

Welcome to Los Medanos College!

Admissions and Records Information

• Summer/Fall 2010 •

2700 East Leland Road • Pittsburg, CA 94565 • 925-439-2181 x7500 • TDD – 925-439-5709

Brentwood Center • 101 Sand Creek Road • Brentwood, CA 94513 • 925-513-1625

www.losmedanos.edu

Application/Registration Process

- All students new to LMC, as well as those who have missed two consecutive semesters or longer, must submit an application online through WebAdvisor on the college website (www.losmedanos.edu) or through the Admissions Office or the Brentwood Center.
- Registration may be done online through WebAdvisor, by calling the telephone registration system (925-370-9000), or by coming to the Admissions Office or the Brentwood Center (during in-person registration only).

New Student Workshop – Assessment/Advisement

- New students are strongly encouraged to complete a New Student Orientation, either in person or online.
- Take the online orientation or sign up for the in person workshop on the Orientation web page at www.losmedanos.edu or stop by the Admissions Office or the Information Center.
- Prior to your workshop, make an appointment for assessment testing. Visit the Assessment Center web page to register or view the latest assessment schedule. You must have a current college application on file.

Registration for Special Admit High School Students

- Students who are 14 years of age or older or those who have completed the eighth grade or higher are eligible to enroll as Special Admit high school students. Visit the college website at www.losmedanos.edu for information on special admit student enrollments, approval forms, and the online orientation system; or contact the Admissions Office or the Brentwood Center.

Schedule of Classes

- The Schedule of Classes is published prior to the beginning of each semester or session, listing all classes, meeting times, locations, and important enrollment information for a specific semester.
- Schedules may be purchased at the Admissions Office, the Brentwood Center, or the Bookstore. Class schedule information is also available on the web at www.losmedanos.edu.

College Catalog

- Published annually, the catalog contains descriptions of college programs, services, academic policies, degrees and awards, major (graduation) requirements and courses offered throughout the year. All students are encouraged to purchase the college catalog in the Bookstore or by mail. Contact the Bookstore at 925-439-2056.

Fees

- \$26 per unit (with no maximum limit) for California residents.
- Residents of the United States who are nonresidents of California are required to pay a nonresident tuition fee of \$185 per unit **in addition to the \$26 enrollment fee.**
- Non-US citizens who cannot establish California residency pay a nonresident tuition fee of \$190 per unit **in addition to the \$26 enrollment fee.**
- Nonresidents who attended a California high school for three or more years and graduated from a California high school or attained the equivalent from the state may be exempt from nonresident tuition. **Inquire about the Nonresident Tuition Exemption (AB-540)** at the Admissions Office or the Brentwood Center.
- Special Admit high school students who are enrolled in less than 12 units are exempt from enrollment fees. Special Admit students enrolled in 12 or more units will be charged the \$26 enrollment fee **for all units enrolled.**
- There is a \$1 per unit student union fee, to a maximum of \$10 per academic year, charged to all students.
- Fees may be paid in cash, personal check, Visa or Mastercard.
- Students with outstanding debts from previous terms will be blocked from registration.
- Contact the Financial Aid Office for information on financial assistance for eligible students.
- The District reserves the right to change enrollment and nonresident tuition fees, based on state legislation. Fees may be charged retroactively.

Parking

Parking permit fees are as follows:

- Summer session: cars - \$20; motorcycles - \$10
 - Fall semester: cars - \$40; motorcycles - \$25
- Purchase parking permits at the Admissions Office, Cashier's Office, Brentwood Center or the Bookstore. Daily parking permits are \$3 for Summer or Fall.

Refunds

- Refunds for enrollment fees will be automatically processed by the District Office. Refunds for complete or partial withdrawals from school will be processed after the first two weeks of instruction.
- No refund will be made for withdrawals after the first two weeks of instruction or after 10% of the class time for a short-term class. A refund will not be processed if the student has other outstanding debts to the college.
- Refund checks will be mailed to the student address on file in the Admissions Office.
- For further information on the refund policy, contact the Cashier's Office, Room 425, extension 3111.

Summer Term Begins May 29, 2010
Six Week Session June 21 – July 29; Four Week Session July 1 - 29
Fall Semester • August 13 – December 18, 2010

Attendance/Drop Policies

- Students not attending the first class meeting are at risk of being dropped by the instructor as a “no show.”
- Auditing or “sitting in” class is not allowed.
- Enrollment in two sections of the same class or in courses with conflicting meeting times is not allowed. Students who enroll in conflicting courses or exceed repeatable course limits will be dropped.
- Course drops must be processed on WebAdvisor, the telephone registration system, through the Admissions Office or the Brentwood Center. Failure to drop a class may result in a failing grade.

Registration by Appointment

- Continuing students are assigned appointment times based on units completed.
- New and returning students (previously attended LMC, but have been away for two consecutive semesters or longer) will be assigned an eligibility date and time to enroll once an application is submitted to the Admissions Office.
- You may register on or after your designated time, but not before. **Walk-in registration is only available during open registration.**
- View the date you are eligible to enroll on WebAdvisor. On the current student menu, under “Registration,” click on “My Priority Registration Dates.”

Late Registration

- Late registration for semester-length courses will be accepted on a space-available basis through the published last date to add.
- Add deadlines will vary for short-term classes. Check with the Admissions Office for specific courses.
- Online and phone registration in open courses will be available through the day before each course section begins.
- A unique late add code, given by the instructor once the class has met, is required to enroll in a closed class. Late add codes may be processed through the telephone registration system, WebAdvisor, or the Admissions Office. Late adds must be processed by the published last date to add.
- Once a short-term class has started, a late add code is required whether the course is closed or not.

Summer 2010 Enrollment Dates

Continuing Students (by Appointment – Online or Phone Only)
Beginning April 12EOPS/DSPS/Veteran Students
Beginning April 13.....All Other Continuing Students

New & Returning Students
Beginning April 27.....Online or Phone only
 Must have current application on file

Open Registration
Beginning June 1..... In person, Online & by Phone

All Special Admit High School Students
Beginning June 2.....In person only, with approvals

Fall 2010 Enrollment Dates

Continuing Students (by Appointment – Online or Phone Only)
Beginning April 29..... EOPS/DSPS/Veteran Students
Beginning May 3.....All Other Continuing Students

New & Returning Students
Beginning May 19..... Online or Phone only
 Must have current application on file

Open Registration
Beginning Aug. 2..... In person, Online & by Phone

All Special Admit High School Students
Beginning Aug. 3..... In person only, with approvals

Late Enrollment
Aug. 13 – 26..... For all students, on a space-available basis, on phone or web with late add code or in person with instructor signature or late add code (special admit students in-person only)

Summer/Fall Registration Hours – Pittsburg Campus

April 12 – August 26

Monday – Thursday 8:30 am – 7:00 pm
 Friday * 8:30 am – 4:00 pm

***The campus will be closed Fridays from June 4 – July 23**

Regular Admissions Office Hours – Pittsburg Campus

Monday and Thursday 9:00 am – 5:00 pm
 Tuesday and Wednesday 9:00 am – 7:00 pm
 Friday 9:00 am – 2:00 pm

Summer/Fall Office Hours – Brentwood Center

Monday – Thursday 8:30 am – 7:00 pm
 Friday * 8:30 am – 3:00 pm
 Saturday* 9:00 am – 12:00 pm

***The Center will be closed Fridays from June 4 – July 23 and Saturdays from June 5 – August 7**