

Instructions for Using CLASS-Web

(Chabot-Las Positas Automated Services System)

ADDING CLASSES

- Using an internet-enabled web browser such as Chrome or Internet Explorer, go to the Chabot College homepage at www.chabotcollege.edu.
- Click the **Search/Register for Classes (CLASS-Web)** link in the upper right-hand corner, then click the **Sign On to CLASS-Web** link.
- **Enter your 9-digit User ID.** The User ID corresponds to your "W" ID number or your social security number. All nine digits of your User ID should be entered with no dashes or spaces.
- **Enter your 6-digit PIN.** The PIN is initially set to your birth date in the format MMDDYY (e.g., 090892 for September 8, 1992).
- Click the **Login** button.
- If this is your first time using CLASS-Web, **enter your personal Security Question along with the Answer.** (This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.)
- After successfully logging in, click the **Student Services and Financial Aid** tab.
- Click the **Registration** link, then click the **Add/Drop or Withdraw from Classes** link.
- **Select a term** from the drop-down menu, then click the **Submit** button.
- You may be prompted to **update your declared major, employment expectation, and educational goal.** Update information as necessary, then click the **Submit** button.
- Read the instructions on the **Add/Drop or Withdraw from Classes** page completely. Scroll down to the **Add Class** section of the page, then **enter the CRNs you have selected in the boxes.** When finished, click on the **Submit Changes** button.
- After the **Add/Drop or Withdraw from Classes** page refreshes, **verify your enrollment in the classes you have selected** in the **Current Schedule** section.
- If all the classes you selected do not appear, scroll down to the **Registration Add Errors** section to **check the status of any class which does not appear in your Current Schedule.**
- Click the **Pay Fees Online** link above the **Current Schedule** section to review your account balance and pay your fees by credit card. Payment by CLASS-Web requires full payment of all fees due on your account, including enrollment fees and optional fees - mailing fee and student activity fee. Optional fees help support services and student activities; however, if you do not choose to pay the optional fees, please contact the Admissions and Records Office to request an exemption.
- When finished, click **EXIT** to end your CLASS-Web session.

OTHER FEATURES IN CLASS-WEB

MAIN MENU

- View your W ID number
- View your Zonemail address
- View your registration status

PERSONAL INFO TAB

- Change your PIN
- Change your security question
- View and change your email address(es)

STUDENT SERVICES TAB

Registration Link

- Add, drop, or withdraw from classes
- View your registration status
- Search for classes
- Change your class options
- View your student schedule
- Check class deadlines
- Pay your fees via credit card
- Enroll in the deferred payment plan
- Order your parking permit

STUDENT SERVICES TAB

Student Records Link

- View your holds
- Check your final grades
- View your unofficial Chabot-Las Positas transcript
- View your account summary
- View 1098-T tax information
- View your assessment results
- Check whether your official high school and/or college transcripts have been received
- View your mid-term progress report

STUDENT SERVICES TAB

Financial Aid Link

- View overall status
- View cost of attendance
- View document requirements
- View academic progress
- View financial aid awards
- Display award payment schedule

FEE PAYMENT INFORMATION

Fees must be paid in full by the scheduled payment due date or you may be dropped from your classes. (For payment due date, review the academic calendar for the current term at www.chabotcollege.edu/admissions/AcademicCalendar.) Enrollment is conditional. The college reserves the right to cancel your registration. Fees can be paid by the following payment methods:

ONLINE: Via CLASS-Web with credit card in full or by deferred payment plan.

MAIL: Send a check or money order for full payment to the Admissions and Records Office, 25555 Hesperian, Blvd., Hayward, CA 94545. Allow 1-2 weeks to process payments by mail. Do not send cash.

- Students who do not wish to pay the optional fees - \$3 for mailing and \$10 for student activity - should contact the Admissions and Records Office to request an exemption.
- Payments for past due student accounts with holds must be paid prior to registering for classes.