HOW TO REGISTER FOR

Customer Service
or
Small Business Management Certificates
Las Positas College
Spring 2023

How to Become a Student at LPC
http://laspositascollege.edu/stepstosuccess/index.php

Class-Web Step by Step Guides
http://www.laspositascollege.edu/admissions/assets/docs/CLASS-WebGuides.pdf

How to Register 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 (CRN number is the 5 digit number below next to the course name)
- "Submit Changes" button to register

Spring 2023 Noncredit Business Courses

Course Name	CRN Number	Course Code
Developing Your Business Plan	32513	NBUS 212 A01
Legal Aspects of Small Business	32515	NBUS 213 A01

To earn the **Small Business Management Certificate** you can continue in the Fall of 2023 by completing 3 of the Customer Service Courses offered.
All courses are online, and are asynchronous.

Noncredit Course Eligibility
Anyone 18 years of age or older. Students holding F1/F2 and B1/B2 Visas are not allowed to enroll in noncredit classes. High school and Regional Occupation Program (ROP) students who may benefit from instruction and have permission from both their high school district or ROP, and their parent/guardian also may attend. High school students who fit into this category must follow the Concurrent Enrollment procedures.

http://www.laspositascollege.edu/admissions/concurrent.php

Frequently Asked Questions- http://www.laspositascollege.edu/admissions/faq.php
*Scroll down to see Noncredit FAQ