

Admission & Registration Information

Fall 2014 ONLINE REGISTRATION DATES

DATE	PRIORITY GROUP	CRITERIA
April 28	Group 1	Priority registration for EOPS, DSPS, qualified veterans, qualified foster youth and CalWorks for students under 100 degree applicable units or in good standing
April 30	Group 2	Special registration for DSPS note takers, early graduation applicants and qualified athletes for students under 100 degree applicable units or in good standing
May 1	Group 3a	Continuing* students with 45-75 units within the district
May 3	Group 3b	Continuing* students with 0-44.99 units within the district
May 10	Group 3c	Recent matriculated* high school graduates (spring high school graduates for fall start)
May 11	Group 3d	Continuing* students with 75.01-99.99 units within the district
May 20	Group 3e	New matriculated* and returning* students with less than 100 units in the district
May 27	Group 4	Registration for continuing* and returning* students over 100 degree applicable units or on 2nd semester probation or dismissal
July 1	Group 5	New non-matriculated and exempt students

Fall 2014 WALK-IN REGISTRATION DATES

August 6	Group 6	Walk-in registration for all college students
August 7	Group 7	ALL Special Admit/Concurrent High School Students Registration

For more registration information: www.losmedanos.edu/admissions/instructions.asp

- * Continuing Students - Students who have been enrolled at LMC Fall 2013, Spring 2014 or Summer 2014
- * Returning students - Students who have missed more than one academic year; will need to reapply online.
- * New matriculating students - Students who have completed the orientation, assessment and student educational plan.

Who May Attend

Admission is open to anyone who is:

- 18 years old or older, or
- A high school graduate or equivalent GED (General Educational Development) test or the California High School Proficiency Exam or
- Students currently enrolled in high school, at least 14 years of age and who have completed eighth grade or higher.

How to Apply

New and returning students—Applications for admissions may be submitted online at www.losmedanos.edu. After the application is uploaded, students will receive an email with their student ID and registration date.

Special admit students—New and returning students may submit a college application online. This application can be submitted prior to the in-person registration date. Continuing high school students need not resubmit a college application.

Adding Classes During Late Registration

Registration With Late Add Codes

No semester-length class may be added after the published deadline of August 28. Check on WebAdvisor or with Admissions & Records Office for short-term class registration deadlines.

An instructor's approval is required to register in a class that has reached maximum enrollment or has already started. First priority for late adds will go to students on the wait lists. Late registration may be processed one of two ways:

- By Web—Go to www.losmedanos.edu and log in to WebAdvisor. Select "Late Registration (using Add Codes)" and enter the course section number and late add code and term by the last day to add; or
- In-Person—Bring late add code to the Admissions & Records Office or the Brentwood Center by the last day to add.

How to Register

Continuing student priority registration:

- By appointment online registration only (see page 14 for instructions).
- Registration appointments are automatically assigned to continuing students based on units accumulated as of Fall 2013 session. Appointment dates and times can be viewed on WebAdvisor by going to "My Priority Registration Date" on InSite/WebAdvisor via the college web site, www.losmedanos.edu.
- **New and returning student priority registration**—Apply early and register online at your registration appointment.
- Walk-in registration begins—on August 6 for the fall. Register online or in-person. Online registration services will be available through the day before individual course sections begin, on a space-available basis. In-person registration will continue through the last date to add.
- **All special admit/concurrent high school students** register in person beginning August 7.

Note: Telephone Registration (TREG) is no longer available.

Drops/No Shows

Students who do not attend the first class meeting may be dropped by the instructor as a "no show." However, it is the student's responsibility to drop any class which he/she is not planning to attend. Failure to do so may result in an 'F' grade and a debt on the student's account. Non-attendance does not dismiss the debt. Students must drop classes within refund deadlines to receive a refund.

Closed and Cancelled Classes

Any class may be closed to further registration when it reaches the maximum size. Additionally, if registration is insufficient in any class, it may be cancelled. For information regarding refunds for cancelled classes, see the refund policy.

Residency

For purposes of establishing enrollment fees, students are identified as either residents or non-residents.

- **Residents:** those who have lived in California as legal residents for at least one year prior to the first day of a new semester and who can demonstrate intent to remain a California resident. Non-citizens who meet residency requirements and who desire to enroll as a California resident must provide documentation from United States Citizenship and Immigration Services (USCIS).

- **Non-residents:** those who do not meet the California resident requirements. See page 6 regarding tuition for non-California residents.

Nonresident Tuition Exemption (AB 540)

In 2001, the California legislature passed a law (AB 540) that exempts certain categories of students from paying nonresident tuition. To be eligible, you must have completed at least three years of high school and have graduated (or earned a high school equivalency) while living and attending school in California.

If you believe you are eligible for this special exemption, submit the *California Nonresident Tuition Exemption Request* form to the Admissions & Records Office for review. The form is available online at www.losmedanos.edu, at the Admissions & Records Office or Brentwood Center.

Nonresident Tuition Exemption (SB 150)

Concurrently enrolled students (high school students enrolled in college classes) who are classified as non-resident students for tuition purposes may be eligible for the SB150 waiver of non-resident tuition while still in high school. Students must be special admit part-time (enrolled in 11 units or less) students who currently reside in California and are attending high school in California. Students wishing to take advantage of this exemption should complete a residency reclassification form and attach a copy of high school transcripts showing current enrollment. Forms and attachments should be submitted to the Admissions & Records Office.

Special Admit High School Students

Students who are 14 years of age or older and those who have completed the eighth grade or higher are eligible for concurrent enrollment as 'special admit' students. High school students may register in up to seven (7) units in fall and spring terms or five (5) units of college coursework in the summer with approval of their school principal and parent*.

With appropriate approvals, special admit students may register in advanced academic and vocational credit courses (degree applicable courses only).

Students 14 – 15 years of age and/or special admit students requesting to register in more than the unit limit are required to complete the online orientation. Signatures for approval must be submitted at the time of registration on an *Age Waiver Form* or *Unit Limit Waiver Form*.

* Important Note: By giving consent, parents of concurrently enrolled high school students agree they understand that the college is an adult learning environment and students are expected to behave accordingly. Additionally, they understand that classes will be taught at the college level and the curriculum and college procedures will not be modified nor will other accommodations be made.

Special Admit Enrollment Policies

Concurrently enrolled high school students may register in college courses with submission of a college application and proper approval forms on a space-available basis. Registration for high school students must be completed in-person on designated registration dates or anytime later (see registration dates on preceding page).

New special admit students must complete an application online at least 24 hours prior to registration. Continuing special admit students do not need to reapply. All special admit students must bring a Special Admit Form at the time of registration. If applicable, students will also need an Age Waiver Form or Unit Limit Waiver Form. The Special Admit Form must be filled out and signed by the appropriate Principal or Counselor at the High School and must be presented at the time of registration. Blank forms will not be accepted.

Special Admit students must bring documentation to verify prerequisites (if required) at the time of registration. Prerequisites are satisfied with a C or better in prerequisite coursework. In progress work will not be accepted.

Students may also take an assessment test in math or English to satisfy prerequisites. Appointments must be made for testing at www.losmedanos.edu/assessment or www.losmedanos.edu/brentwood/assessment. Students must have a student ID in order to sign up for the assessment test.

Special Admit Orientation Requirement

Students 14 – 15 years of age or high school students wishing to appeal the unit limit must participate in a special admit orientation and request approval from the Director of Admissions & Records. View the orientation on the college web site (www.losmedanos.edu/orientation). Print a "Certificate of Completion" at the end of the orientation and bring to Admissions & Records at the time of registration.

Open Course Policy

Every course is open for registration to any person admitted to the college who meets the course prerequisites and enrollment procedures.

All courses are offered for college credit; auditing is not permitted.

Duplicate or Conflicting Courses

Students are not permitted to register in more than one section of the same course and may not register in courses that have scheduled meeting times which conflict.

Prerequisites/Advisories

Some courses have prerequisites or advisories included with the course description. These are designated to assist students in the selection of course levels for their maximum success.

To ensure proper placement, prerequisites for all classes will be checked at the time of registration. If you have taken a prerequisite course at an institution other than LMC, you should request to have an official transcript sent to the LMC Admissions & Records Office prior to registration or bring a transcript with you for purposes of verification.

How to Apply & Register Online

The Contra Costa Community College District online admissions application service is available 24-hours a day

APPLY Online

1. Go to our website at www.losmedanos.edu
2. Click "Future Students"
3. Click "Apply (how to)"
4. Follow the application instructions

REGISTER Online

1. Go to our website at www.losmedanos.edu
2. Click on the InSite/WebAdvisor icon on the home page
3. Click on the InSite/WebAdvisor icon
4. Log in and click on "Students"
5. Log in with your user ID and password.
6. Select one of the choices in the registration menu.

