

COASTLINE
COLLEGE

Class Summer
2019
Schedule

COASTLINE
COLLEGE

APPLY NOW!

SUMMER CLASSES BEGIN JUNE 10, 2019

COLLEGE CENTER
11460 Warner Avenue
Fountain Valley
California 92708
• 714 546 7600

WESTMINSTER, LE-JAO CAMPUS
14120 All American Way
Westminster
California 92683
• 714 241 6184

NEWPORT BEACH CAMPUS
1515 Monrovia Avenue
Newport Beach
California 92663
• 714 241 6213

GARDEN GROVE CAMPUS
12901 Euclid Street
Garden Grove
California 92840
• 714 241 6209

www.coastline.edu



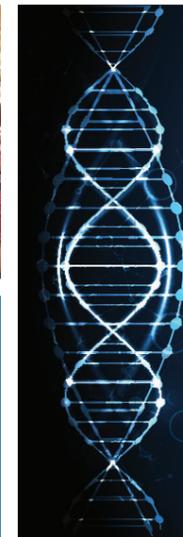
THE LEADER
IN INNOVATIVE
EDUCATION



CAREER.



LIFE.



BALANCE.



MAKING IT EASY
TO SUCCEED!



Want PRIORITY?

Priority Registration is the best way to get the classes you need.

Due to recent legislative changes, priority registration is changing. Students who have met all the requirements listed below prior to March 15, 2019 will be eligible for priority registration. After March 15, students who meet the requirements listed below will be eligible for priority registration for the Fall 2019.

STEP 1 Completed orientation, placement test or multiple measures assessment (or equivalent).

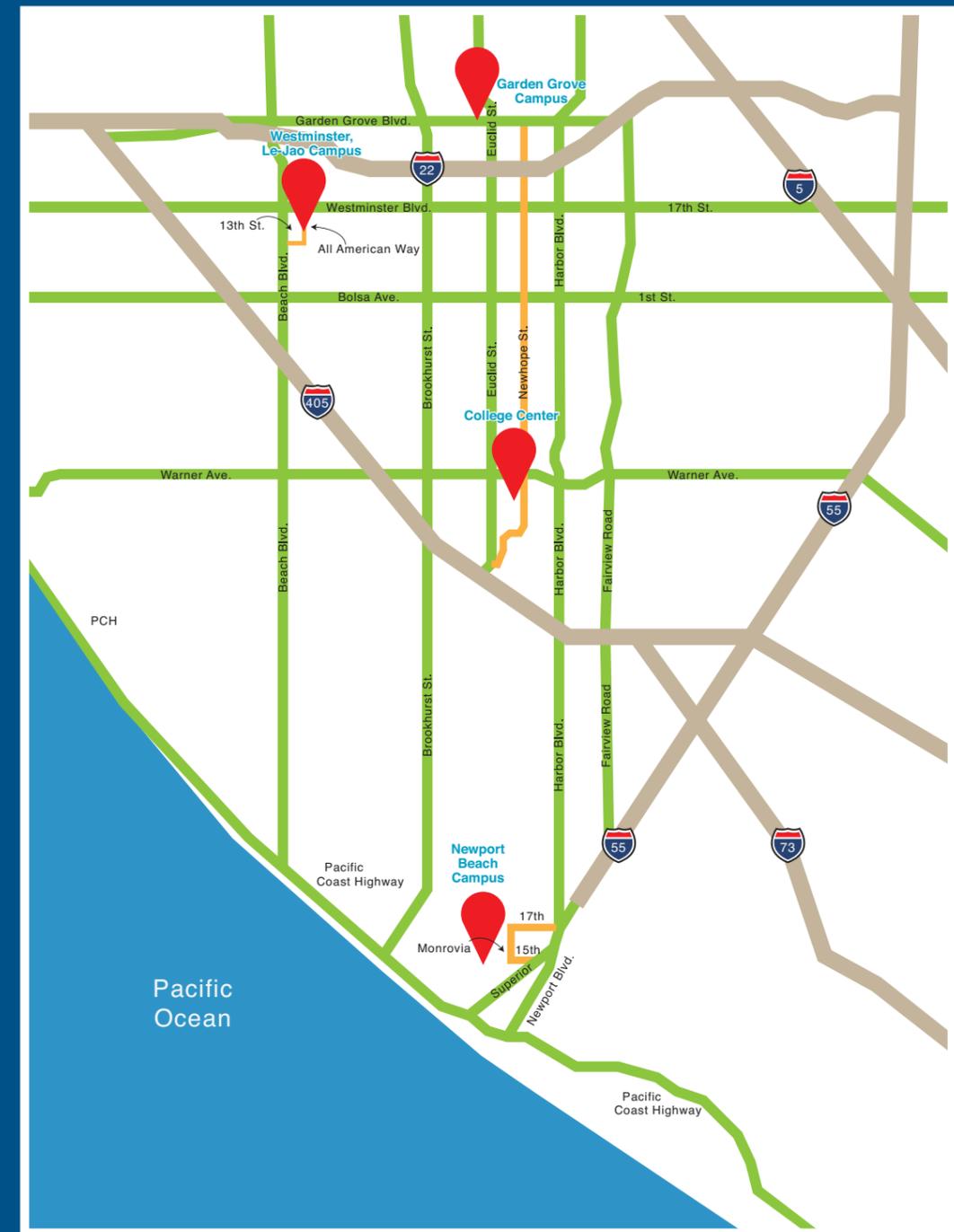
STEP 3 Be in good academic standing and/or progress standing.

STEP 2 Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT), transfer, State-approved Certificate of Achievement, or career advancement.

STEP 4 Earn no more than 100 degree-applicable units within the Coast Community College District (Coastline Community College, Golden West College, and Orange Coast College).

Make Sure You are Registered!

To apply online, visit Coastline's website at:
www.coastline.edu/admissions/priority-registration



Find us!

COLLEGE CENTER
11460 Warner Avenue
Fountain Valley
California 92708
• 714 546 7600

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CONTENTS

2-54

General Information

- 2 President's Message
- 3 Important Dates/Calendar
- 5 Enrollment Steps
- 6 Student Success Centers
- 7 Get The Classes You Want
- 8 Admissions Information
- 13 Admissions Process
- 15 Registration Information
- 17 Enrollment Process
- 19 My CCC Reference Guide
- 25 Nonresident Forms
- 27 Costs & Fees
- 31 EOPS/CARE/NextUp
- 33 Financial Aid
- 35 Career Training
- 36 Distance Learning
- 37 Student Services
- 41 Veterans
- 41 Workforce Development & Corporate Education
- 42 Policies & Regulations
- 52 Important College Terms
- 53 Health Services
- 53 Bookstore
- 54 Online Library

55-86

Course Listings

- 55 Summer Courses

85-95

Distance Learning

- 86 Benefits of Distance Learning
- 87 Degrees & Certificates
- 88 Online Course Information
- 89 Telecourse Information
- 91 Textbooks/Materials
- 92 Proctor Rules & Regulations
- 93 Frequently Asked Questions (FAQ)

96-102

Programs

- 96 STAR 2.0
- 97 Associate Degree Programs for Transfer
- 98 Military Programs
- 99 Learning 1ST Online Associate to Bachelor's
- 100 TEACH³
- 102 APACT

PRESIDENT'S MESSAGE

Dear Students:

Welcome to Coastline College! We are honored to serve you during the Summer session of 2019 and are very glad you have made the wise choice for YOUR future by enrolling at Coastline.

Investing in a college education is still the smartest investment you can make. Research consistently shows that college graduates earn more than those with high school diplomas—as much as 40% more over the course of their lifetime. Degree earners also find more job opportunities open to them and tend to be happier with their careers. If that sounds like the future you want, you've definitely come to the right place. As a fully accredited college, Coastline provides affordable, accessible, and high quality education at three beautiful campuses in Orange County (Garden Grove, Newport Beach, and Westminster), as well as convenient, online courses and degrees you can take right from your home, wherever you live.

Coastline is focused on YOUR Success. Since we started in 1976, our focus has been on helping YOU, the student, achieve your academic and career goals. Whether your goal is to earn your Associate degree and transfer to a university or to complete a certificate to improve your career opportunities, Coastline is here to help YOU succeed. You can count on first-class student support services and programs, low student-faculty ratio, high-caliber faculty, and academic excellence.

You can complete courses on-site; you can pick up that extra class you need to complete your coursework and degree program at a four-year university; or get a 100% online degree through our distance learning program—the opportunities are plentiful. If you are interested in a career in cybersecurity, paralegal studies, process technology, or other high-in-demand careers, Career and Technical Education is also available to you with remarkably successful career placement statistics. Or if you are a member of the Military, Coastline also provides nationally-recognized educational programs and services to thousands of active-duty Service members, and their family members worldwide through our Extended Learning Division for active-duty military and Veterans.

Ranked as one of the fastest growing community colleges in the United States by Community College Week, Coastline is one of the most unique community colleges in California. You will find that with offerings such as transfer degree programs, 100% online degrees, site-based degrees, military education, corporate training, workforce development programs, and Career and Technical Education offerings, you have many choices and great opportunities to achieve your goals. Rest assured, you have come to the right college because we care about you, and we are deeply committed to supporting your success. Have a wonderful and productive year.

Sincerely,



Dr. Loretta P. Adrian
President



Important Dates

June 9 (Sunday)

Residency Determination Date

June 10 (Monday)

Class instruction begins

June 20 (Thursday)

Last day to enroll in first 8-week, onsite and Distance Learning classes with instructor permission

June 24 (Monday)

Second, 8-week classes begin

July 1 (Monday)

Last day to enroll in second 8-week, onsite and Distant Learning classes with instructor permission

July 12 (Friday)

Filing deadline—Summer Graduation

August 3 (Saturday)

End of first 8-week classes

August 16 (Friday)

End of second 8-week classes

Holidays

(College closed—No Classes)

July 4 (Thursday)

Independence Day

Drop Dates

Refer to your Student Program (Web Schedule Bill) at MyCCC for exact deadlines.

DEADLINE TO SELECT PASS/NO PASS GRADING OPTION

—Students wishing to select the P/NP grading option courses must submit the form to the Admissions Office by the same deadline date as the last day to drop without a “W”. The deadline date for each course can be found on your MyCCC “Student Class Program (web schedule bill)” or on the coastline.edu searchable schedule.

REFUND POLICY—Refund policy for enrollment, health, material, nonresident tuition and parking fees for short-term classes is the refund cutoff date on which 10% of the class meeting has occurred. Refer to your Student Schedule/Bill at MyCCC for exact refund dates.

CLASS CANCELLATION—The college reserves the right to cancel classes. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be cancelled as a result of low enrollment, State legislation, and/or financial considerations. When classes are cancelled due to low enrollment, every attempt will be made to help students adjust their academic schedules.

ATTENTION: MILITARY & CORPORATE EDUCATION STUDENTS

—The above calendar and published Non-Payment Drop Policy may not apply to students registering for the Military/Corporate education terms. For applicable TA/Payment and Drop Deadlines, check the Military & Corporate Education Academic Calendar.

Coastline’s Vision

Creating opportunities for student success.

Coastline’s Mission

Coastline College steadfastly focuses on providing access and supporting student success and achievement. Inspired by an innovative and student-centered mindset, Coastline delivers flexible courses and services that cultivate and guide diverse student populations across the globe to complete pathways leading to the attainment of associate degrees, certificates, career readiness, and transfer to four-year colleges/universities.

Coastline College

President:

Loretta P. Adrian, Ph.D.

Coast Community College District

Chancellor:

John Thomas Weispfenning, Ph.D.

Accreditation: Coastline is accredited by the Western Association of Schools and Colleges, a nationally recognized regional accrediting agency.

Non-Discrimination Statement: The Coast Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or Veteran status, or genetic information or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

ASSOCIATED STUDENT GOVERNMENT



Hello Fellow Students,

Welcome to Coastline College's 2019 Summer session! Whether you are a new student or one that is getting ready to graduate, we are certain that you will be satisfied with our on-site, online, and blended programs. At Coastline, you will find approachable and helpful faculty who care about your academic experience and success in and beyond the classroom. The time is now to move closer to your goals and we are here to help you make it happen at Coastline! While here, please consider participating in Associated Student Government (ASG)! We truly need and welcome input from all students—Distance Learning students, Military Ed, and traditional on-campus students. We are a collaborative group that advocates on students' behalf, functioning as a conduit of information between district/college administration and students. We fund scholarships, activities, and club activities, as well as brainstorm ways to foster student life at Coastline. ASG members also participate in student governance on a regional and statewide scale, ensuring that our group accurately represents students' concerns.

For more info, visit us on the web at www.coastline.edu/asg, email us at asg@coastline.edu, or give us a call at (714) 241-6253. ASG has an open-door policy and we welcome any questions, comments, or suggestions. We look forward to hearing from you!

Sincerely,

ASG

EMAIL: asg@coastline.edu

WEB: www.coastline.edu/asg

PHONE: (714) 241-6253

ENROLLMENT STEPS TO SUCCESS

1. APPLY ONLINE

- NEW/RETURNING STUDENTS—
Visit www.coastline.edu
- CONTINUING STUDENTS—
Do not need to apply!

2. APPLY FOR FINANCIAL AID

- NEW STUDENTS—Visit www.fafsa.ed.gov
- CONTINUING STUDENTS—Submit a new fee waiver application each year, beginning with the fall term

3. MATH AND ENGLISH ASSESSMENT

- Placement tests or multiple measures assessment is used to place students in Math/English courses
- Visit <http://www.coastline.edu/services/assessment-center/>

4. ONLINE ORIENTATION

- No appointment needed—
Visit <http://www.coastline.edu/orientation>

5. MEET WITH AN ACADEMIC COUNSELOR

- Schedule in-person or virtual appointment with a counselor
- Bring high school and/or other college transcripts for course placement
- Have a counselor-approved student educational plan in DegreeWorks

6. UPDATE PERSONAL INFORMATION

- Access MyCCC to update your contact information (mailing address & phone number) for accuracy

7. REGISTER FOR CLASSES AT MyCCC

- NEW STUDENTS—Visit “MyCCC” for registration date and time
- CONTINUING STUDENTS—Visit “MyCCC” for registration date and time

8. PAY YOUR FEES

- Fees are due when you register
- Pay by credit card on MyCCC
- Make check or money order payable to Admissions and Records

9. ATTEND CLASSES

- It is very important to attend the first class meeting

MILITARY & CORPORATE STUDENTS

COASTLINE'S EXTENDED LEARNING DIVISION
THE WORLD IS OUR CAMPUS!

Military Branch and Corporate enrollment information and the Extended Learning Division Academic Calendar can be found at ELD.Coastline.edu



Student Success Centers

The Student Success Center provides students with tutors in multiple subjects including writing (any discipline), math, biology, chemistry, accounting, and more!

- Comfortable study areas with tables and desks.
- Internet-connected computers for research, school email, and homework.
- Study independently or with a group!
- Online tutoring is also available.

The Student Success Center is located at each of our Campuses.

For tutoring schedule and more information visit www.coastline.edu/ssc or call (714) 241-6184, Ext. 17420

GET A HEAD START ON YOUR ACADEMIC GOALS

FREE on-site and online tutoring services available for all major disciplines for all Coastline students. You can request a tutor for general studies, accounting, science, writing, reading, and study skills/time management.

For more information, visit the Student Success website at www.coastline.edu/ssc or call (714) 241-6184, Ext. 17420 or email: success@coastline.edu.

Tips on Getting the Classes You Want!

What if the class is closed?

1. If space is available, add yourself to the WaitList.
2. Check your MyCCC account for up-to-date information on your WaitList status. Your WaitList placement will change once students drop or are dropped for non-payment from the course.
3. Check your STUDENT email account several times daily. Once a seat opens, you will be notified immediately and you will have a 24-hour window period from the time of notification to add yourself to the class, (students with current cell phone numbers will also receive a text notification). If you miss the 24-hour window period, you will be removed from the WaitList.
4. Remember, classes do not always remain closed. Check the Web Class Schedule often to see if the class reopens.
5. Go to the first class meeting. Even though the class is full, instructors may be able to add additional students upon no shows or drops.

What if I need money?

1. Need financial aid or a student loan? You may file your application online at: www.fafsa.ed.gov
2. Coastline's Financial Aid website at: www.coastline.edu/services/financial-aid or call our office at: (714) 241-6239.
3. Used textbooks cost less than new and sell out early. You may purchase your textbooks at the Coastline bookstore or Rent-A-Text is also a viable option. For more information, go to: www.coastline.edu and click on Bookstore
4. Another source for financial aid information, check out: www.icanaffordcollege.com
5. There are increased benefits for Veterans. Call our office at: (714) 241-6325.
6. You may meet the eligibility criteria for additional support services through the following offices:
Disabled Student Program Services (DSPS): (714) 241-6214
CalWORKs: (714) 241-6237
EOPS/CARE/NextUp: (714) 241-6237

New/Returning Students

- Apply Early—online at: www.coastline.edu
- Complete enrollment—Steps to Success on page 5.

Students

Check your MyCCC home page frequently for the following information:

1. Click on the Registration link; Under Registration Tools select: REGISTRATION STATUS.
2. Clear HOLDS.
3. Check the Web Class Schedule and class availability often.
4. Check other information such as grades, announcements, email message(s), etc.
5. If you need an assessment test, sign up sooner as opposed to later, call (714) 241-6285.
6. If you need a counseling appointment, make an appointment today, call (714) 241-6162.



ADMISSION INFORMATION

In order to be eligible for priority registration and to get the classes you need students must meet ALL the following requirements prior to March 15, 2019.

1. Completed placement testing and orientation (or equivalent).
2. Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT) transfer, State-approved Certificate of Achievement, or career advancement.
3. Be in good academic standing and/or progress standing.
4. Have not earned more than 100 degree-applicable units within the Coast Community College District (Coastline College, Golden West College, and Orange Coast College).

ADMISSIONS INFORMATION WHO MAY APPLY

Anyone 18 years of age or older and who can profit from instruction qualifies for admission. If under age 18, you will qualify for admission if you have satisfied one of these:

1. Graduated from high school.
2. Passed the California High School Certificate of Proficiency Test or the equivalent.
3. Completed the 8th grade and received permission from your high school and parent to attend.

High school students may be eligible for Coastline College's Special Part-Time Program. The Special Part-Time Program is designed for 9th through 12th grade high school students seeking advanced scholastic or vocational coursework not available at the high school. The school and the college will

determine who may enroll based on their judgment of the applicant's ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, college policy, state law and space availability. **NOTE:** In accordance with SB338, enrollment in physical education courses have been restricted or excluded.

NOTE: Not all courses offered at Coastline Colleges are available for Special Part-Time enrollment. All assessments, prerequisites and necessary qualifications must be met in order to be considered for enrollment as a Special Part-Time student. Consult the current class schedule or College Catalog for course prerequisites and other requirements.

According to state guidelines, students enrolled in home school must be associated with a program approved through your County, or must be a person holding a California teaching credential, or must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

RESIDENCE REQUIREMENTS CALIFORNIA RESIDENCE

Generally, California residence is established by one of the following:

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have residence in California for

a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.

3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from establishing residency in California must have legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.

***Residency Exemption**—Nonresident Tuition Exemptions for Refugees, Special Immigrant Visa holders, and Others

In 2017, the California Legislature also enacted Assembly Bill 343, which establishes a new exemption from nonresident tuition for refugees with special immigrant visas (SIVs) who have fled Afghanistan, Iraq, Syria or other countries. Please contact the Residency Specialist at Residency@coastline.edu for more information. Effective January 1, 2018, Education Code section 68075.6 grants an exemption to nonresident tuition for: (1) Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq, and who meet certain criteria (Ed. Code, § 68075.6, subd. (b)(1); Public Law 110-181, § 1244); (2) translators (and their spouses and children) who worked directly with the United States Armed Forces, and who meet certain criteria (Ed. Code, § 68075.6; Public Law 109-163, § 1059); and (3) refugees (Ed. Code, § 68075.6, subd. (b)(1), 8 U.S.C. § 1157). These exemptions only apply

to those who settled in California upon entering the United States. (Ed. Code, § 68075.6, subd. (b)(1).) Students who settled elsewhere in the United States, and then moved to California would not be eligible for this exemption and would be required to either establish residency or pay nonresident tuition. Under Education Code section 68122, T and U visa holders are also exempt from nonresident tuition by extension of Assembly Bill 343.

Assembly Bill 343 also states that the exemption for a student is only available for the maximum time it would take for the student to establish residency. (Ed. Code, § 68075.6, subd. (b)(1).) That time, and therefore any nonresident tuition exemption, will expire one year from the date the student settled in California upon entering the United States. (Ed. Code, § 68017.) Upon expiration of the nonresident tuition exemption, the student will either have established residency in California, or will have an intention to reside elsewhere, and be subject to nonresident tuition.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and Records Office.

NON-CALIFORNIA RESIDENTS

The following conditions are applicable regarding nonresident fees:

1. Students who are not residents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay a nonresident tuition and capital outlay fees.
2. Active duty Servicemembers are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state supported institution of higher education.
3. Dependents of Servicemembers are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition and capital outlay fees unless they have met the residency intent and durational

requirements for a one-year period prior to the residency determination date.

4. Veterans that were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.
5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.
6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
7. Alien students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Coastline College and will have to pay nonresident tuition capital outlay fees.
8. **AB 540 Exemption Eligibility Requirements**
Senate Bill 68 established a complex scheme for determining eligibility for the AB 540 exemption. Under Senate Bill 68, a student is exempt from paying nonresident tuition at the California Community Colleges if the student meets all of the following four requirements, as applicable:
Requirement 1: Attendance at California schools. This requirement may be met in either of the following two ways:
 - Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county

office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or

- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools (Ed. Code, § 68130.5, subd. (a)(1).)

Full-time attendance at a California community college means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance. (Ed. Code, § 68130.5, subds. (a)(1)(C)(i), (a)(1)(C)(ii).)

Full-time attendance at a California adult school means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, or Penal Codes sections 2053 or 2054.2. (Ed. Code, § 68130.5, subd. (a)(1)(C)(i).)

Requirement 2: Completion of a course of study. This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.
- Attainment of an associate degree from a California community college.
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college. (Ed. Code, § 68130.5, subd. (a)(2).)

Requirement 3: Registration. Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California. (Ed. Code, § 68130.5, subd. (a)(3).)

Requirement 4: Affidavit of student without lawful immigration status. Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Ed. Code, § 68130.5, subd. (a)(4).)

¹Under Senate Bill 68, a “nonimmigrant alien” within the meaning 8 U.S.C. § 1101(a)(15) is not entitled to claim the exemption. These provisions identify a number of categories of visitors to the United States who have a form of temporary lawful status, but do not intend to establish residency.

²California General Educational Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and California High School Proficiency Examination (CHSPE). See General Counsel Legal Opinions 05-09 and 06-02.

9. In accordance with SB 141, Coastline College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.
10. This is a “Non Resident Tuition” Exemption: In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California’s child welfare system, or was served by California’s child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.

Non-resident Tuition: \$265.00 per unit + \$11.00 per unit Non-Resident Capital Outlay. Students who are not California residents as defined by the Education

Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student’s responsibility to prove that he/she is a California resident.

VACA ACT

VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT (VACA)

Effective July 1, 2015, California Education Code (68075.5(c)c) allows California Community Colleges to grant full exemption from the nonresident fee for all students verified to be “covered individuals” per the below criteria and that qualify to use Montgomery GI Bill® - Active Duty or Post-9/11 GI Bill® or Training and Rehabilitation for Veterans with Service-Connected Disabilities Benefits education benefits (Chapters 30, 31, and 33, respectively, of Title 38, U.S. Code) while living in California.

COVERED INDIVIDUALS:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active-duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active-duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill® benefits to the children and surviving and surviving spouses of Servicemembers who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember’s death in the line of duty following a period of active-duty service of 90 days or more.

4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

HOW DO I OBTAIN THE VACA ACT TUITION FEE WAIVER?

The VACA Act Tuition Fee Waiver form is available online at the following link <http://www.coastline.edu/students/forms/#studentsMilitary>, then click on Students-Military.

Incorrect Classification

A student incorrectly classified as a California Resident is subject to reclassification as a nonresident and payment of nonresident fees. If incorrect classification results from false or misleading statements, the student will be responsible for any fees associated with the incorrect classification. For evaluation of residency status, students must complete the Statement of Residence form and submit appropriate documentation as proof of California Residence (Sections 54012 and 54024 of AP 5015 Residence Classification) through the third week of the semester. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by Admissions & Records.

GI Bill® Disclaimer:

“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Reclassification

Reclassification to resident status must be requested by the student. The appropriate Statement of Residence form along with the required proofs that establish both physical presence (minimum requirement of 12 consecutive months prior to the residency determination date) and intent to make California their permanent home must be submitted to Admissions & Records prior to the term in which the student wishes to establish residency. Although a minimum of two proofs are required for residency reclassification consideration, the burden of proof remains in the hands of the requestor. Therefore, the Admissions and Records office reserves the right to request additional documentation in its efforts to determine California Residency for tuition purposes. For additional information, contact a Residency Specialist in the Admissions & Records Office at residency@coastline.edu

International Students: Coastline is authorized by the United States Immigration Naturalization service to enroll International Students (F-1).

The faculty, students and staff of Coastline believe that our international students provide an ethnic and cultural diversity to the college and help increase the awareness and understanding of students from other countries and cultures. Conversely, we provide an opportunity for our international students to study in the United States and learn about us and our culture. Coastline uses multiple instructional sites in the community as classroom locations. Based on this, foreign students are reminded to make appropriate arrangements for transportation to and from classes.

Interested International students should request applications from:

Coastline College
Attn: International Students
Admissions
11460 Warner Avenue
Fountain Valley, CA 92708

The following are entrance procedures for international students requesting F-1 status:

- Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring semesters. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August and spring, in late January. We recommend early application for the best selection of classes.
- International applicants must complete an international student admission packet including:
 1. International student application
 2. A \$55 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
 3. International Student Financial Support Information Form
 4. Bank Certification Form
 5. All evidence of high school graduation or higher must be submitted. The "official" transcripts of the original records must be accompanied by a notarized English translation.
 6. TOEFL score: A minimum score of 500 (paper based) or 61 (Internet-based test) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language (ESL) are not required to take the TOEFL test. However, students are strongly encouraged to provide TOEFL or equivalent scores for appropriate placement purposes. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.
 7. Notice of Intent to Transfer if transferring from a college in the U.S.
 8. International students are required to purchase medical insurance approved by Coastline College during their entire course of study.

9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
10. International students pay nonresident tuition during their attendance at Coastline.

Admission materials received from international applicants remain active for 12 months after their submission. If the international applicant does not register during that 12-month period, the materials are destroyed.

Students Holding Visas Other Than Student (F-1) Visas: Aliens holding valid visas that are otherwise eligible for admission may enroll in classes provided that they are proficient in English and their visas do not expire before the end of the term for which they are enrolling. Contact the Admissions & Records Office for information concerning specific enrollment restrictions.

An alien who is precluded from establishing domicile in the United States shall not be classified as a resident unless and until he or she has been granted a change in status by the U.S. Citizenship and Immigration Services (USCIS) to a classification which permits establishing domicile and has met all other applicable residency requirements. Aliens considered to be nonresidents are required to pay the nonresident tuition charge, and are not eligible for tuition exemption (Education Code 68130.5).

Coast Community College District Residence: In order to attend Coastline, an applicant must meet the California residence requirements.

This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

INTERNATIONAL PART-TIME CONCURRENT ENROLLMENT

If you are currently in the U.S. attending another school on an F-1, J-1 or M-1 visa, you may be able to take one or two classes at Coastline as a concurrent student. You must submit the following documents to request concurrent enrollment at Coastline:



1. Complete the online application at <http://www.coastline.edu/admissions/admissions-information>
2. A copy of your current I-20 valid until the end of the term in which you are enrolling in.*
3. A letter from the DSO at your current school authorizing you to take the specific Coastline course(s).*

*Please wait until you receive your CCC student ID number before sending items 2 and 3.

The above documents can be emailed to residency@coastline.edu or submitted to the Admissions Office or fax to (714) 241-6288. We do not accept photographs of documents; all documents must be scanned and emailed. You will need to submit a new letter for each term you wish to enroll in.

PRE-REQUISITE CLEARANCE: If you are trying to register for a class at Coastline that has a prerequisite, you must meet one of the following:

- Your CCC, OCC, or GWC placement test results or multiple measures assessment must recommend you for the class, or
- You must have completed the prerequisite course at CCC, OCC, or GWC after 1989 with a grade of C or better or be currently enrolled in it at the time of registration and subsequently earn a grade of C or better, or
- You must have completed the prerequisite course at another college with a grade C or better. To show proof of the prerequisite completion, bring a copy of your transcript or grade report to the Admissions Office, email matriculation@coastline.edu or fax to (714) 241-6288 prior to enrolling, or
- Your Early Assessment Program, Advanced Placement, College Level Examination, or International Baccalaureate scores must clear you for the class. To show proof of the prerequisite completion, bring a copy of your results to the Admissions Office, email matriculation@coastline.edu or fax to (714) 241-6288 prior to enrolling, or
- As of January 1, 2018, due to the state mandated AB 705 bill, you may bypass developmental-level prerequisites and place yourselves into college-level math and English. You may wish to receive guidance to maximize your likelihood of succeeding in college-level (non-development) classes in the shortest time possible.

Coastline is not able to guarantee access to classes. Students on concurrent enrollment are limited to six (6) units during the semester.

ADMISSIONS PROCESS

ADMISSIONS PROCESS

You may apply for admission online on the Coastline College website at www.coastline.edu. For your convenience computers are available in the Admissions and Records Office, Garden Grove Campus, Newport Beach Campus, and Westminster, Le-Jao Campus if you do not have access to a computer.

CONTINUING STUDENTS

Students enrolled during the Fall 2018 and/or Spring 2019 semester will automatically receive a registration appointment for the Summer 2019 session via their MyCCC account in mid-March.

NEW & RETURNING STUDENTS

New and returning students (students not enrolled for Fall 2018 and/or Spring 2019) will be given a date and appointment time to register after their application has been processed. Students are notified of required checklist items (assessment, origination visa info, date of birth, etc.) via email after submitting their application for admission to the college. Registration appointments can be viewed on your MyCCC portal page
Registration>Registration
Tools>Registration Status and students may register at their assigned time or anytime thereafter during the registration period.

MILITARY CONTRACT EDUCATION STUDENTS

Active-duty Servicemembers, family members, and Veterans electing to enroll in Coastline's Military Education Program should visit <http://Military.Coastline.edu> for further information, online class schedule, and for admissions and registration processes specific to this program.

INTERNATIONAL STUDENTS

All International students must contact the Admissions and Records Office to apply for admission to the college. You can request an application by contacting Javier Alcalá at (714) 546-7600, ext. 16609.

GRADUATING HIGH SCHOOL STUDENTS

High School Students who were enrolled for the Spring 2019 term, and will graduate from High School in June 2019, will need to reapply to Coastline College for the Summer 2019 session to become a first time College student.

HIGH SCHOOL STUDENTS

Special part-time high school students (students enrolled in the 9th through 12th grade) must have an High School Release form on file with the Admissions and Records Office prior to registration. This petition indicates which course/s the student is permitted to take, which will be enforced during the online registration process.

STUDENTS WITH DISABILITIES

Students with a verified a disability and who need assistance with Admissions and Registration are encouraged to call (714) 241-6214, email specialprograms@coastline.edu, or visit <http://www.coastline.edu/students/students-with-disabilities> for assistance.

Things you need to know about applying for admission

1. Once you submit your application online, you'll receive an email confirmation.
2. If you need help paying for college, apply for financial aid at the time of application.
3. For information regarding who may apply for admission and California residency, please visit the Admissions & Records page on the Coastline College website.



APPLICATION CONFIRMATION/ REGISTRATION APPOINTMENT

You will receive an email from CCCApply confirming successful submission of your application. Allow 1-2 business days to process your application. Once your application has been accepted you will receive an email containing your Admissions information including your MyCCC user name and password, your CCC student email address, MyCCC login information and how to see your registration appointment time. You will register for your classes on line via MyCCC. The email will indicate whether or not you need to complete placement testing and/or attend an orientation. If you do not receive an email within seven working days of submitting your application, contact the Admissions and Records Office at (714) 241-6176.



REGISTRATION ENROLLMENT STEPS

All admitted students will receive an account to log in to MyCCC, the college's new student/faculty web portal. Account (log in) information will be emailed or mailed to new students upon completion of the admissions process. Continuing students Summer registration appointments are posted online on your MyCCC account in mid-March.

Coastline's Admissions and Records Office

is located at:

Coastline College Center,
11460 Warner Avenue
(corner of Warner Avenue & Newhope St.)
Fountain Valley, CA 92708

REGULAR HOURS:

Monday-Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-12 noon

SUMMER REGISTRATION EXTENDED HOURS:

Friday, June 7, 8 a.m.-5 p.m.
Friday, June 14, 8 a.m.-5 p.m.



REGISTRATION INFORMATION

REGISTRATION RESTRICTIONS

AUDITING

The college is no longer offering students the option to audit a course.

CHANGES

Coastline makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur. Courses described in this publication are subject to change without notice. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be canceled as a result of low enrollment, state legislation and/or financial consideration. When classes are canceled due to low enrollment, every attempt will be made to help students adjust their academic schedules. In addition, students are advised that all information set out in this publication is subject to change without notice, and the Board of Trustees of the CCCD, the chancellor of the CCCD and the president of Coastline reserve the right to add, amend or repeal regulations, rules, resolutions or policies within the administrative area of responsibility of such officers.

CLASS ATTENDANCE

Registered students who miss the first class meeting may be dropped. Students who must miss the first class should notify their instructors through the appropriate learning center prior to the first meeting to avoid being dropped from the class. Students are expected to attend class on a regular basis. Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.

CONTINUOUS ATTENDANCE

Continuous attendance at Coastline is defined as the completion of at least one course during a regular semester (fall and/or spring) of each academic year.

COURSE REPETITION

Course repetition is prohibited by state law as described in California Administrative Code, Title V. However, exceptions are allowed as follows:

1. Students who wish to repeat a course in which a substandard grade of “D, F, or NP” was earned may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline provided the repeated course is equivalent to the one taken at CCC.
2. If the grade earned was “A, B, C or P”, a college committee will review the repeat petition for appropriate action based on extenuating circumstances.

Upon completion of the repeated course, the student must file the “Petition to Remove D or F” in the Admissions and Records office. The student’s academic transcript shall then be annotated reflecting their recomputed GPA and omitting the prior unsatisfactory grade(s) of “D and/or F” However, previously recorded coursework will not be removed or otherwise changed on the student’s permanent record.

A course in which the student received a grade of “D, F, NP, or W” may be repeated only three times. Students wishing to repeat a course more than three times may appeal for extenuating circumstances by filing a “Petition to Repeat a College Credit Class” prior to registration. Petition forms are available in the Coastline Admissions and Records Office and on the Website at coastline.edu.

Have you completed your Student Educational Plan (SEP)?

If not, here are some ways to complete your plan:

Option 1: Make a Counseling Appointment

Counselors are available at the College Center (Fountain Valley), Garden Grove Campus, Westminster, Le-Jao Campus, and Newport Beach Campus throughout each semester or you can make a phone appointment.

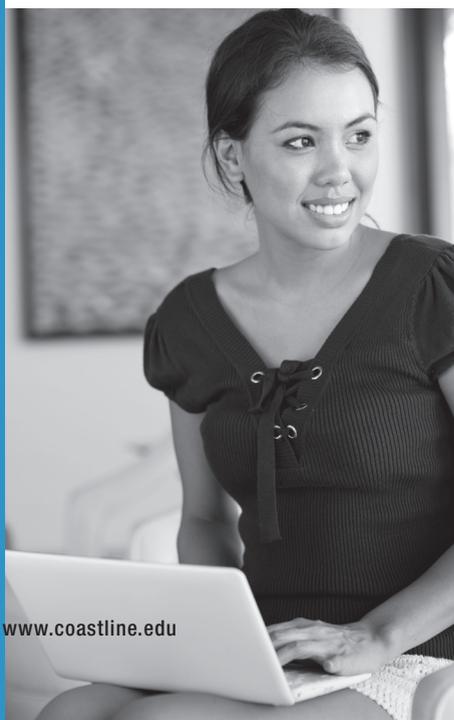
Call (714) 241-6162 for appointments or additional information.

Option 2: Attend a Student Educational Planning (SEP) Workshop

The Counseling Department is hosting 2-hour evening workshops to help guide you on how to create a Student Educational Plan (SEP). These workshops will be at either Westminster, Le-Jao Campus or Garden Grove Campus. For reservations or additional information, please call the Counseling office at (714) 241-6162.

Option 3: Complete a Counseling Class

The following courses include completion of a Student Educational Plan:
Counseling C104—Career/Life Planning
Counseling C105—Strategies for College Success



Familiarize Yourself With These Terms

Closed Classes—If the class you wish to register in is closed at the time you register, we suggest the following:

1. Go for the sure thing! Try to find another section of the course that may still have seats available.
2. Check back periodically to see if someone has dropped, at which time you would be able to add the class.
3. Attend the first class meeting and ask the instructor for permission to enter the closed class for on campus classes or email the instructor for online classes and ask the instructor for an Add Authorization Code (AAC).

Permissions Required Courses—Enclose test scores and proof of eligibility for math and English. These forms must be submitted prior to your registration appointment.

Class Canceled—A canceled class/section is one that is not going to be offered for that semester due to various reasons. You will need to choose an alternate class/section.

Concurrent Enrollment Required—This term applies to classes in which you must enroll in both a lecture and a lab. It may also apply to classes that require you to enroll in another type of class at the same time.

Duplicate Section—You cannot enroll in two sections of the same course during the same semester unless they are a first and second nine-week class and coded as a repeatable course.

Time Conflict—You may not enroll in two classes that overlap in time. Check the scheduled class times carefully when planning your program.

Clear Any Obligations—Students must clear holds before registering. To check to see if you have any holds on your records, login to your MyCCC account. Click on the Registration Link, then click on “holds information” in the Other Resource box.

Program Restriction—If you receive this message when attempting to register, it means we have you classified as a High School student. (See special admit students below):

Special Admit Students—Students who are enrolled in 9-12 are Special Admit students. A High School Release Form, must be completed and submitted each term before Special Admit students are permitted to register. All necessary forms and instructions are available at: <http://www.coastline.edu/students/forms>.

ENROLLMENT PROCESS

The following outlines the process to follow for successful registration.

HOW TO REGISTER FOR CLASSES:

You may register for classes on or after your assigned appointment time. To register for classes, login to your MyCCC and follow the steps below (for additional help see the MyCCC Guide section):

1. Click on the Registration link
2. Under Registration tools, click on "Add or Drop Classes"
3. Select a term (ex: CCC Summer 2019)
4. Enter Course Reference Numbers (CRNs) from the online or printed class schedule then click on "Finalize Add/Drop"
5. If a course requires enrollment in two sections, i.e., a lecture and a lab, both CRN's must be entered at the same time.
NOTE: You are not enrolled in classes until you click on "Finalize Add/Drop"
6. After you have clicked on "Finalize Add/Drop" and you have verified your registration, click on "Pay Now" to pay your fees.

IMPORTANT: Students Receiving Financial Aid

Courses that are neither taught in the classroom nor online are generally considered to be correspondence courses. Students who are receiving financial aid are advised not to enroll in correspondence courses, as these may have a negative impact on how much financial aid they may receive. Unless you are participating in an educational program in which you are required to take correspondence courses, it is highly recommend that you enroll in courses that are taught online or in the classroom.

DROPPING CLASSES: When dropping classes via your MyCCC, it is very important that you click on

"Finalize Add/Drop" after you enter the CRN in which you wish to drop. If you do not click on "Finalize Add/Drop", your drop transaction will NOT be completed, which may result in an "F" or "NP" grade.

LATE REGISTRATION: Students who fail to register by June 10 for 1st 8-week onsite and Distance Learning classes must attend the first class meeting for on campus classes or email the instructor for online classes and ask the instructor for an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

Students who fail to register by June 24 for 2nd 8-week onsite and distance learning classes must attend the first class meeting for on campus classes or email the instructor for online classes and ask the instructor for an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

NOTE: You must have a Summer registration appointment in order to register late. Students who register for classes after the term begins WILL NOT be dropped for non-payment.

GENERAL INFORMATION: In order to select your classes, you must have a Summer 2019 Class Schedule.

Schedules are available on the College website at www.coastline.edu/schedule.

NOTE: Students are not allowed to attend class after the first week without being officially registered in the class. Students are cautioned that late enrollment into a class may severely affect successful completion and does not excuse students from making up missed work. Grades or course credit

will not be given to students who do not officially register by the course deadline.

CLOSED CLASSES AND WAITLISTS:

NOTE: Waitlists are available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified through your student gmail account and will have 24 hours to add the class via MyCCC. (students with current cell phone numbers will also receive a text notification). The 24-hour notification period will include nights and weekends so check your email often. Waitlist email notifications are sent to the Coast District assigned student email account (your username@student.cccd.edu). All prerequisites and corequisites must be met.

SPECIAL NOTE: High School students are not able to place their names on a waitlist for a course. If a class is closed at the time of registration, High School students should attend the first day of class and attempt to petition the class in person for classes meeting for on campus or email the instructor for online classes and ask the instructor for an Add Authorization Code (AAC). Petitioning the class is at the sole discretion of the instructor.

Waitlists become available when class seat counts meet capacity. The "Select"checkbox on the searchable schedule will remain available for registration until both the class seat counts AND the waitlist seat counts meet capacity (i.e., "Closed—C"). These numbers will fluctuate due to drops. Classes with lecture/lab corequisites will have a waitlist option on the lab

section only and NOT on the lecture section. Do not attempt to add the lecture when you waitlist the lab as you will receive an error message. If you are notified via email that a seat has become available for the lab, a seat has been reserved for you in a lecture.

PREREQUISITE CLASSES: Most courses in English and Math have mandatory prerequisites. (Refer to the schedule description of the individual courses.)

Additionally, there are some Biology and Chemistry classes that have mandatory prerequisites. If you are planning to enroll in one of the courses which has a mandatory prerequisite, you must comply with one of the following:

- Your CCC, OCC, or GWC placement test results or multiple measures assessment must recommend you for the class, or
- You must have completed the prerequisite course at CCC, OCC, or GWC after 1989 with a grade of C or better or be currently enrolled in it at the time of registration and subsequently earn a grade of C or better, or
- You must have completed the prerequisite course at another college with a grade C or better. To show proof of the prerequisite completion, bring a copy of your transcript or grade report to the Admission Office or email matriculation@coastline.edu or fax to (714) 241-6288 prior to enrolling, or
- Your Early Assessment Program, Advanced Placement, College Level Examination, or International Baccalaureate scores must clear you for the class. To show proof of the prerequisite completion, bring a copy of your results to the Admission Office or email matriculation@coastline.edu or fax to (714) 241-6288 prior to enrolling, or
- As of January 1, 2018, due to the state mandated AB 705 bill, you may bypass developmental-level prerequisites and place yourselves into college-level math and English. You may wish to receive guidance to

maximize your likelihood of succeeding in college-level (non-development) classes in the shortest time possible.

LATE REGISTRATION (ONCE THE TERM HAS STARTED): Students who register for classes after the term begins WILL NOT be dropped for non-payment. Students will incur a financial obligation to the college AND a hold will be placed on their record if payment is not received. This hold will block future registration (adds, drops), obtaining transcripts, grades, diplomas, or verification of enrollment until all fees are paid.

UNPAID BALANCES: Will be forwarded to Collections and the student will be charged a \$25 collection fee in addition to their balance due.

VERIFY YOUR REGISTRATION AND PRINT YOUR RECEIPT/DETAIL CLASS SCHEDULE: Once you register online and pay your fees, you may print confirmation of your payment and a Detail Class Schedule showing the course information for the courses you registered for. Always double check your registration to make sure it's accurate! This is the time to make sure you registered in the correct course(s)!

BUY YOUR BOOKS: Bring a copy of your Detail Class Schedule with you to the bookstore to help you find the books or go online to purchase your textbooks.

ATTEND CLASS: Go to class! If you miss the first day of class, your seat may be given away to another student. If you enrolled in an online class, log in to the class via the "My Courses" link in your MyCCC portal on the first day of the semester! If you don't log on during the first week of class you might be dropped!

PARKING DECAL (MUST BE PURCHASED ONLINE): If you purchased a parking decal, make sure you have it displayed on your vehicle by the end of the second week of the semester. Campus Safety starts ticketing the Monday of the 3rd week of the Fall and Spring term and the Monday of the second week for summer classes!

CHECK your MyCCC portal page daily! It will include targeted announcements regarding registration, grades, cancelled classes, and much more. If all else fails, just contact Admissions & Records and ask us! (714) 241-6176 Monday-Thursday, 8:00 am to 5:00 pm and Friday, 8:00 am to noon.

STUDENT PHOTO ID CARDS: Students may have their photos taken for a Coastline College Student Identification Card as soon as they register, and have paid all of their fees.

Photos are taken in the Admissions and Records Office (located at the College Center) during normal business hours. Students must bring a copy of their current term "student class program" and another form of photo identification (driver's license, passport, etc.).

The CCC Photo ID card will need to be re-validated each semester after you register and pay all fees due.

The cost for the CCC Photo ID card is included in your college fees.

GRADE OPTION PROCEDURES: Students wishing to select the Pass/No Pass grading method in grade option courses must file the request with the Admissions and Records Office within the first 20% of the length of the course. The pass/no pass grade option form can be found online at coastline.edu. Please contact the Admissions and Records office for specific course deadlines

GRADES: Grade reports are not mailed. Students may access their grades online by logging in to their MyCCC site. Students also have the option of printing their own Coastline College unofficial transcript. Semester grades are available online approximately 10 working days after the end of the semester (excluding holiday periods).

Some of the registration processes do not apply to students registering for the Military/Contract Ed CCC term. For eligibility criteria and instructions on how to apply and register, please visit <http://coastline.edu/MECTBD>.

MyCCC Guide

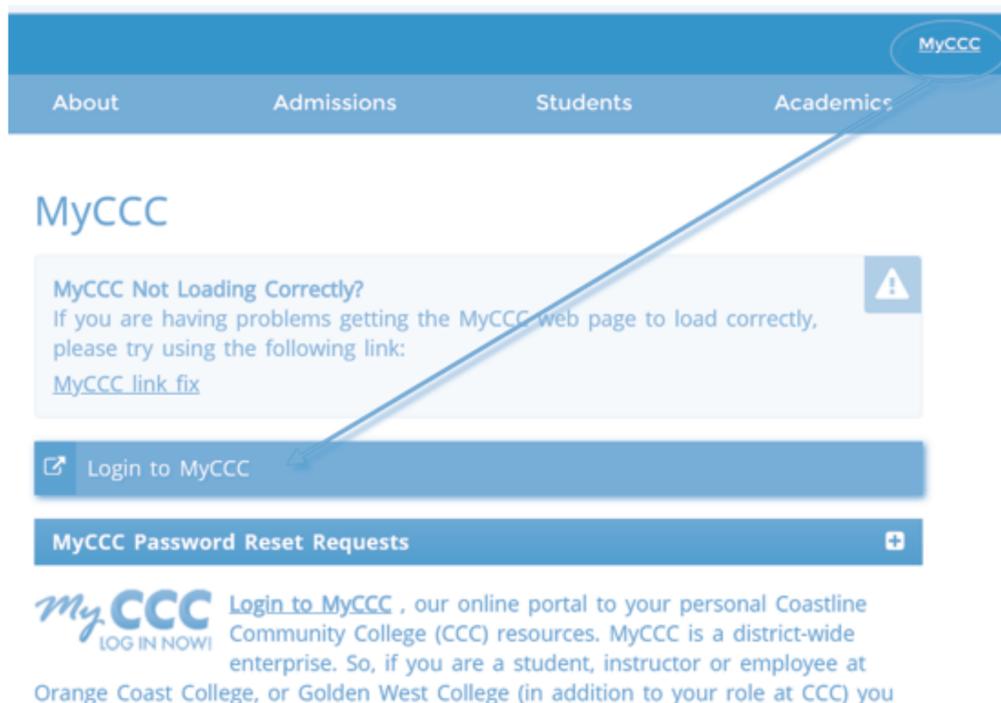
Introducing MyCCC

The Coast Community College District's (CCCD) one-stop Web site that seamlessly connects you to the Online Class Schedule, Registration, Grades, Canvas, and Announcements, as well as many other exciting features. In addition, you will be able to access your new CCCD Student e-mail account which will be your official form of communication with faculty and staff at CCC.

You can log into MyCCC from any computer with an Internet connection and web browser (Internet Explorer/Firefox). MyCCC works on PC and Mac computers.

STEP ONE: Go to www.coastline.edu and click on MyCCC.

- Enter your MyCoast Username:
- Enter your MyCoast Password: your temporary password will be in the following 12 digit format:
Upper case, first letter of first name, lower case, first letter of last name and your 6 digit date of birth followed by CCCD (all capitalized). Ex. John Smith, March 28, 1998. The password would be Js032898CCCD
- After successfully logging in you will be prompted to create a new password.

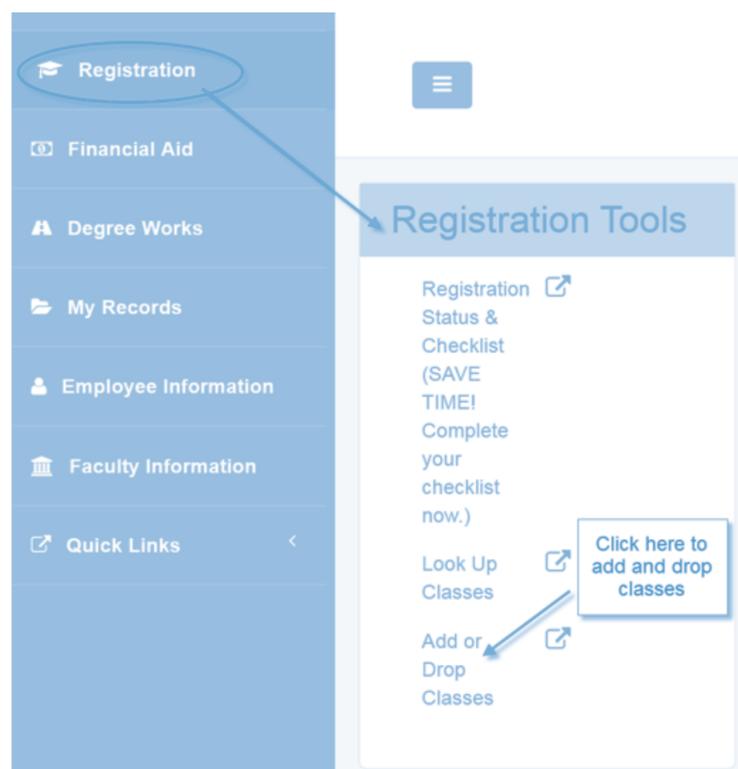


STEP TWO: Set up your alternate e-mail. A confirmation e-mail will be sent to you immediately. Reply to that e-mail within 12 hours to confirm your account.

How do I register for courses?

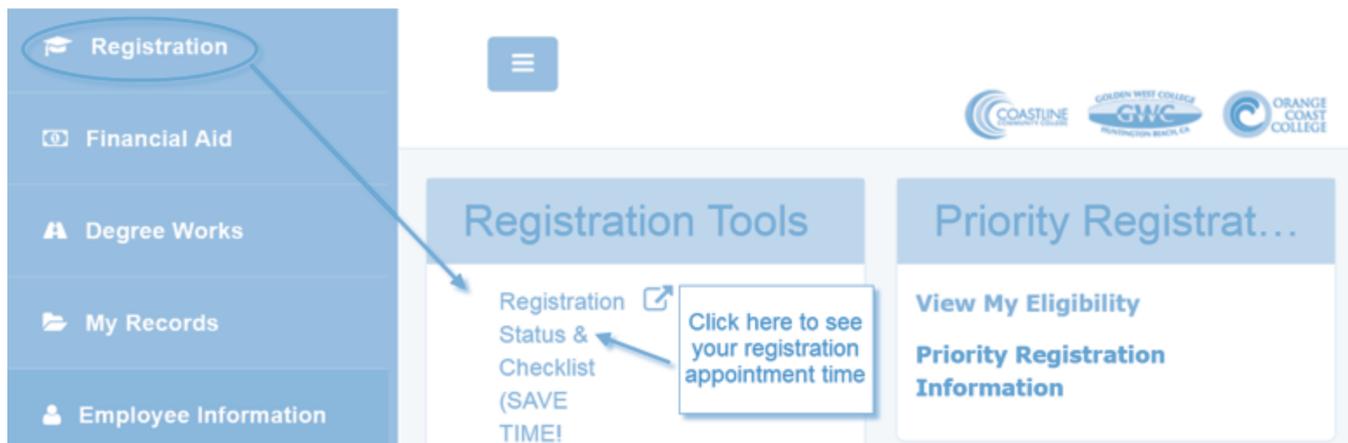
1. Click on the Registration link.
2. Click on "Add or Drop Classes" under registration tools.
3. Select a term (ex: CCC Summer 2019 then click on "Submit."
4. Enter Course Reference Numbers (CRNs) from the printed Class Schedule then click on "finalize Add/Drop."
If you do not have the printed Class Schedule, you can click on "Class Search" located at the bottom of the page to search the online class schedule. Enter your search criteria then click on "Class Search." Click in the checkbox next to the course for which you want to register, then click "Register" to submit the course for registration. You may also click on "Add to Worksheet" to add it to the worksheet and continue searching for classes. If you encounter a registration error while trying to register, click on the HELP link for an explanation of the error.
5. Verify your registration then click on "Pay Now" to pay your fees.
6. Verify your fees, then click on "Pay Now" to pay by credit card.
(If paying by check or money order, make your check/money order payable to CCC in the amount stated, put your Student ID number on your check/money order, and mail to: Coastline College, Admissions Office, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.)
7. Enter the credit card type, card number, expiration date, and billing address then click on "Submit Payment."
8. Verify the information entered then click on "Okay to Submit Payment."
9. Wait until the payment has been verified by the bank.
10. Print your program receipt by clicking on the "Student Class Program (Web Schedule Bill) link on the Student tab." This is the best way to confirm your add or drop.

To purchase a parking permit go online to MyCCC and click on the "Purchase a Coastline Parking Decal" link in the "Quick Link" box on the home tab. Computers are available in the Admissions Office at the College Center, or at the Newport Beach, Garden Grove, and Westminster, Le-Jao campuses.



When is my registration appointment?

1. Click on the Registration link.
2. Under "Registration Tools" click on "Registration Status"
3. Select a term (ex: CCC Summer 2019) then click on "Submit."
4. Your registration appointment will appear (the "from date" is your appointment time).
You can register any time after this date, up until the term starts.



How do I print a program receipt/ class printout?

1. Click on the Registraton link.
2. Click on "Student Class Program (Web Schedule Bill)" in the "Other Student Resources" box.
3. On the next page, select the Registration Term (ex: CCC Summer 2019). On the following page, click "Print Page" in the top left corner of the page.
4. To change your name, address, or phone number, click on the update addresses and phone link.

The screenshot shows the Canvas registration interface. A callout box points to the 'Student Class Program (Web Schedule Bill)' link in the 'Other Student Resources' section. Another callout box points to the 'Update Addresses and Phone' link in the 'Update Personal Info' section. The 'My Account' table is also visible.

My Account	
CCC Spring/Intersession 2008	\$0.00
CCC Summer 2008	\$0.00
-----	---

How do I check on my account and/or pay fees?

1. Click on the Registration link.
2. Click on the term you want to review/pay (ex: CCC Summer 2019).
3. Click on "Credit Card Payment" to pay fees.
4. Select a term and (ex: CCC Summer 2019) and "Submit."
5. Enter the credit card type, card number, expiration date, and billing address then click "Submit Payment."
6. Verify the information entered then click on "Okay to Submit Payment."
7. Wait until the payment has been verified by the bank. Make sure to print your program receipt to verify payment.

The screenshot shows the Canvas registration interface. A callout box points to the 'My Account' table, which lists various terms and their associated fees.

My Account	
CCC Spring/Intersession 2008	\$0.00
CCC Summer 2008	\$0.00
CCC Fall 2008	\$0.00
CCC Spring/Intersession 2009	\$0.00
CCC Summer 2009	\$0.00
CCC Fall 2009	\$0.00
CCC Spring 2010	\$0.00

How do I drop a class?

1. Click on the Registration link.
2. Click on "Add or Drop Classes under Registration Tools."
3. Select a term (ex: CCC Summer 2019) then click on "Submit."
4. Click on the drop down arrow next to the course you want to drop, select the "drop" option from the list, then click on "Finalize Add/Drop." If you encounter a registration error while trying to drop, click on the HELP link for an explanation of the error.
5. Verify your drop by printing your student program Student Class Program—Web Schedule Bill link on the Student tab of MyCCC. Only classes that you are still registered in should appear on your student program.

Make sure you pay attention to the State-mandated deadline dates!

Current Schedule

Status	Action	CRN	Subj	Crse	Cred	Grade	Mode	Title
Re-Add the Course on Sep 04, 2008	None	21816	HTEL	A274	1.000	Standard	Letter	Estab/Operate Event Bus
Drop on Jul 07, 2008	None Drop	21889	HTEL	A277	0.000	Standard	Letter	Wedding Planning As Bus

Total Credit Hours: 1.000
Billing Hours: 1.000
Maximum Hours: 19,000
Date: Sep 04, 2008 02:11 pm

Click on the drop down arrow next to the course you want to drop, select the drop option from the list, then click "Submit Changes".

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset Worksheet FINISH & PAY

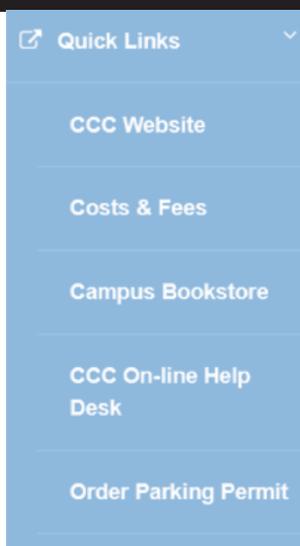
The screenshot shows the MyCCC registration portal. On the left is a navigation menu with 'Registration' highlighted. The main content area is divided into several sections:

- Registration Tools:** Includes links for 'Registration Status & Checklist (SAVE TIME! Complete your checklist now.)', 'Look Up Classes', and 'Add or Drop Classes'.
- Priority Registration:** Includes 'View My Eligibility' and 'Priority Registration Information'.
- Online Orientation:** Provides instructions on how to access the online orientation in Canvas.
- My Courses:** Shows a 'Course List' and 'Courses yet to be registered.'
- Other Student Resources:** Lists various forms and documents, including 'Student Class Program (Web Schedule Bill)' which is circled in blue.
- Update Personal Info:** Includes 'Update Addresses and Phones' and 'Update Emergency Contacts', both of which are circled in blue.
- Schedule Planner:** Features an 'Open Schedule Planner' link.
- My Account:** Shows account balances for 'CCC Spring/Intersession 2008' and 'CCC Summer 2008'.

Callouts with arrows point to the 'Student Class Program (Web Schedule Bill)' link in the 'Other Student Resources' section and the 'Update Addresses and Phones' link in the 'Update Personal Info' section.

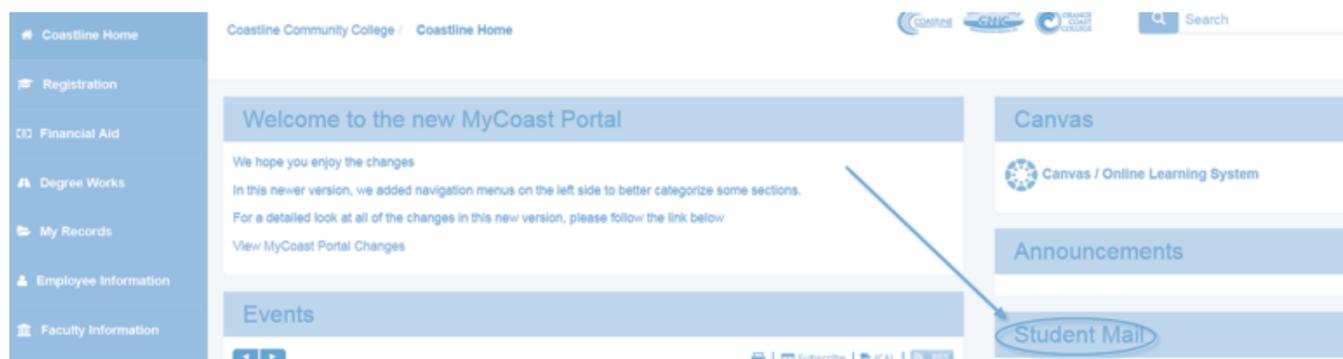
How do I buy a parking decal?

1. From your home page, click on the "Order Parking Permit" in the Quick links drop down menu..
2. Follow the instructions to order your parking decal, which will be mailed to you.



Student Responsibility

It's your responsibility to make sure you adhere to State-mandated drop deadlines and deadlines for fee payment. Check your MyCCC page and your CCCD email accounts often for important updates and information! Your CCCD email account and message boards are the official communication methods that instructors and staff will use to send you important information.



Got Questions?

Call the Admissions and Records Office (714) 241-6176

Admissions and Records Office hours:

M-Th 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 12:00 Noon (excluding holidays)

CALIFORNIA NONRESIDENT TUITION EXEMPTION REQUEST (AB 540 as amended by Education Code section 68130.5, Effective Jan. 1, 2018)

INSTRUCTIONS

Complete and sign this form to request exemption from nonresident tuition charged to nonresident students. Once determined to be eligible, you will continue to receive the exemption as long as you fulfill eligibility requirements or until the College or University no longer offers this exemption. Applying for this exemption does not alter your responsibility to pay, by the campus deadline, any nonresident tuition and associated fees that may be due before your eligibility is determined.

APPLICATION

I, the undersigned, am applying for the California Nonresident Tuition Exemption at (Name of College or University) _____ and declare that the following apply to me.

1.) Check one box only:

- I have a current nonimmigrant visa (not including a T and U visa) as defined by federal law.
Nonimmigrants have been admitted to the U.S. on a temporary visa and include, but are not limited to, foreign students (holding F visas) and exchange visitors (holding J visas).
- I have a current nonimmigrant visa as defined by federal law and have been granted T or U visa status.
- I do NOT have a current, nonimmigrant visa as defined by federal law.
This includes, among others, U.S. citizens, permanent residents, DACA recipients, and individuals without current or valid immigration status.

2.) Select all items that apply to you from each column:

Column A	Column B
<input type="checkbox"/> I attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more.*	<input type="checkbox"/> I graduated with a California high school diploma (or expect to graduate and use this exemption in the following year) or have the equivalent (i.e. California-issued GED, CHSPE).
<input type="checkbox"/> I have three (3) or more years of California high school coursework and attended a combination of California elementary, secondary, and high school of three (3) years or more.†	<input type="checkbox"/> I completed an associate's degree from a California Community College.
	<input type="checkbox"/> I completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.

Please provide information on the schools you attended and referenced above, including the dates you attended and the number of credits or hours obtained:

Name of CA School	Type of School <small>(high school, adult school or community college)</small>	City	From <small>(Month/Year)</small>	To <small>(Month/Year)</small>	Number of Credits or Hours

Applicants must submit, as part of this form, official transcripts/attendance records that validate any of the information above as requested by the College, District, or University residence official.

AFFIDAVIT:

By signing this document below, I hereby state that if I am a non-citizen without a current or valid immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so.

DECLARATION OF TRUE AND ACCURATE INFORMATION:

I, the undersigned, declare under penalty of perjury that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the California Nonresident Tuition Exemption. I further understand that if any of the above information is found to be false, I will be liable for payment of all nonresident tuition charges from which I was exempted and may be subject to disciplinary action by the College or University.

FULL NAME	CAMPUS ID NUMBER	EMAIL ADDRESS
SIGNATURE		DATE

* A year's equivalence at a California community college is either a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 class hours per year (a semester is equivalent to a minimum of 210 hours and a quarter is equivalent to a minimum of 140 hours). Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.

† This provision addresses both a coursework and an attendance requirement, which can both be satisfied in three or more years.

AB 540 CALIFORNIA NONRESIDENT TUITION EXEMPTION

GENERAL INFORMATION

Any student, other than one with United States Citizenship and Immigration Services (USCIS) **nonimmigrant** visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).¹

- A student is exempt from paying nonresident tuition if the student meets *all* of the following four requirements:
 1. The student must have:
 - attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more,² or
 - attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work **and** attended a combination of elementary, middle and/or high schools in California for a total of three or more years,³ and
 2. The student must have:
 - graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam), or
 - completed an associate degree from a California Community College, or
 - completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and
 3. The student must register as an entering student at, or current enrollment at, an accredited institution of higher education in California, and
 4. The student must file an affidavit with the college or university stating that if the student is a non-citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.
- Students who are nonimmigrants who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status, under Title 8 of the United States Code, sections 1101(a)(15)(T) or (U) are eligible for this exemption.⁴
- Students who are nonimmigrants, other than those with T or U visa status as noted above, [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- A year's equivalence at a California Community College is a minimum of 24 semester units of credit or 36 quarter units of credit. For noncredit courses, a year's attendance is a minimum of 420 hours, 210 hours for a semester, and 140 hours a quarter.
- The accumulation of credit and/or non-credit in any academic year shall be calculated in reference to a year's equivalence. Partial completion in an academic year is allowed. (Example: 12 units of credit courses in an academic year is equal to a semester for purposes of determining eligibility.)
- Attendance in credit courses at a California Community College towards the attendance requirements shall not exceed two years of full-time attendance.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will *not* be classified as California residents. They continue to be "nonresidents".
- The California Dream Act extends Cal Grant A and B Entitlement awards, Cal Grant C awards, the California Promise Grant (formerly known as the BOG fee waiver), Chaffee grants, and institutional financial aid to students that meet these criteria as well as the applicable criteria for eligibility for specific types of financial aid.
- AB540 does not provide federal student financial aid eligibility for undocumented students. These students remain ineligible for federal financial aid.

PROCEDURES FOR REQUESTING THIS EXEMPTION FROM NONRESIDENT TUITION

California Community Colleges: Complete the form entitled California Nonresident Tuition Exemption Request. Submit it to the Admissions Office at the community college where you are enrolled or intend to enroll. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) campuses each have their own nonresident tuition exemption application and affidavit forms. Requests are not to be submitted until you have been admitted to a UC campus and have filed both a Statement of Intent to Register and also a Statement of Legal Residence. For campus-specific instructions regarding documentation and deadline dates, contact the campus personnel knowledgeable about AB 540 classifications: <http://undoc.universityofcalifornia.edu/campus-support.html>

California State University: Complete the form on California Nonresident Tuition Exemption Request. Contact the Office of Admission and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions

¹ This exemption to the requirement to pay the nonresident tuition fee is often referred to "AB 540" after the Assembly Bill which enacted the exemption. (Ed. Code, § 68130.5.)

² In 2018, Senate Bill 68 was enacted to further expand the AB 540 exemption to allow adult school and noncredit course work to establish eligibility.

³ In 2014, Assembly Bill 2000 was enacted amending Education Code section 68130.5 to allow this additional flexibility in meeting the requirements for the exemption.

⁴ In 2012, Assembly Bill 1899 was enacted into law exempting holders of T and U visas from paying nonresident tuition. (Ed. Code, § 68122.)

COSTS & FEES

ENROLLMENT FEE—\$46 per unit for California residents (enrollment fee is determined by the State and is subject to change at any time).

HEALTH SERVICES FEE—All students enrolling in one or more courses are required to pay the Health Services Fee of \$11. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:

- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in Non credit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

COLLEGE SERVICES CHARGE—\$12 per Fall/Spring term and \$8 Summer term. It is not mandatory; however, Coastline Administration and Associated Student Government (ASG) expect students to support the college by paying the charge. A portion of each \$12 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Student Services office during the registration period. Waivers must be secured in advance and submitted at the time of a student's initial enrollment.

NON-RESIDENT TUITION—\$265 per unit, plus \$11 per unit non-resident capital outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Starting in

2017-18, active duty military students and their dependents who either are enrolled in the Military Programs administered by Coastline College or who are enrolled only in fully online classes at any college in the District are exempt from the capital outlay fee. Please note that it is the student's responsibility to prove that he/she is a California resident.

MATERIALS FEE—Students may need to purchase materials for classes, as follows:

1. Required instructional materials of continuing value outside of the classroom must be paid for by the student. These are tangible materials essential to satisfy course objectives, have value to the student outside the classroom, belong to the student and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer discs, tools, uniforms and canvases. They also include materials such as clay that are transformed into materials of lasting value.

NOTE: Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at district costs and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

2. Students are advised to provide certain instructional materials of an optional nature. These are materials that enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

PARKING FEE—\$30 per Fall and Spring Semester, \$15 for Summer Session. Parking permits are required at the Newport Beach, Westminster, Le-Jao, and Garden Grove campuses. All registered students using these lots at any time are required to purchase and display a parking permit. Although the sticker will not guarantee a parking space, it will avoid the possibility of receiving a parking citation. Coastline parking permits are valid at **Golden West and Orange Coast Colleges**. Vehicles receiving Coastline citations have the same legal status as parking citations issued by a law enforcement agency in California. For further information regarding these regulations see Parking Regulations, located under "Policies", or contact the Public Safety office at (714) 241-6120, ext. 16120. Purchase Parking Permits on-line at www.coastline.edu.

FEE PAYMENT PROCEDURE—Prior to the start of the term.

Fees are due and payable at the time you register for classes. Coastline College does not bill for registration fees. If payments are not received by the fee payment deadlines students will BE DROPPED from classes to make seats available for other students seeking to register. It is the student's responsibility to withdraw from classes by the refund deadline to ensure cancellation of fees.

FINANCIAL AID STUDENTS

California College Promise Grant (CCPG), (formerly BOG Fee Waiver) waives enrollment fees ONLY.

Students with a CCPG must pay the required health fee, College Service Charge, and materials fees or the students will be dropped from their classes if they register prior to the start of the term. If a student is eligible for CCPG, the fee waiver will be posted to the student's MyCCC account within 24 to 48 hours. If the fee waiver is not showing on the student's MyCCC account after 48 hours, Click on the refresh button on the browser to recalculate the enrollment fees. If this doesn't work, please contact the Financial Aid Office at (714) 241-6239 for assistance.

If students are not eligible for CCPG, the total balance must be paid in full to avoid classes from being dropped.

IMPORTANT: Students are responsible for any fees incurred and grades received. It is the student's responsibility to drop classes by the State mandated refund deadline to avoid fee obligations and must print a student class program (available via MyCCC) to verify their withdrawal. (Once classes begin, non-attendance or non-payment does not release the student from his responsibility and may result in failing grades being awarded).

FEE PAYMENT METHODS—Students may pay fees by credit card, check/ money order, or cash as follows:

CREDIT CARD PAYMENTS—Pay online by VISA/MasterCard. Login to your MyCCC, go to the My Account box, click the credit card icon next to the term with an account balance.

CHECK OR MONEY ORDER PAYMENTS—Make checks payable to Coastline College. Write your ID Number and Student Name on check or money order. Check/Money Order Payments may be submitted by mail, or in person at the Admissions & Records Office.

SUBMIT BY MAIL—Mail checks/ money orders to: Coastline College, Attn: Registration, 11460 Warner Avenue, Fountain Valley, CA 92708.

RETURNED CHECKS—Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

CASH PAYMENTS (IN PERSON ONLY)—Cash payments may only be paid in the Admissions office located at CCC College Center. during the registration period.

Financial Aid Payments (Promise Grant)

- Students who are having difficulty finding resources to pay fees should call the Financial Aid office at (714) 241-6239 for more information.
- Promise Grant pay enrollment fees ONLY. Students with a Promise Grant must pay the required health fee, College Service Charge and materials fees.
- If you know the financial aid office has posted your Promise Grant to your account, but it is not showing on your MyCCC, click on the refresh button on your browser to recalculate your fees.

THIRD PARTY PAYMENTS—If your tuition is going to be paid by a third party, i.e., Boeing, CA Dept of Rehabilitation, Voc Rehab or Tuition Assistance, once you have registered in classes, please submit your paperwork to the Admissions & Records Office within 48 hours to avoid being dropped.

STUDENT CLASS PROGRAM (OFFICIAL STUDENT SCHEDULE)—Once you have registered online at MyCCC you may print your confirmation of your payment and a Student Class Program (Web Schedule Bill) showing the course information for the courses you registered for. From MyCCC, on the Student Tab, click on "Student Class Program" (Web Schedule Bill).

UNPAID BALANCES—will be forwarded to Collections and the student will be charged a \$25 collection fee in addition to their balance due.

STUDENT RESPONSIBILITY:

Students are responsible for any fees incurred and grades received. It is the student's responsibility to drop classes by the State mandated refund deadline to ensure cancellation of fees, to be eligible for a refund and to avoid fee obligations. Students **MUST** print a student class program (available via MyCCC) to verify all withdrawals.

PRIOR TO THE START OF TERM:

Fees are due **IMMEDIATELY** at the time of registration. All fees must be paid including the Health Fee, College Service Charge and any Material Fees by all students, including Financial Aid students. Coastline College does not bill for registration fees. If payments are not received by the fee payment deadlines, students may be dropped from classes (including Waitlist classes) to make seats available for other students seeking to register. It is the student's responsibility to withdraw from classes by the refund deadline to ensure cancellation of fees.

START OF TERM (JUNE 10, 2019– AUGUST 16, 2019)

Students who are enrolled in classes when the term begins, and have not paid fees, **WILL NOT** be dropped for non-payment. Students will incur a financial obligation to the college **AND** a hold will be placed on their record if payment is not received or they do not drop prior to the refund deadline.

ONCE THE TERM HAS STARTED:

Students who register for classes after the term begins **WILL NOT** be dropped for non-payment. Students will incur a financial obligation to the college **AND** a hold will be placed on their record if payment is not received. This hold will block future registration (adds, drops), obtaining transcripts, grades, diplomas, or verification of enrollment until all fees are paid.

NON-PAYMENT DROP SCHEDULE

May 9, 2019 (Thursday) at 1:00 pm:

For Registration between April 8 and May 2

May 16, 2019 (Thursday) at 1:00 pm:

For Registration between May 3 and May 9

May 23, 2019 (Thursday) at 1:00 pm:

For Registration between May 10 and May 16

May 30, 2019 (Thursday) at 1:00 pm:

For Registration between May 17 and May 23

June 7, 2019 (Friday) at 1:00 pm:

FOR REGISTRATION BETWEEN MAY 24 AND JUNE 6

This is the final Drop for non-payment for Summer 2019 registration. Any registration that has occurred through June 6 and NOT been paid will be dropped for non-payment. Any registration that occurs on or after June 7th, will NOT be dropped for non-payment. Students that enroll are responsible for paying their fees or withdrawing from classes prior to the refund deadline to cancel fees.

CALIFORNIA COLLEGE PROMISE GRANT (CCPG)

Students who receive a CCPG are responsible for paying the College Service Charge and Student Health Fee, as the CCPG only pays for the college unit fees. If you do not pay the College Service Charge (currently \$12.00 and the Student Health Fee, currently \$11.00) you may be dropped for non-payment. Verify your payment by printing your Student Class Program (web schedule bill)

IMPORTANT: Students are responsible for any fees incurred and grades received. It is the student's responsibility to drop classes by the State mandated refund deadline to avoid fee obligations and **MUST** print a student class program (available via MyCCC) to verify all withdrawals.

Attention: Coastline Military & Corporate Programs Students. The above Non-Payment Drop Policy does not apply to students registering for the Military/Contract Ed CCC Terms. For applicable TA/Payment Deadlines, view the Military & Corporate Education Programs Academic Calendar (<http://military.coastline.edu/files/military/AcademicCalendar.pdf>).

REFUND POLICY

In accordance with California State Regulations and Coast District Policy, registration fees will be refunded according to the following:

ENROLLMENT FEES, NON-RESIDENT FEES, MATERIAL FEES

100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

HEALTH FEE, COLLEGE SERVICE CHARGE

100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

PARKING PERMIT

return the parking permit (If purchased) in-person or by mail. The Parking Permit must be postmarked or returned to the Public Safety Office on or before the earliest refund deadline on your official Student Class Program, which is available via the student tab on your MyCCC portal.

TO BE ELIGIBLE FOR A REFUND

Students must officially withdraw from classes by the refund deadline (Refer to the Student Class Program/ Web Schedule Bill on the Registration link>Other Student Resources of the MyCCC portal page or see Dates to Remember.) It is the student's responsibility to officially

withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

REFUND PROCESSING

Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account

ONLINE CREDIT CARD PAYMENT REFUNDS

Registration fee payments made by credit card through MyCCC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Admissions and Records Office once the credit has been posted to the student's account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

IN PERSON PAYMENT REFUNDS

Fee payments paid in person, by cash, check, money order or credit card, will be refunded through BankMobile as either a check, mailed to the mailing address the Admissions and Records Office has on file, direct deposit to an existing bank account or to a BankMobile account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCCC, under the Student Tab, and then click on Banner Self Service.

IMPORTANT

Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

Please Note:

Refund checks will now be issued and mailed by BankMobile.

All students who enroll in classes at Coastline College are sent this mailer so that the student may select a fee refund/ financial aid disbursement preference. (Concurrently Enrolled High School students will not receive the mailer)

Payments made by credit card online via your student portal will continue to be refunded back to your credit card. For more information see the BankMobile Q&A via the Web site.

RETURNED CHECKS

Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a \$25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

EOPS/CARE/ NextUp

ABOUT THE EOPS PROGRAM

Coastline College's Extended Opportunity Programs and Services is a state-funded program whose aim is to provide the academic, personal, and financial support necessary for students whose educational and socioeconomic backgrounds might limit their access to higher education, or hinder their ability to be academically successful as they begin their college level studies.

Eligible students are provided additional guidance and support to help them achieve their academic goals. EOPS students who are single parents of young children may receive additional support services through CARE. EOPS students who are current or former foster youth may receive additional support services through NextUp.

Special Services We Provide

1. Book assistance: The EOPS book service program provides assistance for book rental and/or purchase (depending on the availability of funds).
2. Priority registration: The program provides EOPS students with early registration, making it easier for those students who qualify and participate to get the right classes they need at the times they need them.
3. Counseling and advisement: Staff are available to assist with general information and advisement, and a professional educational EOPS counselor to assist with educational and career goals. All EOPS students must see the EOPS counselor a minimum of three times a semester to maintain good standing.

4. New student orientation: This is a two-hour presentation by EOPS staff to give you comprehensive information.

EOPS Student Eligibility

1. Must be a California resident or meet AB540/California Dream Act Requirements.
2. Must be enrolled full-time (12 or more units) at the time of acceptance into EOPS and plan to earn a certificate, associate's degree or transfer.
3. Must have completed less than 30 degree-applicable units.
4. Must qualify for the California Promise Grant (formerly BCGFW.)-A or B) or Promise Grant-C with an Expected Family Contribution (EFC) of \$0.
5. Must be considered educationally disadvantaged.

How is educational disadvantage determined?

Students must meet ONE of the following criteria:

1. Primary language spoken at home is not English.
2. Must be considered a first-generation college student.
3. Must be assessed below college level English or Math.
4. Not a high school graduate.
5. Current or former foster youth.

*Please note that meeting the eligibility requirements does not guarantee admission to the program.

ABOUT THE CARE PROGRAM

Cooperative Agencies Resources for Education

The CARE program is a sub-program of EOPS; all CARE students must be EOPS students. The program is designed to assist single parent students with at least one child under 14 who are receiving public assistance (CalWORKs/TANF) for the student or child.

CARE students receive all "over-and-above" services of EOPS, plus provide assistance and services that is unique for these special students.

The Benefits

Depending on the availability of funds some of the specialized services that CARE may be able to provide include:

1. Specialized workshops and events
2. Gasoline cards
3. CARE grants
4. Referrals to outside agencies

CARE Student Eligibility

1. Must be an EOPS student
2. Must be 18 years or older, single, and head of household (determined by DSS)
3. Must be receiving CalWORKs/TANF or have a child receiving public assistance
4. Have at least one child under 14 years of age
5. Enrolled full-time at Coastline

ABOUT THE NEXTUP PROGRAM

The NextUp program is a sub-program of EOPS; all NextUp students are also EOPS students. The program is designed to provide current or former foster youth additional support and resources.

The Benefits

In addition to the services listed under EOPS some of the specialized services that NextUp may be able to provide include:

1. Additional funds to purchase textbooks
2. NextUp grants
3. Gasoline cards
4. Grocery cards
5. Referrals to outside agencies

NextUp Student Eligibility

1. Be a California resident or meet AB540/California Dream Act Requirements.

2. A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday.
3. Qualify for the California College Promise Grant A or B, or the Promise Grant C with an Expected Family Contribution (EFC) of \$0.
4. Under the age of 26 at the commencement of any academic year in which she or he participates in NextUp.
5. Enrolled in at least 9 units at the time of acceptance into NextUp or .75 time as defined by the college. However, students whose DSPS education plans require that they take less than 9 units are also eligible for NextUp.

How can I apply?

Visit the EOPS website (www.coastline.edu/services/eops) and complete the online EOPS application.

Questions?

Call (714) 241-6237 or visit us online at www.coastline.edu/services/eops/; or stop by the EOPS, CARE and NextUp office located at College Center on the 4th Floor. Business hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m.; and Friday, 8:00 a.m. to Noon.

FINANCIAL AID

Need help paying for COLLEGE?



FINANCIAL AID AT COASTLINE COLLEGE

Both the federal and state government offer funds to eligible Coastline students who need assistance in covering the cost of attending college. Generally, financial aid comes in the form of grants, loans, and Federal Work Study. In addition, the California College Promise Grant—CCPG (formerly BOG Fee Waiver) covers Coastline enrollment fees for students who qualify.

All students, including military students and spouses/dependents, who enroll in degree, transfer, or approved certificate programs should apply for financial aid. Some students

pass up the opportunity and don't apply for financial aid because they think they might not qualify. However, many of these students are eligible and miss out on aid they should have received. In addition, the College has the Coastline Promise Program for California resident and AB540 students coming out of high school. Those recent high school graduates who do not qualify for the CCPG may be able to get their tuition fees waived through the Coastline Promise Program. For more information, go to: <http://www.coastline.edu/coastline-promise>.

All federal and state financial aid can be applied for through one application: the FAFSA (Free Application for Federal

Student Aid). The FAFSA is completed online at www.fafsa.edu.gov. Before attempting to complete the FAFSA, students may want to go to the site to see what they will need to have with them in order to fill out all of the information required. Here are just some of the aid programs a student will be applying for by completing only this one application:

Pell Grant: Up to \$6,095 per year

SEOG Grant: Up to \$600 per year

Cal Grant: Up to \$1,672 per year at Coastline that is gift money.

Federal Work Study: Up to \$5,500 per year. This money is earned in on-campus employment.

California College Promise Grant—CCPG (formerly BOG Fee Waiver): Waives all CA resident unit fees.

Federal Direct Loans: Subsidized and unsubsidized student loans that must be repaid. (Payments begin once the student has finished college or is enrolled in less than 6 units.)

Some students may be eligible to receive several, or even all of these in the same academic year. It makes no sense not to apply to at least see what one might receive.

For AB 540/Dreamers eligible students—To apply for California College Promise Grant and Cal Grant, students should complete the California

Dream Act Application online at <https://dream.csac.ca.gov>.

The FAFSA or Dream Act Application can be submitted anytime during the academic year. However, students who want to be considered for the most aid possible should apply during October – March 2nd prior to the academic year for which they wish to receive aid (i.e., October 2018 – March 2 of 2019, for funds in the 2019-20 academic year).

Much more information about Financial Aid is available on our website at: <http://www.coastline.edu/services/financial-aid>.

ATTN: California College Promise Grant—CCPG (formerly BOG Fee Waiver) Students

NEW! All students otherwise eligible for the CCPG must now maintain a level of academic progress set forth by the California Community Colleges Chancellor's Office, or lose eligibility. PLEASE read about these specific standards at <http://www.cccd.edu/students/financial-aid> under the California College Promise Grant menu item.

There are 2 ways to apply for a California College Promise Grant—CCPG (formerly BOG Fee Waiver):

1 Go to www.fafsa.ed.gov (only way to apply for federal aid, and best way to apply for a Promise Grant).

Go to www.fafsa.ed.gov and fill out the 2018-2019 FAFSA, Free Application for Federal Student Aid. Our school code is 013536. Your processed Federal data will be electronically downloaded for a Promise Grant if you qualify.

2 Go to www.cccd.edu/students/financial-aid and click on the “California College Promise Grant” tab.

Most students have a better chance of qualifying for the Promise Grant through the **FAFSA**.

IMPORTANT: Do not fill out the online CCPG application if you have already filed a FAFSA for the same academic year.

Questions?

Call (714) 241-6239 or email financialaid@coastline.edu; or stop by the office at the College Center. Financial Aid is open: Monday-Thursday, 8:00 a.m.-5:00 p.m.; and Friday, 8:00 a.m.-12:00 noon

APPLY ONLINE FOR THE CALIFORNIA COLLEGE PROMISE GRANT—(Formerly BOG Fee Waiver). The CCPG covers the enrollment fee for California residents who qualify. All other fees, books and supplies are not covered by this program and are the responsibility of each student. Promise Grants cover the academic year, starting with Fall. They are valid for three terms: Fall, Spring, and Summer.

Career Training–CTE

Coastline offers several options for career-minded students. Our certificate programs allow you to focus on the topics that are of interest to you, and let you get in, get out, and get working! For more information on Coastline's certificate programs and complete program requirements, see a counselor or call (714) 241-6209 to request more information on Coastline's Career & Technical programs.

Certificates of Achievement

These Certificates of Achievement are all approved majors of 18 or more units and will be posted on the transcript. They may be used to meet the 18 unit requirement for the A.A. or A.S. degrees.

Accounting

- General Accounting
- Bookkeeping
- Taxation

Building Codes Professional

Business

- Business Administration
- General Business
- Human Resources Management
- Marketing

Computer Networking

- Cisco
- Cybersecurity
- Microsoft

Electronics

Emergency Management/ Homeland Security

- Emergency Management/
Homeland Security
- Criminal Justice

Entrepreneurship and Small Business Management

Gerontology

Health Care Management

Informatics

Logistics/Supply Chain Management

Management & Supervision

- Management
- Supervision & Management

Paralegal Studies

Process Technology

Retail Management

Certificate of Achievements (only)

These Certificates are 18 or more units and will be posted on the transcript. Course units may be applied as electives towards the A.A. or A.S. Degree.

Biological Technology

- Biological Laboratory Technician

Business Information Worker

Digital Media Foundation

- Digital Media Design

Real Estate Broker

Real Estate Studies

Certificates of Accomplishment

These Certificates of Accomplishment are 12 or more units. A Coastline certificate will be awarded, but only courses will be posted on the transcript.

Cisco Certified Networking Administrator (CCNA)

CompTIA

Cybersecurity

Cybersecurity Fundamentals

Digital Media

- Animation and Gaming Foundation

Educational Studies

Human Services

IT Foundation

Leadership

Medical Administrative Office Technician

Medical Coding Specialist

Mobile Applications

Penetration Testing

Process Technician

Fundamentals

Project Management

Retail Management-Advanced

Retail Management-Essentials

Windows Server 2008

Certificates of Specialization

These Certificates of Specialization are less than 12 units. A Coastline certificate will be awarded, but only the courses will be posted on the transcript.

Advanced Accounting

Intermediate Accounting

Biotechnology Media Design

Business Plan

CISCO Certified Networking

Professional (CCNP)

Cognitive & Caregivers Boot

Camp

Entrepreneurship Essentials

Entrepreneurship for Artists

Entrepreneurship for Computer

Networking and Security

Consulting

Home Business

Homeland Security (TSA)

MCSA: Windows 8

MCSA: Windows Server 2016

Real Estate Lending & Mortgage

Brokering

Real Estate Property Salesperson

This information is subject to change. For the latest information please check the Catalog or www.coastline.edu.



DISCOVER COASTLINE'S BUSINESS PROGRAM

Studying business can prepare you for a wide variety of careers, but choosing what type of business career you want can sometimes be difficult. Many business careers incorporate similar skill-sets, like critical thinking, management methods, e-commerce or e-business tactics, the principles of entrepreneurship, and finance or accounting skills. Although numerous careers in business require most of these skills, you can find the career that best suits your interests by analyzing the different work environments and duties you'll encounter on the job.

For example, you can go into Health Care Management and work at a hospital, for an insurer, or for a local clinic. In the field of Human Resources, you'll recruit and manage a company's finest resource—its employees. With a focus on Marketing, you can work at an ad agency, go into sports marketing, or even go into the field of entertainment marketing for a movie studio or network. And, if you're interested in how businesses work together to provide services to millions of customers, you can focus your business studies on Supply Chain Management.

At Coastline, you'll find courses that lead to an Associates degree in Business Administration, General Business, Health Care Management, Human Resources, Management, Marketing, Retail Management, Small Business Ownership, Supervision, and Supply Chain Management. These courses can launch a new career for you, or help you to advance in your current career! Call today to find out more: (714) 241-6209.

Things to remember . . .

Petition to repeat a class: Due to changes in the education code, students who have successfully completed a course may not repeat that same course. Students meeting certain criteria may submit a Course Repetition Petition with proper documentation.

Waiver of AA and/or Certificate Requirements: Students wishing to substitute or waive courses which satisfy associate in arts degree or certificate of achievement requirements must see a counselor and complete a "Petition to Substitute and/or Waive Academic Requirements and/or Regulations." Forms can be obtained in the Admissions office.

Petition for Graduation: An associate in arts degree or a certificate of achievement is not automatically awarded. Students are required to petition for the degree or certificates of achievement at the beginning of the semester in which they will be completing their final requirement. Petitions are available in the Admissions office.

Graduation Filing Dates: APPLY June 10 to July 12, 2019.

Commencement exercises are held once a year at the end of the Spring Semester. Detailed information will be mailed to all students who have petitioned to graduate at the end of April. Diplomas will be mailed to the students approximately one month after the end of the semester in which the application was filed.

ABOUT DISTANT LEARNING



The flexible, convenient way to complete your courses

Distance Learning (DL) combines technology—television, computers, FAX/modems, telephone—with printed materials to bring course content, instructor, and students together. DL courses fulfill degree and transfer requirements, and Coastline offers a comprehensive selection of DL courses that allows you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems.

The Distance Learning program at Coastline is perfect for highly self-motivated, committed, goal-oriented learners. It is also a great option for students with limited mobility due to disabilities or other special situations.

Available Distance Learning Opportunities

With more than 40 years of experience in distance learning, Coastline offers a variety of college-credit course options to meet your educational needs:

TELECOURSES—Watch preproduced programs on broadcast or Cable TV, record lessons for later viewing, or visit Coastline's viewing centers. Read textbooks, handbooks and study guides; interact with instructors via phone, fax or email; mail in assignments and quizzes, and take onsite or proctored exams. Additional internet/online support may be available.

CABLE COURSES—Watch instructors in locally produced programs on cable TV, record lessons for later viewing, or visit Coastline's viewing centers. Read textbooks, handbooks and study guides; interact with instructors via phone, fax or email; attend review sessions; mail in assignments and quizzes, and take onsite or proctored exams. Additional internet/online support may be available.

INDEPENDENT STUDY/CD-ROM COURSES—Study independently using specially prepared course materials that include reading materials, textbooks, study guides, self-paced assignments. May also include CD-ROM multimedia materials, Internet access or lab kits. Interact with instructor via phone, fax or email, mail in assignments and quizzes, and take onsite or proctored exams. Additional internet/online support may be available.

INTERNET/WEB-BASED COURSES—Take courses online and work at your own time, place and speed! Each course has a substantive portion of course materials (syllabus, assignments, lectures) delivered online. Students must have access to a multimedia computer with full-service Internet connection (Internet Service Provider) and Additional internet/online support may be available.

Course activities include discussion forums for student-student as well as instructor-student interactions. Textbooks, email, media materials, postal mail, fax and CD-ROM materials may also be used as part of the learning experience. Examinations will be administered onsite or proctored by arrangement. All Internet sites will be available to registered students on the official start date of the course.

MILITARY & CORPORATE PROGRAMS EXTENDED LEARNING DIVISION

The World Is Our Campus!—Courses, certificates and degree programs offered online in five, 8-week terms per year. Also available are 12-week, self-paced, non-Internet courses, for those deployed or experiencing connectivity issues.

Programs and services are designed to meet the unique needs of the workforce, and are fee-based through various MOUs and Contracts with the military, government agencies, and business/corporate organizations. Contact the Extended Learning Division at 800-547-47478 for more information.

For more information on Distance Learning, please see pages 85-95.

STUDENT SERVICES

Some important tips to get you through the semester

The following Student Services and Policies and Regulations sections are listed in alphabetical order. Throughout these sections Coastline College is referred to as “Coastline” and the Coast Community College District is referred to as “CCCD.”

ASSESSMENT CENTER

Website: <http://www.coastline.edu/services/assessment-center/>

Phone: (714) 241-6285

E-mail: assessment@coastline.edu

The Assessment Center provides services for placement options, as well as administer alternative exams for students enrolling in distance learning courses. The Assessment Center is located at the College Center in Fountain Valley, 11460 Warner Avenue.

Students may also receive placement into English and math courses via the following alternative methods:

- Multiple Measure Assessment Project (MMAP) - Students who recently (within the last 10 years) attended high school for three or more years can receive placement into English and math courses based on the courses completed; their grades in those courses; and the cumulative, unweighted high school GPA. Some students may be placed directly in transfer-level English and mathematics courses. Students can complete the MMAP form in the Assessment Center or submit the completed form to assessment@coastline.edu as a PDF attachment.
- Challenge a Prerequisite—students may challenge a prerequisite by completing the Prerequisite/Clearance/Challenge request form. Students are required to take the placement tests prior to filing the petition. Completed forms should be submitted to the Admissions & Records office located in Fountain Valley at the College Center.

- Credit by Exam—Students may request the Credit by Exam; a pass confers credit for English C099. Students can request this form from the Admissions & Records office.
- Guided Self-Placement—As of January 1, 2018, students may bypass developmental-level prerequisites and place themselves into college-level math and English: “a community college district or community college may use self-reported high school information or guided placement, including self-placement for students” (AB 705, 2017, Sec. 2D). Students enrolling under this open placement model may wish to receive guidance to maximize their likelihood of succeeding in college-level (non-developmental) classes in the shortest time possible. Thus, we recommend that students seek a counselor’s or advisor’s input if they place into English C099: Fundamentals of Composition via the above options yet wish to self-place into English C100: Freshman Composition. For the Guided self-placement form, students can email the Assessment Center with their Coastline student ID number.
- Early Assessment Program (EAP)—high school students who received a “Ready”/ “Standard Exceeded” status for English and/or Math. Students can submit their results to the Admissions & Records office.
- Successful completion of prerequisite courses—students who have successfully completed an English or math course from an accredited college or university that is considered equivalent at Coastline.

Students can submit their official transcripts to the Admissions & Records office.

- Advanced Placement (AP) scores—students who received a score of “3” or above on AP Calculus and/or AP English Literature or AP English Language and Composition. Students can submit their results to the Admissions & Records office.
- College Level Examination Program (CLEP) credits—students can submit their results to the Admissions & Records office for math placement only.
- International Baccalaureate (IB) scores—students can earn IB credit with minimum score of 5 except where noted in the catalog. Students can submit their results to the Admissions & Records office.
- Placement test results—students who have taken a placement test at another accredited community college within the last two years (excludes ESL). Students can submit their results to the Admissions & Records office.
- Students who possess an associate degree or higher may be exempt from placement testing. Students must provide official transcripts in order to verify satisfactory completion of college-level English and math coursework in order to be exempt from testing. Students can submit their official transcripts to the Admissions & Records office.

CALWORKS

Website: www.coastline.edu/services/calworks/

Phone: (714) 241-6237

The CalWORKs Program at Coastline College provides a comprehensive program of instruction and student support services for CalWORKs participants. This program aims to prepare participants to transition into unsubsidized employment as well as to achieve long term self-sufficiency. The program also offers support services such as transportation assistance, educational counseling, assessment skills testing, basic skills remediation, admissions assistance, financial aid assistance, tutoring services, job placement assistance, and work-study opportunities. We offer case management and coordination with Orange County, Los Angeles County, San Bernardino County and other Counties in California.

In order to be an eligible participant in the Coastline's CalWORKs Program, you must:

- be a current CalWORKs recipient receiving cash aid and in good standing with the County;
- develop a Welfare-to-Work Plan with the California Department of Social Services CalWORKs; and
- be a student in good standing at our college.

CAREER CENTER

Website: www.coastline.edu/services/career-services-center/

Phone: (714) 241-6311

The Career Services Center assists students in making informed and educated decisions regarding their career goals, as well as with job search and acquisition.

Students can obtain labor market information such as current employment statistics, labor force, wages, and outlook.

For more information, please see our website, call, or visit us at College Center.

COUNSELING SERVICES

Website: www.coastline.edu/services/counseling/

Phone: (714) 241-6162

Our professionally trained and courteous counselors are available to assist you with:

- Educational Planning
- Career Exploration
- Counseling Courses
- Re-Entry Services
- Transfer Information

Counselors are available for in-person appointments at Fountain Valley, Garden Grove, Westminster, and Newport Beach. We also offer online Video appointments.

Call the number or visit website above for more information or to schedule an appointment or visit us at College Center.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) AND COOPERATIVE AGENCIES FOR EDUCATION (CARE) AND NEXTUP

Website: www.coastline.edu/services/eops/

Phone: (714) 241-6237

The full set of services provided to eligible EOPS students are designed to address the financial and educational disadvantage obstacles and help students achieve their educational goal(s): Associates degree, Certificate and/or preparation for transfer to a 4-year institution.

Interested students who meet EOPS eligibility criteria are expected to follow-through on all program requirements as a condition of receiving the full range of program benefits and services.

For more information, visit our website above, call us, or visit us at College Center, 4th Floor.

FINANCIAL AID

Coastline participates in major state and federal financial aid programs, which may be in the form of grants, loans, or Federal Work Study opportunities. Contact the Financial Aid office, College Center, Room 419, email financialaid@coastline.edu or call (714) 241-6239 for details.

HEALTH SERVICES

Health services (primary care professional services/not an insurance plan) for Coastline students are provided by: Memorial Prompt Care. For details, see page 18 of this class schedule or go to our website at www.coastline.edu.

Alcohol and Drug Prevention
Resources: The CCCD strives to provide a drug-free environment that maximizes academic achievement and personal growth. The three colleges in the District offer a variety of classes which focus on alcohol and drug abuse prevention education. Coastline offers Health C100—Personal Health.

Counseling: The County of Orange Public Health Department, Orange County Alcohol Services Office, offers therapy and counseling treatment for family members of alcoholic clients. Call (714) 896-7574 for information. The office is located at 14180 Beach Boulevard, Westminster, CA 92683.

State Laws and College Regulations: State laws and the CCCD Student Code of Conduct specifically prohibit the use, possession, distribution and sale of drugs or alcohol on campus property, at any college-sponsored activity or event, or in District and college vehicles regardless of location. Complete information on the laws and the Student Code of Conduct is available at the College Center, Student Services office. The use of all tobacco products is prohibited in all District buildings and vehicles.

LEGAL CLINIC

Coastline students, staff, faculty and/or alumni may use clinic services. Attorneys are available evenings for an initial one-half hour FREE consultation. Call (714) 241-6298 to schedule an appointment.

SCHOLARSHIPS

Coastline's Scholarship Recognition Awards are granted to students who have demonstrated excellence, academic achievement, and/or wish to pursue educational or career goals. Students enrolled at Coastline in the Fall or Spring semesters may apply for scholarships. The awards are presented at the Scholarship Reception during the Spring semester. Scholarships do not have to be repaid. Please visit www.coastline.edu/scholarships or email scholarshiphelp@coastline.edu for more information.

SPECIAL PROGRAMS AND SERVICES FOR THE DISABLED

Students with disabilities (e.g., mobility, speech, hearing, learning, vision, intellectual, mental health, acquired brain injury, autism and attention deficit) are invited to request assistance from Special Programs and Services for the Disabled office.

SERVICES include, but are not limited to: interpreting services, note taking, registration assistance, academic counseling, materials/equipment (i.e., digital recorder, Smart Pen, enlarged print materials, accessible classroom furniture, and alternate format textbooks and materials), and test proctoring.

PROGRAMS: Coastline offers comprehensive programs to qualified students with intellectual disabilities, acquired brain injuries, and adapted fitness.

Students with temporary or permanent disabilities who are interested in enrolling in Coastline classes or one of the specialized programs are encouraged to call the Special Programs Office for assistance and a confidential intake at (714) 241-6214 or email at specialprograms@coastline.edu. The Special Programs and Services Office is located on the first floor of the Newport Beach Campus, 1515 Monrovia Avenue, Newport Beach, CA 92663. For more information call or email specialprograms@coastline.edu, or visit (<http://www.coastline.edu/students/students-with-disabilities>).

TRANSFER CENTER

The Transfer Center is here to prepare you for transfer to a four-year college or university to earn a B.A. or B.S. degree. A bachelor's degree is required for many careers, career advancement, or needed to apply to graduate school. We offer information and can place you on a transfer guarantee track—Associate Degrees for Transfer (ADT) or Transfer Admission Guarantee (TAG). Visit the Transfer Center or the website to take advantage of transfer resources to develop your transfer strategy: transfer orientations, workshops, fairs, visiting schools, research majors, cost to attend, and differences between the CSU, UC, CA Private, and Out-of-State Schools. Contact us by email at transfercenter@coastline.edu or call at (714) 241-6171 to make an appointment. The Transfer Center is located in College Center, 11460 Warner Avenue, in Fountain Valley, Room 306–3rd Floor. Check our resources at www.coastline.edu/transfer-center.

VETERANS BENEFITS AND SERVICES

1. In order to claim benefits, a Veteran or eligible person must have, as an educational objective, an (a) Associate in Arts Degree, (b) Baccalaureate Degree, or (c) Certificate Program. If, after consulting the college catalog or the schedule of classes a person wishing to file for Veterans benefits is still unsure of his/her goals or major, arrangements should be made for a counseling appointment.
2. In order to ensure continuity of benefits, satisfactory progress must be made toward the stated major.
3. Attendance in enrolled classes is expected at all times.
4. After each registration, the person receiving Veterans benefits must notify the Veteran Certifying Official of any program changes, i.e., complete withdrawal from college, adjustment of units, courses added and dropped, etc.
5. Those with 24 or more units of college work completed and who wish to apply for benefits must have program approval. Contact the Veteran Certifying Official for proper procedure.
6. Veterans with fewer than 24 units must submit transcripts for all previous college work to Coastline College within four weeks after the semester begins.

Unit Load to Qualify for GI Bill®:

	8-week session	16-week semester
Full time	6 units	12 units
3/4 time	4-5 units	9-11 units
1/2 time	3 units	6-8 units

CAL-VET: Students who qualify for CAL-VET benefits should contact the Financial Aid Office.

It will be the responsibility of the Veteran or eligible dependent to adhere to the regulations of the Veterans Administration and Coastline policies. If there are any questions regarding the Veteran benefits, check with the Veteran Certifying Official at (714) 241-6325.

Veterans—Contact your Veteran Certifying Official to see how intersession courses may allow you to access your BAH benefits.

ELIGIBILITY FOR VETERAN BENEFITS

A Veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least a hundred and eighty-one (181) continuous days or was discharged or released because of a service-connected disability.

Veterans who entered active duty beginning July 1, 1985, may be eligible under Chapter 30, the Montgomery GI Bill® provided they:

- Served at least two years with honorable discharge, and
- Had \$100 per month deducted from their military pay for educational benefits during the first 12 months of active duty.

Selected Reserve participants may be eligible under Chapter 1606.

Priority Registration: Coastline College offers priority registration to Veterans for four academic years within 15 years of separation date.

To be considered for Veteran Priority registration, students must:

- Meet all of the Priority Registration requirements.
- Submit a copy of their DD214

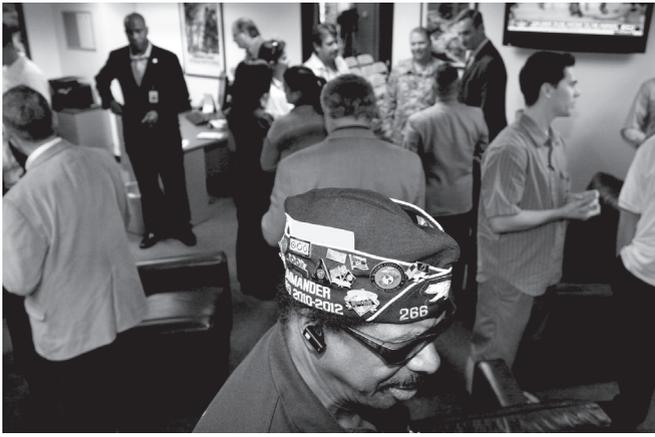
New & Returning students who have previously submitted the above should request priority registration by contacting the Veteran Certifying Official. For additional information, please contact the Veteran Certifying Official in the Admissions and Records Office at (714) 241-6325.

VACA ACT—VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT

Effective July 1, 2015, California Education Code (78075.5(c) c) allows California Community Colleges to grant full exemption from the nonresident fee for all students verified to be “covered individuals.” Refer to page 9 in this schedule for more information on who qualifies.

GI Bill® Disclaimer:

“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.



VETERANS RESOURCE CENTERS

Coastline's Veterans Resource Centers (VRC) are community-based centers that engage not only local Veterans taking classes, but also serve to connect student-Veterans located worldwide, and community Veterans who wish to support their peers. The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, and workshops featuring guest lecturers of value to Veterans seeking career and academic opportunities. Coastline also provides the resources available in the VRCs to students worldwide through a Virtual VRC.

For more information or hours, please email Vet2Vet@coastline.edu or call (714) 241-6126.

Veterans Resource Center Locations:

College Center VRC
11460 Warner Avenue, Fountain Valley, 92708

Newport Beach Campus VRC
1515 Monrovia Avenue, Newport Beach, 92660

Workforce Development & Corporate Education

Coastline designs, produces, and delivers customized education & training programs, on-site or online, designed to meet the workforce development needs of employers.

For more information or a list of Business & Industry Partners, please contact the Extended Learning Division's Business & Workforce Development Office, (800) 547-4748 or ELD@Coastline.edu.



Remember to file for GRADUATION!

If you are nearing completion of your program, be sure to FILE the application for graduation. Students must turn in this paperwork by the deadline date in order to graduate.

For Summer 2019 graduation, you can file between June 10 and July 12, 2019.

Questions on qualifying to petition for graduation? Call the Counseling Office at (714) 241-6162.

POLICIES & REGULATIONS

More things you need to know.

ACADEMIC FREEDOM STATEMENT

Coastline College recognizes that the free search for truth and the expression of diverse opinions are essential to a democratic society, and encourages and protects academic freedom as per Coast Community College District Board of Trustees policy number BP 4030 as approved 02/05/03.

COASTLINE COLLEGE ACADEMIC HONESTY PROCEDURES

Academic Honesty is a Joint Responsibility of the Individual Student and the College's Faculty and Staff

Coastline College's institutional integrity is built in part upon the individual student's commitment to academic honesty. The College's institutional integrity is also founded upon the effective administration of academic honesty issues by the College's faculty and staff.

Coastline College Faculty are responsible for ensuring that the student grades are truly indicative of the student's learned knowledge as exhibited in the classroom. Student acts of academic dishonesty cause disruption of the educational process, weaken our College's institutional integrity, and present challenges for our faculty to fairly assess the student's academic performance.

Coastline College Faculty holds primary responsibility for ensuring that academic honesty is maintained in their classes. Individual students also share in this responsibility. Coastline

students are required to refrain from all acts of academic dishonesty. The Coast Community College District's Student Code of Conduct and Disciplinary Procedures (BP-5500) apply to students whose conduct violates this academic honesty procedure.

PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC DISHONESTY

Actions Taken by Faculty Member

Any Coastline Faculty member who has evidence that a student has committed an act of academic dishonesty, shall, after speaking with the student, take one or more of the following disciplinary actions:

- Issue an oral reprimand.
- Give the student an "F" grade or zero points or a reduced number of points on all or part of a particular paper, project or examination;
- If the act of academic dishonesty results in a "F" grade or zero points being awarded to the student for that particular paper, project, or examination, and this result affects the student's overall grade in the class, then the student shall be issued the proper grade, as affected by the specific "F" or zero grade, by the faculty member.

For any incident of academic dishonesty resulting in the instructor's issuance of an "F" or zero points - the instructor shall assess the severity of the student's misconduct and determine whether the incident should be immediately reported to the College's

Student Discipline Officer (presently the Vice President of Student Services) on the "Academic Dishonesty Report" form (Maxient).

Actions by the College Administration

The sanction imposed for an act of academic dishonesty depends on the severity of the alleged improper conduct of the student. However, sanctions are generally imposed as follows:

Upon receipt of a faculty-member completed first "Academic Dishonesty Report" form concerning a student, (or) upon satisfactory investigation of allegations brought by other staff or students about academic misconduct by a student, the Student Discipline Officer shall respond in one of two ways:

- 1) By sending a Student Discipline Notification Letter to the student, inviting the student to present a response to the allegations of academic dishonesty. The Student Discipline Officer will inform the student that if a finding of academic dishonesty is sustained, the student will be issued student conduct sanctions determined by the Student Discipline Officer pursuant to the District's Student Code of Conduct.
- 2) The Student Discipline Officer may also create an Academic Dishonesty Report file and send no letter (the Student Disciplinary Officer will not take action, based on the request of the individual instructor, who will handle the disciplinary action

individually with his/her own students). If the Student Discipline Officer notes that multiple Academic Dishonesty Reports have been filed for particular students, from multiple instructors, however, then the student will receive the Letter of Student Discipline Notification.

Upon receipt of an "Academic Dishonesty Report" of academic misconduct committed by a student, the Student Discipline Officer may seek the suspension of the student for one or two full calendar years.

If, upon this student's return from the one to two year suspension, the Student Discipline Officer receives any further reports of academic dishonesty concerning this student, the Student Discipline Officer may recommend the student be expelled from the District for a period of no less than three years to ten years.

Depending on the severity of the student's academic dishonesty, a student may be suspended from the College on a first offense or be recommended for expulsion by the CCCD Board of Trustees.

The Student Discipline Officer shall keep the faculty member and Division Dean reasonably informed of the status of the student discipline process and outcome.

Examples of Academic Dishonesty Conduct

Some examples of academic dishonesty conduct warranting the imposition of disciplinary probation, suspension or expulsion include, but are not limited to, the following:

1. Taking an examination for another student or having someone else take an examination for one-self.
2. Altering a graded examination/ assignment and returning it for additional credit.
3. Having another person or a company do research and/or writing of a report.
4. Stealing or attempting to steal an examination or answer key.

5. Printing an online exam without the express authorization of the instructor.
6. Stealing or attempting to change official academic records.
7. Forging or altering grades.
8. Obtaining answers from another student before or during an examination.
9. Falsely reporting or claiming to have experienced technical difficulties with online instructional tests, quizzes, or assignments.
10. Knowingly allowing another student to copy one's work.
11. Using unauthorized materials, such as notebooks, calculators, or other items, without the instructor's consent during an examination or placement test.
12. Sharing answers for a take-home or on-line examination unless otherwise authorized by the instructor.
13. Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
14. Turning in a speech, essay, report, project or paper done for one class to another class unless specifically authorized by the instructor of the second class.
15. Misreporting or altering the data in laboratory or research projects.
16. Offering another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from books, websites, or other sources.
17. Using outside sources (books, or other written sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).
18. Intentionally impairing the performance of other students and/or a faculty member.

19. Collusion - when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

ACADEMIC RENEWAL POLICY AND PROCEDURE

This Academic Renewal Policy (BP 4240) for Coastline College is issued pursuant to Section 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the control of a student, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Therefore, under the circumstances outlined below, Coastline College may disregard from all considerations associated with requirements for the Certificate of Achievement/Associate in Arts Degree and general education certification up to a maximum of thirty (30) semester units of course work from two semesters taken at any college. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is substandard (less than a 2.0 grade point average) and not representative of present scholastic ability as verified by the current level of performance. Verification must consist of:
 - a. Completion of a minimum of 12 semester units of course work at any regionally accredited college or university with a minimum cumulative grade point average of at least 2.0 subsequent to the course work to be disregarded.

- b. At least 12 months has elapsed since completion of the most recent course work to be disregarded.
2. Agreement that all units taken during the semester(s) to be disregarded, except those courses required as a prerequisite or to satisfy a requirement, in the student's "redirected" educational objective.
3. An understanding that the student's permanent academic record shall be annotated so that it is readily evident to all users of the records that units disregarded, even if satisfactory, may not apply to certificate, degree or general education certification requirements.
4. Agreement that all course work remains legible on the student's permanent record ensuring a true and complete academic history.

If another accredited college has acted to remove previous course work from Certificate of Achievement, Associate in Arts or Bachelor Degree consideration, such action shall be honored in terms of that institution's policy. Units disregarded by another institution shall be deducted from the thirty semester units maximum of course work eligible for alleviation at Coastline College.

Students requesting removal of previous course work for certificate or degree consideration shall file a petition at the Admissions and Records Office. The petition shall outline the semesters of course work to be disregarded and shall include evidence verifying (1) that work completed during this period is substandard, and (2) the expiration of at least 12 months since the end of the last term to be excluded. All official transcripts must be on file at Coastline College.

The Director of Enrollment Services or his/her designee shall act to approve the petition and make the proper annotation on the student's permanent record upon verification of the conditions set forth herein.

NOTE: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

ACADEMIC STANDARDS

Coastline recognizes academic honor in four ways:

1. **PRESIDENT'S LIST:** A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.
2. **DEAN'S LIST:** A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.
3. **HONOR'S LIST:** A student is eligible to be included on the Honor's List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.
4. **GRADUATION WITH HONORS:** A student is eligible for Graduation with Honors if he or she achieves a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline.

Probation Status: The CCCD's policy on probation states that a student shall be placed on probation if he or she meets one of two conditions:

1. **Academic Probation**—A student is on academic probation if he or she has attempted at least 12 semester units at a district college and
 - a. has a cumulative grade point average of less than 2.0 in all units attempted.
2. **Progress Probation**—A student is on progress probation if he or she has attempted at least 12 semester units at a district college and the percentage of units with "W, I, NC, AND NP" grades reaches or exceeds 33 percent.

Students on probation at one CCCD college shall be on probation at all colleges within the CCCD. All probationary students shall be notified of their status and counseling services shall be made available.

Disqualification Status: The approved disqualification policy states that a student in the CCCD who is on academic or progress probation shall be disqualified whenever he or she meets one of two conditions:

1. **Academic Disqualification**—Any student on academic probation for two consecutive semesters shall be academically disqualified.
2. **Progress Disqualification**—Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress.

Students on disqualification at one CCCD college shall be on disqualification at all colleges within the CCCD. Students shall be notified of dismissal status near the beginning of the semester that it takes effect, but in any case, no later than the start of the Fall semester. If circumstances warrant, exceptions may be made and reinstatement granted by the Probation and Disqualification Review Committee.

ACCREDITATION

Coastline College is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial, Ste. 204 Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

ANIMALS AND/OR PETS

Animals and/or pets of any kind or description are not allowed on or within college property. This restriction also applies to animals and/or pets confined in any vehicle parked on college property. This does not apply to the use of guide, signal or service animals.

AUDITING

The college is no longer offering students the option to audit a course.

CAMPUS SAFETY

Your safety continues to be our highest priority. The following policies and procedures were created with this goal in mind:

Procedures: To report a crime in progress, or other emergency requiring police or fire response, call 9-1-1. For non-emergency or routine calls, contact the Campus Safety Department or the business number of the local police department. The Campus Safety Department may be contacted directly at (714) 241-6360 or through any of the area offices.

Coastline has an incident reporting system which allows for a complete description of any incident. If students, staff or faculty are parties or witnesses to an incident that requires further review or investigation by the college, they should contact the College Center or one of the area offices to file a report.

Facilities: In general, all facilities remain open during business hours, 8:00 a.m. – 10:00 p.m. at instructional sites, and 8:00 a.m. – 5:00 p.m. at the College Center.

Law Enforcement: The Campus Safety Department maintains a close working relationship with the local police departments for each area containing a Coastline facility. Coastline security officers and key staff will report incidents or summon the assistance of local agencies on an as-needed basis.

Communication: When a particular incident occurs that is of interest to students, faculty and staff, a collegewide flier/bulletin may be distributed which describes the incident, the actions taken, and safety suggestions.

Crime Statistics (Jeanne Clery Act): Crime statistics for Coastline can be found on the college website at www.coastline.edu or the Department of Education website at <http://ope.ed.gov/security/>. A complete copy of the report can be obtained from the Campus Safety department, or Coastline's Business office. Call (714) 241-6145 for more information.

CHANGES

Coastline makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur. Courses described in this publication are subject to change without notice. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be canceled as a result of low enrollment, state legislation and/or financial consideration. When classes are canceled due to low enrollment, every attempt will be made to help students adjust their academic schedules. In addition, students are advised that all information set out in this publication is subject to change without notice, and the Board of Trustees of the CCCD, the chancellor of the CCCD and the president of Coastline reserve the right to add, amend or repeal regulations, rules, resolutions or policies within the administrative area of responsibility of such officers.

CLASS ATTENDANCE

Students are expected to attend classes regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first class meeting, are absent for two contiguous class meetings or have too many absences MAY be dropped by the Instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus. Student's that miss class due to verifiable extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc.) should inform their instructors prior to missing class meetings. A student who has been absent because of extenuating circumstance should report to the instructor on the day of his/her return. No absence excuses a student from making up the work missed. Students should realize that absences may adversely affect their grades.

NOTE: It is the responsibility of the student to withdraw in order to meet all fee/ refund deadlines and it is also the responsibility of the student to withdraw by state mandated deadlines to avoid grade penalties.

CLASS WITHDRAWAL PROCEDURES

Each student is responsible to complete OR officially withdraw from each class in which he/she enrolls.

Students who are dropped by their instructors for missing the first class meeting or for excessive absences should verify the instructor drop with the Admissions Office in order to avoid grade penalties and to comply with critical drop dates as specified.

Students should be aware that "W's" are used to determine academic status.

Students may withdraw/drop a class by:

1. Logging in to your MyCCC site. Drops will be allowed via the web in accordance with published drop deadlines.
2. Mailing a letter or Student Drop Form by the drop deadline date to Coastline College, 11460 Warner Avenue, Fountain Valley, CA 92708. The letter should be sent to the attention of the Admissions office and the student needs to make sure the envelope has a USPS postmark on or before the deadline date.
3. In-person in the Admissions Office during normal business hours, Monday – Thursday, 8:00 am to 5:00 pm and Fridays 8:00 am to 12 noon. Students will be required to present a valid Driver's License, Military ID or Passport to drop a class.

WITHDRAW AFTER DEADLINE

Students may petition for a "W" grade after the final limit for "W" only for extenuating circumstances beyond the control of the student, such as verified accident or illness. Petitions must be reviewed and approved by the Grade Review Committee.

REPEATING CLASSES

It is possible to repeat a class only in certain circumstances as follows:

1. In the course description in the catalog, the class is identified as eligible for repetition; or
 2. The class is eligible for grade remediation by repetition.
- *New repeat rules effective Summer Term 2012* -- Students are now limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.

REASONS TO REPEAT A CLASS

- A. Repeating a course in an effort to alleviate a substandard grade; Students who receive substandard grades ("D"; "F"; "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast Community College District, if necessary to alleviate the substandard grade or successfully complete the course.
- After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit to the Admissions and Records Office for one additional attempt. Petitions are only considered for documented extenuating circumstances. Students who withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. **NO FURTHER ATTEMPTS WILL BE PERMITTED.**

If the substandard grade is repeated within the Coast Community College District, the Repeat/

Delete grade exclusion will be automatically performed on the student's academic transcript. The grades in the latest term will be the grade which will be used to calculate grade point average regardless of which grade was higher. Although the previous grade(s) will not be counted in the grade point average, they will remain visible on the transcript and the last recorded attempt is the course which will be counted in the student's permanent academic history.

When a student repeats an equivalent course in which a substandard grade outside the Coast Community College District at a regionally accredited college, they must file a Repeat/Delete Request and submit it to the Admissions and Records Office along with an official transcript from the other college showing successful completion of the course.

- B. Repeating a course due to a significant lapse of time, where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years. All coursework shall remain on the student's permanent record. The current grade and credit will be disregarded in computing your CCC GPA. Course repetition based on significant lapse of time may only occur once. (Documentation must be submitted)
- C. You have extenuating circumstances - verified cases of accidents, illness, or other life changing event beyond the control of the student that prevented you from doing well in the course (must submit documentation);
- D. The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each

time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).

- E. Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at Coastline College. The grade and unit credit earned will be calculated and averaged in GPA.

GRADING

Student performance in courses is indicated by one of sixteen grades. Grades which carry grade point value, and which are used in determining the grade point average (GPA), are as follows:

Symbol Definition Grade Points/Units

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	
F	Failing	0

The following grades are not part of the GPA computations:

CR/P—Credit at least satisfactory, Unit credit granted

NC/NP—Non-Credit, less than satisfactory or failing, No units granted

W—Withdrawal, No units granted

EW—Excused Withdrawal, No units granted

MW—Military Withdrawal, No units granted

I, INP—Incomplete, No units granted

IP—In Progress, No units granted

RD—Report Delayed, No units granted

Pass/No Pass: When you select the pass (P)/no pass (NP) option, you will receive a P or NP on your transcript instead of a letter (A-F) grade. P means you have satisfactorily completed (passed) the course. NP means you

have unsatisfactorily completed (failed) the course. The P/NP option does not affect overall grade point average. Students wishing to select the Pass/No Pass grading method in grade option courses must file the request with the Admissions and Records Office within the first 20% of the length of the course. The pass/no pass grade option form can be found online at coastline.edu. Please contact the Admissions and Records office for specific course deadlines.

Examinations: Final examinations are required in all graded courses. Exceptions may occur in certain physical education activity courses. Students must attend Coastline for the entire length of the course and take the final examination to receive credit.

I (INCOMPLETE)

If agreed upon between the instructor and the student, a student may receive an "I" grade when work in the class cannot be completed by the last day of the semester due to extenuating circumstances.

- Most of the academic work must be completed and there must be a justifiable reason for receiving the incomplete such as an accident or illness.
- The condition for removal of the "I" shall be stated by the instructor in a written record and recorded as an "I". This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record of Incomplete must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has expired.
- All academic work must be completed and submitted to the instructor per written agreement with the student, which will be valid no longer than one year following the end of the semester in which it was assigned.
- An incomplete not made up within the specified timeline will revert to the alternate grade assigned by the instructor when the "I" was assigned.

- A student may not re-enroll in a class in which an incomplete was awarded.

GRADES

Grade reports are not mailed. Students may access their grades online by logging in to their MyCCC site. Students also have the option of printing their own CCC unofficial transcript. Semester grades are available online approximately 10 working days after the end of the semester (excluding holiday periods).

STUDENT GRIEVANCE PROCEDURES

Coastline College extends to all students the right to petition for readdress of grievance. The right to petition may be initiated at any time when the student has a grievance against any college employee, policy or procedure at Coastline College.

Every effort will be made to preserve confidentiality as grievances are fairly and equitably considered. The procedures will allow students to exhaust every administrative level possible in receiving fair and complete hearing of their grievances. These are college-level procedures for resolving problems and should not be viewed as legal or quasi-legal proceedings.

Based on the principle of improved communication between the students and the institution, the following procedures will be followed for students registering grievances:

NOTE: In order to establish due process, all parties to the grievances will adhere to the steps as outlined.

STEP I: Prior to filing a formal grievance, the student is expected to first contact the Discipline Dean or Program Supervisor and the person(s) who has (have) the closest contact with the pertinent issue. The grievance should be thoroughly defined to be discussed objectively.

If the grievance cannot be resolved at this step, the student may progress to Step II after Informing the person(s)

involved of intended plans to file a formal grievance. The formal grievance must be filed during the semester in which the grievance occurs.

STEP II: The student meets with the V.P. of Instruction Services to discuss the grievance. At this step, the "Formal Grievance Petition" is filed. The Vice President of Instruction/Student Services will serve as an ombudsman in order to examine objectively both sides of the issue.

The Vice President of Instruction/ Student Services will then meet with all persons involved with the grievance. At the conclusion of Step II, the Vice President, within five (5) school days, will provide the student and others involved with a written summary of the discussion.

If the grievance has not been resolved by this step, the student may proceed to Step III.

STEP III: The student, within five (5) school days after the conclusion of Step II, will submit a written request to the Vice President of Instruction/Student Services for a meeting of an arbitration committee.

The committee will consist of:

1. The appropriate Dean for the Area involved
2. Vice President of Instruction/ Student Services
3. Faculty Member and student

A meeting of the committee will be called by the Vice President of Instruction/Student Services to review and/or take action on the grievance. In ten school days after the student has filed a written request, the committee will meet with all involved parties and discuss the grievance in detail in an attempt to resolve the issue at this step. Meetings will be chaired by the Vice President of Instruction/Student Services.

Within five (5) school days, the decision and proposed action will be communicated to the following:

1. Student involved
2. Committee members

3. College President
4. Other person(s) involved with the grievance

STEP IV: If either the grievant or other person(s) involved are not satisfied with the decision of action of the Grievance Committee an appeal may be made. Within five (5) school days after the decision or action, the appeal must be filed with the President of the College for consideration. Once the College President has reviewed the memorandum and the written Communication from the Grievance Committee, the President will schedule a private meeting with the complainant to discuss the matter.

NOTE: The College President has discretionary power to uphold, reverse, or modify the action taken by the Grievance Committee. The president's decision will be delivered to the Grievant/student in writing with copies to the appropriate individuals involved.

STEP V: If the grievant/student is not satisfied with the final college level disposition of the case, she/he may, through the Chancellor of the Coast Community College District, appeal directly to the Board of Trustees. The Board, after reviewing the materials pertaining to the grievance, may determine the time, place and manner of the hearing.

HOPE SCHOLARSHIP CREDIT

Several new tax benefits are now available to help families meet the cost of postsecondary education. These tax benefits are intended to help students and their parents as well as all working Americans to fulfill a variety of education objectives.

Taxpayers can claim one or, in some cases, two new tax credits for expenses they pay for postsecondary education for themselves and their dependent children. This tax credit can directly reduce the amount of federal income tax for returns filed in 1999 or later. The Hope Scholarship Credit is available on a per-student basis for the first two years of postsecondary education, while the Lifetime Learning Credit applies on a tax-return basis and covers a broader time frame and range of educational courses.

Additional information may be obtained in the Admissions and Records office, from your tax advisor, or by going to the National Association of College and Business Officers website: <http://www.nacubo.org> and click on the TRA97 Resource Page icon.

HOUSING

Coastline maintains no dormitories. Housing transactions must be made individually.

LIABILITY

Throughout the academic year, some classes will meet at off-campus locations. The college will not provide transportation to these sites, and students enrolled in these classes are responsible for making their own transportation arrangements. Coastline personnel may assist in coordinating this transportation and/or may recommend travel time, routes, carpooling, etc.; however, the student does not have to follow these recommendations. The CCCD is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District.

Under the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion, you hold the CCCD, its officers, agents and employees harmless from all liability or claims that may arise out of or in connection with your participation in this activity.

OPEN ENROLLMENT POLICY

It is the policy of the Coast Community College District that, unless specifically exempted by statute, every course section or class, the attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Section 58106 of Title 5 of the California Administrative Code.

PARKING REGULATIONS

Permit Required: Parking permits are required at the Newport Beach and Garden Grove Campuses. Permits are also required to park at the Westminster, Le-Jao Campus City Hall North lot (stalls 268 through 340) and Community Service lot (stalls 556 through 688). Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower-left corner of windshield in the manner indicated on the instructions. Motorcycles (mopeds) will have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON CAMPUS.

Purchase parking permits online:

Current semester permits are now available online at www.coastline.edu. Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are also valid at Golden West and Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:

- Yellow (Faculty and Staff) permit required
- White Grid (Motorcycles only) permit required
- Blue (Handicapped—DMV) Handicap permit must be displayed
- Unmarked white stalls—open for permit parking

Responsibilities for Penalties: The registered owner of any vehicle on a Coastline site shall be held responsible for any liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicle on the Coastline site.

Liability: Coastline is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

Lost, Stolen, Damaged Permits or Sold Vehicles: Replacement of lost, damaged or permits sold with the vehicle will be \$30. Stolen permits are to be reported to the Public Safety office.

PARKING, TRAFFIC RULES AND REGULATIONS:

ARTICLE 1—Enforcement

Students who fail to pay parking fines may have their academic records encumbered until all outstanding fines have been paid. Penalties may be added to each citation. The DMV and a collection agency may be notified. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.

Parking Regulation/Citation Penalties:

Section No.	Regulation
103	Unauthorized use of permit (stolen/forged/altered). BAIL: \$40
208	Overnight parking. BAIL: \$35
210	Unauthorized sales/distribution. BAIL: \$35
401	Parked outside marked stalls. BAIL: \$35
402	Parked overlapping stalls. BAIL: \$35
403	Parked on restricted area. BAIL: \$35
404	Parked in motorcycle/moped area. BAIL: \$35
405	Backed into diagonal stall. BAIL: \$35
406	Parked blocking traffic. BAIL: \$40
407A	Parked in prohibited parking zone (i.e., Red curb). BAIL: \$40
407B	Limited parking zone violation (i.e., timed or loading). BAIL: \$35
408	Parked overtime in Visitor area. BAIL: \$35
409	Parked in Handicapped area. BAIL: \$250
410	Parked in Staff area. BAIL: \$35

411	Parked creating traffic hazard. BAIL: \$40
412	Lack of visible/valid parking permit. BAIL: \$35
413	Expired parking meter. BAIL: \$35
414	Parking in electric vehicle stall without charging. BAIL: \$35

Complete copies of the parking regulations can be obtained from the Public Safety office or call (714) 546-7600, ext. 16120 for more information.

PERSONAL SECURITY CODE

To ensure the security of your records, you will be required to establish a password for your MyCCC portal page. You will be asked to do this the first time you log in to the system. Once you have established your password, it will be REQUIRED for all future online transactions at Coastline College, Golden West College and Orange Coast College. If you forget your password, you may go to our website at www.coastline.edu and click on “Forgot Password?”. Your password is yours and yours alone and is not available to the staff at the college for reference.

All in-person transactions require Photo ID. If a student wants someone else to handle their transaction, the person designated must present written authorization signed by the student (regardless of relationship or age) and photo ID at the time of the transaction.

PREREQUISITES, COREQUISITES AND OTHER ENROLLMENT LIMITATIONS

All prerequisites or corequisites identified in Coastline’s catalog and class schedule were established according to state laws as outlined in the CCCD’s Model Plan. Except for CCCD priority registration procedures for continuing students, and courses or programs with prerequisites or corequisites, all Coastline classes are open to enrollment on a “first come, first-served” basis until they are filled to maximum capacity. Refer to the Catalog for detailed information or contact the Matriculation Office at (714) 241-6166.

Sexual Misconduct Information & Title IX Compliance

Members of the Coastline College (CCC) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCC has zero tolerance for sexual misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

SANCTION STATEMENT:

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Title IX investigative team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

PRIVACY AND REPORTING

Director of Equity and Title IX, TitleIX@coastline.edu, is the college's designated Title IX Officer. The Title IX Officer is responsible for the purposes of initiating notice and/or investigation of sexual misconduct excluding cases involving personnel (not related to a student). The Title IX Officer will assign deputy investigators, who are members of the Investigative Team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The deputy investigators will use discretion on how they act in response to notice of gender-based discrimination. Understanding that different people on campus have different reporting responsibilities and varied abilities to maintain confidentiality, the Title IX Officer will assign deputy investigators depending on the situation and the parties involved.

To report gender-based discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Director of Equity and Title IX
TitleIX@coastline.edu
(714) 241-6208

STUDENT CODE OF CONDUCT

BP 5500 - STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

The Coast Community College District has special interests and purposes essential to its effective functioning as an educational institution and has a clear responsibility in the area of student conduct to protect and promote its goals.

The Coast Community College District Policy (AP 5500) Regarding Student Code of Conduct and Disciplinary Procedures sets forth those acts which constitute unacceptable conduct. All alleged violations of this policy may result in referral to the College Administrator charged with enforcing this policy.

A student of the Coast Community College District accepts the responsibility to conform to all District

rules and regulations. Failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand. Although the District will make every reasonable effort to make the District's rules and regulations available, students are responsible for becoming familiar with them.

The District may impose discipline for the commission, or attempted commission, of the following types of violations by students, for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Student Code of Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Student Code of Conduct. The subsequent acts are defined by the District to be unacceptable. The list is not all inclusive.

1. Academic Misconduct
2. Alcohol
3. Assault/Battery
4. Bias
5. Continued Misconduct or Repeat Violation
6. Dating Violence
7. Destruction of Property
8. Discrimination
9. Dishonesty
10. Disorderly or Lewd Conduct
11. Disruption of Educational Process
12. Disruptive Behavior
13. Disturbing the Peace
14. Drugs
15. Endangering Welfare of Others
16. Failure to Appear
17. Failure to Comply or Identify
18. Failure to Obtain Permits
19. Failure to Repay Debts or Return District Property
20. False Report of Emergency
21. Forgery
22. Fraud
23. Gambling
24. Harassment/Bullying
25. Hateful Behavior
26. Hazing
27. Infliction of Mental Harm
28. Library Materials (Misuse and Destruction)

29. Misrepresentation
30. Misuse of Identification
31. Possession of Stolen Property
32. Possession of Weapons
33. Public Intoxication
34. Sexual Harassment
35. Sexual Misconduct
36. Serious Injury or Death
37. Smoking
38. Stalking
39. Sexual Stalking
40. Theft or Abuse of District's Computers or Electronic Resources
41. Theft or Conversion of Property
42. Trespass and Unauthorized Possession
43. Unauthorized Tape Recording
44. Unauthorized Use of Course or Copyrighted Materials
45. Unauthorized Use of District Keys
46. Unauthorized Use of Electronic Devices
47. Unauthorized Use of Property or Services
48. Unreasonable Demands
49. Unwelcome Conduct
50. Violation of Driving Regulations
51. Violation of Health and Safety Regulations
52. Violation of Law
53. Violation of Posted District Rules
54. Violation of Published Computer/ Network Usage Policy(s), Procedures, or Guidelines

A copy of the Student Code of Conduct may be found online at: <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx> or may be reviewed at Coastline College Administrative Center, Student Services Office.

STUDENT RECORDS

The Admissions office is responsible for registering students and maintaining active and permanent records. Coastline complies with the provisions of the Family Rights and Privacy Act of 1974 (Buckley Amendment) which gives the student the right to see the official school record and restricts distribution of those records. A detailed description of this act is in the Catalog.

Active Records: All requests for changes to a student's current class program or information on file should be made through the Admissions office,

(i.e., adds to program, withdrawal from class, name and address changes, etc.).

Additional Fees: Verification of enrollment costs \$5, and early grade letter costs \$2.

Cumulative files: The Admissions office maintains a cumulative file on each student who has requested transcripts from institutions of prior attendance. The file, containing copies of high school and college transcripts, is available to the student for review and/or for counseling appointments.

Distribution of Student Records to High Schools: Coastline may send to District feeder high schools academic reports reflecting students who have graduated from high schools within the last five years. These reports include the student's name, address, identification number, classes, grades, grade point average and major. This data assists high schools in evaluating their academic program in relation to student activity in college. Students who prefer their academic record not be included in the documents, which are submitted to the high schools, should contact the Admissions office to have their names deleted from the report.

Transcripts: Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. Transcript requests must be submitted online through Credentials, Inc. at: www.coastline.edu. Allow at least five working days for processing. End of semester transcripts may be requested beginning two weeks prior to the end of the semester, and are processed approximately 10-15 working days after the semester ends. There is a \$5 charge for each official transcript, however the first two copies are free.

STUDENTS' RIGHTS

The CCCD and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, sex, color, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or

Veteran status, or genetic information. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students, and the general public.

The right to nondiscrimination in education and employment is guaranteed to persons with disabilities under a number of federal and state laws (including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act). Students have the right to be free from discriminatory actions, including sexual harassment.

Contact one of the following college personnel: Renaté Atkins, Americans with Disabilities Act (ADA) officer, (714) 241-6146; Renaté Atkins, Equal Employment officer, (714) 241-6150; or Kate Mueller, Vice President, Student Services, Sexual Harassment Prevention Coordinator, (714) 241-6160 for further information.

STUDENT RIGHT-TO-KNOW

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students at the following website: <http://srtk.cccco.edu/index.asp> A copy of this information may be obtained by calling the Public Relations office at (714) 241-6186.

Portions of this policy are adapted from the academic honesty policies of the University of California Irvine, Cypress College, California State University Long Beach and Golden West College as published in their catalogs.

Study Load The average student carries a 15 unit full academic load during a semester at Coastline College. This load requires most students to spend 40-45 hours each week preparing for and attending classes. The College recommends that entering freshmen carrying a full academic load (15 or more units) plan to work no more than 12-16 hours each week. Students who have a poor high school record, below a "C" average, probably should work no more than 6-8 hours each week.

No CCC student may carry more than 19 units during a semester, 9 units during summer, or 6 units during intersession without the permission of the CCC Director of Enrollment Services. This maximum applies to the combination of all units in which the student enrolls per semester/term in the Coast Community Colleges (Coastline, Golden West and Orange Coast).

Veterans, Active-Duty Military, and Credit for Military Training

Coastline College is approved for training Veterans under all applicable laws. The College helps Veterans by cooperating with the Veterans Administration and the California State Department of Veterans Affairs. CCC establishes policies and programs for educating Veterans and active-duty military personnel. Under Title 5, Section 55024, members of the service called to active duty during a semester in which they are enrolled, may petition to withdraw under special circumstances. The withdrawal will be posted as "MW"-Military Withdrawal on the student's transcript and will be non-punitive, which means that it will not count in the students grade point average nor will it count towards academic or progress probation/disqualification. Students with orders to report during a semester in which they are enrolled should contact Admissions and Records on the first floor of the College Center for the appropriate petition form. CCC recognizes and grants academic credit to Veterans for eligible military service and training credit completed in the armed forces.



Important College Terms

Closed Classes—If the class in which you wish to enroll is closed—don't give up!

1. Go for the sure thing! Try to find another CRN of the course that may still have seats available; or
2. If there is a wait list option, place yourself on the wait list. If a seat becomes available, you will be notified by email (students with current cell phone will receive a text notification) and will have 24 hours to add the wait listed class. All prerequisites and corequisites must be met; or
3. If wait lists are not available, check back to see if a seat may have become available due to a student

withdrawal or due to a student being dropped for nonpayment of fee; or

4. Go to the first class meeting. If space is available, the instructor may give you an ADD PERMIT with an Add Authorization Code (AAC). The AAC will allow you to register for the course prior to the "EXPIRES" deadline using the online registration system.

Permission Required Courses—Enclose test scores and proof of eligibility for math and English. These forms must be submitted prior to your registration appointment.

Class Canceled—A canceled class/section is one that is not going to be

offered for that semester due to various reasons. You will need to choose an alternate class/section.

Concurrent Enrollment

Required—Applies to classes in which you must enroll in both a lecture and a lab. It may also apply to classes that require you to enroll in another type of class at the same time.

Duplicate Section—You cannot enroll in two sections of the same course during the same semester unless they are a first and second eight-week class and coded as a repeatable course.

Time Conflict—You may not enroll in two classes that overlap in time. Check the scheduled class times carefully when planning your program.



Health Services

If you're a Coastline student, Coastline's Student Health Services are available to you! For a flat student health services fee of only \$11 a term, enrolled students can take advantage of health services such as immunizations, laboratory testing, minor emergency medical treatment, women's health issues, and more.

For more information detailing services visit www.coastline.edu/services/health-services/ or call (714) 241-6208. (**NOTE:** 2 forms of ID must be presented—your current student class program (Printed from the Web or, a bill and a picture I.D.)

Services are available through Memorial Prompt Care, which offers three locations to serve you in:

Westminster

15464 Goldenwest Street (at McFadden) 92683
Hours: 8 a.m. to 9 p.m., 7 days a week
Call (714) 891-9008 to schedule an appointment

Huntington Beach

18561 Beach Boulevard (at Main St.) 92648
Hours: 8 a.m. to 9 p.m., 7 days a week
Call (714) 848-0080 to schedule an appointment

Huntington Beach

9122 Adams Avenue (at Magnolia St.) 92646
Hours: 8 a.m. to 8 p.m., 6 days a week
Call (714) 378-0900 to schedule an appointment



Coastline Bookstore—On-site or Online!

Coastline offers all textbooks and materials at our student bookstore located at the College Center in Fountain Valley. There are two ways to order:

1. Visit the bookstore in the lobby of our Fountain Valley (College Center) location at 11460 Warner Avenue. Check www.coastlineccbookstore.com or call (714) 241-6101 for bookstore hours.
2. Go online to www.coastlineccbookstore.com and select the books and materials needed, and have them shipped to your home or request an instore pickup.

LOG ON TO: www.coastlinebookstore.com



Library—100% online and always open!

Coastline has a Library for students and it is 100% online so you can access it all the time. It is ALWAYS open! You access the online Library through the Library web page at: coastline.edu/library.

Ask a Librarian

Do you need research help? Ask a Librarian! They are research experts. There are multiple ways to contact a Coastline Librarian:

- **Phone:** 714.696.1573
- **Text:** 714.696.1573
- **Email:** Library@coastline.edu
- **Let's Meet!** Schedule a Research Consultation and we can meet you at one of the college campuses. Request Form at this link: <http://goo.gl/forms/JVzS6SdYpAqMEEQx1>
- **Mail:** Librarian, Coastline College, 11460 Warner Ave., Fountain Valley, CA 92708

Textbook Reserve Library

Coastline maintains small collections of current textbooks in the Information Commons (Garden Grove Campus) and the Student Success Campus at Westminster and Newport Beach for students to use on-site. Call to confirm that the textbook for your class is available in the collection. Access to the textbooks is available during the Commons and Success Centers' regular operating hours on a first-come, first-served basis.

eBooks and Article Databases

As a student you have access to over a hundred thousand e-books, and thousands of magazine, journal, and newspaper articles through the online Library at Coastline.

1. Go to the Library webpage: <http://www.coastline.edu/library/> and CLICK eBooks & Databases
2. Log in with your username and password
3. The Databases are divided by subjects. Find a subject that works for you or use the big databases under GENERAL ACADEMIC DATABASES and choose "Academic Search Complete."
 - a. Short videos about the Academic Databases show you how to search some of the databases and you can view videos on the CoastlineLibrary YouTube channel (<https://goo.gl/mOY2Hd>).

Research Tip: As you use the Article Databases think about KEYWORDS you could use in your search. Come up with a few sets of Keywords and start your research. Notice other words and phrases that are coming up as you browse through the articles you find and refine your search and research topic based on these ideas and articles. Start your research early so you can see what is available for your topic and change/modify it if you need too. Remember a Librarian is always here to help you too!

Additional Library Resources

- **CoastlineLibrary on YouTube:** Short and sweet videos to help you with your Library and Research needs (<https://goo.gl/mOY2Hd>).



- **Library Workshops in Canvas**
 - Avoiding Plagiarism
 - Finding Articles (coming next)
- **CalWest**—Coastline students with current student ID may use the libraries at Golden West, Orange Coast, Cypress and Fullerton College.



2019 SUMMER COURSES

Register early for best selection!

About the Course Numbering System

Courses Numbered C001–C099: Introductory, developmental, special interest and some technical courses (not transferable to CSU or UC). English C099AB, Math C010, C020 and C030 are applicable to the associate degree; other courses numbered below C100 cannot be counted toward the 60 units of credit required for an associate degree. These courses do carry college credit and thus can be used to determine eligibility for full-time or financial aid status.

Courses Numbered C100–C299: Transfer courses to CSU. Contact the Coastline Counseling office for information about transferability to UC. Depending upon the courses selected, the student’s major and the specific four-year college/university, these courses will meet various baccalaureate program requirements.

Courses numbered C100–C199 are usually first-year courses; those numbered C200–C299 are usually second-year courses and normally require a prerequisite.

Courses Numbered C300–C399: Highly specialized courses that may be student-negotiated for transfer to baccalaureate-granting institutions, depending upon the courses selected, the student’s major and the specific transfer college/university.

Courses Numbered C400 and Above: Non-credit courses.

Terms to Remember

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

COREQUISITE means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

ADVISORY on recommended preparation means a condition of enrollment that a student is advised (but not required) to meet before or in conjunction with enrollment in a course of educational program.

Important Information

Students who need to miss the first class meeting should notify their instructors through the appropriate learning campus **PRIOR** to the first meeting to avoid being dropped.

How To Read A Course Listing

Here’s a quick and easy guide to reading the course listings included in this schedule:

Course name: ACCOUNTING 100—INTRODUCTION TO ACCOUNTING

Number of units course is worth: 3.0 units

Course description: Practical accounting/keeping records and operating personal services by professional individuals and as a business operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. • Graded or Credit Option

Course reference (you’ll need this when registering): 91400

Length of course/Start date: 16-wk/Jan. 31

Time of class & meeting day(s): 6:30–9:40pm W

Site & Room (see map for key): CM CTR RM 12

Instructor name: Ely C W

SAMPLE

COURSES

ACCOUNTING • (714) 241-6209

ACCT C100—INTRODUCTION TO ACCOUNTING

3.0 units

Elementary theory and principles of elementary accounting applicable to a single-proprietorship business. Practical application of accounting theory to the accounting cycles of service and merchandising businesses: bookkeeping practice; common debit and credit procedure; books of original entry; ledgers, working papers, adjusting and closing entries; income statement, statement of owners' equity, and balance sheet, cash, payroll, special journals. Recommended for business students needing a bookkeeping foundation before enrolling in ACCT 101, and for retailing, sales and merchandising, and office administration majors. ADVISORY: ENGL C100 or C135 and MATH C030. Graded or Pass/No Pass option. Transfer Credit: CSU.

73023 10-wk/Jun 10 5 hrs and 10 min/wk arr.

ONLINE

ACCT C101—FINANCIAL ACCOUNTING

4.0 units

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, and equity valuation; and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. ADVISORY: Eligibility for ENGL C100 and MATH C010. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ACCT 110.

–CRN 73387 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73387 10-wk/Jun 10 9 hrs/wk arr.

ONLINE

ACCT C102—MANAGERIAL ACCOUNTING

4.0 units

This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

This course meets the accounting-related or business-related course requirements needed to sit for the CPA exam.

PREREQUISITE: ACCT C101 with a grade of C or better. ADVISORY: Eligibility for ENGL C100 and MATH C010.

Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ACCT 120.

–CRN 72275 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

72275 10-wk/Jun 10 9 hrs/wk arr.

ONLINE

ACCT C103—INDIVIDUAL TAXATION**3.0 units**

Introduction to income taxation. Emphasis on individual taxation, the income tax formula, the expanded tax formula, introduction to forms 1040EZ, 1040, and 1040A, gross income: inclusions and exclusions, adjustments for adjusted gross income, itemized deductions, self-employed business income, capital gains and other sales of property, rental property, royalties, and income from flow-through entities, tax credits, payroll taxes, retirement and other tax-deferred plans and annuities, special property transactions, at-risk/passive activity loss rules and the individual alternative minimum tax.

ADVISORY: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73276 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details

73276 10-wk/Jun 10 5 hrs and 10 min/wk arr.

ONLINE**ACCT C104—BUSINESS TAXATION****4.0 units**

Topics will include rules related to the organization, life, and dissolution of corporations, partnerships, S corporations, and LLCs. Tax research and planning issues are considered. Case simulation project similar to the new computerized CPA exam will be required. ADVISORY: ACCT C100 or C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73503 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73503 10-wk/Jun 10 7 hrs and 5 min/wk arr.

ONLINE**ACCT C106—EXCEL FOR ACCOUNTING****2.0 units**

This course includes a detailed study of accounting using Excel® spreadsheet software. Topics include the use of functions and formulas in Excel® with emphasis on accounting as a financial analysis tool. Students are expected to have a working knowledge of Windows®. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73277 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73277 10-wk/Jun 10 3 hrs and 20 min/wk arr.

ONLINE**ACCT C107—ACCOUNTING WITH QUICKBOOKS****2.0 units**

QuickBooks® is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks® accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. ADVISORY: ACCT C100 or C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73278 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73278 10-wk/Jun 10 5 hrs and 10 min/wk arr.

ONLINE**ACCT C112—INTERMEDIATE ACCOUNTING 1****3.0 units**

This course will explore topics such as accounting standards; framework underlying financial accounting; accounting information systems; income statements; balance sheets; statement of cash flows; accounting for the time value of money, cash, and receivables; and valuations of inventory. ADVISORY: ACCT C101. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73446 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73446 10-wk/Jun 10 5 hrs and 10 min/wk arr.

ONLINE

ANATOMY • SEE BIOL C220

ANTHROPOLOGY • (714) 241-6213

ANTH C100—CULTURAL ANTHROPOLOGY

3.0 units

This course offers an introductory study of the structure and process of culture. It focuses on the major features of culture and the methods of anthropological research and theoretical orientations with examples of culture variations in both traditional and modern societies. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ANTH 120.

73373 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ANTH C150—WORLD CULTURES

3.0 units

This course surveys cultures providing a foundation for understanding current global developments and human behavior dynamics when encountering cultural differences. Emphasizes practical communication skills used in culturally diverse settings. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73415 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ART • (714) 241-6213

ALSO, SEE DIGITAL GRAPHICS APPLICATIONS

ART C100—SURVEY OF ART: PREHISTORY THROUGH LATE GOTHIC

3.0 units

This course provides an overview of art and architecture from prehistory up to the Late Gothic period. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

70002 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ART C101—SURVEY OF ART: RENAISSANCE TO CONTEMPORARY

3.0 units

Multi-cultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading, and study of current exhibits. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73308 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ART C105—INTRODUCTION TO ART

3.0 units

This course provides an introduction to art from prehistoric times to the present. While examining the role that the visual arts play in the historical development of world cultures, the student will study a wide variety of artistic media such as architecture, painting, drawing, sculpture, graphic design, and photography. This course will also examine the visual elements such as line, color and texture, and explore the principles of design such as unity and balance to discover how they communicate ideas. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73340 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ART C110—COLOR AND DESIGN: 2D

3.0 units

In this course students will develop and apply design skills using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems, and create authentic designs using black and white and color media. Students will also study design in historical, social, and multi-cultural contexts. For general education and Art/Design majors. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73652 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ART C150—CERAMICS 1

3.0 units

Introduces hand-building techniques of pinch, coil, slab, and simple mold construction used in the design, forming, glazing, and firing of ceramic materials. Introduces historical, philosophical, and contemporary analysis of ceramics as an art form. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

\$43 material fee for this course

73474 8-wk/Jun 25 9am-3:50pm TTh

NEWPORT BEACH CAMPUS RM 109

ART C151—CERAMICS 2**3.0 units**

Introduces use of the potter's wheel for forming utilitarian and sculptural vessels. Expanded analysis of the historical foundation and contemporary context of ceramics as an art form. Kiln loading and firing will be introduced. ADVISORY: ART C150. Graded or Pass/No Pass option. Transfer Credit: CSU.

\$43 material fee for this course

73475 8-wk/Jun 25 9am-3:50pm TTh

NEWPORT BEACH CAMPUS RM 109

ART C232—PLEIN AIR PAINTING**1.5 units**

Painting outdoors, on-site in oil, watercolor, or acrylic. Study of painting light on form in nature to convey the outdoor experience. Use of values and intensities of color as light, combined with composition and atmospheric perspective. Presented as a series of challenges with demonstrations and critics. ADVISORY: ART C120, C122, or C228 and ART C229. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73624 8-wk/Jun 14 9am-3:20pm F

NEWPORT BEACH CAMPUS RM 111

ASTRONOMY • (714) 241-6213**ASTR C100—INTRODUCTION TO ASTRONOMY****3.0 units**

Origin; characteristics; and evolution of the solar system, the stars, the galaxies, and the universe. Historical milestones in the science of astronomy from ancient astronomers to current topics such as dark energy, dark matter, and cosmology. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73284 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BIOLOGY • (714) 241-6213**BIOL C100—INTRODUCTION TO BIOLOGY****3.0 units**

Biology for non-science majors. A general study of the basic concepts of biology, including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics, and the interaction of organisms in their environment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

71150 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73394 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73528 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73607 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73476 8-wk/Jun 10 9am-12:10pm MW

NEWPORT BEACH CAMPUS RM 230

BIOL C100C—INTRODUCTION TO BIOLOGY LECTURE/LAB**4.0 units**

A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics, and the interaction of organisms in their environment. This lecture and lab course is suitable as a general education elective for non-science majors. Course combines content from BIOL C100 and BIOL C100L. Graded and Pass/No Pass Option. Transfer Credit: CSU; UC credit limitations (see counselor).

73634 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BIOL C100L—INTRODUCTION TO BIOLOGY LAB**1.0 unit**

Formerly BIOL C101. Biology lab for non-science majors. A general study of plant and animal life processes to acquaint the non-biology major with basic biological concepts and instruments in the laboratory. UC credit is not given unless BIOL C100 is taken previously or concurrently. PREREQUISITE: BIOL C100 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

73211 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73395 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73608 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73609 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73447 8-wk/Jun 11 9am-12:20pm TTh

NEWPORT BEACH CAMPUS RM 215

BIOL C102—INTRODUCTION TO THE CONCEPTS OF ANATOMY AND PHYSIOLOGY **3.0 units**

This lecture-only course provides a general overview of the anatomy and physiology of the eleven human body systems. It is designed for the student with little or no biological background who would like to learn more about the structure and function of the human body, including anatomical and physiological terminology, the student who would like a preparatory course before embarking on the more advanced anatomy and physiology courses, and the student interested in the Health and Fitness major. ADVISORY: ENGL C100. Letter Grade only. Transfer Credit: CSU; UC credit limitations (see counselor).

73577 8-wk/Jun 10 6 hrs and 30 min/wk arr. **ONLINE**

BIOL C103—INTRODUCTION TO MARINE SCIENCE **3.0 units**

(Same as MRSC C100.) A general study of the marine environment. Examines the chemical, biological, and geological properties of the sea; the sea as a natural resource; and its geo-political and economic impact. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73696 8-wk/Jun 10 6 hrs and 30 min/wk arr. **ONLINE**

BIOL C104—MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONALS **3.0 units**

This course introduces students to the subject of Medical Terminology and prepares them for all careers in the medical field. It covers the study of the basic elements of medical terms as well as the basic anatomy and physiology of the human body. In addition, it covers the medical terms used to describe different pathological conditions, diagnostic tests, and therapeutic procedures. Graded or Pass/No Pass option. Transfer Credit: CSU.

73689 8-wk/Jun 10 6 hrs and 30 min/wk arr. **ONLINE**

BIOL C106—HUMAN ECOLOGY **3.0 units**

(Same as ECOL C100.) Provides students with an understanding of the biological implication of man's interplay with the planet. The course is focused on the biological prospects of the future as viewed by examining the biosphere and biogeochemical cycles. Future predictions and current topics will be analyzed in relationship to planet management. Graded or Pass/No Pass option. Transfer Credit: CSU.

73690 8-wk/Jun 10 6 hrs and 30 min/wk arr. **ONLINE**

BIOL C120—BIOLOGY OF AGING **3.0 units**

This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders and diseases in later life. Methods of assisting older persons in adapting to acute and chronic illnesses and in health promotion and maintenance will be discussed. Graded or Pass/No Pass option. Transfer Credit: CSU.

73262 8-wk/Jun 10 6 hrs and 30 min/wk arr. **ONLINE**

BIOL C180—CELL AND MOLECULAR BIOLOGY **4.0 units**

This course, intended for biological sciences and pre-health profession majors, explores principles and applications in cell and molecular biology. Topics include biological molecules; homeostasis; viruses; eukaryotic/prokaryotic cell structure and function; cell metabolism, including photosynthesis and respiration; cell communication; cell reproduction and its controls; classical (Mendelian) genetics; molecular genetics; and biotechnology. PREREQUISITE: CHEM C180 with a grade of C or better or equivalent. ADVISORY: Eligibility for ENGL C100. Letter Grade only. Transfer Credit: CSU; UC. C-ID: BIOL 190.

73578 8-wk/Jun 11 9am-12:15pm TTh plus 1pm-4:15pm TTh **GARDEN GROVE CAMPUS RM 203**
GARDEN GROVE CAMPUS RM 305

BIOL C220—HUMAN ANATOMY**5.0 units**

Formerly BIOL C170. Introduction to the structure and design of the human body. Includes structural components, spatial relationships, and body system interactions. Students participate in the laboratory, which will include dissections. Appropriate for students interested in human anatomy and in pursuing a health field pathway; satisfies requirements for nursing, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, kinesiology majors, medical, dental, and other health field programs. ADVISORY: BIOL C100 or BIOL C102 and ENGL C100 and MATH C100. Letter Grade only. Transfer Credit: CSU; UC. C-ID: BIOL 110B.

73580	8-wk/Jun 10	9am-11:10am MTWTh plus 11:10am-12:55pm MTWTh	NEWPORT BEACH CAMPUS RM 237 NEWPORT BEACH CAMPUS RM 206
73635	8-wk/Jun 10	9am-11:10am MTWTh plus 11:10am-12:55pm MTWTh	LE JAO CAMPUS RM 119 LE JAO CAMPUS RM 121
73636	8-wk/Jun 10	1pm-3:10pm MTWTh plus 3:10pm-4:55pm MTWTh	LE JAO CAMPUS RM 119 LE JAO CAMPUS RM 121
73637	8-wk/Jun 10	1pm-3:10pm MTWTh plus 3:10pm-4:55pm MTWTh	NEWPORT BEACH CAMPUS RM 228 NEWPORT BEACH CAMPUS RM 206
73524	8-wk/Jun 10	5:15pm-7:25pm MTWTh plus 7:25pm-9:10pm MTWTh	NEWPORT BEACH CAMPUS RM 229 NEWPORT BEACH CAMPUS RM 206

BIOL C225—HUMAN PHYSIOLOGY**4.0 units**

Formerly BIOL C175. Emphasis is on integration of body systems and the interrelationships for maintaining body homeostasis. This course is designed for pre-medical health field majors including the pre-nursing, pre-physical therapy, pre-occupational therapy, pre-pharmacy, pre-physician assistant, pre-dental, and pre-medical student. PREREQUISITE: BIOL C220 and CHEM C110, or C130, or C180 with a grade of C or better; or may be taken concurrently. ADVISORY: ENGL C099 or eligible for ENGL C100 and MATH C030 or C045 or eligible for MATH C100 or higher. Letter Grade only. Transfer Credit: CSU; UC. C-ID: BIOL 120B.

73213	8-wk/Jun 10	9am-12:15pm MW plus 1pm-4:15pm MW	NEWPORT BEACH CAMPUS RM 228 NEWPORT BEACH CAMPUS RM 215
73638	8-wk/Jun 10	6pm-9:10pm MW plus 6pm-9:20pm TTh	NEWPORT BEACH CAMPUS RM 237 NEWPORT BEACH CAMPUS RM 215
73450	8-wk/Jun 11	9am-12:30pm TTh plus 1pm-4:30pm TTh	NEWPORT BEACH CAMPUS RM 228 NEWPORT BEACH CAMPUS RM 215

BIOL C291—WORK BASED LEARNING**1.0 unit**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the maintenance and operation of equipment and materials used in the Biology Department. Students complete research projects that align with STEM fields in cooperation with an internship in which the student is employed, or serves as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. PREREQUISITE: Complete 5.0 units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit. Graded or Pass/No Pass option. Transfer Credit: CSU.

73691	8-wk/Jun 10	11 hrs and 5 min/wk arr.	NEWPORT BEACH CAMPUS
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BIOL C292—WORK BASED LEARNING**2.0 units**

Course is designed to provide students with real-life experiences in Biological Science. On-campus work consists of instruction and experience in the maintenance and operation of equipment and materials used in the Biology Department. Students complete research projects that align with STEM fields in cooperation with an internship in which the student is employed, or serves as a volunteer, in a biology-related setting (e.g., hospital, lab, museum, park) under the supervision of a qualified professional or faculty member. PREREQUISITE: Complete 5.0 units in Biology at Coastline prior to work experience. Instructor permission required. Be employed or volunteer in a biology-related setting for 5 hours per week per unit of credit. Graded or Pass/No Pass option. Transfer Credit: CSU.

73639	8-wk/Jun 10	22 hrs and 15 min/wk arr.	NEWPORT BEACH CAMPUS
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BUSINESS • (714) 241-6209

BUS C100—INTRODUCTION TO BUSINESS

3.0 units

An introductory course that defines and applies the fundamental principles of economics, management, ethics, leadership, marketing, management information systems (MIS), accounting, and finance to the current business environment. The course will help students select their field of business specialization and will provide the foundation for future study of business and management. It presents an in-depth examination of elements of contemporary business, from the Internet functions to the challenges of business on an international scale. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: BUS 110.

73031 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BUS C110—BUSINESS LAW/LEGAL ENVIRONMENT OF BUSINESS

3.0 units

Fundamental legal principles pertaining to business transactions. Introduction to the legal process and law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. This course meets the requirements for Business Law and the Legal Environment of Business. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: BUS 120.

72929 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BUS C120—PERSONAL FINANCE

3.0 units

Personal Finance teaches students the fundamentals of financial planning as well as development of an understanding of the social, psychological, and physiological contexts that influence decision making. Personal Finance provides comprehensive coverage of the role of money in students' lives and personal financial planning in the areas of money management, stress management, healthcare, career planning, taxes, consumer credit, debt, insurance, investments, retirement planning, and estate planning. The course provides financial planning tools, enabling students to identify and evaluate choices that lead to long-term financial security and a healthy lifestyle and to develop an understanding of their connection with money and the consequences of their decisions. PREREQUISITE: BUS C007, or MATH C005, or higher MATH course with a passing grade; or placement into MATH C008 or higher by qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU.

73269 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BUS C222—ENTREPRENEURSHIP AND SMALL BUSINESS OPERATIONS AND MANAGEMENT

3.0 units

Provides a study of the practical problems encountered in finding, organizing, and operating small business enterprises. Included are topics related to initiating the business, developing strategies, marketing, and managing financial and administrative control. Graded or Pass/No Pass option. Transfer Credit: CSU.

72932 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

BUSINESS COMPUTING • (714) 241-6209

BC C120—MICROSOFT EXCEL 1

1.5 units

Students will learn to use Microsoft® Excel® to create professional worksheets that include formulas, functions, charts, printing techniques, and data analysis. Graded or Pass/No Pass option. Transfer Credit: CSU.

73274 8-wk/Jun 10 3 hrs and 10 min/wk arr.

ONLINE

BC C163—HEALTH INFORMATION TECHNOLOGY—MEDICAL TERMINOLOGY

3.0 units

Introduction to medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes, word roots, and combined word forms. Includes instruction in spelling, definition, and pronunciation. ADVISORY: BC C104 or ability to use Microsoft® Windows®. Graded or Pass/No Pass option. Transfer Credit: CSU.

73275 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

CHEMISTRY • (714) 241-6213

CHEM C110—INTRODUCTION TO CHEMISTRY

5.0 units

A lab science course in principles of inorganic, biochemistry, and organic chemistry for transfer and for associate degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. ADVISORY: MATH C010 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

–CRN 73452 Online students must purchase a lab kit from the bookstore. Labs are completed at home.

–CRN 73452 may have one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage <http://www.coastline.edu/students/distance-learning/testing-times> for details.

73452 8-wk/Jun 10 15 hrs and 30 min/wk arr. ONLINE

–CRN 73453 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.

–CRN 73453 is an 8-week hybrid class with onsite class meetings and an online component.

**73453 8-wk/Jun 11 9am-12:20pm TTh plus GARDEN GROVE CAMPUS RM 307
9 hrs/wk arr. ONLINE**

–CRN 73457 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.

–CRN 73457 is an 8-week hybrid class with onsite class meetings and an online component.

**73457 8-wk/Jun 10 6:30pm-9:40pm MW plus NEWPORT BEACH CAMPUS RM 219
9 hrs/wk arr. ONLINE**

CHEM C130—PREPARATION FOR GENERAL CHEMISTRY

4.0 units

Introduction to both principles and calculations of chemistry and lab techniques, especially for those who continue with future chemistry courses. ADVISORY: MATH C030 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

**73324 8-wk/Jun 10 10am-1:15pm MW plus NEWPORT BEACH CAMPUS RM 229
2pm-5:15pm MW NEWPORT BEACH CAMPUS RM 219**

CHEM C180—GENERAL CHEMISTRY A

4.0 units

Introduction to both the principles and mathematical analysis of general chemistry and basic lab techniques, especially for students intending to proceed with further chemistry courses. Topics include atomic structure and bonding, the stoichiometry of chemical equations, thermochemistry, and the behavior of gases and solutions. PREREQUISITE: CHEM C130 or a recent high school chemistry course with a grade of C or better, and MATH C030 or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. COREQUISITE: CHEM C180L. Letter Grade only. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L = C-ID: CHEM 110. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.

–CRN 72071 may have one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage <http://www.coastline.edu/students/distance-learning/testing-times> for details.

–Students in CRN 72071 are also required to enroll in CHEM C180L lab CRN 72072.

72071 8-wk/Jun 10 9 hrs/wk arr. ONLINE

–Students in CRN 73458 are also required to enroll in CHEM C180L lab CRN 73459.

73458 8-wk/Jun 11 9:15am-1:45pm TTh NEWPORT BEACH CAMPUS RM 238

CHEM C180L—GENERAL CHEMISTRY A LAB**1.0 unit**

Introduction to both the principles and mathematical analysis of general chemistry lab techniques, especially for students intending to proceed with further chemistry courses. Topics include atomic structure and bonding, the stoichiometry of chemical equations, thermochemistry, and the behavior of gases and solutions. PREREQUISITE: CHEM C130, or a recent high school chemistry course with a grade of C or better, and MATH C030, or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. COREQUISITE: CHEM C180. Letter Grade only. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L = C-ID: CHEM 110. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.

–Students in CRN 72072 are also required to enroll in CHEM C180 lecture CRN 72071.

72072 8-wk/Jun 10 3pm-7:15pm MW

GARDEN GROVE CAMPUS RM 307

–Students in CRN 73459 are also required to enroll in CHEM C180 lecture CRN 73458.

73459 8-wk/Jun 11 2pm-6:30pm TTh

NEWPORT BEACH CAMPUS RM 219

CHEM C185—GENERAL CHEMISTRY B**4.0 units**

This course is the second semester of a two-semester sequence which continues the examination of the basic principles of inorganic chemistry with a special emphasis on reaction kinetics, chemical equilibrium, acid/base and solubility equilibria, enthalpy, entropy and Gibbs free energy, electrochemistry, coordination chemistry, and nuclear chemistry. PREREQUISITE: CHEM C180 and C180L with a grade of C or better. COREQUISITE: CHEM C185L. Letter Grade only. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.

–CRN 73460 is an 8-week hybrid class with onsite class meetings and an online component.

–Students in CRN 73460 are also required to enroll in CHEM C185L lab CRN 73461.

**73460 8-wk/Jun 10 1:35pm-3:20pm MW plus
5 hrs and 5 min/wk arr.**

**GARDEN GROVE CAMPUS RM 202
ONLINE**

–Students in CRN 73630 are also required to enroll in CHEM C185L lab CRN 73631.

73630 8-wk/Jun 10 2pm-6:15pm MW

NEWPORT BEACH CAMPUS RM 230

–Students in CRN 73050 are also required to enroll in CHEM C185L lab CRN 73051.

73050 8-wk/Jun 11 9am-1:30pm TTh

GARDEN GROVE CAMPUS RM 202

CHEM C185L—GENERAL CHEMISTRY B LAB**1.0 unit**

This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L) which continues the examination of the basic principles of inorganic chemistry with a special emphasis on reaction kinetics, chemical equilibrium, acid/base and solubility equilibria, enthalpy, entropy and Gibbs free energy, electrochemistry, coordination chemistry, and nuclear chemistry. PREREQUISITE: CHEM C180 and C180L with a grade of C or better. COREQUISITE: CHEM C185. Letter Grade only. Transfer Credit: CSU; UC. CHEM C180 + CHEM C180L + CHEM C185 + CHEM C185L = C-ID: CHEM 120S.

–Students in CRN 73461 are also required to enroll in CHEM C185 lecture CRN 73460.

73461 8-wk/Jun 10 9am-1:15pm MW

GARDEN GROVE CAMPUS RM 307

–Students in CRN 73631 are also required to enroll in CHEM C185 lecture CRN 73630.

73631 8-wk/Jun 10 9am-1:15pm MW

NEWPORT BEACH CAMPUS RM 219

–Students in CRN 73051 are also required to enroll in CHEM C185 lecture CRN 73050.

73051 8-wk/Jun 11 2pm-6:30pm TTh

GARDEN GROVE CAMPUS RM 307

CHINESE • (714) 241-6184**CHIN C180—ELEMENTARY CHINESE 1****5.0 units**

Develop the fundamental ability to both comprehend and converse in daily spoken Mandarin Chinese. Introduction to early reading and writing skills as well as Chinese customs and culture. ADVISORY: Students who have completed two years of high school Chinese with a grade of C or better should enroll in CHIN C185 or C185A. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

73522 8-wk/Jun 10 11 hrs and 5 min/wk arr.

ONLINE

COMMUNICATION STUDIES • (714) 241-6184

CMST C100—INTERPERSONAL COMMUNICATION

3.0 units

Formerly SPCH C100. Language use and effective interpersonal communication, both verbal and non-verbal. Recommended for students wanting to understand and improve their communication skills in interpersonal relationships. Content areas include conversation, listening, perception, non-verbal communication, language, self-concept, and self-disclosure. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: COMM 130.

73243 8-wk/Jun 10 6:30pm-9:40pm MW

WESTMINSTER LE-JAO CAMPUS RM 202

CMST C110—PUBLIC SPEAKING

3.0 units

Formerly SPCH C110. Principles of public speaking, including planning, preparing, and delivering an effective oral presentation. Consideration of and practice in problem solving, information, persuasion, and communication techniques. Emphasis on developing self-confidence and skill in communicating to and with groups. Letter Grade only. Transfer Credit: CSU; UC. C-ID: COMM 110.

73245 8-wk/Jun 10 6:30pm-9:40pm MW

GARDEN GROVE CAMPUS RM 250

—CRN 73244 is an 8-week hybrid class with onsite class meetings and an online component.

73244 8-wk/Jun 25 6pm-9:50pm T plus
3 hrs and 5 min/wk arr.

WESTMINSTER LE-JAO CAMPUS RM 202
ONLINE

COMPUTER INFORMATION SYSTEMS • (714) 241-6209

CIS C100—INTRODUCTION TO INFORMATION SYSTEMS

3.0 units

This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database, and presentation software. Graded or Pass/No Pass option. Transfer Credit: CSU.

73003 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

CIS C111—INTRODUCTION TO INFORMATION SYSTEMS PROGRAMMING

3.0 units

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Meets the lower division computer requirement for business majors at some California State University campuses. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: BUS 140.

73272 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

CIS C157—INTRODUCTION TO PYTHON PROGRAMMING

3.0 units

Offers an overview of the Python® programming language for students without prior programming experience. Variables, expressions, functions, looping, and flow control pertaining to Python® is taught through hands-on exercises and guided demonstrations by the instructor. Graded or Pass/No Pass option. Transfer Credit: CSU.

—Enrollment in CRN 73667 requires acceptance into the CCAP Program.

73667 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73668 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

COMPUTER SERVICES TECHNOLOGY • (714) 241-6209

CST C096—CYBERPATRIOT COACHING

3.0 units

This course prepares students for coaching the CyberPatriot cyber defense competition. It covers the introduction to CyberPatriot, recruitment of competitors, competition operating systems, overview of virtual machines, and preparation for competition. The course includes an introduction to security fundamentals. Students will learn about resources available for coaches and competitors, such as scoring engines and competition preparation materials. ADVISORY: CST C099. Graded or Pass/No Pass option.

73687 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

CST C116—A+ ESSENTIALS HARDWARE

3.0 units

The A+ Essentials Hardware® course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, and Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Hardware® course maps to CompTIA's A+ Essentials Hardware® exam. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73370 is a 4-week hybrid class with weekly onsite class meetings and an online component.

73370 4-wk/Jun 10 6:30pm-9:50pm MW plus
11 hrs and 25 min/wk arr.

GARDEN GROVE CAMPUS RM 306
ONLINE

CST C117—A+ ESSENTIALS SOFTWARE

3.0 units

The A+ Essentials Software® course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, and Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Software® course maps to CompTIA's A+ Essentials® exam. ADVISORY: CST C116. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73371 is a 4-week hybrid class with weekly onsite class meetings and an online component.

73371 4-wk/Jul 8 6:30pm-9:35pm MW plus
11 hrs and 10 min/wk arr.

GARDEN GROVE CAMPUS RM 306
ONLINE

CST C128—NETWORK+

3.0 units

This Network+® certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. Graded or Pass/No Pass option. Transfer Credit: CSU.

73290 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

CST C158—SERVER+

3.0 units

This course will cover the topics of the Server+® certification exam, which validates the knowledge of skills with the most commonly used server and storage systems in the IT industry. Technologies and trends of the server environment will be covered, such as virtualization, data centers, software-defined networking, security risks, and network attached storage improvements. ADVISORY: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

73674 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

–Enrollment in CRN 73675 requires acceptance into the CCAP Program.

73675 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

CST C230—INTRODUCTION TO SECURITY

3.0 units

This class is a survey of Network/Internet security. It will help prepare you for the CompTIA Security+® Exam. Topics will cover Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. The class will have lecture and hands-on components. ADVISORY: CST C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

73670 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

CST C245—EXPLORING COMPUTER FORENSICS

3.0 units

Introduction to Computer Forensics Investigations. The class will cover such topics as how to recognize that a computer crime has occurred and steps follow when acquiring, authenticating, and analyzing data on a compromised system. Hands-on portion will explore the use of several Computer Forensics tools. ADVISORY: CST C232 and C238. Graded or Pass/No Pass option. Transfer Credit: CSU.

73676 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

–Enrollment in CRN 73677 requires acceptance into the CCAP Program.

73677 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

COUNSELING • (714) 241-6162

COUN C104—CAREER AND LIFE PLANNING

3.0 units

Formerly COUN C100. This is an introductory career and life planning course that includes an exploration of interests, skills, values, personality traits, past experiences, and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological, and physiological factors related to career/life satisfaction. Topics will include labor market trends, major choices, cover letter and resume creation, interviewing skills, and job search strategies. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

73224 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

COUN C105—STRATEGIES FOR COLLEGE SUCCESS

3.0 units

Course designed to increase success in achieving educational, career, and life goals. It includes information on learning styles and strategies, time management, decision making, goal setting, college resources and services, memory techniques, note-taking, test-taking, and other successful techniques. Students will develop educational and career plans. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73089 8-wk/Jun 24 6 hrs and 30 min/wk arr.

ONLINE

DIGITAL GRAPHIC APPLICATIONS • (714) 241-6209

DGA C116A—ADOBE PHOTOSHOP 1

3.0 units

This course will introduce basic tools and techniques to explore the graphic capabilities of Adobe® Photoshop®. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing, or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct, and retouch photos. No art background required. Graded or Pass/No Pass option. Transfer Credit: CSU.

72864 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ECOLOGY • (714) 241-6213

ECOL C100—HUMAN ECOLOGY

3.0 units

Provides students with an understanding of the biological implication of man's interplay with the planet. The course is focused on the biological prospects of the future as viewed by examining the biosphere and biogeochemical cycles. Future predictions and current topics will be analyzed in relationship to planet management. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73697 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ECONOMICS • (714) 241-6209

ECON C170—PRINCIPLES OF MICROECONOMICS

3.0 units

Formerly ECON C185. This course offers an introduction to the concepts and tools of economic analysis. The course studies price theory, including supply and demand, marginal analysis, utility, cost and revenue concepts, perfect and imperfect competition, production, and factor markets. Economic principles are applied to the analysis of such problems as industrial organization, the environment, public choice, and the distribution of income. **PREREQUISITE:** MATH C030 or C045 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ECON 201.

73206 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ECON C175—PRINCIPLES OF MACROECONOMICS

3.0 units

Formerly ECON C180. This course examines and analyzes the economic problem of productivity, recession, unemployment, and inflation. The focus of this investigation centers on business cycles, the measurement of output and income in the economy, the determination of the equilibrium level of national income in the economy, money creation and the banking system, monetary and fiscal policy options, international trade and finance, and the effects of the public debt. The particular interactions of the domestic and international economies are studied throughout the course. **PREREQUISITE:** MATH C030 or C045 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ECON 202.

73205 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

EDUCATION • (714) 241-6216

EDUC C103—INTRODUCTION TO COMPUTERS IN EDUCATION: TECHNOLOGY PROFICIENCIES FOR TEACHERS 1

2.0 units

Based on the Technology Standard for a California K-12 Preliminary Teaching Credential. The class focuses on the proficiencies credential candidates are required to master before they can be issued a preliminary Multiple or Single Subject Credential. The curriculum and course represent a working partnership between the California Technology Assistance Project (CTAP), Region IX and Coast Community College District's TEACH3 Program. Students enrolled in the class will complete a portfolio in all the state mandated proficiencies and will receive certification as a Preliminary (Level 1) Technology Proficient Educator. All skills are transferable between the Macintosh and Windows environments. ADVISORY: EDUC C104 may be taken concurrently. Letter Grade only. Transfer Credit: CSU.

73534 8-wk/Jun 10 4 hrs and 15 min/wk arr.

ONLINE

EDUC C210—INTRODUCTION TO SPECIAL EDUCATION

3.0 units

This course provides an overview of the broad range of exceptionalities and the varying levels of characteristics, prevalence, causes & prevention, assessment, early intervention, and teaching concerning individuals with disabilities. Topics will include the impact on academic, social, and emotional performances along with ways teachers can support these individuals and their families to promote a successful learning experience. 10 hours of fieldwork in a special education setting is required. Letter Grade Only. Transfer Credit: CSU. In addition to class time, this course requires ten hours of arranged fieldwork in public school special education classrooms and includes cooperation with at least one campus-approved certificated classroom teacher.

73468 8-wk/Jun 10 8 hrs and 5 min/wk arr.

ONLINE

EMERGENCY MANAGEMENT/ HOMELAND SECURITY • (714) 241-6209

EMGT C101—INTRODUCTION TO EMERGENCY MANAGEMENT

3.0 units

This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies in managing disasters and emphasizes the four basic emergency management disciplines: preparedness, mitigation, response and recovery. Graded or Pass/No Pass option. Transfer Credit: CSU.

73137 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

EMGT C102—INTRODUCTION TO HOMELAND SECURITY

3.0 units

This course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the Department of Homeland Security and its relationship to state and local agencies. Emphasis is placed on homeland security practices of the emergency manager. Graded or Pass/No Pass option. Transfer Credit: CSU.

73096 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

ENGLISH • (714) 241-6184

ENGL C090—FUNDAMENTALS OF COMPOSITION

1.0 unit

Students will review the basics of grammar and academic reading and writing through activities, reading assignments, and short writing assignments. Concurrent enrollment in specified sections of English C100 is required. COREQUISITE: ENGL C100. Pass/No Pass only. (NOT DEGREE APPLICABLE.)

73692 8-wk/Jun 10 1 hrs and 5 min/wk arr.

ONLINE

ENGL C098N – WRITING SENTENCES-PARAGRAPHS

0.0 unit

One of two free noncredit courses leading to the Preparation for College Writing certificate, C098N is for students who wish to improve their sentence-level writing prior to enrolling in ENGL C100 or for anyone who wishes to improve his or her writing in general. Students practice writing and rewriting sentences with correct grammar, sentence structure, punctuation, and syntax, culminating in short paragraphs in various modes. Noncredit. Pass/No Pass. (NOT DEGREE APPLICABLE)

73705 8-wk/Jun 24 6:30pm-9:40pm MW

WESTMINSTER LE-JAO CAMPUS

ENGL C099—FUNDAMENTALS OF COMPOSITION**3.0 units**

Students will practice the writing process and learn the composition principles for expository sentences, extended paragraphs, and short essays. Students will also review grammar, sentence structure, punctuation, and organization in order to express ideas clearly. Pass/No Pass only. (NOT DEGREE APPLICABLE.)

73223 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C099N – WRITING PARAGRAPHS TO ESSAYS**0.0 unit**

One of two free noncredit courses leading to the Preparation for College Writing certificate, C099N is for students who wish to improve their paragraph-level writing prior to enrolling in ENGL C100 or for anyone who wishes to improve his or her writing in general. Students will practice the expository writing process and learn the composition principles for paragraphs and short essays. Students will also review grammar, sentence structure, punctuation, and organization in order to express ideas clearly. Noncredit. Pass/No Pass. (NOT DEGREE APPLICABLE)

73706 8-wk/Jun 10 9am-12:20pm TTh WESTMINSTER LE-JAO CAMPUS

ENGL C100—FRESHMAN COMPOSITION**3.0 units**

Freshman Composition offers instruction in expository and argumentative writing, close reading, cogent thinking, research strategies, information literacy, and documentation. By applying the principles and processes of college composition, students cultivate thesis-driven, ordered, logical, grammatically-correct prose. ADVISORY: All students are advised to enroll in English C100 during their first semester of college. Students with a high school GPA of 2.59 or below, English Language Learners who have completed the ESL composition sequence, and students out of high school for more than ten years are advised to take English C100 with the C090 co-requisite basic skills course. Letter Grade only. Transfer Credit: CSU; UC. C-ID: ENGL 100.

70005 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73148 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73249 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73250 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73372 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73693 8-wk/Jun 10 9am-12:20pm TTh WESTMINSTER LE-JAO CAMPUS RM 200
73408 8-wk/Jun 24 6 hrs and 30 min/wk arr. ONLINE
73427 8-wk/Jun 24 6 hrs and 30 min/wk arr. ONLINE
73688 8-wk/Jun 24 6 hrs and 30 min/wk arr. ONLINE
73586 8-wk/Jun 24 9am-12:10pm MW NEWPORT BEACH CAMPUS RM 227
73470 8-wk/Jun 24 6:30pm-9:40pm MW WESTMINSTER LE-JAO CAMPUS RM 115

ENGL C102—CRITICAL REASONING, READING, AND WRITING**3.0 units**

This course offers instruction in argumentation, logical reasoning, critical analysis of non-fiction texts from different disciplines and perspectives, research strategies, information literacy, and documentation. Students write a minimum of 6,000 words of structured, academic prose. PREREQUISITE: ENGL C100. Letter Grade only. Transfer Credit: CSU; UC. C-ID: ENGL 105.

73251 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73409 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73429 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73547 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73694 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE
73644 8-wk/Jun 24 6 hrs and 30 min/wk arr. ONLINE

ENGL C103—BUSINESS ENGLISH**3.0 units**

Focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the businessperson's viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. Graded or Pass/No Pass option. Transfer Credit: CSU.

73703 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C135 – BUSINESS WRITING**3.0 units**

This course addresses techniques, strategies, and forms of business communication, including use of precise professional and persuasive language to achieve business goals and communicate effectively in the workplace. Using a variety of media and technologies, students will learn how to produce effective memos, letters, and reports; prepare successful résumés and employment documents; and make effective presentations. ADVISORY: ENGL C103. Graded or Pass/No Pass option. Transfer Credit: CSU.

73704 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C143—CHILDREN’S LITERATURE**3.0 units**

This course provides a survey of classic and contemporary children’s literature. The course will provide an overview of the literary content and social values found in selected works of children’s literature. **PREREQUISITE:** ENGL C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: ENGL 180.

73645 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C144—THE INTERNATIONAL SHORT STORY**3.0 units**

This course introduces the modern short story, emphasizing multicultural stories from countries throughout the world. Each story will be studied with regard to character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. In addition, each story will be analyzed to understand the particular culture from which it comes. **ADVISORY:** ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73430 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C145—AMERICAN LITERATURE: THE SHORT STORY**3.0 units**

This course is an introduction to the American short story, emphasizing major American writers from the nineteenth and twentieth centuries and from various cultures in modern/contemporary America. Included is a view of historical period and mindset, and the study of character, plot, theme, point of view, setting, tone, style, and other literary devices as they function within the context of the particular story. **ADVISORY:** ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73695 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

ENGL C181—SHAKESPEARE**3.0 units**

Formerly ENGL C180. Participants will engage in analysis and interpretation of the works of William Shakespeare, evaluating his poems, comedies, histories, tragedies, and romances. This instruction may be complemented by attendance of performances and/or viewing recommended videos/DVDs. **PREREQUISITE:** ENGL C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73431 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

FOODS & NUTRITION • (714) 241-6213

FN C170—NUTRITION**3.0 units**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic processes of life. Individual needs, food sources of nutrients, current nutrition issues, scientific principles to analyze and evaluate nutritional information, and diet analysis will be emphasized. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

71420 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

GEOGRAPHY • (714) 241-6213

GEOG C100—WORLD REGIONAL GEOGRAPHY**3.0 units**

This course covers the physical and cultural features of various regions of the world. It examines the relationship between the physical environment and the cultural, political, and economic development of human societies; the reciprocal impact of human societies upon the environment; and current and potential world problems relating to geographic issues. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: GEOG 125.

73323 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

GEOG C180—PHYSICAL GEOGRAPHY**3.0 units**

This course examines the physical elements of geography with particular attention to the earth as a planet. Students will study the interactions between the atmosphere, biosphere, hydrosphere, and lithosphere, how these interactions create particular environments, and the impact of human actions upon earth’s environments. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73622 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

GEOLOGY • (714) 241-6213

GEOL C105—GENERAL GEOLOGY

3.0 units

Formerly GEOL C100. A study of the composition and structure of the earth and the internal and external processes that modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery, and uses will be covered. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: GEOL 100.

73295 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

GEOL C105L—GEOLOGY LAB

1.0 unit

Formerly GEOL C141. Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks; interpretation of land surface features based on topographic maps; and the understanding of folding, faulting, and rock relationships through interpretation of geologic maps. **PREREQUISITE:** GEOL C105 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: GEOL 100L.

73411 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

73517 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HEALTH • (714) 241-6213

HLTH C100—PERSONAL HEALTH

3.0 units

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior, models of behavior change, and personal responsibility. Areas of emphasis include life cycle changes, emotional and sexual adjustment, disease prevention and control, personal fitness, nutrition, stress, substance use and abuse, environmental and consumer health. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

72061 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HLTH C223—HEALTHY AGING

3.0 units

Formerly HLTH C175. Physical and emotional aspects of healthful living in the later years. Emphasis on the health changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health. **ADVISORY:** HLTH C100 OR SOC C120. Graded or Pass/No Pass option. Transfer Credit: CSU.

73621 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HISTORY • (714) 241-6213

HIST C161—WORLD HISTORY 1

3.0 units

Formerly HIST C160. A survey of the economic, political, social and cultural evolution of civilizations in Asia, the Near East, Europe Africa, and the Americas from antiquity to 1500 C.E. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between the different societies. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 150.

73207 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HIST C162—WORLD HISTORY 2

3.0 units

Formerly HIST C165. This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to the present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 160.

73208 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HIST C170—UNITED STATES HISTORY TO 1876**3.0 units**

A comprehensive examination of the history of the United States from the beginnings of exploration to the end of reconstruction after the Civil War. It covers the political, economic, diplomatic, social, and cultural aspects of American life during this time span. This course fulfills the UC and CSU requirements for the BA degree and is transferable to all state institutions of higher learning. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 130.

71160 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

73614 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HIST C175—UNITED STATES HISTORY SINCE 1876**3.0 units**

Comprehensive examination of history of the United States from Reconstruction to the present time. Covers the political, economic, diplomatic, social and cultural aspects of American life. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 140.

72018 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HIST C185—WESTERN CIVILIZATION 2**3.0 units**

A survey of the development of present day Western society from 1550 to the present. Course will emphasize the cultural, and socio-economic changes wrought by the Reformation, the Enlightenment, the Scientific Revolution, industrialization, and imperialism. It will also trace the political evolution of the West by examining a variety of political trends, including liberalism, nationalism, socialism, communism, and fascism. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: HIST 180.

73417 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HUMAN SERVICES • (714) 241-6213**HSVC C100—INTRODUCTION TO HUMAN SERVICES****3.0 units**

A comprehensive survey of the development and scope of the human services field. With a global sensitivity, covers the history of human services, current theories and models of helping, ethics, administration, and careers in human services. Graded or Pass/No Pass option. Transfer Credit: CSU.

73606 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

HUMANITIES • (714) 241-6184**HUM C110 - HUMANITIES THROUGH THE ARTS****3.0 units**

This course surveys Western civilization's cultural achievements in music, literature, drama, film, painting, sculpture, and architecture. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73702 8-wk/Jun 24 6 hrs and 30 min/wk arr. ONLINE

HUM C135—HISTORY AND APPRECIATION OF THE CINEMA**3.0 units**

Formerly HUM C130. This course explores the world of cinema. Content includes film theory, appreciation and criticism, narrative devices and techniques, the movie-making industry, and film's influence on culture. Among other genres, the rom-com, musical, gangster, western, action, epic, foreign, independent, animated, and documentary will be critiqued. Students also learn the terminology of cinematography. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73432 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

KINESIOLOGY • (714) 241-6213

KIN C100—INTRODUCTION TO KINESIOLOGY

3.0 units

An introduction to the study of human movement, including its role in daily life, its place in higher education, and professional career opportunities in areas related to sport, movement, exercise, and fitness. Students will examine the multiple ways of knowing and studying human movement with a focus on the sub disciplines within Kinesiology. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: KIN 100.

73594 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

KIN C201—FITNESS FOR LIFE

3.0 units

Formerly PE C201. Application of principles of human anatomy, physiology, nutrition, and behavior change to the development of exercise programs for health and fitness. Graded or Pass/No Pass option. Transfer Credit: CSU.

73678 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

MANAGEMENT & SUPERVISION • (714) 241-6209

MS C100—BUSINESS ORGANIZATION AND MANAGEMENT

3.0 units

Business Organization and Management is a course designed to provide a comprehensive review of the role of management in the current business environment. Students will be introduced to the terminology, theories, and principles that make up the core of business management. The 21st Century workplace is undergoing dramatic changes. Organizations are reinventing themselves for speed, efficiency, and flexibility and creating a strategic advantage with customer-focused leadership. Teams are becoming the basic organizational building block with the increased emphasis on employee participation and empowerment. Graded or Pass/No Pass option. Transfer Credit: CSU.

72069 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

MS C104—HUMAN RESOURCE MANAGEMENT

3.0 units

This course provides an introduction to the human resources function and related elements and activities while focusing on the crucial role of effective human resource management in achieving organizational success. It emphasizes the ways human resource management can provide a competitive edge and support corporate strategies. It examines the diversity of today's workforce and the economic, social, legislative, and attitudinal changes affecting human resources as well as key functions such as recruitment, equal opportunity, selection, development, appraisal, retention, compensation, and labor relations. Students will be exposed to the view of HRM from the perception of both management and subordinate employees. Graded or Pass/No Pass option. Transfer Credit: CSU.

73390 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

MARINE SCIENCE • (714) 241-6213

MRSC C100—INTRODUCTION TO MARINE SCIENCE

3.0 units

(Same as BIOL C103.) A general study of the marine environment. Examines the chemical, biological, and geological properties of the sea; the sea as a natural resource; and its geo-political and economic impact. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73579 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

MATHEMATICS • (714) 241-6213

MATH C030—INTERMEDIATE ALGEBRA

4.0 units

Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. PREREQUISITE: MATH C010 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option.

–CRN 73236 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73236 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

–CRN 73326 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73326 8-wk/Jun 10 9 hrs/wk arr.

ONLINE

MATH C044—COMBINED BASIC MATHEMATICS AND PRE-ALGEBRA

5.0 units

This course prepares students with the basic math principles and foundation for Elementary Algebra (MATH C010). The course content is equivalent to that covered separately in Basic Arithmetic (MATH C005) and Pre-Algebra (MATH C008). The course develops number and operation sense with regard to whole numbers, integers, rational numbers, mixed numbers, and decimals. Also included are grouping symbols, order of operations, estimation and approximation, scientific notation, ratios, percents, proportions, geometric figures, and units of measurement with conversions. An introduction to algebraic topics, including simple linear equations, algebraic expressions and formulas, and practical applications of the material are also covered. All topics will be covered without the use of a calculating device. Pass/No Pass only. (NOT DEGREE APPLICABLE.)

–CRN 73625 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73625 8-wk/Jun 10 11 hrs and 5 min/wk arr.

ONLINE

MATH C045—COMBINED ELEMENTARY AND INTERMEDIATE ALGEBRA

6.0 units

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, exponents, polynomials, radicals, curve plotting, systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. PREREQUISITE: MATH C008 or C044 with a passing grade or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option.

–CRN 73593 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73593 8-wk/Jun 10 13 hrs and 15 min/wk arr.

ONLINE

–CRN 73626 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73626 8-wk/Jun 10 13 hrs and 25 min/wk arr.

ONLINE

73542 8-wk/Jun 24 9am-12:15pm MTWTh

WESTMINSTER LE-JAO CAMPUS RM 214

MATH C100—LIBERAL ARTS MATHEMATICS

3.0 units

Examines the mathematics involved in personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. The course will also include a writing and research component.

PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

–CRN 72791 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

72791 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

MATH C104—MATHEMATICS FOR ELEMENTARY TEACHERS**3.0 units**

This course will develop and reinforce conceptual understanding of mathematical topics through the use of connections, modeling, and representation and national and state curriculum standards for elementary school math, including Common Core State Standards. Instructional delivery design techniques and technological applications will be explored. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include whole numbers, integers, rational numbers, real numbers, number theory, ratio, proportion, percent, set theory, and elementary logic. PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Letter Grade only. Transfer Credit: CSU; UC. –CRN 73627 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73627 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

MATH C106—GEOMETRY FOR ELEMENTARY TEACHERS**3.0 units**

This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. –CRN 73378 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73378 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

MATH C115—COLLEGE ALGEBRA**4.0 units**

Basic concepts of algebra, equations, and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorics. PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

–CRN 70401 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

70401 8-wk/Jun 10 9 hrs/wk arr. ONLINE

–CRN 73440 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73440 8-wk/Jun 24 9 hrs/wk arr. ONLINE

MATH C120—TRIGONOMETRY**3.0 units**

Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. PREREQUISITE: MATH C030 or C045 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU.

–CRN 73239 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning-testing-times/> for details.

73239 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

MATH C140—BUSINESS CALCULUS**4.0 units**

For Business, Management, and Social Science majors. Functions, graphs, limits, continuity, derivatives, and integrals of exponential and logarithmic functions, the Chain Rule, multivariable functions, differential equations, and applications. PREREQUISITE: MATH C115 or C170 with a grade of C or better or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

–CRN 73383 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73383 8-wk/Jun 10 9 hrs/wk arr. ONLINE

–CRN 73618 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73618 8-wk/Jun 24 9 hrs/wk arr. ONLINE

MATH C160—INTRODUCTION TO STATISTICS**4.0 units**

Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, correlation and regression, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. PREREQUISITE: MATH C030 or C045 with a grade of C or better or qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: MATH 110.

–CRN 72080 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

72080 8-wk/Jun 10 9 hrs/wk arr. ONLINE

–CRN 73496 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the Testing Times webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73496 8-wk/Jun 10 9 hrs/wk arr. ONLINE

73612 8-wk/Jun 10 9 hrs/wk arr. ONLINE

73666 8-wk/Jun 24 9 hrs/wk arr. ONLINE

73671 8-wk/Jun 24 9 hrs/wk arr. ONLINE

73407 8-wk/Jun 24 6pm-8:05pm MTWTh NEWPORT BEACH CAMPUS RM 234

MATH C170—PRECALCULUS**5.0 units**

Topics include algebra review, complex numbers, sequences and series, polynomial, rational, exponential, logarithmic, and trigonometric and inverse functions, vectors, analytic geometry, linear systems, matrices, elementary theory of equations, and polar coordinates. This course is designed for those students planning to study calculus. PREREQUISITE: MATH C120 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

–CRN 73103 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73103 8-wk/Jun 10 11 hrs and 5 min/wk arr. ONLINE

MATH C180—CALCULUS 1**5.0 units**

This is the first course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include limits, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the Fundamental Theorem of Calculus, and applications of integration. PREREQUISITE: MATH C170 with a grade of C or better; or MATH C115 and C120 with a grade of C or better; or achieve qualifying score on Math Placement Test or by Multiple Measures Assessment. Graded or Pass/No Pass option. Transfer Credit: CSU, UC credit limitations (see counselor). C-ID: MATH 210.

–CRN 73104 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73104 8-wk/Jun 10 11 hrs and 5 min/wk arr. ONLINE

–CRN 73628 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning-testing-times/> for details.

73628 8-wk/Jun 24 11 hrs and 5 min/wk arr. ONLINE

–CRN 73683 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning-testing-times/> for details.

73683 8-wk/Jun 24 11 hrs and 5 min/wk arr. ONLINE

MATH C185—CALCULUS 2**5.0 units**

Second course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include techniques and applications of integration, calculus applied to parametric curves and polar curves, analytic geometry, sequences, series, and an introduction to differential equations. PREREQUISITE: MATH C180 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

–CRN 73384 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73384 8-wk/Jun 10 11 hrs and 5 min/wk arr. ONLINE

–CRN 73629 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73629 8-wk/Jun 24 11 hrs and 5 min/wk arr. ONLINE

MATH C280—CALCULUS 3**5.0 units**

Multivariable calculus including vectors, vector-valued functions, functions of several variables, partial derivatives, multiple integrals, calculus of vector fields, Green’s Theorem, Stokes’ Theorem, and the Divergence Theorem. PREREQUISITE: MATH C185 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: MATH 230.

–CRN 73516 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73516 8-wk/Jun 10 11 hrs and 5 min/wk arr. ONLINE

MATH C285—INTRODUCTION TO LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS 5.0 units

Introduction to linear algebra and differential equations, matrices, determinants, eigenvectors and eigenvalues, inverse and implicit function theorems, linear methods and numerical methods, Fourier series, and Laplace transforms.

PREREQUISITE: MATH C185 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU, UC. C-ID: MATH 910 S.

–CRN 73592 may have one or more on-site meetings which may include orientations, reviews, and/or exams.

Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage

<http://www.coastline.edu/students/distance-learning/testing-times> for details.

73592 8-wk/Jun 10 11 hrs and 5 min/wk arr. ONLINE

73672 8-wk/Jun 24 11 hrs and 5 min/wk arr. ONLINE

MUSIC • (714) 241-6213

MUS C100—HISTORY AND APPRECIATION OF MUSIC

3.0 units

Study of major genres, forms, styles, and historical periods in music since the Middle Ages. Emphasis on listening techniques, appreciation of classical and popular music, and recognition of styles, composers, and periods. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: MUS 100.

72082 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73623 8-wk/Jun 24 6 hrs and 30 min/wk arr.

ONLINE

MUS C139—HISTORY OF ROCK MUSIC

3.0 units

Formerly MUS C105. An overview of the social and musical characteristics of music in the Rock and Roll era. 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73341 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PARALEGAL STUDIES • (714) 241-6209

LAW C126—LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION

3.0 units

This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Letter Grade only. Transfer Credit: CSU.

73463 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

LAW C130—LAW OFFICE MANAGEMENT

1.5 units

A study of the systems and procedures for management and administration of legal entities, including structure and decision process, delegation, personnel selection, job descriptions, office policies, file systems, calendar systems, records management, new matters and client conflicts, facilities, communication, technology, billing systems, risk management, ethics, and paralegal employment. ADVISORY: LAW C100, or LAW C120 and LAW C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

73681 8-wk/Jun 12 6:30pm-9:40pm W plus
1 hrs and 5 min/wk arr.

NEWPORT BEACH CAMPUS RM 228
NEWPORT BEACH CAMPUS RM 228

LAW C161—TORT LAW

3.0 units

The substantive and procedural law of tort law principles in intentional tort, negligence, and strict liability in tort in a study, and instruction developed for paralegals. ADVISORY: LAW C100, C127, and C105. Graded or Pass/No Pass option. Transfer Credit: CSU.

73680 8-wk/Jun 11 6:30pm-9:45pm TTh

NEWPORT BEACH CAMPUS RM 227

LAW C164—CONTRACT LAW

3.0 units

The substantive and procedural law of contracts [transactional and litigation] in a study and instruction developed for paralegals. ADVISORY: LAW C100 and C128. Graded or Pass/No Pass option. Transfer Credit: CSU.

73679 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PHILOSOPHY • (714) 241-6184

PHIL C115—LOGIC AND CRITICAL THINKING

3.0 units

This course introduces logic and critical thinking. It covers persuasion, argument, semantic and logical consistency, and the accurate use of language, both meaning and structure. It evaluates the effects of advertising, politics, religion, and the news media. The course also explores the gulf between reasoning in theory and in practice. Students critically evaluate world philosophies, religions, cultural influences, and history, and analyze deductive and inductive proofs through categorical and sentential logic. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73101 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

PHIL C120—ETHICS

3.0 units

This course examines morality, values, and representative ethical theories. Moral problems may include euthanasia/assisted suicide, capital punishment, war, hunger and homelessness, global resource inequality, animal rights, the free rider problem, the environment and future generations, racial and gender injustice, sexual and reproductive autonomy, exploitation, or personal and social responsibility. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73434 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

73569 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

PHYSICS • (714) 241-6213

PHYS C110—CONCEPTUAL PHYSICS

3.0 units

Discusses the fundamental laws of nature: mechanics, Newton's Laws, energy, momentum, rotational dynamics, gravity, properties of 3 states of matter, heat and thermodynamics, harmonic motion, waves and sound. Other topics will be selected from electricity and magnetism, light, and modern physics. ADVISORY: MATH C010 and C020. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

73299 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

PHYS C125—ALGEBRA BASED PHYSICS: ELECTRICITY AND MAGNETISM

4.0 units

The course covers Electricity, Magnetism, Light/Optics, and Modern Physics. It satisfies the physics requirement of biological science programs and technical programs, except physics, chemistry, or engineering. It satisfies requirements as a liberal arts elective. PREREQUISITE: PHYS C120 with a grade of C or better. Letter Grade only. Transfer Credit: CSU; UC. C-ID: PHYS 110.

-CRN 73686 is an 8-week hybrid class with onsite class meetings and an online component.

73686 8-wk/Jun 11 10:45am-12:50pm TTh plus NEWPORT BEACH CAMPUS RM 117
9 hrs and 5 min/wk arr. ONLINE

PHYSIOLOGY – SEE BIOL C225

POLITICAL SCIENCE • (714) 241-6213

PSCI C180—AMERICAN GOVERNMENT

3.0 units

Formerly PSCI C100. An introduction to the principles and problems of government, with particular attention to the American political system at all levels. Emphasis is on the human factor in politics and the realities of government at work. This course satisfies the state college requirement on the Constitution of the United States and California state and local government. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: POLS 110.

73222 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73610 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73684 8-wk/Jun 11 9am-12:20pm TTh

NEWPORT BEACH CAMPUS RM 322

PSYCHOLOGY • (714) 241-6213

PSYC C100—INTRODUCTION TO PSYCHOLOGY

3.0 units

Fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic and social/behavioral perspectives on human thought and behavior. Major units include biological bases of behavior, sensation, perception, motivation, learning and memory, maturation and development, personality, and social psychology. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 110.

72053 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73595 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PSYC C116—CHILD GROWTH AND DEVELOPMENT

3.0 units

Formerly PSYC C115. Examination of human development from conception through adolescence. Includes the biological, psychological, and socio-cultural aspects of the maturation process. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: CDEV 100.

73551 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PSYC C118—LIFE SPAN DEVELOPMENTAL PSYCHOLOGY

3.0 units

Psychological study of human development across the lifespan from prenatal development through childhood, adolescence, adulthood, and dying, paying particular attention to the biological, cognitive, and psychosocial processes. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 180.

73552 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

73613 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PSYC C165—PRINCIPLES OF HUMAN SEXUALITY 1

3.0 units

Formerly PSYC C148. An interdisciplinary analysis of the biological, statistical, psychological, and emotional aspects of human sexual behavior. Emphasis on sexual patterns, sexual identity, physiological and biological processes, and reproduction. ADVISORY: ENGL C099 or eligibility for English composition (ENGL C100). Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 130.

73553 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PSYC C170—PSYCHOLOGY OF AGING

3.0 units

Investigates the lifespan of adults--career choices and changes, marriage, relationships, family issues, aging parents, and retirement. Explores the potential for longer, healthier lives with opportunities and challenges for retirees and the elderly. ADVISORY: SOC C120. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

72824 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

PSYC C255—ABNORMAL PSYCHOLOGY**3.0 units**

Formerly PSYC C120. An introduction to emotional and mental disorders from a biological, sociocultural, and psychological approach. The course covers the field's historical approaches and the range of psychological disorders as well as their symptoms, treatment, and the prevention of mental problems. **PREREQUISITE:** PSYC C100 with a grade of C or better. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 120.

73419 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

PSYC C260—SOCIAL PSYCHOLOGY**3.0 units**

The scientific study of the influence of the group on an individual's mental processes and behavior. Topics include self-perceptions, attitudes and behavior, group influence and persuasion, attraction and relationships, stereotypes, prejudice, discrimination, aggression, belonging, helping, and the application of social psychology to law, health, and business. Graded or Pass/No Pass option. Transfer Credit: CSU. C-ID: PSY 170.

73682 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

PSYC C280—INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY**4.0 units**

Introduces students to psychological research methods and critical analysis techniques that may be applied to diverse research studies and issues. **PREREQUISITE:** PSYC C100 and MATH C160 with grades of C or better. **ADVISORY:** ENGL C100. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: PSY 200.

73402 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

73554 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

REAL ESTATE • (714) 241-6209**RE C100—REAL ESTATE PRINCIPLES****3.0 units**

Introductory course to real estate. Topics covered include contracts, manner of holding title to real property, escrow, basic appraisal understanding, marketing, financing, property management, and many other topics. This course is one of three required for the State of California real estate license exams. Graded or Pass/No Pass option. Transfer Credit: CSU.

73042 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

SOCIOLOGY • (714) 241-6213**SOC C100—INTRODUCTION TO SOCIOLOGY****3.0 units**

Introduction to the scientific study of human society and social behavior, including analysis of social interrelationships and human group organization, culture, social differentiation, and social institutions. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: SOCI 110.

73375 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

73611 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

SOC C110—INTRODUCTION TO MARRIAGE AND FAMILY**3.0 units**

A study of the family as a social institution. Examines the process of family development including: dating, courtship, engagement, mate selection, marriage, parenthood, and divorce. Crises and challenges facing families today will be examined from a sociological perspective. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. C-ID: SOCI 130.

73576 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

SOC C120—INTRODUCTION TO GERONTOLOGY**3.0 units**

A multidisciplinary overview of the biological, psychological, and sociological aspects of the aging process. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

72827 8-wk/Jun 10 6 hrs and 30 min/wk arr. ONLINE

SPANISH • (714) 241-6184

SPAN C180—ELEMENTARY SPANISH 1

5.0 units

This course is designed to develop the student's fundamental ability both to comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as the customs and culture of the Spanish-speaking world.

ADVISORY: Students who have completed two years of high school Spanish with a grade of 'C' or better should enroll in SPAN C185. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor). C-ID: SPAN 100.

73615 8-wk/Jun 10 11 hrs and 5 min/wk arr.

ONLINE

73398 8-wk/Jun 24 11 hrs and 5 min/wk arr.

ONLINE

SPECIAL EDUCATION • (714) 241-6214

SPED C430—ADAPTED FITNESS

0.0 unit

Group exercise course designed for students with physical limitations to increase cardiovascular health, muscular strength, improve posture, enhance range of motion and increase breath control. Focus is on functional motor control, coordination, strength, and flexibility. Special attention is given to activity programs that meet the interest and individual functional abilities of students who may not safely or successfully engage in the activities of a regular Physical Education program.

COREQUISITE: Limitations may be temporary or permanent. A signed Coastline College Doctor's Disability Verification will be requested from the student's physician. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73201 8-wk/Jun 10 9:30am-10:30am MW

WESTMINSTER SENIOR CENTER*

73195 8-wk/Jun 10 10:30am-12pm M

WESTMINSTER SENIOR CENTER*

73200 8-wk/Jun 10 11am-12:30pm M

OASIS SENIOR CENTER*

73498 8-wk/Jun 11 1pm-2:30pm T

COSTA MESA SENIOR CENTER*

73196 8-wk/Jun 12 10:30am-12pm W

WESTMINSTER SENIOR CENTER*

SPED C431—ADAPTED BALANCE AND MOBILITY

0.0 unit

Group exercise course designed for students with physical limitations to reduce the risk of falls by using a multidimensional approach to maintain/improve balance and mobility. COREQUISITE: Limitations may be temporary or permanent. A signed Coastline Verification of Disability form will be required from the student's physician. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73685 8-wk/Jun 11 8:30am-9am TTh

FOUNTAIN VALLEY SENIOR CENTER*

73197 8-wk/Jun 11 10am-11am TTh

FOUNTAIN VALLEY SENIOR CENTER*

73194 8-wk/Jun 11 11am-12pm TTh

FOUNTAIN VALLEY SENIOR CENTER*

SPED C432—ADAPTED STRENGTH AND CONDITIONING

0.0 unit

Group exercise course designed to meet the fitness needs of the student with a physical disability who requires individualized approaches to curriculum and adapted methodologies. Activities are designed and implemented to achieve improved levels of fitness: muscle strength, muscle endurance, cardio-respiratory & cardiovascular functions, anaerobic efficiency, general flexibility, and range of motion. All levels of body management, mobility/agility and ambulation/locomotion are included. COREQUISITE: Limitations may be temporary or permanent. Student's personal physician's signature required on Coastline Special Programs and Services Verification of Disability form. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73198 8-wk/Jun 11 9am-10am TTh

FOUNTAIN VALLEY SENIOR CENTER*

73199 8-wk/Jun 11 1pm-3pm TTh

FOUNTAIN VALLEY SENIOR CENTER*

*LEGEND:

COSTA MESA SENIOR CENTER—695 W. 19th St., Costa Mesa, 92627

FOUNTAIN VALLEY SENIOR CENTER—17967 Bushard St., Fountain Valley, 92708

OASIS SENIOR CENTER—801 Narcissus Ave., Corona Del Mar, 92625

WESTMINSTER SENIOR CENTER—8200 Westminster Blvd., Westminster, 92683

SPED C433—ADAPTED SEATED FITNESS**0.0 unit**

Group exercise course designed to meet the needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing. Activities are designed to promote improved levels of function in all areas of fitness are included: muscle strength/endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included. **COREQUISITE:** Limitations may be temporary or permanent. Student's personal physician's signature required on Coastline Special Programs and Services Verification of Disability form. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73508 8-wk/Jun 11 10:30am-12pm T
73192 8-wk/Jun 12 1:30pm-2:30pm W
73647 8-wk/Jun 12 2:30pm-3:30pm W
73193 8-wk/Jun 14 10:30am-11:30am F
73646 8-wk/Jun 14 11:30am-12:30pm F

COSTA MESA SENIOR CENTER*
LEISURE WORLD NO6*
LEISURE WORLD NO6*
LEISURE WORLD NO6*
LEISURE WORLD NO6*

SPED C462—CAREER DEVELOPMENT FOR THE DISABLED**0.0 unit**

Designed for students with disabilities. Provides supervised career exploration opportunities and specialized counseling and guidance support necessary to enhance opportunities for on-the-job success. Bridges the gap between educational theory and on-the-job practices. Emphasizes individualized performance objectives relative to special needs and occupational or career goals. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73337 8-wk/Jun 10 3 hrs /wk arr.

NEWPORT BEACH CAMPUS RM 329

SPECIAL EDUCATION • (714) 241-6214**Intellectual Disabilities (ID)**

Courses in this section are designed specifically for students with Intellectual Disabilities. Consultation with the Instructor/Coordinator is required to enroll. Call (714) 241-6214

SPED C421—ORIENTATION TO ART**0.0 unit**

Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Students enrolled in the course receive an individualized student educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73649 8-wk/Jun 10 5pm-7pm M

OASIS SENIOR CENTER*

SPED C438—ADAPTIVE PHYSICAL EDUCATION 1**0.0 unit**

A basic motor skills program designed for students with developmental delays. Course focuses on the development of coordination, balance, conditioning, spatial orientation, and socialization skills utilizing sequential motor exercises and elements of structured sports activities. Students enrolled in the course receive an individualized educational contract where course objectives are evaluated according to whether or not the objectives/student outcomes are targeted, satisfied, not satisfied, deferred, or not applicable. Noncredit. Not graded. (NOT DEGREE APPLICABLE.)

73650 8-wk/Jun 12 5pm-7pm W

**COMMUNITY YOUTH CENTER
NEWPORT BEACH***

***LEGEND:**

COMMUNITY YOUTH CENTER—NEWPORT BEACH, 3000 Fifth Ave., Corona Del Mar, CA 92625

COSTA MESA SENIOR CENTER—695 W. 19th St., Costa Mesa, 92627

FOUNTAIN VALLEY SENIOR CENTER—17967 Bushard St., Fountain Valley, 92708

LEISURE WORLD NO6—1661 E. Golden Rain Rd., Seal Beach, 90740

OASIS SENIOR CENTER—801 Narcissus Ave., Corona Del Mar, 92625

SPEECH—SEE COMMUNICATION STUDIES

THEATER ARTS • (714) 241-6213

THEA C100—INTRODUCTION TO THEATER

3.0 units

A course designed for those who wish to explore the performing arts with special attention given to a survey of all the contributing elements in a production, such as, stage craft, direction and the actor's contribution. Attendance at a live theatrical performance is mandatory at student's expense. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.

73673 8-wk/Jun 10 6 hrs and 30 min/wk arr.

ONLINE

VIETNAMESE • (714) 241-6184

VIET C185—ELEMENTARY VIETNAMESE 2

5.0 units

Advanced beginning course emphasizing correct pronunciation, basic structural patterns, and vocabulary development necessary for the writing and understanding of elementary Vietnamese. Simple supplementary readings on Vietnamese culture and civilization will be included. **PREREQUISITE:** VIET C180 or C180B with a grade of C or better or equivalent competency. Graded or Pass/No Pass option. Transfer Credit: CSU; UC credit limitations (see counselor).

73648 8-wk/Jun 10 9:30am-12pm MTWTh

WESTMINSTER LE-JAO CAMPUS RM 217

DISTANCE LEARNING **Summer 2019** Guide

COASTLINE COLLEGE



How to begin

1. New and returning students apply at: www.coastline.edu and click "Apply to Coastline"
NOTE: Continuing students (enrolled during term) do not need to reapply.
2. Register at: <http://myccc.coastline.edu/>
NOTE: All students will receive an appointment to register for classes by mail or email.
3. Buy your textbooks and other materials at: www.coastlinebookstore.com
4. Start reviewing your course website approximately one week prior to the course's start date at: <http://myccc.coastline.edu/>

Need help or have questions?

Assistance of a technical nature, such as logging in or accessing your course website, is available by calling (714) 241-6216.

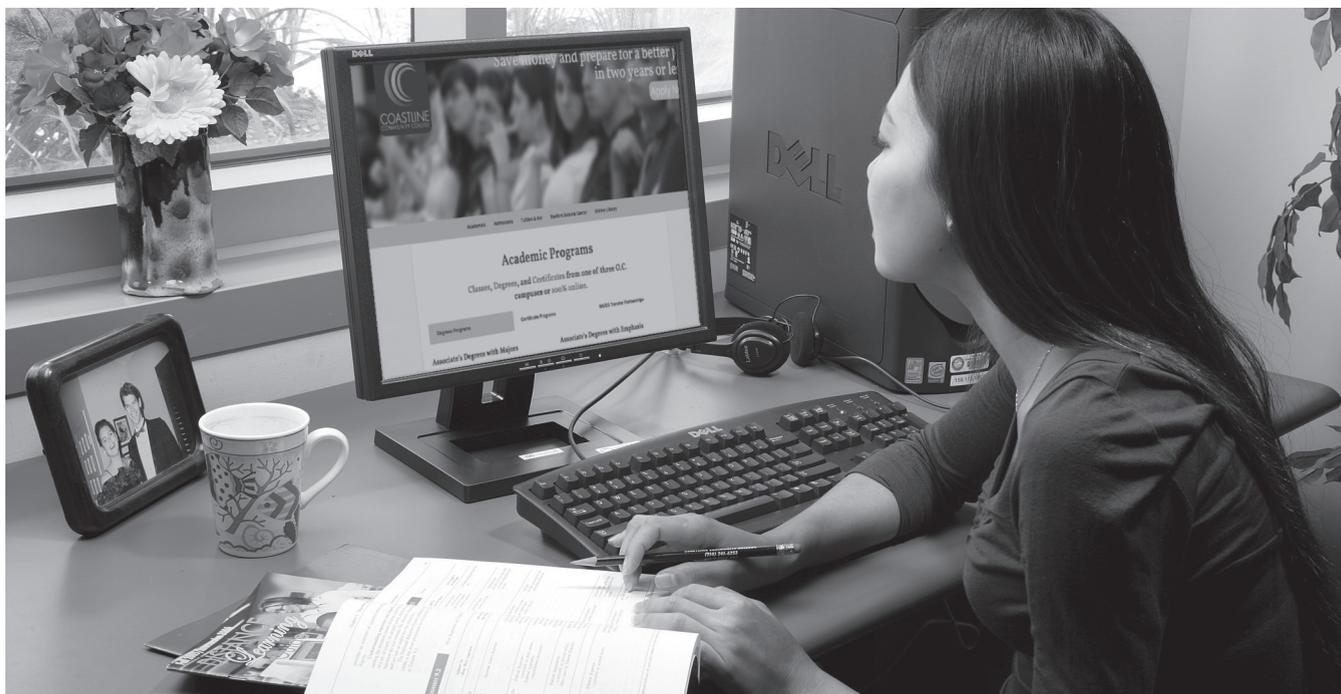
You may also email us at: dlearning@coastline.edu

Convenient and Flexible

Pages 85-95



DISTANCE LEARNING



Benefits of Distance Learning

- **Convenient, flexible options for completing your degree requirements.** Just turn on your laptop or tune-in to your telecourse when it's most convenient for you, day or night!
- **You won't miss a thing!** You no longer have to worry about what you're missing in class, because you control when you go to class. And, if you need assistance, your instructor is available.
- **Your education won't interfere with your work or family commitments.** 56% of all Coastline students work full-time, and many choose DL as a way to fit classes into their busy schedule.

- **A technology-enhanced learning experience.** Coastline's DL courses were created to make learning convenient and fun, and utilize the latest technology.
- **Inexpensive.** Coastline's Distance Learning courses cost the same as Coastline's other courses, as little as \$46 a unit for California residents. Plus, many students qualify for financial aid!

Other Benefits

- Convenient, flexible options for fulfilling degree requirements.
- Academically proven, well-produced curricula developed by college faculty, scholars, practitioners and instructional design specialists.

- Opportunity to attain educational/career goals without sacrificing full-time employment or family.
- Technology-enhanced learning experience.
- Opportunities for K-12 teacher credentialing and salary advance credit.
- Programs tailored for highly motivated, committed, goal-oriented learners.
- More accessible learning options for students with disabilities.

Distance Learning Course Modalities

- Online/Internet
- Telecourse/Cable TV
- Independent Study
- Hybrid

Questions? Need more information?

Visit our website at: www.coastline.edu/students/distance-learning/ or call (714) 241-6216.

DEGREES & CERTIFICATES

The following certificates and Associate's degrees can be completed entirely through **distance learning** courses.

AA with Area of Emphasis

- American Studies
- Arts and Humanities
- Communications
- Physical Education and Health
- Science and Math
- Social and Behavioral Science

AA with Major

- Art
- Business Administration
- Economics
- English
- Gerontology
- Health and Fitness
- History
- Human Services
- Liberal Studies (for teacher prep)
- Mathematics
- Psychology
- Sociology

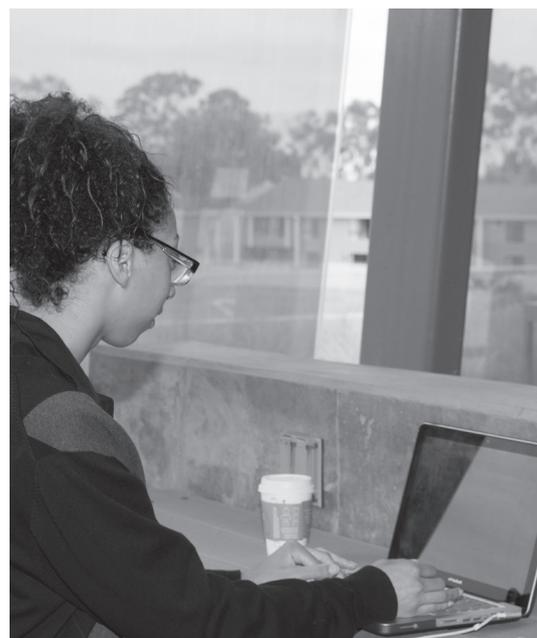
Certificates of Specialization

- Advanced Accounting
- Intermediate Accounting

Certificates of Achievement

18 units or more (may also be applied as a major)

- Accounting
 - General Accounting
 - Bookkeeping
 - Taxation
- Business
 - General Business
 - Human Resources Management
 - Marketing
 - Business Administration
- Business Information Worker
- Emergency Management/Homeland Security
- Entrepreneurship and Small Business Management
- Gerontology
- Logistics/Supply Chain Management
- Management
- Management & Supervision
- Office Support Specialist
 - Administrative Professional (Assistant)
 - General Office Manager
 - Financial Assistant
 - Financial Manager
 - Administrative Manager
- Process Technology
- Retail Management



Distance Learning courses fulfill degree and transfer requirements. Coastline offers a comprehensive selection of distance learning courses that allow you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. Students should check with their schools for course transferability.

NOTE: These are all “Option 1” degrees, since Coastline does not have a public speaking class in distance learning format which fulfills the CSU Oral Communications requirement. (Please consult with a counselor to confirm your degree requirements.) Some distance learning courses require students to complete exams on campus, at examination centers, or in the presence of a proctor.

ONLINE COURSE INFORMATION

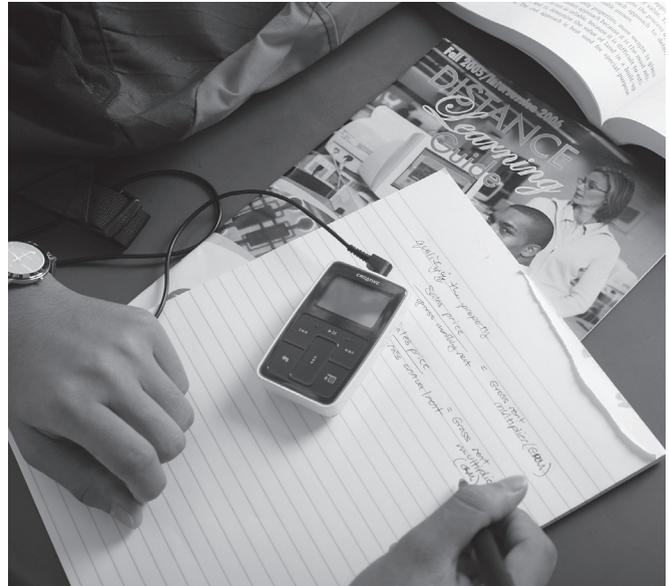
Online courses have teaching materials and assignments delivered online. Students interested in enrolling in an Online course must have:

1. Access to a multimedia computer with a sound card and speakers. Optimally you should have a computer with at least a 1GHz processor, 1 GB of Ram, and a high speed Internet connection such as DSL or Cable.
2. A basic understanding on how to use the Internet, a Web browser, and email in order to concentrate on the course study, not the technology.
3. Full service connection to the Internet via an Internet service provider such as Verizon, AT&T, Time Warner/RoadRunner, dishNET, etc.
4. A current version of a Web browser such as Microsoft® Internet Explorer 7, 8, or newer, Firefox® (version 6 or better), Chrome, Safari, or another up-to-date browser.
5. A current version of Adobe Acrobat Reader, and Windows Media Player (or Adobe Flash Player) to access supplemental material and reviews. These are free downloads available online and links are provided to download sites.
6. Please call the Distance Learning Technical Helpline at (714) 241-6216 with any questions regarding the hardware and software required or to learn if your system meets the requirements necessary to access the online courses.

REMINDER: Please be sure to check your college email account often as this is how your instructors, and the college, will primarily be in contact with you.

Enrolled students can access their course the day the course starts. For tips on getting started, go to <http://www.coastline.edu/students/distance-learning/>.

Students who do not have access to a computer or the Internet may be able to use a computer at one of Coastline's Student Success Centers. For more information, go to <http://www.coastline.edu/services/student-success-center/>.



INDEPENDENT STUDY COURSES

Course syllabus, assignments and exam information are contained in student handbooks.

Instructor contact is through mail, telephone, fax, or email.

TELECOURSE INFORMATION



Telecourse info

Telecourses are distance education courses delivered through pre-produced videolessons that augment the textbooks, study guides and course assignments. Students who enroll in this learning delivery method interact with their instructors via phone, email or fax. Exams are taken in person at the assessment center, with the instructor, or through a proctor.

Students have multiple opportunities for viewing and reviewing telecourse videolessons.

- CABLE refers to the Coastline Cable Station which broadcasts through Time Warner Cable within the cities listed below:
Costa Mesa (Channel 27), Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton, and Westminster (Channel 95).

Effective October 2013, Time Warner Cable began a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.

- Most Telecourse series videos are available for viewing through the course website. Log into Canvas and follow the links to the course you are enrolled in.
- Select Telecourse series are available for purchase through the Coastline Bookstore, coastlineccbookstore.com or call (714) 241-6101.

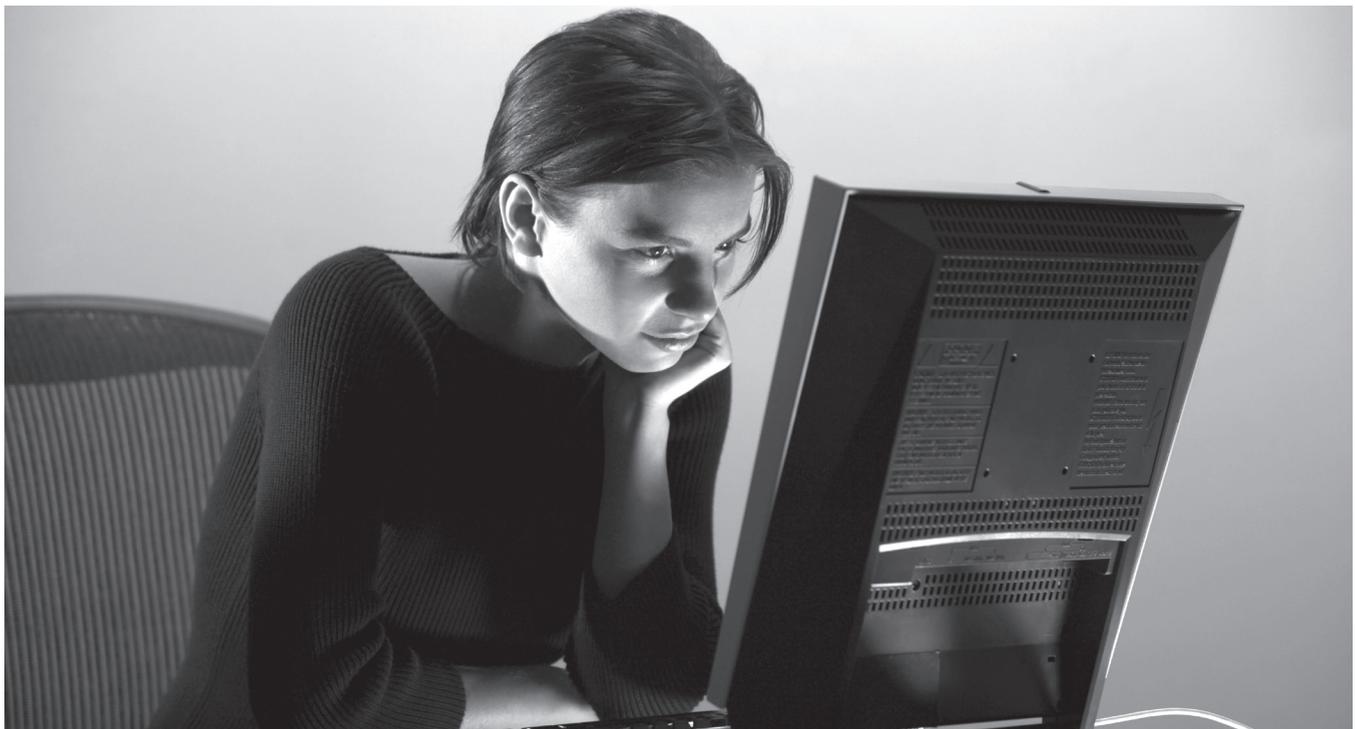
Don't have access to the CABLE broadcast option?

Try Distance Learning Viewing Centers. Select telecourse series are available for a reasonable fee through the Coastline Bookstore, (714) 241-6101. Select telecourse series are available for online viewing through Annenberg Learner. For more information, visit their website at www.learner.org. Select telecourses are available for online viewing through the course website. Log into MyCCC and follow the links to the course you are enrolled in.

VIEWING CENTERS (call for hours):

- Coastline Assessment Center
11460 Warner Avenue, Fountain Valley, 92708
(714) 241-6285
- Garden Grove Campus
12901 Euclid Street, Garden Grove, 92840
(714) 241-6209

To see when our telecourse videos will play on Spectrum, go to
<http://www.coastline.edu/students/distance-learning/>
and click on "How to View Telecourse/Cable Videos"



Course Videos Available Online

The following video series are available as streaming media through the Coastline College Distance Learning website (requires Internet access. Some videos will require Windows Media Player. Some videos will require Adobe Flash).

Course Number/Video Series Title

Anthropology C100—Our Diverse World
 Anthropology C185—Evolving Human
 Biology C100—Cycles of Life
 Business C100—It's Strictly Business
 Business C120—Dollars & Sense
 Business C150—Concepts in Marketing
 Counseling C105—Mastering the College Experience
 Food & Nutrition C170—Nutrition Pathways
 Health C100—Journey to Health
 History C170—Shaping America
 Management & Supervision C100—Taking the Lead
 Marine Science C100 —The Endless Voyage
 Mass Communications—Media Waves
 Math C005—Basic Mathematics
 Math C008—Pre Algebra
 Math C010—Elementary Algebra
 Math C115—College Algebra
 Math C160—Introduction to Statistics
 Math C170—Pre Calculus
 Philosophy C115—Logic and Critical Thinking
 Psychology C100—The Human Experience
 Psychology C116—Stepping Stones
 Psychology C118—Transitions through the Life Span
 Sociology C100—Exploring Society
 Sociology C110—Our Families, Ourselves

The following video series are available as streaming media through the Annenberg website <http://www.learner.org/> resources (requires Internet access).

Course Number/Video Series Title

Geology C105—The Earth Revealed
 History C180/C185—The Western Tradition
 Philosophy C120—Ethics in America
 Sociology C120—Growing Old in a New Age
 Spanish C180/C185—Destinos

Cable Channel Information

To view the cable channel, students must be subscribers to Time Warner Cable AND live in Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton or Westminster. Effective October 2013, Time Warner Cable will begin a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.

The CABLE broadcast option is available through Time Warner in:

Costa Mesa—Channel 27
 Fountain Valley—Channel 95
 Garden Grove—Channel 95
 Huntington Beach—Channel 95
 Midway City—Channel 95
 Seal Beach—Channel 95
 Stanton—Channel 95
 Westminster—Channel 95

TEXTBOOKS

Distance Learning students have **2** ways to order/receive their textbooks!

1

or

2

Instructions for ordering online

1. Go to <http://www.coastlineccbookstore.com>, hover your mouse cursor over “Textbooks,” and click on “Find Textbooks.”
2. Click “Select A Campus,” and then click on “Coastline Community College.”
3. Select your Term (e.g., Fall 2014), Department, Course, and Section #, then click “Find Materials For 1 Course.” All your required, recommended, and suggested textbooks and supplies for that course will be displayed.
4. Once you have selected your preferences (e.g., New, Used, eText, Rent), click on “Add Items to Cart.”
5. To order books for another class, click on “Find Textbooks” again and repeat the process above.
6. Once you finish putting all your course materials into your cart, click on “Checkout.”
7. You’ll be asked to log in, create an account, or you can continue as a Guest. Fill out the online form and submit.
8. Make any adjustments necessary to your order and follow the instructions to complete your purchase.
9. Remember to save any record of your purchase (one good reason to create an account).

Students who live within traveling distance of the College Center in Fountain Valley can shop in the Bookstore, located on the first floor.

- Distance Learning students are encouraged to take advantage of ordering their course materials online.
- The majority of textbooks are expected to be in stock approximately two to three weeks before the date the classes begin.
- Orders can be placed as soon as the upcoming term has been updated to the Bookstore website.
- There is a normal turnaround period of two working days before orders leave the Bookstore. This turnaround can increase with the number of arriving orders, especially in the few days before the session begins. Order early.
- Textbook sell back information can be found online at www.coastlineccbookstore.com.

Military & Corporate Programs

Students enrolled through Coastline’s Extended Learning Division, please visit the appropriate page for textbook ordering information.

Military Students: Military.Coastline.edu

SELECT TELECOURSES AVAILABLE ON DVD AT THE COASTLINE BOOKSTORE

Course Number & Title.....	Telecourse Title
Anthropology C100—Cultural Anthropology.....	Cultural Anthropology: Our Diverse World
Anthropology C185—Physical Anthropology	Physical Anthropology: The Evolving Human
Biology C100—Introduction to Biology	Cycles of Life: Exploring Biology
Business C100—Introduction to Business.....	It’s Strictly Business
Business C120—Personal Finance	Dollar\$ & Sense: Personal Finance
Business C150—Introduction to Marketing	Concepts in Marketing
Counseling C105—Strategies for College Success	Mastering the College Experience
Food & Nutrition C170—Nutrition	Nutrition Pathways
Health C100—Personal Health	Journey to Health
History C170—U.S. History to 1876	Shaping America
Management and Supervision C100—Business Organization and Management.....	Taking the Lead
Marine Science C100—Introduction to Marine Science.....	The Endless Voyage
Political Science C180—American Government.....	Voices in Democracy
Psychology C100—Introduction to Psychology	Psychology: The Human Experience
Psychology C116—Child Growth & Development.....	Child Development: Stepping Stones
Psychology C118—Life Span Developmental Psychology.....	Transitions through the Life Span
Sociology C100—Introduction to Sociology	Exploring Society
Sociology C110—Marriage and Family	Our Families, Ourselves

More information is available at www.coastlineccbookstore.com

PROCTOR INFO



Rules and Procedures

If you are a local resident and your zip code matches any of those listed below, you will be expected to complete your midterm and final exam(s) with your instructor(s) on the day, time and locations listed in the course syllabus. That means you do not need this form. Students who complete this form and live within these zip codes will have their form denied and returned.

900XX, 901XX, 902XX, 903XX, 904XX, 905XX, 906XX, 907XX, 908XX,

910XX, 911XX, 912XX, 917XX, 918XX, 926XX, 927XX, 928XX

If you live out of the area and your zip code does not match any of the areas listed above, you may choose to use this form in order to have your exams proctored by an appropriate proctor. It is the responsibility of the student to verify that the proctor meets the requirements listed for acceptable proctors (please see form). If the person chosen does not meet the requirements, this form will be denied and returned to the student.

It is the student's responsibility to return the completed proctor form to the Distance Learning department. If the student is enrolled in a 16-week course, the form is due by the second Friday from the start date of the course. If the student is enrolled in a course of any other length, the form is due by the first Friday from the start date of the course. Students who fail to return the proctor form by the stated due dates will cause the mailing of their exams to be delayed. This may result in a penalty for completing exams late. The exams will be delivered to the proctor via USPS (United States Postal Service).

Students with questions regarding proctored exams or the Student/Proctor Agreement form, go to <http://www.coastline.edu/students/distance-learning/proctor> or call (714) 241-6216.

Additional Proctor Information

Completion of the Proctor Agreement Form ensures the Distance Learning Department that the registered student has selected a proctor (examination supervisor) who meets criteria to administer the midterm and final examinations. The exams must be mailed to the institution where the proctor is employed as an educator. If any other mailing address is listed, the mailing of exams will not take place. The proctor form will be rejected and returned to the student. Exams are due back in the Distance Learning Department by the date the exams are being administered to the local students, unless otherwise noted on the course website or in the Student Handbook for the course. This date can be determined by going to the Testing Times page on the Distance Learning website. The student and proctor must adhere to these exam dates or a penalty of 10% may be assessed. For the student who is proctored, the midterm and final examinations will not be at a Coastline testing site.

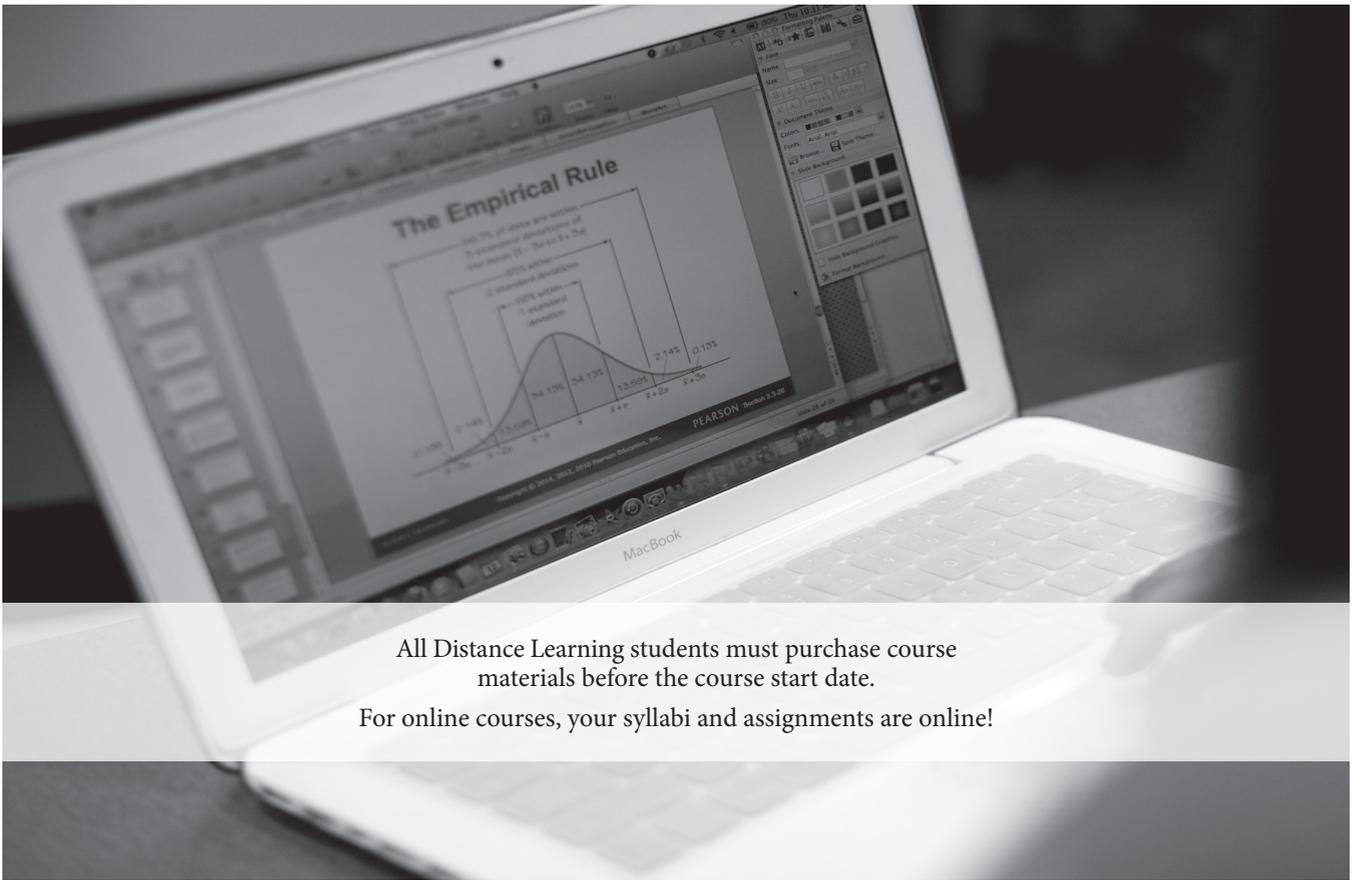
Who Qualifies to be a Proctor?

The proctor must be a teacher, librarian, testing coordinator, or administrator from a community college, university, elementary/secondary school, OR Military Educational Services Officer or test administrator.

The individual selected as the proctor cannot be a current student with Coastline, cannot be a relative of the student, nor live at the same address as any Coastline College student, as that would jeopardize or violate the academic honesty policy of Coastline College.

Academic Honesty

The Distance Learning Department reviews each proctor agreement form and will determine if the criteria have been met. If the criteria have not been met, the student will be notified for the next appropriate action. The signed form is a binding agreement between the proctor and Coastline College to ensure the confidentiality and academic integrity through proper administration of examinations. The proctor is expected to prevent acts of academic dishonesty from the following: cheating, plagiarism, stealing or copying an exam and/or engaging in collusion.



All Distance Learning students must purchase course materials before the course start date.
For online courses, your syllabi and assignments are online!

Frequently Asked Questions

Distance Learning Programs

What are the differences between Online, Independent Study, Cablecast and Telecourses?

Online courses are primarily completed through the course website. There are instances when students will be required to take an exam in person with the instructor or a proctor. Independent Study courses follow a student handbook and generally mail in coursework. Cablecast and Telecourses follow a student handbook, view videolessons, and submit coursework through the mail. Independent Study, Cablecast and Telecourses offer some select online services.

Will I need to come to one of Coastline's campuses to take an exam?

This varies. Some classes, such as Telecourses, require local or non-proctored students to take exams at the college's Garden Grove, Westminster, Le-Jao, or Newport Beach campuses. Other courses, such as Internet courses, may require students to attend review and/or exam sessions at one of these campuses.

Complete information, for Telecourse and Cablecast courses, is available in the student handbook that you purchase from the college Bookstore. Internet courses, which don't have handbooks, list review and/or exam information at:

<http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/>

I live really far away. Do I have to come in and take my midterm and final?

Students who do not live in Los Angeles or Orange counties or surrounding areas may submit a proctor agreement form by mail. Refer to "the Student/Proctor Agreement Form" for more information.

I can't make it to the scheduled exam. What should I do?

You may be able to schedule an alternate exam by going to the Distance Learning department's website: dl.coastline.edu, click on the 'Schedule Alternate Exams' link and follow the instructions.

Please note, however, that there may be a 10% penalty for any student completing a midterm or final exam more than seven days after the regularly scheduled exam, unless otherwise noted by the instructor. If you are taking your exam late, it is your responsibility to confirm that your instructor will accept it at that time. Students must present written approval from their instructor to complete an exam after the course has ended.

How do I know what books and materials to buy, and how will I get them if I am out of the area?

Students may purchase their books and materials online. The Coastline College Bookstore website is: www.coastlinebookstore.com. You will find information about what books and materials are required for your course(s) on the website.

If I don't live in Orange County, may I still enroll in a telecourse or cablecast course?

Yes. While telecourses and cablecast courses only broadcast on a local cable channel, students who live outside the area have the option to purchase a complete DVD or CD-ROM set through the Coastline College Bookstore or view the videolessons online (these options are not available for all courses).

I am taking an online course. Am I still able to submit my quiz on a Scantron?

No. Online classes are done strictly on the Internet. The syllabus is online as well as the quizzes. One advantage of an online course is that you receive immediate feedback after submitting your quiz.

I tried to submit my quiz but the website is not responding. What do I do?

If you are experiencing technical difficulties, please contact the Distance Learning office at (714) 241-6216.

What if I am late turning in a quiz or an assignment?

Communicate directly with your instructor.

If I submit my quiz on a Scantron, how will I know my score?

As long as the Scantron is filled out correctly and submitted to the Distance Learning Department by the due date, students will receive correspondence in the mail regarding their total score. Be sure to include name, student ID number and quiz number in the spaces provided on the Scantron form. Depending on the course, students may also view scores on the course website. Please allow 7 to 10 days for these scores to be posted from the date you mailed your quiz. Late quizzes are scored and posted last and won't meet this schedule.

I may need an early grade report. May I get one with a Distance Learning course?

Arrange this directly with your instructor.

I work full-time and have kids. How will the Distance Learning Program work for me?

By taking classes via the Internet, watching cablecast courses or videos aired on the television, or participating in the Independent CD-ROM courses, students can get the education they need with the flexibility of working around their busy schedules. Keep in mind: if you are a local student, you may be required to come in to one of our campus for the midterm and final exam.

I get off work at 5 p.m., and your office closes at 5 p.m. What do I do about turning in my assignment?

If your course requires you to submit an assignment that cannot be turned in through the course website, you may mail in your assignment(s), or there is also a mailbox conveniently located outside of the Coastline College Center in Fountain Valley.

What is my student identification number?

Your 8-digit student identification number is supplied to you by Coastline after you've been admitted to the school.

I am registering late, and the class I want is closed. Am I able to petition the course?

Unfortunately no, as many distance learning classes reach a maximum number of students. You may check to see if the class you want has a section which starts on another date. Many of our classes are not only offered as 16-week sections, but 8-week sections as well within the same term.

Some classes will be considered 'Closed' or 'Cancelled' for a variety of reasons. Therefore, be prepared to enroll in an alternate class if your first choice is unavailable. English classes are popular and will fill up quickly!

I don't live in California. Am I still able to take a telecourse?

Yes. Students who live outside of California can enroll with Coastline. Also, students who live outside the local area and will not be able to take their midterm or final examinations with their instructors need to complete a "Student/Proctor Agreement."

Since I am not in a classroom course, do I have an instructor and how will I keep in contact with my instructor?

All distance learning courses are taught by credentialed instructors. Each distance learning instructor holds contact hours. Students may contact their instructors through voicemail, telephone, fax, email or in-person with an appointment. Many courses use online bulletin boards to hold discussion forums or to facilitate communication between students and between instructor and students.

Can active-duty Servicemembers and military members take online courses through Coastline?

Yes, in addition to our local programs, Coastline offers 8-week online courses to active-duty Servicemembers and their family members and Veterans. Visit our website for more information at: <http://Military.Coastline.edu>.

Do I need prior computer experience in order to enroll in an online course?

There is no need to be a computer expert but you do need to know:

- a. how to navigate the Internet
- b. how to use email
- c. how to download a program from the Internet and install it (typically this is free software)
- d. how to conduct a search on the Web

If a student is self-motivated, can follow instructions from the computer screen and likes to figure things out on his/her own—an online course will be an enriched educational experience.

What equipment do I need to enroll in an online course?

You need a 500 MHz (or faster) computer with (1) modem (56Kbps or faster), (2) sound card, (3) provide your own Internet connection, (4) provide a valid email address, and (5) appropriate software for course.

I want to enroll in an Online course, but I do not have a computer or an Internet service provider. What can I do?

To genuinely get the most out of this Distance Learning format, students should possess (or have access to) a computer with Internet capacities. Students who do not have access to a computer with Internet can use Coastline's Computer Labs at the Garden Grove; Westminster, Le-Jao; and Newport Beach Campuses. Another alternative is to check out Coastline's telecourses!

If I run into computer or technical problems, is there help?

Yes. There is limited technical support help for students. Students can access technical help by calling (714) 241-6216. A frequent technical difficulty students experience is not being able to access the course website. This may happen due to "peak" operation times or change in URL address. In most situations, students should reboot their computers to refresh access to the course website, or enter the course website outside of peak hours.

Do Online courses cost more in registration than a classroom course?

No. The registration fees for Internet, Telecourse, Cablecast, Independent Study and CD-ROM (self-study) courses are the same as a class offered on campus at Coastline.

Will the college provide an email address for me?

Coastline College, as part of the Coast Community College District, will provide an email account for all students. You may set up your email account after you've accessed <http://myccc.coastline.edu>.

Is the coursework easier online?

Course requirements and learning outcomes are comparable to that of a classroom course. Students who enroll in an online course may find their learning enriched because of the resources available online and accessibility to the instructor as well as student-to-student communication. The instructor may take their students on a virtual field trip or require a writing assignment that will take students to the virtual state capitol to an elected representative, or to a major corporation online.

I just enrolled in an online course.

How do I find out what to do for the course? Officially enrolled Online students can generally access their course site approximately one week prior to the start of the class. Online students are required to complete a "Letter of Agreement" online. Each Internet course has the course syllabus online to get students off to a great start; informing students of books required, reading assignments and activities.

Will there be opportunities to communicate with other students enrolled online?

Yes. Most online courses offer students the opportunity to discuss course topics via online forums, DL Student Message Board, and work on assignments together (team). Some instructors will schedule "live" chat sessions during the course. Some students have set up study groups online.

When may I start my online course?

Preparation for the course can begin prior to the start date. Most sites are open for review approximately one week prior to the start of the term.

When may I take my first quiz?

Four days prior to due date. Generally, online quizzes are available after the first week of class. Consult your course's Internet homepage for specific due dates.

How can I ensure a timely response from my instructor to respond to my emails or messages left on the voicemail?

When you contact an instructor, it may help if you remember a few tips. Be sure to include your full name, the name of the class, and state precisely what you need. For instance, try sending an email or leaving a message using this example, "Dear professor, my name is Joe Smith and I'm enrolled in this term's Zoology 199 class. My student identification number is xxxx-xxxx. I have a question about the assignment as indicated on the course Web page. My question is (xxxx). I would appreciate if you could respond when you are able. Thank you." If you've left a voicemail, be sure to include a phone number.

Also, please note that some instructors teach more than one class. Try to avoid indicating something like, "I'm enrolled in your class, and I have a question."

As far as when the instructor will respond to your email or phone call, please check the course website and/or the student handbook as the instructor may have indicated what day(s) he/she will respond to emails or voicemails. For an email, you may want to confirm that your email is actually working—are you sure you're receiving emails? If yes, check the junk email/spam folder. It's possible the instructor has already responded to your email, and his/her response is in that folder.

Sometimes, for reasons beyond anyone's control, faculty are not able to respond promptly. Illness is one reason.

I did all that and I still can't get a response.

We can understand your frustration, but please don't forget that faculty are under no compulsion to reply to your email or return your phone call when the term is over, on weekends, or when the college is closed such as during holidays.

You are urged to contact us either by email: dlearning@coastline.edu or by phone: (714) 241-6216. Please provide as much information as you are able: your name, your eight-digit student identification number, the class name, the instructor's name, and when and how often you attempted to contact the instructor, as well as anything else you feel is important. We, in the Distance Learning department, will acknowledge your email or phone call and attempt to answer your question or address your concern. If we can't, we will follow up with the instructor.



Get transfer ready in as little as 2 years.

The STAR Programs at Coastline College offer a unique curriculum tailored to on-site students. With guaranteed classes, tutors in the classrooms, and dedicated counseling staff, STAR makes it easy to succeed.



PSYCHOLOGY

Psychology is the study of the human mind, or psyche. Learn the principles of Psychology from experienced instructors, and get familiar with career opportunities in this ever-growing field.



BUSINESS ADMINISTRATION

Want to start your own business? Interested in marketing, management, or accounting? Get introduced to the field of Business and complete prerequisite courses so you can transfer into a 4-year Business program.



COMMUNICATION STUDIES

Communication Studies empowers students with the tools to analyze and improve communication in their personal, academic, public, and professional interactions.



HISTORY

A major in history provides students with skills in historical research and analysis, a chronological understanding of the past, and factual knowledge of specific historical periods.



SOCIOLOGY

Sociology students will examine a variety of social institutions, including family, religion, and education, and will gain a better understanding of the roles played by social class, gender, and race in shaping social interactions.

CONTACT US!

OutreachCCC@coastline.edu
714.546.7600
www.coastline.edu/STAR

ASSOCIATE DEGREE PROGRAMS

Coastline College awards the degree of Associate in Arts for Transfer, Associate in Science for Transfer, Associate of Arts, and Associate of Science. The degrees are designed to provide students with the necessary skills to compete successfully in a culturally diverse and global job market. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand

the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in a field of knowledge to contribute to lifetime interest.

In accordance with law and with rules and regulations of the Board of Governors of the California Community Colleges and the Board of Trustees of the Coast Community College District, the requirements for the degree of Associate in Arts and Associate in Science include the following:

- GENERAL EDUCATION:** Complete one of the three General Education options below.
 - Option 1—designed for students who may not be planning to transfer to a four-year university. However, it may be appropriate for transfer to some independent colleges.
 - Option 2—designed for students who are planning to transfer to a university in the CSU system. It may also be appropriate for transfer to some independent colleges.
 - Option 3—designed for students who are planning to transfer to a university in the CSU or UC system. It also may be appropriate for transfer to some independent colleges.
- FIELD OF STUDY:** Complete the required courses in one of the fields of study below. All coursework must be completed with a grade of “C” or higher.
 - ASSOCIATE DEGREES FOR TRANSFER:**
 - Business Administration
 - Communication Studies
 - Elementary Teacher Education
 - English
 - History
 - Mathematics
 - Physics
 - Psychology
 - Sociology
 - Spanish
 - AREAS OF EMPHASIS:**
 - American Studies
 - Arts and Humanities
 - Communications
 - Physical Education and Health
 - Science and Math
 - Social and Behavioral Sciences

- MAJORS:**
 - Art
 - Business Administration
 - Economics
 - English
 - French
 - Gerontology
 - Health and Fitness
 - History
 - Human Services
 - Liberal Studies
 - Mathematics
 - Psychology
 - Sociology
 - Spanish
- CAREER PROGRAMS:**
 - Accounting**
 - General Accounting
 - Bookkeeping
 - Taxation
 - Building Codes Professional Business**
 - Business Administration
 - General Business
 - Human Resources Management
 - Marketing
 - Computer Networking**
 - Cisco
 - Cybersecurity
 - Microsoft

- Electronics**
- Emergency Management/Homeland Security**
 - Emergency Management/Homeland Security
 - Criminal Justice—Contract Education only
- Entrepreneurship and Small Business Management**
- Gerontology**
- Health Care Management**
- Informatics**
- Logistics/Supply Chain Management Management & Supervision**
 - Management
 - Supervision and Management
- Paralegal Studies**
- Process Technology**
- Retail Management**

- UNIT REQUIREMENT:** Complete at least 60 units of acceptable college work with a minimum of 12 Coastline units.
- ELECTIVES:** Complete additional A.A. degree applicable courses needed to meet the 60 unit requirement.
- GLOBAL AND MULTICULTURAL STUDIES REQUIREMENT:** Complete at least 2.5 units from any of the following Global and Multicultural Studies: Anthropology C100, C150; Art C100, C101, C103, C104, C105, C109, C135, C136, C137, C138, C175, C233, C235, C236, C237, C260, C261, C262, C265; Criminal Justice C148; English C144, C145; Foreign Language—any over C100; Geography C185; Gerontology C140; History C115, C122, C124, C128, C130, C160, C165, C180, C185; Humanities C100; Human Services C100; Music C103; Philosophy C100, C113; Sociology C130
- ADDITIONAL GRADUATION REQUIREMENTS:**
 - Earn an overall grade point average of 2.0 or higher from all colleges attended and a 2.0 or higher grade point average at Coastline.
 - Forward all official college transcripts from other colleges attended to Coastline.
 - Be in good academic standing (not on probation and/or disqualification) during the semester graduation is petitioned.
 - Petition for the degree in the beginning of the semester in which final requirements will be completed.

This information is subject to change. For the latest information, please check the Catalog or www.coastline.edu.

MILITARY PROGRAMS
The World Is Our Campus!

Military.Coastline.edu
866.422.2645

- 8-Week Online Classes
- 30+ A.A./A.S. Degrees
- 12-Week Self-Paced Classes

Your Partner in Education

With 40 years of experience serving the military community, Coastline supports the mobile lifestyles and educational goals of Servicemembers, their families, and Veterans worldwide.

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- 5 Terms Offered Annually

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- Courses are Self-Contained on DVDs or SD Cards for Easy Portability
- Students Select Their Start Date

Get Started Today!

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From our military website you can:

- Select a degree and/or certificate program using our online roadmaps
- Request a FREE pre-admission evaluation from one of our Military Student Advisors located on bases nationally or our home campus team
- Find programs and services specific to your military status, branch of service, and preferred course-delivery method—online or self-paced.
- Find various payment option information (DoD TA, VA Benefits, MyCAA, Financial Aid, and Scholarships)
- Apply and register online
- Order your course materials and textbooks
- Access your courses
- Apply for graduation

Why Choose Coastline?

- Courses and programs are uniquely designed and available to all U.S. Military Branches
- Earn up to 40 credits for military training and experience and/or non-traditional coursework
- Outstanding completion and graduation rates
- Free, pre-admission, degree evaluations
- Military Student Advisors located on several Military Installations
- Several certificates and degree majors including Military MOS/Rate-related degree options
- Online and Mobile-Friendly Courses
- A knowledgeable student services support team and counselors dedicated to helping students achieve their educational and career goals.

Contact us: 866.422.2645

Mil@Coastline.edu

SEEKING A BACHELOR'S DEGREE ONLINE? CHECK THIS OUT!



ASSOCIATE-TO-BACHELOR'S ONLINE DEGREE PROGRAM INCLUDES:

- Full- and Part-time Options Available
- No Application Fees
- Access to Online Resources and Libraries at Coastline and University
- Low, In-State/Online Tuition Rate at University
- Dedicated, Qualified Advisors from Coastline and University
- Personalized Associate-to-Bachelor's degree plan mapped specifically to your major for seamless transfer and timely degree completion

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714.241.6323
Learning1st@Coastline.edu

"What I loved about the Learning 1ST Program is...how much they really do care about their students and their education. Their door is always open, and they will guide you every step of the way. The counselor and program coordinator went above and beyond the call of duty. They explained to me how I could get my Bachelor's Degree in Human Services from Troy University in Alabama, and the program is all online. Plus, Troy accepted the classes I have already taken, and there was no application fee or waiting period."

- Cathy Love, 2018 Coastline College Graduate



Earn an A.A. in Psychology at Coastline and transfer directly to Penn State World Campus to earn a:

- Bachelor of Science in Psychology with a:
 - Minor in Business
 - Minor in Life Science
- Bachelor of Arts in Psychology



Earn an A.A. in Human Services at Coastline and transfer directly to Troy University to earn a:

- Bachelor of Science in Human Services
- Bachelor of Science in Business Administration in Global Business with a concentration in Human Resource Management
- Bachelor of Science in Psychology



In this Program, you will simultaneously earn an A.S. in Computer Networking and a:

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems Security



Earn an A.A. at Coastline and transfer directly to UMASS Amherst to earn a:

- Bachelor in Business Administration with an Option in:
 - Accounting
 - Finance
 - Management
 - Marketing
 - Operations & Information Management



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Education!

TEACH³

Your fast-track to a teaching career!

Enjoy your teacher prep classes online

Coastline is the Distance Learning provider for TEACH³ courses! This allows you to complete coursework online and attend class “virtually” whenever the time is right for you! No rushing to campus, no parking hassles, no long walks to a classroom. Coastline brings the class to you on your home or work computer! You won’t miss out on the bonding, camaraderie, group discussions or interaction that happens in traditional courses because Coastline’s unique Distance Learning program incorporates interactive features that get you involved with the subject, the instructor, and your classmates.

SUMMER 2019 ONLINE CLASSES FOR TEACH³

Education C103—Introduction to Computers in Education: Technology Proficiency for Teachers 1

Education C210—Introduction to Special Education

Mathematics C104—Mathematics for Elementary Teachers

English C143—Children's Literature

Psychology C116—Child Growth and Development

*Math for teachers classes do not have to be taken in order. Check class listings for additional online classes aligned to meet GE and other subject matter requirements.

ONLINE CLASSES FOR ECE (EARLY CHILDHOOD EDUCATION) UNITS

Education C180—Family, School, Community Partnerships

Psychology C116—Child Growth and Development

English C143—Children's Literature

Education C210—Introduction to Special Education

Health C100—Personal Health

TEACH³ is a transfer program and pathway for Coastline, Golden West and Orange Coast College students seeking a career in education.

Coastline is the District's Distance Learning provider for TEACH³ courses and all our TEACH³ courses we offer are online. You can mix and match, taking some courses online at Coastline and others onsite at Golden West and Orange Coast, or take all your courses at Coastline.

Ultimate goals for TEACH³ students vary

- Some are seeking a K-12 teaching credential,
- Others are working towards fulfilling ECE units,
- Some are fulfilling fieldwork requirements only,
- Others are currently paraprofessionals already in a classroom,
- Some are taking just a few courses to see if they want to pursue a credential or classroom career as a paraprofessional,
- Others are home-schooling parents looking to pick up some skills in teaching,
- Some students are working on our Certificate in Educational Studies only, and
- Some are already credentialed teachers, seeking an additional authorization for an existing credential.

Coastline's TEACH³ is articulated with various pathways to classroom teaching including (but not limited to) CSU AA-T (Elementary Education), CSULB ITEP, CSULB Track I, CSUF Liberal Studies, CSUF Child Development, CSUDH Liberal Studies Major, Liberal Studies Online, Cal State TEACH, and other participating universities, public and private.

Educational Studies Certificate of Accomplishment—a prize along the way towards a credential or a stand-alone certificate

For teacher credential candidates, paraprofessionals, tutors, home schooling parents, career changers or if you are thinking about a career in teaching or other related field in an educational setting, check our web page for current course offerings.

Due to constant changes in teacher education credential requirements check with counseling and/or TEACH³ to make sure your course selections are aligned with your career and professional goals.

Credentialed teachers seeking add-ons to their existing credential, home schooling parents, tutors, parents—TEACH³ has something for you!

To learn about other TEACH³ courses and teacher credential transfer pathways:

- Email: schard-yaron@coastline.edu or
- Call (714) 241-6162 to schedule an academic counseling appointment

► Check out Coastline's TEACH³ web space for details and course offerings for Summer 2019.

<http://www.coastline.edu/academics/teach-3>

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