

CLASS-Web Step-by-Step Guide



Las Positas College Admissions & Records Office
3000 Campus Hill Drive,
Bldg. 1600, Room 1670 (2nd Floor)
Livermore, CA 94551
Phone: (925) 424-1500
Fax: (925) 606-6437
Website: www.laspositascollege.edu/admissions
Email: lpc-admissions@laspositascollege.edu

HOW TO GET YOUR STUDENT ID (W) NUMBER

Students should receive their W# by email within two business days after submitting their application. If you do not receive your W# by email or have previously applied/attended and cannot remember your W#, please follow these instructions:

- www.laspositascollege.edu
- "CLASS-Web" link
- "Sign On to CLASS-Web" link
- "User ID" → Enter your full Social Security Number without dashes (If you did not provide your SSN on your admission application, contact the A & R Office.)
- "PIN" → Enter your date of birth in the format of 6-digits for MMDDYY (ex. 2/8/99 would be 020899)
- "Login" button

If you get the message "your PIN has expired," do the following:

- "Old PIN" is your date of birth in the same format as above
- "New PIN" is any 6 numbers of your choosing (no letters or symbols)
- "Submit" button
- Re-enter new PIN
- Select a security question and type in an answer of your choosing
- "Submit" button
- "Terms of Usage" → Read the page and click "Continue"
- "Personal Information" tab
- "What is my W ID?" link

HOW TO GET YOUR ZONEMAIL EMAIL ADDRESS

Students are issued a Zonemail email account. You must use this secure, private Zonemail email address when corresponding with college staff and faculty. To find your college email address Zonemail along with password and support information, please follow these instructions:

- www.laspositascollege.edu
 - "CLASS-Web" link
 - "Sign On to CLASS-Web" link
 - "Personal Information" tab
 - "What is my email address?" link
- Visit <https://www.laspositascollege.edu/zoneinfo/index.php> to receive additional support.

HOW TO COMPLETE THE STEPS TO SUCCESS (3 CORE SERVICES)

- "Steps to Success" tab
 - "Online Orientation" link
- Watch the orientation to receive credit for completion. (Print the confirmation page for your records). It may take up to 24 hours before the check mark is added to indicate completion.
- "English and Math Guided Self-Placement" link
- Use the drop-down options to answer the questions then click "Submit". Click on the links provided to see more information regarding your recommended placement.
- "First Semester Planning Session" link
- Click on the "Meet with a Counselor" link. Click on the LPC logo to sign in with your W# and Class-Web pin. Schedule and attend an appointment. It may take up to 24 hours for the system to update the check marks to indicate completion of the orientation and self-placement. The counselor will update your record upon completing your planning session.

HOW TO CHECK YOUR REGISTRATION DATE AND HOLDS ON YOUR ACCOUNT

- Log into CLASS-Web
- "Student Services" tab
- "Check Your Priority Registration Status" link
- "Select Campus" → Las Positas College
- "Select Term" → Select whichever term you applied for
- "Submit" button

HOW TO SEE IF CLASSES HAVE OPEN SEATS

- www.laspositascollege.edu
- "CLASS-Web" link (do not log into CLASS-Web)
- "Search for Classes" link
- "Term" → Select the term you wish to see classes for
- "Submit Term" button
- "Subject" → Select the appropriate subject
- "Campus" → Select "Las Positas College"
- Leave all other fields empty
- "Get Classes" button
- All classes within that subject will appear and show as "open," "waitlisted," or "closed."

HOW TO REGISTER FOR CLASSES ON CLASS-WEB

- Log into CLASS-Web
- "Student Services" tab
- "Registration" link
- "Add/Drop or Withdraw from Classes" link
- Select the appropriate term and "Submit"
- Enter the 5-digit **Course Registration Number (CRN)** for each course that you want in each box provided
- "Submit Changes" button to register
- **DON'T KNOW THE CRN?**
- "Class Search" button
- Scroll and click on chosen subject
- "Course Search" button
- "View Sections" button of chosen subject course
- Click on check box for the chosen class, "Register" button to register
- *If a check box is not available, note the CRN then follow the "HOW TO WAITLIST FOR A CLASS" instructions.
- **HAVE AN ADD CODE?**
- **Follow the same instructions to register for classes.**
- Enter the 6-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.
- Print out a "Student Detail Schedule" on CLASS-Web to confirm registration
- **NEED AN ADD CODE?**
- Add authorization codes are distributed by the individual instructor so you will need to reach out to them directly. Email the instructor from your Zonemail account with a request.

HOW TO WAITLIST FOR A CLASS THAT IS FULL

- Log into CLASS-Web
- "Student Services" tab
- "Registration" link
- "Add/Drop or Withdraw from Classes" link
- Select the appropriate term and "Submit"
- Enter the 5-digit **Course Registration Number (CRN)** for each course that you want in each box provided
- "Submit Changes" button to register
- In the dropdown box next to the full/closed class, select "Wait List"
- "Submit Changes" link
- The next page should display your current schedule with your waitlist position next to the class

Please note that if you are offered a spot for the class after waitlisting, you will be sent an email notification to your school email address (Zonemail), NOT your personal email, so check your school email address daily. **You will have 72 hours from the time this email is sent to claim your spot or you will lose it.** If you do not claim this spot within the 72 hours and the spot has expired, you will be removed from the waitlist and must put yourself back on the waitlist if you still want to enroll. If you have not received an email for a spot in the class, still attend the first class session and talk to your instructor about potential enrollment availability.

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HOW TO VIEW YOUR STUDENT DETAIL SCHEDULE

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Student Detail Schedule"** link
- Select the appropriate term and **"Submit"**
- **"Printable Class Schedule"** link

Please print this page for your records as it contains vital information regarding your courses and account balance.

HOW TO PAY YOUR FEES

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Pay My Fees Online"** link
- **"Select a Term"** → Select whichever term you applied for
- **"Submit"** button
- You may be prompted to answer some questions. Answer them and then hit **"Submit"**
- **"Pay Now by Credit Card (Visa, MasterCard, American Express, Discover)"** link
- Follow the prompts to complete payment

CLASS-Web only allows FULL payment. Partial payments, or payments by cash or check, can be made at Admissions & Records. [Nelnet Payment Plans](#) for are available for Fall and Spring sessions (Click the link for additional information).

Please note: Payment for school fees is due upon registration. If you do not pay your fees by the payment deadline, you will be dropped from your classes. Please view the payment deadline in the Academic Calendar.

HOW TO VIEW FINANCIAL AID STATUS, AWARDS, ETC.

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Financial Aid"** link

HOW TO VIEW YOUR ACCOUNT BALANCE

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Account Summary"** link (shows grand total of all charges and payments)

"Account Summary by Term" shows charges and payments for each individual term/semester

HOW TO GET YOUR STUDENT ID CARD

Please stop by the Registration Support Center (RSC) in Building 1600, Room 1672 (2nd Floor) to get your photo taken for your Student ID Card. **Please note that you may only get a student ID if you are enrolled in classes (not just waitlisted) and have a valid photo id with you such as a driver's license, state ID, or high school ID.**

HOW TO ORDER A PARKING PERMIT

- Log into **CLASS-Web**
- **"Personal Information"** tab
- **"Las Positas College Parking Permits"** link
- **"Parking Permits"** link
- Choose type of permit, **"Register"** link

First time users will need to create an account. Be prepared with information regarding your vehicle including your license plate number.

Returning users sign in to your account.

- You will be prompted to answer some questions. Answer them and then hit **"Submit"**.
- **"Pay Now by Credit Card (Visa, MasterCard, American Express, Discover)"** link
- Follow the prompts to enter your information, submit payment, and complete payment

The Office of Admissions & Records cannot issue parking permits.

HOW TO CHECK CLASS DEADLINES (LAST DAY TO ADD, NGR DROP DATE, WITHDRAW DATE, ETC.)

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Check Class Deadlines"** link
- **"Enter CRN"** → Enter the Course Registration Number for the class you want to check
- **"Select term"** → Make sure to indicate the correct term the class applies to
- **"Submit"** button

HOW TO DROP A CLASS ON CLASS-WEB

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Add/Drop or Withdraw from Classes"** link
- Select the appropriate term and **"Submit"**
- Update the information prompted on the **"Pre-Registration Student Information"** page
- Select the drop-down menu next to the course you would like to drop and select **"Drop Class"**
- **"Submit Changes"** button

Make sure to confirm that the course is properly dropped by checking the page that appears after you submit the request, as well as checking your Student Detail Schedule.

HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Unofficial Academic Transcript"** link
- **"Submit"** button

TAKING AN ONLINE CLASS?

<http://www.laspositascollege.edu/onlinelearning/index.php>

Helpful information can be found in the link above.

HOW TO CHANGE A CLASS TO PASS/NO PASS

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Registration"** link
- **"Change Class Options"** link
- Select the appropriate term and **"Submit"**
- **Grade Mode** → Select the grade mode for each class*
- **"Submit Changes"** button

***If the class is not eligible to be changed, you will not be able to change the grade mode.**

HOW TO VIEW YOUR ASSESSMENT RESULTS

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"View Test Score/Assessment Results"** link

HOW TO VIEW YOUR 1098-T TAX NOTIFICATION

- Log into **CLASS-Web**
- **"Student Services"** tab
- **"Student Records"** link
- **"Tax Notification (1098-T Information)"** link
- Enter the year you wish to see and **"Submit"**