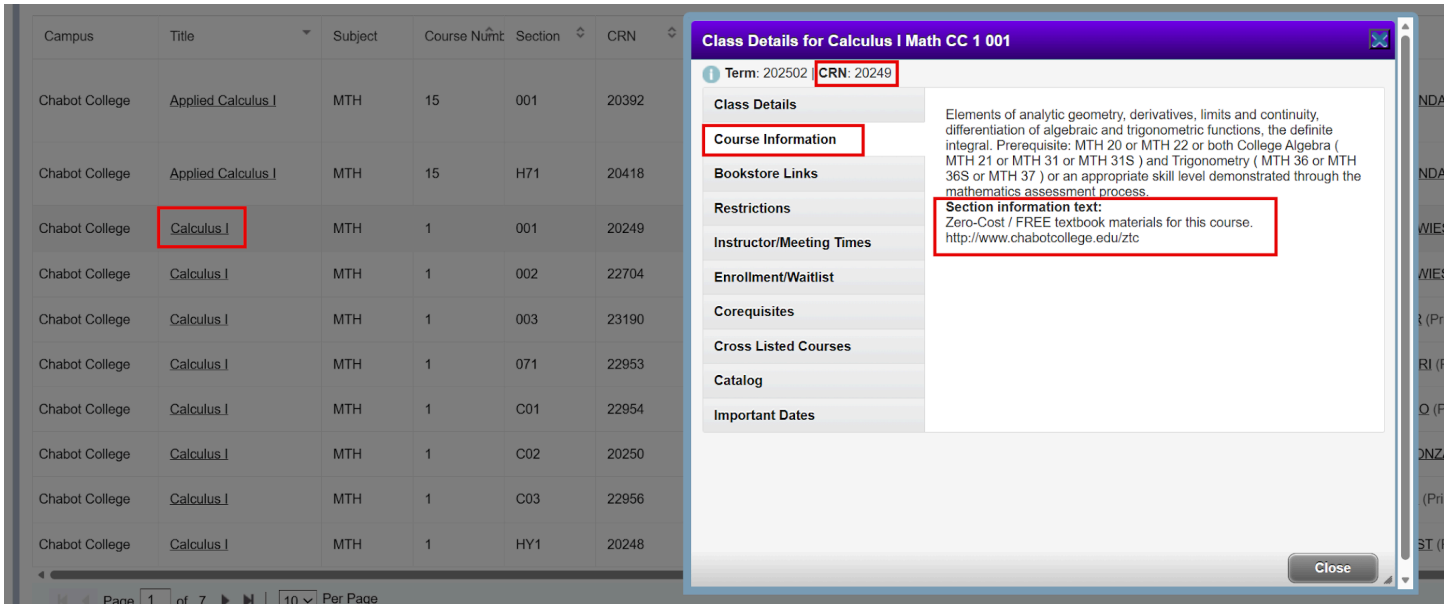
Complete the Chemistry Multiple Measures Placement form, and submit it along with your high school transcripts to:

lpc-assessment@laspositascollege.edu

The results of your request will be emailed to your LPC Zone email.

View Class Details and Course Information

Click the Course Title to view Class Details and Course Information



Registering On or After the First Day of Class?

You need an "Add Code" if enrolling on day one or after.
→Start with regular registration steps and then...
→ Type the 4-digit add number in the text box next to the corresponding class
→ Click "Validate"
→ If approved, click "Submit Changes"
→ If it is not approved, please take a picture of the error message for reference

How to Check Your Registration Status & Approved Courses

Follow these steps in your **MyPortal** App:

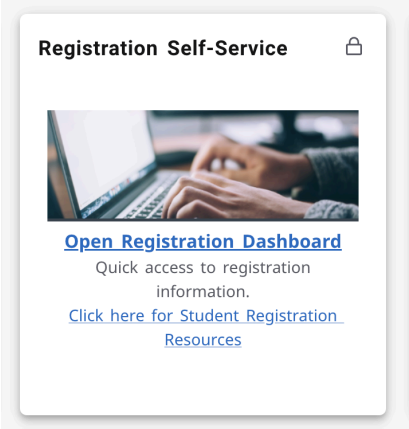
1. Sign into **MyPortal**
2. Click on the **Registration Self-Service** Card
3. Click on **Prepare for Registration**
4. Select the term (ex. **Fall 2026**)

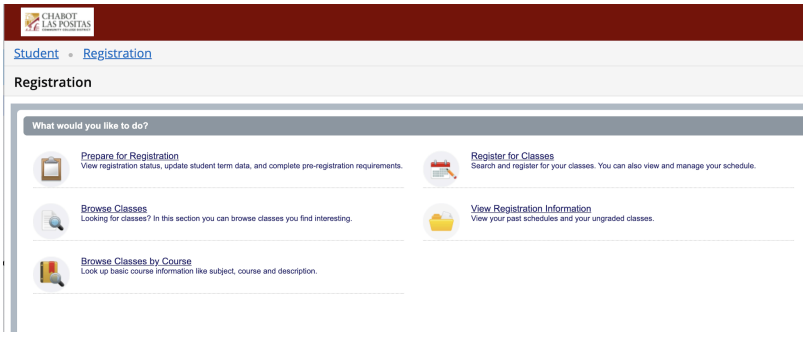
On the **Registration Status page**, you'll find:

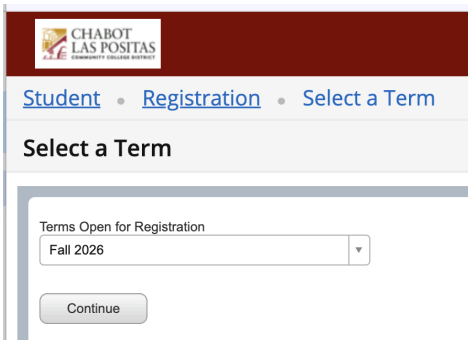
- **Registration status** - confirms if you are eligible to register (student status, academic standing, and holds).
- **Orange bar with Registration date and time (Time Ticket)** - this tells you exactly when you can register.
- **Permit Overrides** - this lists the courses you've been approved for based on your CE form.
- **Earned Hours** (at the bottom) - this helps determine your registration priority & time ticket.

Make sure everything looks correct before your registration date.

If there's an issue, email Ms. Brown with a screen shot and a brief description (e.g., "no registration date assigned"), including the term, your W number, and your application confirmation number for that term.







If the student is currently a **High School student (current/incoming Middle College):**

- Provide me with either their CCCID (preferred), SSN, or email address that was used for their CCCApply account. If they have a confirmation number for the application, also provide that.
- I will manually verify these students accounts so that their applications will no longer be suspended/marked as fraud.

High School students *shouldn't* have their applications suspended as per CCCApply's own words, but there may be case-by-case scenarios or if the fraud filter says otherwise.

If they are a **graduating Middle College student who is continuing to LPC:**

- You can bring the student(s) to our office, and I will take a photocopy of their ID. They may also visit us during our open window hours and whoever is working in the front window can take a photocopy of their ID as well.
- Provide me or the person working the front window with either their CCCID (preferred), SSN, or email address that was used for their CCCApply account. If they have a confirmation number for the application, also provide that.
- I or the person working the front window will manually verify these students accounts so that their applications will no longer be suspended/marked as fraud.

If any graduating Middle College students are applying to different community colleges outside of LPC, they will have to reach out to them to see what the local verification procedures are since they are different.

CCCapply recently just published a massive Q/A regarding ID verification, so please have a read if and feel free to ask me any additional questions if needed 🙂

https://cccnext.jira.com/wiki/spaces/PD/pages/5125931009/Required+ID+Verification+Questions+Answered

How to Read Your Section Number

The **letters at the beginning of the section number** tell you how the class is offered.

- **A - Asynchronous Online:** Fully online with no required meeting times. Complete coursework in Canvas by posted deadlines. (*Example: A01)*
- **S - Synchronous Online:** Online with required live Zoom meetings on scheduled days and times. (*Example: S01)*
- **B - Combination Online:** Includes scheduled Zoom meetings plus independent Canvas coursework. (*Example: B01)*
- ***HC – Honors Course:*** *Identifies a course offered as part of the Honors Program.*
- **HF - HyFlex:** Attend in person or online at the scheduled class time. Some instructors may also offer asynchronous options. (*Example: HF1)*
- **H – Hybrid**: Combines online coursework with scheduled on-campus meetings or testing. (*Example: H0)*
- **D - On-Campus Daytime**: Meets in person at LPC during the day. (*Example: D0)*
- **E - On-Campus Evening**: Meets in person at LPC during the evening. (*Example: E01)*
- **X - Math Emporium**: Math course with scheduled support and flexible, self-paced learning. (*Example: X01)*

Additional Resources describing section types
https://www.laspositascollege.edu/onlinelearning/
https://www.laspositascollege.edu/math/instructionmodes.php

Summer LPC Course Information

Middle College is not in session over the summer. However, fees are no longer charged to the students.

Class of 2027 - For SUMMER 2026 LPC Classes, please use one of the forms below

CE Form Option 1) First-time Concurrent Enrollment Students

High School students who are applying for the **Concurrent Enrollment program for the first time**, please use the link below:

New Student Form

Use this form → Adobe Sign Concurrent Enrollment form for new students

PARTICIPANT 2 -- include one Parent/Guardian
PARTICIPANT 3 (principal/designee) --- enter AMY BROWN abrown@tvrop.org

CE Form Option 2) Continuing Concurrent Enrollment Students

→ This is the form most MC students should use for summer! ←

Continuing Concurrent Enrollment Students. Please use the link below for High School students who have participated in the Concurrent Enrollment program for a previous term. ***MC students, only use this form if you have applied to the Concurrent Enrollment program before. This does not include Middle College CE forms.***

Continuing Student Form Adobe Sign Concurrent Enrollment form for continuing students

PARTICIPANT 2 --- **(principal/designee)** enter AMY BROWN abrown@tvrop.org

Class of 2026

If you are returning to LPC in the Fall or Summer, Yay!!! No Concurrent Enrollment forms are required! Just plan to register during your assigned window.

Steps…

Step 1: Apply to LPC (CCCApply)

Complete your LPC CCCApply application for **Summer and/or Fall 2026**

- Do **NOT** create a new CCCApply account
- Select **First Time College Student** (this is your first official college application)

Step 2: Save Your Application Confirmation Numbers

- Screenshot your **Application Confirmation Number** for each term you apply (Summer and/or Fall)

Step 3: Submit Your Application Info

⚠️ Submit your application number(s): bit.ly/MCappnumber

We will share this with Admissions & Records (A&R) so they can:

- Count your completed units
- Assign your correct registration date
- Prevent any holds

⚠️ If this is not completed, you will likely receive a **later registration date after New Hawk Day (April 18).**

Important for Non-Resident Students

- Complete all residency documentation and required steps with LPC
- If not completed, you may be charged **non-resident tuition**

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PARTICIPANT 2 --- **(principal/designee)** enter AMY BROWN abrown@tvrop.org

Class of 2026

If you are returning to LPC in the Fall or Summer, Yay, no Concurrent Enrollment forms are due! Just plan to register on the dates above!

Steps…

1) Apply to LPC for Fall 2026 bit.ly/MCLPCapply
2) Complete Fall &/or Summer 2025 Middle College LPC Application Verification Form bit.ly/MCappnumber - ***This is important so we can share with A&R! We don't want holds! If we don't, you will have holds!***
3) Select your potential courses, including days/times, CRNs, section numbers, etc. Class dates and times are **not yet** available on MyPortal

Apply to LPC through CCC Apply

Don't create NEW W#

If you can't find your CCC account, reset your password.
If you have issues with CCC account contact CCC Apply Help!

CCC Apply to LPC HERE