

Concurrent Enrollment Program Admission Checklist

PLAN AHEAD and submit all required forms early.

- ❑ **STEP 1:** Complete Chabot **College Concurrent Enrollment Application for Admission** online or hard-copy (available at Admissions & Records, Bldg.100).
Online Application Confirmation #: _____
- ❑ **STEP 2:** Complete **Recommendation for Concurrent Enrollment Program** form.
 - Obtain approval and signatures from both school counselor and principal or designee.
 - Obtain parental approval on **Recommendation** form.
 - Enrollment in Physical Education or basic skills courses (e.g. ENGL 101A, 101B, 102; MATH 105/105L, ESL courses) are not permissible.
- ❑ **STEP 3:** Submit a copy of current high school transcript (if applicable). Home school students should also submit a copy of their R4 affidavit. (*CA Ed Code*, section 33190)
- ❑ **STEP 4:** Complete **Release of Personal Information/Emergency** form.
- ❑ **STEP 5:** Complete English and/or Math assessment.
This step is required for students taking English and/or math courses. Assessment must be completed prior to registration for certain courses with English or math prerequisite.
- ❑ **STEP 6:** Submit completed forms to the Office of Admissions & Records. Applications may be submitted until a week before the last day to add (see academic calendar for date).
- ❑ **STEP 7:** Register for APPROVED classes. Use online registration system – CLASS Web (see next page for instruction). Students are notified by the Admissions & Records Office when Recommendation(s) are approved. Registration is restricted to 6 units or 2 classes recommended by school official(s) and approved by the Director of Admissions & Records.

Services available using CLASS-Web:

- Obtain Student ID or "W" number
- Register for classes
- Add/drop/withdraw classes
- View assessment results
- View Chabot College unofficial transcript
- View class schedule
- Purchase parking permit

APPLY EARLY. Don't wait until the last minute.

Students should begin process for concurrent enrollment at least one month before the start of the term to allow time for application processing, Director's approval, assessment, and course registration.

DEADLINE to apply and submit required documents, one week before the last day to add. (See academic calendar for date)

1. Concurrent Enrollment students are not eligible for priority registration.

2. See academic calendar for registration dates.

3. Students in 3rd to 8th grade are required to attend a Concurrent Enrollment orientation with the Vice-President of Student Services before registration. Dates and times to be announced.

3. All registration transactions (e.g. add/drop/withdraw) are done **online** through CLASS-Web.

4. Concurrent Enrollment students are not issued priority registration number.

5. Students are exempt from enrollment fees, but must pay Health Fee, mailing fee for grade report, and Materials fee (if applicable).

6. Concurrent Enrollment students will automatically be dropped from courses not approved by Chabot College and their high school.



Completing an Online Application

- Go to Chabot College home page at <http://www.chabotcollege.edu>
- Click on the link “**Apply**”
(http://www.cccapply.org/applications/CCCApply/apply/Chabot_College.html)
- Scroll down the bottom on the first page and click “**Begin Application for Chabot College**”
- If you are a first-time user, click “**New User**” to create an account.
- Go through the questions on each page of the online application. After each page is completed, click “Next” at the bottom of the screen to move on to the next page.
- After completing the last page of the application, click “Submit Completed Application.”
- You will receive a confirmation number after you submit your application. If you did not receive a confirmation number, your application will not be processed.
- Online applications are processed within 24 to 28 hours.

If you encountered an error or technical problem with your online application...

Please provide your full name or username, your telephone number or email address, any details you remember about what you were entering or clicking on when you the problem occurred, and the heading/title or WWW address of the screen you were working on.

Email: support@CCCApply.org

U.S. toll-free hotline: 1-800-GO-TO-XAP or 1-800-468-6927

Registering for Classes

If your recommendation has been approved by the Director of Admissions & Records, you may register online during the assigned registration period through CLASS-Web. Students will automatically be dropped from courses not listed on their current recommendation.

- Go to the Chabot College home page at <http://www.chabotcollege.edu>
- Click on the link “**CLASS-Web**”, located on the left hand side.
(<http://banner-web.clpccd.cc.ca.us:700/>)
- Click on the link “**Sign On to CLASS-Web**”, located on the right hand side.
(https://bw4.clpccd.cc.ca.us/pls/OWA_PROD/twbkwbis.P_WWWLogin)
- Enter your USER ID and PIN

The **CLASS-Web User ID** corresponds to your student ID number. You may use your Social Security Number if you provided it at the time of application, or your W ID number. Your CLASS-Web User ID should be entered as all nine digits, with no dashes or spaces.

The **PIN** is a 6-digit numeric code. It is initially set to your birthdate in the format MMDDYY (i.e. 050772 for May 7, 1972). We encourage you to change your PIN immediately.

- Click on the link “**Student Services & Financial Aid**”.
- Click on the link “**Registration**”
- Click in the link “**Add/Drop or Withdraw from Classes**”
- Select a term.
- Enter the 5-digit course registration number (CRN) on the box provided.
- Click on “**Submit Changes**” to register.
- Print out a “**Student Detail Schedule**” to confirm registration.

