

COASTLINE COMMUNITY COLLEGE

FALL 2012

INCARCERATED STUDENT GUIDE



TOMORROW'S COLLEGE TODAY.

INCARCERATED STUDENT GUIDE

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INCARCERATED STUDENT SUPPORT SERVICES

Registration Procedures

The purpose of this guide is to assist all incarcerated students by summarizing the steps you need to take in order to enroll in courses at Coastline Community College. All of your communications with the college should be directed to

**Coastline Community College, Incarcerated Student Support Services,
11460 Warner Avenue, Fountain Valley, California 92708-2597.**

PLEASE FOLLOW THESE STEPS:

1. Complete and return the **Incarcerated Student Application/Registration Form.**
 - a. Select your course(s)
 - b. **Be sure that you are able to view the video lessons for the courses in which you are enrolled.**
 - c. Complete and return the **Incarcerated Student Privacy Release Form.**
 - d. Complete and return the **Student/Proctor Agreement Form.**

Enrollment Limitation: All students are limited to six units until one of the following is met.

1. Have met Coastline's math requirement (see 'e' below) or have taken the math placement test **and** have an educational plan on file at the college (this requirement may be met by completing Counseling C105) **or**
 2. Have completed a minimum of 6 units at Coastline with a grade of C or better in all Coastline courses completed.
 3. Have completed 15 or more units from an accredited college or university
- e. If you have not met the college's math requirement, make arrangements to take your math placement test after you are enrolled in your first semester at Coastline (through your Prison Education Office).

Coastline's math requirement for a non-transfer A.A. degree is: two years of high school algebra with a C or better or an equivalent college course.

Coastline's English requirement can be met by completing English C135. Prerequisite for English 135 is completing English 103 with a C or better or passing the English 099 Credit-by-Exam.
 - f. Order and purchase **textbooks**. Select the textbook(s) for the course(s) you are enrolling in and fill out and return the **Bookstore Order Form** along with the appropriate page from the course schedule with the selected course circled. (Include payment with order form.) Sufficient time should be allowed for textbooks to be received prior to the beginning of the term.
 - g. To determine if you qualify for a waiver of your enrollment fees, complete and return the **Board of Governors Fee Waiver Form**. (Note: Incarcerated students do not qualify for federal financial aid nor do they qualify for EOPS services due to that program's requirements.)
 - h. Determine applicable fees (on back of Incarcerated Student Application/Registration Form) and include payment with application.
2. If you are enrolling in your first course(s) at Coastline Community College, we strongly recommend that you take **Counseling C105**. This course is designed to increase student success. It will assist you in setting an educational goal and in developing your educational and career plans.
 3. Be sure that you are aware of the **drop dates** for this term. Drop dates are set by the State and must be adhered to. If you cannot complete your course(s), it is your responsibility to drop by the stated deadline. Failure to drop a course by the drop date will result in a failing grade. The last date to drop each course is listed on your official student program.

When your application/registration form is processed and you are registered at the college, you will receive your official student program.

INCARCERATED STUDENT EDUCATION SERVICES

Frequently Asked Questions

Q: **Once I receive my associate degree, can I continue taking courses with Coastline?**

A: Yes, you are able to continue taking courses with Coastline once you receive your degree. However, you are not able to petition for another degree at Coastline. Although, you can add a Business Certificate with a concentration in General Business.

Q: **All students are restricted to 6 units until:**

A: Due to state mandated matriculation requirements, students are limited to six units until one of the following is met.

1. Have met Coastline's math requirement or have taken the math placement test and have an educational plan on file at the college (this may be met by completing Counseling C105)
2. Have completed a minimum of 6 units at Coastline with a grade of C or better in all Coastline courses completed.
3. Have completed 15 or more units from an accredited college or university (send Coastline official sealed copy of transcript)

Q: **I am registering late, and the class I want is closed. Am I able to petition the course?**

A: 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.

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.

Q: **What type of degree can I earn through the Incarcerated Student Program?**

A: You can obtain an Associate of Arts Degree with an Area of Emphasis in Arts and Humanities, Social and Behavioral Sciences, Science and Math, American Studies, or a Major/Certificate in Sociology or Business with a Concentration in General Business.

Q: **Are my courses transferable?**

A: Most of the courses listed in the Incarcerated Student Education guide are transferable to a university; however it will depend on the university as to what credit you will receive for each course. It would be beneficial to you to write to the university you are planning on transferring to and asking them what kind of credit you will receive for courses completed at Coastline.

Q: **I have completed my first semester with Coastline and want to re-enroll, what do I need to do?**

A: If you are in a California state or youth authority prison you must pick up your new guide from your education department. For federal or out-of-state prisons, you must write and request a new guide to be sent to you.

Q: **What if I am having difficulty getting a response to my letters or messages left on the voice mail?**

A: 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. 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." Be specific. Sometimes, for reasons beyond anyone's control, faculty are not able to respond promptly. Illness is one reason.

Q: **I did all that and I still can't get a response.**

A: We understand your frustration, but please don't forget that faculty are under no obligation to reply to letters or return voicemails to family members, friends, or proctors 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 phone (714) 241-6315 (Incarcerated Office), (714) 241-6216 (Distance Learning Department), (714)-241-6114 (Incarcerated Admissions), or by writing to: Incarcerated Student Education Department, 11460 Warner Avenue, Fountain Valley, CA 92708-2597 or Distance Learning Department, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.

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, the Incarcerated Student Education Office and the Distance Learning Department, will acknowledge your letter or phone call and attempt to answer your question or address your concern. If we can't, we will follow up with the instructor.

Q: *If I submit my quiz on a Scantron, how will I know my score?*

A: 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. Late quizzes are scored and posted last and typically progress reports are not sent out.

Q: *How often do I need to submit the Board of Governor's Fee Waiver form?*

A: The fee waiver is good for one school year, starting with the summer session and ending with the spring semester of the next year.

Q: *Does the Board of Governor's Fee Waiver cover the cost of textbooks?*

A: No, it does not. The Board of Governor's Fee Waiver only waives the cost of your Coastline tuition. Incarcerated students are not able to qualify for any federal grants or loans. Textbooks and materials must be paid for by the student, family members, and/or friends.

Q: *I want to sell my books back, what do I do?*

A: Textbooks are only bought back at the end of the semester. You will need to write a letter to the Bookstore indicating on the envelope "ATTENTION: BUYBACK." Your letter should include your name, mailing address, incarceration number, the author's name, the book title, ISBN, and book condition. You will also need to state where you want the Buyback check to be sent and to whom to make it payable. The Bookstore will then reply with which items will be bought back and they will include an AUTHORIZATION NUMBER. Send your approved books back. Be sure write "ATTN: BOOKSTORE BUYBACK" and the authorization number on the outside of the box.

Q: *I changed my classes; do I need to submit a new proctor form?*

A: Yes, whenever you add or drop a class you must submit a new proctor form reflecting these changes. Coastline's Distance Learning Department will only send out exams for classes for which you submitted a proctor form.

Q: *My textbooks haven't arrived, what should I do?*

A: Ask your educational coordinator to contact Coastline's Bookstore at (714) 241-6101 or else if you haven't received your textbooks by the third week of class, you should consider withdrawing from the course to prevent receiving a failing grade.

Q: *I had to drop my class during one semester but I purchased the textbooks and student handbooks. Can I use them for the next semester I enroll?*

A: You can use the textbooks if the same edition is being used; however you will need to purchase the current student handbook. Due dates, assignments, and quizzes change from one term to another term. You are held accountable for having the current student handbook for your course.

Q: *What happens if I submit my work in late?*

A: Refer to the course student handbook for instructor policies regarding the acceptance of late work.

Q: *I petitioned for my degree/certificate. How long does it take to receive my diploma/certificate?*

A: If you were awarded the degree/certificate, a letter will be mailed to you from Coastline's Graduation Clerk. Diplomas/certificates are mailed out two months after the end of the semester.

CONTINUOUS ENROLLMENT AND CATALOG RIGHTS:

For graduation (AA Degree) students may follow the catalog requirements that were in effect for the academic year when their attendance began at Coastline Community College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained.

Continuous enrollment is defined as enrollment in a course at Coastline Community College for at least one semester (fall and/or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, W, I or IP for the course.

Exceptions: Absence due to an approved leave or to attend another accredited institution of higher education shall not be considered an interruption in attendance. This absence cannot exceed two calendar years.

COASTLINE COLLEGE ISES MAJORS/AREAS OF EMPHASIS GUIDE

Majors/Areas of Emphasis provide an opportunity for students to take courses in their areas of interest and apply them to an A.A. degree. They are appropriate for students who do not plan on transferring as well as those who are transferring. Students who plan to transfer should consult with a counselor to make sure that they select the appropriate courses within the Major/Area of Emphasis for their planned major and selected transfer university.

Multiple Majors—Students may earn an Associate Degree in more than one major or area of emphasis. One diploma with all majors and/or areas of emphasis listed, will be issued. If one major leads to an Associate in Arts and the other to an Associate in Science, two diplomas will be issued.

Additional Associate Degrees—Students who already possess an Associate Degree may be awarded an additional degree upon completion of the following:

1. All requirements of a major or area of emphasis in a different field of study. Coursework from the previous major may be applied toward the new major.
2. Twelve additional units in residence at Coastline Community College after conferral of the previous degree.
3. General Education units earned from a previous Associate Degree may be applied toward subsequent Associate degrees. If there has been a break in enrollment from when the last Associate degree was awarded, the student must complete the General Education requirements in effect at the time the student re-enrolls.

American Studies

This interdisciplinary major is designed to provide students with an integrated understanding of American society, history, and culture. Students may select designated courses within the humanities, social sciences, and fine arts disciplines. More than 300 colleges and universities in the United States offer American Studies programs. They approach American culture from many directions but have in common the desire to view America as a whole rather than from the perspective of a single discipline. Students who have graduated from four-year universities with American Studies degrees have gone on to work as lawyers, librarians, business leaders, writers, archivists, researchers, teachers, and politicians.

Requirements for the major:

Select a minimum of 18 units from at least 5 different disciplines:

HIST C170, C175, MCOM C100, PHIL C120, PSCI C180, PSYC C116, SOC C110, C120

Total units = at least 18 units

Arts and Humanities

The Arts and Humanities courses introduce the student to diverse aspects of human life in world cultures. Students will examine the ways that art and culture have influenced history, and how those decisions affect the way we interact with other people in our everyday lives.

Some University majors within the Arts and Humanities include: Art, English, Interior Design, Foreign Languages, History, Linguistics, Literature, Music, Philosophy, Religious Studies, and Theatre Arts.

Select at least 18 units from the following courses:

Foreign Languages (any foreign language) C180, C180A, C180B, C185, C185A, C185B, HUM C110, PHIL C100, C120

Social and Behavioral Sciences

Courses in the Social and Behavioral Sciences area focus on understanding human behavior within social, political, cultural, and historical contexts.

Some University majors within the Social and Behavioral Sciences include: Anthropology, Archaeology, Child Development, Criminal Justice, Economics, Geography, History, Political Science, Psychology, Social Work, Sociology.

Select at least 18 units from the following courses:

ANTH C100, HIST C170, C175, C180, C185, MCOM C100, PSCI C180, PSYC C100, C116, C118, SOC C100, C110, C120

Science and Math

Courses in the Science and Math area develop an understanding of mathematical and scientific methods and knowledge. Continuing study in science and math will prepare students for a wide range of careers in technology, the health field, education, research, engineering and business.

Some University majors within Science and Math include: Accounting, Astronomy, Biology, Biotechnology, Botany, Chemistry, Computer Science, Ecology, Education, Engineering, Marketing, Math, Medicine, Microbiology, Nursing, Pharmacy, Physics, and Veterinary Medicine.

Select at least 18 units from the following courses. At least one course should be a science course and at least one should be a math course.

ASTR C100, BIOL C100, ECO C100, GEOL C105, MRSC C100, MATH C100, C115, C160

Business

The Business Certificate/Major will prepare an individual to have an understanding of business practices and provides students with the opportunity to select specific courses to meet their professional or personal business goals. This Major will provide entry-level professionals with knowledge and skills to work in a variety of business environments.

CORE COURSES REQUIRED:

(Students will complete all of the following classes)

BUS C100, BUS C110, BUS C150, MS C100

Choose 3 of the following courses for a Concentration in General Business:

BUS C120, BUS C222, PHIL C115, PHIL C120

Total certificate units (Core + Concentration) 21.0

Sociology Major

Sociology is the study of social life and focuses on the interaction between human groups and institutions and their influences on each other. Sociology ranges from the study of relationships in family units in the most primitive cultures to the research of large bureaucratic institutions in major industrialized nations. Sociology also studies more tangible measures of human behavior such as class or social status, social movements, and criminal deviance.

CORE COURSES REQUIRED:

(Students will complete all of the following classes)

SOC C100, MATH C160

Choose 4 of the following courses:

ANTH C100, SOC C110, SOC C120, FOREIGN LANGUAGE COURSE

Total units required 18.5-21.0

A.A. Degree: Option I, General Studies

Information

Incarcerated Student Academic Plan

Upon completion of the Academic Plan below, students are eligible to receive:

- A.A. degree with an emphasis in American Studies, Arts and Humanities, Social and Behavioral Sciences, or Science and Math
- Major in Sociology or Business with a Concentration in General Business
- Certificate of Achievement in Business with a Concentration in General Business

Students must complete 18 units of general education courses listed in Groups A through E; at least 18 units in an Area of Emphasis or Major; and 24 Elective units. A total of 60 units are required for the A.A. degree.

Students are required to earn an overall grade point of 2.0 or higher from all colleges attended with a 2.0 or higher grade point average at Coastline.

UNITS	GROUP/COURSE
	Global/Multicultural Studies: Complete at least 2.5 units from any of the following: Anthropology 100, Foreign Language (any over 100), History 180, 185, Humanities 110, Philosophy 100
6 UNITS	GROUP A: BASIC SUBJECTS—one from each area
3	A1 Mass Communications C100
3	A2 English C135
Competency	A3 Math Competency: Passing the Math Placement Test or completion of two years of high school algebra with a grade of "C" or better, or passing MATH C030 or higher with a grade of "C" or better (Math 030 counts towards electives)
3 UNITS	GROUP B: NATURAL SCIENCES—any three units
	B1 Astronomy C100; Geology C105
	B2 Biology C100, Ecology C100, Marine Science C100
3 UNITS	GROUP C: ARTS AND HUMANITIES—any three units
	History C170, C175, C180, C185; Humanities C110; Philosophy C100, C115, C120; Spanish C180, C185
3 UNITS	GROUP D: SOCIAL SCIENCES—any three units
	Anthropology C100; History C170, C175, C180, C185; Political Science C180; Psychology C180, C116, C118; Sociology C100, C110, C120
3 UNITS	GROUP E: SELF-DEVELOPMENT—any three units
	Counseling C105 (recommended); Foods and Nutrition C170; Health C100; Psychology C116, C118
OTHER UNITS	
18 UNITS	AREA OF EMPHASIS OR MAJOR —at least 18 units required from one Area of Emphasis or Major
24 UNITS	ELECTIVES , Select from: Courses listed above and Business C100, C110, C120, C150, C222; MS C100; ENGL C103
60 UNITS TOTAL	
*Note: One course may not be used to satisfy more than one general educational requirement but courses can be double-counted for General Education and the selected Area of Emphasis or Major.	

You are urged to apply and be admitted to Coastline Community College as promptly as possible to help ensure that you are able to enroll in your first choice of classes.

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.

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 within California for 12 consecutive months preceding the first day of the semester.
2. If the applicant is 18, but not yet 19 years of age, the applicant and the applicant's parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence within the State of California for 12 consecutive months preceding the first day of the semester.

CCCD Residence: In order to attend Coastline, an applicant must meet the California residence requirements listed above. This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

Non-Californian Residents: An individual who does not meet the California residency requirements may be admitted to Coastline under the following conditions:

1. Students who are not residents of California as of the day immediately preceding the first day of classes, in any given semester or summer session, will be required to pay an out-of-state tuition fee.
2. Active military personnel 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 (natural or adopted child, stepchild, or spouse) of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the armed forces on active duty is thereafter transferred to a location outside the state, or retires from active duty, the student dependent shall not lose his or her resident classification until he or she has resided in the state the minimum time necessary to become a resident. (Title V, Section 68074)

Non-Resident Tuition Exemptions:

1. Non-resident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.
3. In accordance with AB540, students other than a non immigrant alien who attended a California high school for a minimum of three years, graduated from a California High School, or attained the equivalent, may be eligible for an exemption from the non-resident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so.

DATES TO REMEMBER

Register early. Applications are processed on a first-received, first-enrolled basis (as received at Coastline). Once class maximums have been reached, enrollment will be denied.

REGISTRATION DATES

July 16 (Monday)..... Continuing Student Registration Begins
July 30 (Monday)..... New & Returning Student Registration Begins

GENERAL CALENDAR DATES

August 26 (Sunday).....Residency Determination Date
August 27 (Monday)..... Class Instruction Begins
November 12 (Monday)..... Filing Deadline–Fall Graduation
December 16 (Sunday)..... End of Fall Semester

Drop Dates–Refer to your Student Schedule/Bill for exact deadlines
Regular Semester (16-week) Courses (August 27-December 16)
September 8 (Saturday)..... Deadline to receive a refund
September 22 (Saturday)..... Last day to drop without a "W"
November 17 (Saturday)..... Last day to drop with a "W"

Coastline College will be closed December 17, 2012–January 1, 2013.

WITHDRAWAL AND P/NP DEADLINES

Deadlines for refunds/fee cancellation, registration and withdrawal are different for each course. Withdrawal deadlines are according to State Regulations.

Withdrawal to receive a refund or cancel fees–Students must withdraw from a course prior to the 20% of the course length
Withdrawal without transcript entry–Students must withdraw prior to 75% of the course to receive a "W".
(Percentages are based on the number of class meetings.)

DEADLINE TO SELECT PASS/NO PASS GRADING OPTION

Students wishing to select the Pass/No Pass grading method in grade option courses must file the request in the Admissions and Records office within the first 20% of the length of the course. The P/NP deadline date is the same as the last day to drop without a "W".
Refund policy for enrollment, health, material, nonresident tuition and parking fees for short-term classes is the refund cutoff date on which 10 percent of the class meetings have occurred. Refer to your Student Schedule/Bill for exact refund dates.

Refund policy for enrollment, health, material, nonresident tuition and parking fees for short-term classes is the refund cutoff date on which 10 percent of the class meetings have occurred. Refer to your Student schedule/bill for exact refund dates.

Coastline Community College's Distance Learning department makes every effort to assure that accurate information is contained in this Guide. However, as this publication must be prepared well in advance, changes will inevitably occur.

Directions for Textbook Order Information

In order for you to receive your textbooks, you are required to do the following:

- You must fill out all the forms enclosed in this Guide and send them to the person(s) who will pay for your books. Other than web orders, we will not accept any written paperwork or phone orders.
- Besides the Bookstore Order Form, attach pages from the course schedule where you have marked the items that you need.
- Please fill out Bookstore Order Form.
 - o Subtotal each class, add shipping and calculate and list the sales tax.
 - o Calculate the grand total and write it in the Total field.
- Verify that your shipping address is correct – check with your proctor for the best address for your books to be mailed to you.
- Include billing information for person paying for the books.
 - o **Note:** Payment must be included when the order is received or else the Bookstore will not process the order.
- For additional orders, ask for another form from your proctor.

****Orders received after the 3rd week of class will not be filled – ALL orders will be returned to the sender.****

Directions for returns on Exchange, Refund or Buy Back book(s) – Must attach order form with receipts:

1) Exchange Book(s)

- a. The Bookstore will need to have correct name of book(s) received by mistake as well as the ones that were not sent.
- b. If the proctor can email this information with the name of the student and the web order or register receipt number, this would be the fastest way of exchanging books. Email to: bookstore@coastline.edu.

2) Refund Book(s)

- a. Beginning spring 2012, all student handbooks are non-refundable. Exchanges for incorrectly received books will be accepted.
- b. The Bookstore can only refund books within the first three weeks of the semester and within 2 working days after that date.

3) Buy Back on book(s) – Your proctor has the procedures for Buy Back.

4) Rentals – We highly discourage all book rentals as 9 out of 10 students were not able to return books by the due date and have had to pay penalties and processing fees.

INCARCERATED STUDENT EDUCATION SERVICES

Bookstore Order Form

PLEASE READ: It is the students' responsibility to pay for their textbooks. The Board of Governor's Fee Waiver does not pay for textbooks. Please complete ALL shipping information. Any incomplete orders will delay the processing and shipping out of textbooks and supplies.

Student Name _____ CCC Student ID # _____
 Facility/Institution _____ Incarceration # _____
 Mailing Address _____ Housing # _____
 City _____ State _____ Zip Code _____

Please write the course(s) below **AND** attach the necessary page(s) from course schedule, checking the textbooks you want to order. (The bookstore order form by itself will be refused for all orders.) All prices are subject to change. Refer to the Bookstore website for a current price listing.

Section #	Course Name	Quantity	Price
Subtotal			
*Tax			
**Shipping & Handling			
GRAND TOTAL			

***Taxes:** If the books are being shipped to someone in:
 Orange County = 7.75% Rest of CA = 7.25% Outside of CA = No Tax

****Shipping and Handling:** If you are only purchasing Scantrons, shipping and handling costs are as follows:
 1-25 Scantrons: \$3.00 26-100 Scantrons: \$4.00

Use subtotal of book cost only to compute shipping costs:
 Add \$2.50 for each textbook handbook, or CD. For example, Handbook and CD (don't count scantrons) = \$5.00.

MAIL OR FAX THIS FORM TO:
Coastline Community College
BOOKSTORE
 11460 Warner Avenue
 Fountain Valley, CA 92708-2597
FAX: (714) 241-6261
ANY QUESTIONS, PLEASE CALL:
(714) 241-6101

You may order through the Bookstore Web site at: www.coastlinebookstore.com

Do not send cash. If paying by check or money order, make check payable to: CCC BOOKSTORE
 Please include information on the person who is providing payment below, any incomplete orders will delay the processing and shipping out of textbooks and supplies.

Print Name _____
 Billing Address _____ City _____ State _____ Zip _____ Phone Number _____
 For credit card payments, please also complete the following:
 Credit Card Payment (circle one): VISA MasterCard Discover
 Credit Card # _____ Exp. Date _____
 Name as it appears on card _____ Signature _____

If no payment is included with this form, it may delay your order.

INCARCERATED STUDENT EDUCATION SERVICES

NEW/RETURNING** STUDENT APPLICATION/REGISTRATION

The application/registration form should be turned in four (4) weeks prior to the start of the semester in order to receive your enrollment confirmation. Registration confirmations will be mailed approximately 15 working days after the application/registration form is processed. **missed last primary semester

11460 Warner Avenue
Fountain Valley, CA 92708

PLEASE PRINT CLEARLY

This application is for:

- Fall
- Spring/Interession
- Summer ONLY

First Name

 / /

Date of Birth (mm/dd/yyyy)

- Male
- Female

C

CCCD Student ID #

Middle Name

 - -

SSN

The Social Security Number is required for Financial Aid recipients, to generate a 1098T form for the Hope Tax Credit and to expedite student requests to transfer official school documents. You are not required to submit it for any other reason. All students will be issued a student identification number for use within the Coast Community College District.

Last Name

Age

Prior Last Name

Housing

Prison

Incarceration #

Address

Are you a single parent with dependent children?

- Yes
- No

City

State

Zip

If under 19, parents current address

Number & Street

City

State

Zip

Mo/Yr to Mo/Yr

CITIZENSHIP (Check One) Non U.S. Citizens are required to verify status

- 1 U.S. Citizen
- 2 Permanent Resident
- 3 Temporary Resident/Amnesty
- 4 Refugee/Asylee
- 5 Student Visa (with an F-1 or M-1 Visa)
- 6 Other Status
- x Status Unknown

A

Visa #

 / /

Date Issued (dd-mm-yyyy)

 / /

Date Expires (dd-mm-yyyy)

Birth City

Birth State

Birth Country

RESIDENCY

When did your present stay in California begin?
(ANSWER REQUIRED FOR PROCESSING)

If less than 2 years, list previous addresses and dates for those 2 years.

 / /

Date Stay Began in CA (mm/dd/yyyy)

Number & Street

City

State

 /

to Mo/Yr

Number & Street

City

State

 /

to Mo/Yr

Have you at any time in the past two years (or if you are under 19, your parents):

- Registered to vote in a state **other than** California? NO YES If yes, what year?
- Petitioned for divorce in a state **other than** California? NO YES If yes, what year?
- Attended an out of state institution as a resident of that **other** state? NO YES If yes, what year?
- Declared nonresidence for California state income tax purposes? NO YES If yes, what year?

HIGH SCHOOL ATTENDED/ATTENDING

HS Name [grid] HS Graduation Date (or Expected) [grid]

HS City [grid] HS State [grid] HS Country [grid]

Are you Hispanic or Latino? Yes No

What is your Race/Ethnicity? (Check one or more)

- Mexican, Mexican American, Chicano Asian Indian Loatian Asian Other Hawaiian Hispanic Other Korean
Central American Chinese Cambodia Black or African American Samoan Guamanian Filipino
South American Japanese Vietnamese Pacific Islander Other White American Indian/Alaskan Native

HS Attend From Year [grid] HS Attend To Year [grid]

Student Type (Mark only ONE box)

- 1 First time college student 2 First time at this college, attended another college(s) 3 Returning to this college, after attending other college(s) Y Special admit (K-12)

Education Level (select one)

- 0 Not a high school graduate and not currently attending high school 5 Earned a Certificate of the CA High School Proficiency Examinations
1 High school student currently enrolled in grades K-12 6 Earned a Foreign Secondary diploma
2 Attending adult school to earn high school diploma 7 AA degree, Year Awarded [grid]
3 Earned a U.S. high school diploma
4 Passed the GED or earned a CYA diploma, Year [grid] 8 BA/BS Degree OR HIGHER, Year Awarded [grid]

Education Goal (select one)

- A A.A. Degree with transfer/Bach. E Certificate only I Maintain license/certificate
B Bachelors Degree or Higher F Discover career interests or goals J Personal development/interest/cultural
C A.A. Degree without transfer G Prepare for new career K Improve basic skills in English, reading, math
D Two Yr. Vocational Degree/No Transfer H Advance on my current job/career L Complete credits for GED or high school
M Undecided

Collegiate Academic Level

- Never attended college 15 or more semester units
Fewer than 15 semester units

Major

COLLEGES ATTENDED (Please list most recent first)

Name of prior college [grid] Start Year [grid] End Year [grid]
City [grid] State [grid] Fee Status Resident Non-Resident

Name of prior college [grid] Start Year [grid] End Year [grid]
City [grid] State [grid] Fee Status Resident Non-Resident

Mark any who are in the Active Military

- Yourself
Your Parent (FMD)
Your Spouse (SMD)
None

Primary Language

- English
Not English
Unknown

Would you like information regarding services for the following disabilities? (Mark all that apply)

- Hearing Speech Health Impairment
Learning Mobility or Orthopedic Severe Visual Impairment

I CERTIFY THAT ALL INFORMATION PROVIDED IS CORRECT AND AGREE TO COMPLY WITH THE REGISTRATION, FEE POLICY, AND ALL OTHER COLLEGE POLICIES AS SET FORTH IN THE CLASS SCHEDULE AND COLLEGE CATALOG.

THIS APPLICATION IS CONSIDERED A LEGAL DOCUMENT AND WILL BECOME A PERMANENT PART OF YOUR RECORD. FALSIFICATION OF THIS DOCUMENT MAY BE CAUSE FOR DISMISSAL AND OTHER LEGAL ACTION AS DEEMED APPROPRIATE.

Signature

Date

The Coast Community College District does not discriminate unlawfully in providing educational employment opportunities to any person on the basis of race, color, sex, gender identify, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Disclaimer: If you use this form and you have not filled out Page 1 and 2 of the New/Returning** Student Application/Registration Form. This Registration form will be returned to you causing a delay in your enrollment

INCARCERATED STUDENT EDUCATION SERVICES NEW/RETURNING** STUDENT APPLICATION/REGISTRATION

This application is for:

- Fall
 Spring/Intersession
 Summer Only

** missed last primary semester (Spring or Fall semester)

- Application must be signed and dated.
- Courses must be listed or Application/Registration form will be returned.

PLEASE PRINT CLEARLY

1. NAME: _____ 3. _____
Last First M.I. List Prior Names Used

2. INCARCERATION NUMBER: _____

YOUR TRANSFER PLAN (Mark only ONE box):

- Non-Transfer California Independent College / University
 California State University Out-Of-State College / University
 University of California

DESIRED PROGRAM (course selection is not guaranteed)

Section No.	Course No. and Name	Units

ALTERNATE CHOICE (in case class is closed or cancelled)

Section No.	Course No. and Name	Units

FEES ARE SUBJECT TO CHANGE BY STATE LEGISLATURE

1. Determination of Fees (Select between a or b)*

- a. California Residents (Statewide):
Enter total units x \$46 = Enrollment Fee (enrollment fee is subject to change by the state legislature) a. \$ _____
- b. Non-California Residents (Nationwide):
If you have not resided in California for twelve (12) consecutive months prior to the first day of the semester or prior to your incarceration, you must pay **an additional \$214 per unit.** b. \$ _____
Example: Non-Resident total fees 3 Unit Course = \$214 x 3 + \$46 x 3 = 780
- c. TOTAL - Registration fees c. TOTAL \$ _____
* If you apply and qualify for a fee waiver, registration fees will be waived.

2. Payment of Fees

- a. Make check or money order payable to **Coastline Community College** for Registration Fees only (line c). Complete the information below.
- b. Students desiring to pay by (Circle one): Mastercard Visa Discoverer
Credit Card No: _____ Expiration Date: (Month/Year) _____
Authorizing Signature: _____

I CERTIFY THAT ALL INFORMATION PROVIDED IS CORRECT AND AGREE TO COMPLY WITH THE REGISTRATION, FEE POLICY, AND ALL OTHER COLLEGE POLICIES AS SET FORTH IN THE CLASS SCHEDULE AND COLLEGE CATALOG.
THIS APPLICATION IS CONSIDERED A LEGAL DOCUMENT AND WILL BECOME A PERMANENT PART OF YOUR RECORD. FALSIFICATION OF THIS DOCUMENT MAY BE CAUSE FOR DISMISSAL AND OTHER LEGAL ACTION AS DEEMED APPROPRIATE.

Signature

Date

The Coast Community College District does not discriminate unlawfully in providing educational employment opportunities to any person on the basis of race, color, sex, gender identify, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Disclaimer: If you use this form and you are a new Coastline Student this form will be returned to you causing a delay in your enrollment.

INCARCERATED STUDENT EDUCATION SERVICES

CONTINUING STUDENT APPLICATION/REGISTRATION

Student **MUST** have enrolled during the Spring 2012 semester.



- All questions must be answered.
- Application must be signed and dated.
- Courses must be listed or Application/Registration form will be returned.

OFFICE USE ONLY
RC _____

Fall Semester

CCCD Student ID # _____

1. SOCIAL SECURITY NUMBER: - -

The application/registration form should be turned in four (4) weeks prior to the start of the semester in order to receive your enrollment confirmation. Registration confirmations will be mailed approximately 15 working days after the application/registration form is processed.

PLEASE PRINT

2. NAME: _____ 3. _____
Last First M.I. List Prior Names Used

4. INCARCERATION NUMBER: _____

5. BIRTHDATE: _____
Month Day Year Age

6. MALE FEMALE

7. PRISON: _____ ADDRESS: _____ Housing # _____

8. CITY: _____ STATE: _____ ZIP CODE: _____

9. IF UNDER 19, PARENT'S CURRENT ADDRESS: NUMBER AND STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

10. BIRTHPLACE: _____
City State/Country

DESIRED PROGRAM (course selection is not guaranteed)

CRN No.	Course No. and Name	Units

ALTERNATE CHOICE (in case class is closed or cancelled)

CRN No.	Course No. and Name	Units

FEES ARE SUBJECT TO CHANGE BY THE STATE LEGISLATURE.

1. Determination of Fees (Select between a, b or c)*

- a. California Residents (Statewide):
Enter total units x \$46 = Enrollment Fee (enrollment fee is subject to change by the state legislature) a. \$ _____
- b. Non-California Residents (Nationwide):
If you have not resided in California for twelve (12) consecutive months prior to the first day of the semester or prior to your incarceration, you must pay \$179 per unit + \$35 capital outlay + \$46 per unit
Example: 3 unit course = \$179 x 3 + \$35 x 3 + \$46 x 3 = \$780 b. \$ _____
- c. TOTAL-Registration fees c. **TOTAL** \$ _____
*If you apply and qualify for a fee waiver, registration fees will be waived.

2. Payment of Fees

- a. Make check or money order payable to **Coastline Community College** for Registration Fees only (line d). Complete the information below.
- b. Students desiring to pay by (Circle one): MasterCard Visa Discover
Credit Card No: _____ Expiration Date: (Month/Year) _____
Authorizing Signature: _____

THIS APPLICATION IS CONSIDERED A LEGAL DOCUMENT AND WILL BECOME A PERMANENT PART OF YOUR RECORD. FALSIFICATION OF THIS DOCUMENT MAY BE CAUSE FOR DISMISSAL AND OTHER LEGAL ACTION AS DEEMED APPROPRIATE.

I CERTIFY THAT ALL INFORMATION PROVIDED IS CORRECT AND THAT I AM IN COMPLIANCE WITH THE REGISTRATION INSTRUCTIONS AS SET FORTH ABOVE.

Signature Date

COURSES

ANTHROPOLOGY 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.

Section #82451		16-wk/August 27	Hogan, M.M.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Haviland	Telecourse Study Guide	2nd 78.50
Req	<input type="checkbox"/>	Haviland	Cultural Anthropology-Text	13th 199.75
Req	<input type="checkbox"/>	DL	Anthro 100 Student Handbook	Fall 7.25
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
You must choose one of the following optional books to do a report add a second title if you want extra credit.				
Opt	<input type="checkbox"/>	Chance	China's Urban Villagers	2nd 51.00
Opt	<input type="checkbox"/>	Chavez	Shadowed Lives	2nd 56.75
Opt	<input type="checkbox"/>	Turnbull Mbuti Pygmies		1st 51.00

BIOLOGY C100—INTRODUCTION TO BIOLOGY

3.0 units

For non science majors. Study basic concepts of biology emphasizing the characteristics of plants and animals, human body systems, health, genetics and the environment. Graded or Pass/No Pass option.

Section #82457		16-wk/August 27	Johnson, J.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Starr	Biology: Concepts & Applications	8th 205.00
Req	<input type="checkbox"/>	DL	Biology 100 Student Handbook	Fall 5.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	Starr	Cycles of Life Telecourse Study Guide	6th 93.00
Opt	<input type="checkbox"/>	DL	Biology 100 Midterm & Final Review CD	5.00

BUSINESS C100—INTRODUCTION TO BUSINESS

3.0 units

Introduction to Business is an introductory course which 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 provides the foundation for future study of business and management. It presents an in-depth examination of the elements of contemporary business, from the Internet functions to the challenges of business on an international scale. Graded or Pass/No Pass option.

Section #82461		16-wk/August 27	Henry, C.M.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Pride	Business	11th 244.75
Req	<input type="checkbox"/>	DL	Business 100 Student Handbook	Fall 7.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (11 @ 0.35)	3.85

BUSINESS C110—LEGAL ENVIRONMENT OF BUSINESS

3.0 units

Introduction to basic business law, basic principles of American law, sources of law, the courts and the court system(s). Specific coverage of the law of contracts, torts, administrative agencies, and agency, as well as Constitutional law as it pertains to business. Graded or Pass/No Pass option.

Section #82463		16-wk/August 27	Crawfis, R.P.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Davidson	ACP Legal Environment of Business	1/2011 146.75
Req	<input type="checkbox"/>	DL	Business 110 Student Handbook	Fall 5.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	DL	Business 110 Midterm & Final Review CD	6.00

BUSINESS C120—PERSONAL FINANCE

3.0 units

The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding of the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage of the role of money in student's lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions. Graded or Pass/No Pass option.

Section #83755		16-wk/August 27	Ondracek, T.M.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Kapoor	Personal Financial Planning Vol I & Vol II Pkg	129.00
Req	<input type="checkbox"/>	DL	Business 120 Student Handbook	Fall 4.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40

BUSINESS C150—INTRODUCTION TO MARKETING

3.0 units

Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Topics include analyzing market characteristics, evaluating product and service strategies, and building strategic marketing plans. Internet experience helpful. Graded or Pass/No Pass option.

Section #81751		16-wk/August 27	Oelstrom, J.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Boone	Contemporary Marketing (2013 update)	173.00
Req	<input type="checkbox"/>	DL	Business 150 Student Handbook	Fall 5.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40

BUSINESS C222—SMALL BUSINESS OPERATION AND MANAGEMENT

3.0 units

Small Business Operations and Management 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, financial and administrative control, and related topics. Graded or Pass/No Pass option.

Section #82469		16-wk/August 27	Lowther, G.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Hatten	Small Business Management	5th 255.00
Req	<input type="checkbox"/>	DL	Business 222 Student Handbook	Fall 4.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	Covey	Seven Habits of Highly Effective People	2004 15.95

COUNSELING C105—SUCCEEDING IN COLLEGE

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.

Section #82950		16-wk/August 27	Jenkins, N.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Downing	On Course Study Skills Plus Ed. (2012-13 planner)	84.50
Req	<input type="checkbox"/>	DL	Counseling 105 Student Handbook	Fall 4.00
Req	<input type="checkbox"/>	DL	Counseling 105 Assignment Journal	Fall 4.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40

Submitting an application does not guarantee enrollment.

COURSES

In order to enroll in English C135, students must complete either English C103 with a C or better or pass the English C099 Credit-by-Exam.

ENGLISH C020—BASIC GRAMMAR

0.5 unit

This is a basic grammar course covering sentence structure, parts of speech, punctuation, and syntax. Emphasis is placed on grammatical structure and correct usage. (NOT APPLICABLE TO A.A. DEGREE). PASS/NO PASS ONLY.

Section #83447	16-wk/August 27	Leighton, K.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Kaplan	Sharp Grammar: Build Better Grammar Skills	4th	9.95
Req	<input type="checkbox"/>	DL	English 020 Student Handbook	Fall	4.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (10 @ 0.35)		3.50

ENGLISH C021—COLLEGE SPELLING 1

0.5 unit

A beginning, self-paced, programmed course designed to help students master the basic rules of spelling. Among other topics, it addresses phonics, silent letters, plurals, suffixes, commonly misspelled words, and apostrophes. (NOT APPLICABLE TO A.A. DEGREE) PASS/NO PASS ONLY.

Section #83448	16-wk/August 27	Leighton, K.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Howard	Academic Spelling Power	2007	24.00
Req	<input type="checkbox"/>	DL	English 021 Student Handbook	Fall	5.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (8 @ 0.35)		2.80

ENGLISH C024—COLLEGE VOCABULARY 1

0.5 unit

A beginning course designed to help students develop a powerful vocabulary. Students learn word usage and ways to build words using context clues, word derivatives, and prefixes and suffixes; they also learn how to correctly use a dictionary and thesaurus. (NOT APPLICABLE TO A.A. DEGREE) PASS/NO PASS ONLY.

Section #83449	16-wk/August 27	Leighton, K.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Hollinger	Academic Word Power 1	2004	24.00
Req	<input type="checkbox"/>	DL	English 024 Student Handbook	Fall	6.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (7 @ 0.35)		2.45

ENGLISH C103—BUSINESS ENGLISH

3.0 units

English for careers 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

Section #83241	16-wk/August 27	Staff			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Kaplan	Sharp Grammar: Build Better Grammar Skills	4th	9.95
Req	<input type="checkbox"/>	DL	English 135 Student Handbook	Fall	4.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (12 @ 0.35)		4.20
Opt	<input type="checkbox"/>	Dictionary	Merriam-Webster Dictionary		6.50

ENGLISH 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 resumes and employment documents; and make effective oral presentations. ADVISORY: Student should possess basic keyboarding and word processing skills. Graded or Pass/No Pass option.

Section #83469	16-wk/August 27	Strauss-Thacker, E.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Guffey	Essentials of Business Communication	9th	173.75
Req	<input type="checkbox"/>	DL	English 135 Student Handbook	Fall	11.25

ENGLISH 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 resumes and employment documents; and make effective oral presentations. ADVISORY: Student should possess basic keyboarding and word processing skills. Graded or Pass/No Pass option.

Section #83875	16-wk/August 27	Strauss-Thacker, E.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Guffey	Essentials of Business Communication	9th	173.75
Req	<input type="checkbox"/>	DL	English 135 Student Handbook	Fall	11.75

FOODS & NUTRITION C170—NUTRITION

3.0 units

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Graded or Pass/No Pass option

Section #82705	16-wk/August 27	Parent, N.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Whitney	Understanding Nutrition (Text Only)	13th	209.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (7 @ 0.35)		2.45
Req	<input type="checkbox"/>	DL	Food & Nutrition 170 Student Handbook	Fall	7.50

GEOLOGY C105—GENERAL GEOLOGY

3.0 units

A study of the composition and structure of the earth and the internal and external processes which 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

Section #83723	16-wk/August 27	McNamara, J.E.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Carlson	Physical Geology: Earth Revealed	9th	153.00
Req	<input type="checkbox"/>	DL	Geol 105 Student Handbook	Fall	8.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ 0.35)		.70

HEALTH 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 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.

Section #82546	16-wk/August 27	Belanger, A.G.			
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Alters	Essential Concepts for Healthy Living	6th	106.95
Req	<input type="checkbox"/>	DL	Health 100 Student Handbook	Fall	6.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ 0.35)		.70

Submitting an application does not guarantee enrollment.

COURSES

HISTORY C170—U.S. 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.

Section #82548		16-wk/August 27	Freeman, W.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Divine	America: Past & Present Vol. I	9th 132.75
Req	<input type="checkbox"/>	DL	History 170 Student Handbook	Fall 4.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	Alfers	Course Gde for Shaping America to 1877	4th 40.00

HISTORY C180—WESTERN CIVILIZATION I

3.0 units

A study of the development of present day western culture from the earliest beginnings to 1550 with emphasis on the impact of philosophical, social, and economic factors on western civilization. Graded or Pass/No Pass option.

Section #82552		16-wk/August 27	Najera, M.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Chambers	Western Experience Vol. 1	10th 147.75
Req	<input type="checkbox"/>	Dushkin	Western Civilization Vol 1	16th 46.50
Req	<input type="checkbox"/>	DL	History 185 Student Handbook	Fall 5.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (5 @ 0.35)	1.75

HUMANITIES C110—HUMANITIES THROUGH THE ARTS

3.0 units

A survey of Western Civilization cultural achievement as expressed through music, literature, drama, film, painting, sculpture and architecture. Graded or Pass/No Pass option.

Section #82554		16-wk/August 27	Carpenter, L.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Martin	Humanities through the Arts	8th 144.00
Req	<input type="checkbox"/>	DL	Hum 110 Student Handbook	Fall 6.25
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	Martin	Humanities through the Arts Study Guide	8th 71.00

MATHEMATICS C010—ELEMENTARY ALGEBRA

4.0 units

Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots, exponents, and applications. (NOT APPLICABLE TO A.A. DEGREE) PREREQUISITE: MATH C008 with a grade of "C" or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

Section #82563		16-wk/August 27	Dietrich, P.W.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Hutchison	Beg Algebra Text & Solution Manual Pkg.	163.00
Req	<input type="checkbox"/>	DL	Math 010 Student Handbook	Fall 4.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (10 @ 0.35)	3.50
Rec	<input type="checkbox"/>	DL	Math 010 Video CD's	Fall 15.00

**FOR STUDENTS INTERESTED
IN MATH COURSES:**

Pre-college level math courses at Coastline are sequential. Students are placed based on the results of their college math placement test. Math placement test results must be on file at Coastline before a student can enroll in math courses.

MATHEMATICS 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. Graded or Pass/No Pass option.

Section #82886		16-wk/August 27	Forbes, J.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Lial	Intermediate Algebra	11th 189.50
Req	<input type="checkbox"/>	DL	Math 030 Student Handbook	Fall 4.25
Opt	<input type="checkbox"/>	Lial	Int. Algebra Student Solutions Manual	11th 36.75

MASS COMMUNICATIONS C100—INTRODUCTION TO MASS COMMUNICATIONS

3.0 units

A study and analysis of the major media newspapers, magazines, radio and television covering how they function and affect society. Graded or Pass/No Pass option.

Section #83859		16-wk/August 27	Carlucci, M.A.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Dominick	Dynamics of Mass Communication	12th 148.00
Req	<input type="checkbox"/>	DL	Communications 100 Student Handbook	Fall 4.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	DL	Mass Comm 100 Midterm & Final Review CD	8.00

MARINE SCIENCE C100—INTRODUCTION TO MARINE SCIENCE

3.0 units

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.

Section #82560		16-wk/August 27	Curtis, M.D.	
R/O	Order	Author	Title	Edition Price
Req	<input type="checkbox"/>	Garrison	Oceanography	7th 224.50
Req	<input type="checkbox"/>	Garrison	Endless Voyage Study Guide	4th 85.50
Req	<input type="checkbox"/>	DL	Marine Science 100 Student Handbook	Fall 6.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)	1.40
Opt	<input type="checkbox"/>	DL	Mar Sci 100 Midterm & Final Review CD	2.50

**Submitting an application does not
guarantee enrollment.**

MANAGEMENT & SUPERVISION C100—BUSINESS ORGANIZATION & 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.

Section #83238		16-wk/August 27		Lockwood, F.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Plunkett	Management	10th	236.75
Req	<input type="checkbox"/>	DL	M & S 100 Student Handbook	Fall	8.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (12 @ 0.35)		4.20
Opt	<input type="checkbox"/>	Plunkett	Taking the Lead Telecourse Study Guide	9th	16.00

PHILOSOPHY C100—INTRODUCTION TO PHILOSOPHY

3.0 units

This course provides an introduction to the main ideas, methods and problems of philosophy. Topics include the nature of philosophy and reality, questions, of human nature and free will, relationship between mind and body, the question of God, sources of knowledge, and personal and social ethics. Multicultural and feminist issues are woven into traditional Western material, including contributions from India (Hinduism and Buddhism), China (Confucianism), Japan (Zen Buddhism), and Native American philosophy, among others. Graded or Pass/No Pass option.

Section #82571		16-wk/August 27		Sliff, R.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Mitchell	Roots of Wisdom	6th	184.00
Req	<input type="checkbox"/>	DL	Philosophy 100 Student Handbook	Fall	5.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Opt	<input type="checkbox"/>	DL	Philosophy 100 Midterm/Final Review CD		5.00
Opt	<input type="checkbox"/>	Mitchell	Roots of Wisdom Study Guide	5/08	68.50

PHILOSOPHY C115—LOGIC AND CRITICAL THINKING

3.0 units

Elements of logic and semantics, cogent and fallacious reasoning, deductive and inductive proofs, accurate use of language, analogy, definition and clarity, and precision of expression. Graded or Pass/No Pass option

Section #82572		16-wk/August 27		Doyle, J.A.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Moore	Critical Thinking	10th	129.50
Req	<input type="checkbox"/>	DL	Phil 115 Student Handbook	Fall	5.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Rec	<input type="checkbox"/>	Telecourse	Philosophy 115 Cable CD-ROM Video		10.00

PHILOSOPHY C120—ETHICS

3.0 units

A comprehensive look at major ethical and moral issues of today. Graded or Pass/No Pass option

Section #82574		16-wk/August 27		Borcman, K.D.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Newton	Ethics in America: Source Reader	2nd	77.50
Req	<input type="checkbox"/>	Newton	Ethics in America: Study Guide	2nd	80.50
Req	<input type="checkbox"/>	DL	Phil 120 Student Handbook	Fall	4.00
Opt	<input type="checkbox"/>	DL	Phil 120 Midterm & Final Review CD		2.50

POLITICAL SCI 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.

Section #83646		16-wk/August 27		Bach, M.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Cummings	Democracy under Pressure W/2006 Election	10th	233.00
Req	<input type="checkbox"/>	DL	Poli Sci 180 Student Handbook	Fall	6.25
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (5 @ 0.35)		1.75
Opt	<input type="checkbox"/>	Lynch	Telecourse Guide for Voices In Democracy	3rd	68.75
Opt	<input type="checkbox"/>	DL	PSCI 100 Midterm & Final Review CD		2.50

PSYCHOLOGY 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.

Section #82582		16-wk/August 27		Barnes, R.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Hockenbury	Discovering Psychology	5th	129.50
Req	<input type="checkbox"/>	DL	Psych 100 Student Handbook	Fall	4.50
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40

PSYCHOLOGY 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.

Section #83657		16-wk/August 27		Ellis, J.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Berger	Developing Person (Childhood & Adol)	9th	165.50
Req	<input type="checkbox"/>	DL	Psych 116 Student Handbook	Fall	7.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Opt	<input type="checkbox"/>	DL	Psych 116 Midterm & Final Review CD		5.00
Opt	<input type="checkbox"/>	Berger	Developing Person Telecourse Study Guide	9th	29.50

PSYCHOLOGY C118—LIFE SPAN DEVELOPMENT PSYCHOLOGY

3.0 units

This course traces human development from conception through death and dying focusing on the biological, cognitive, and psychosocial development. Graded or Pass/No Pass option

Section #82634		16-wk/August 27		Ellis, J.	
R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Berger	Developing Person (Lifespan)	8th	158.00
Req	<input type="checkbox"/>	DL	Psych 118 Student Handbook	Fall	5.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Opt	<input type="checkbox"/>	Berger	Developing Person Telecourse Study Guide	8th	33.50

Submitting an application does not guarantee enrollment.

SOCIOLOGY 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.

Section #82590**16-wk/August 27****Petropoulos, M.E.**

*ACP SOCIOLOGY CUSTOM PRINT EDITION REQUIRED BY INSTRUCTOR. NO OTHER VERSIONS WILL BE ACCEPTED.

R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Kornblum	*ACP Sociology Custom Print Edition	9th	180.75
Req	<input type="checkbox"/>	DL	Soc 100 Student Handbook	Fall	5.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Opt	<input type="checkbox"/>	Kornblum	Study Guide Sociology in a Changing World	9th	82.50

SOCIOLOGY C110—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.

Section #82592**16-wk/August 27****Allen, S.L.**

R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Schwartz	Marriages & Families	6th	124.75
Req	<input type="checkbox"/>	DL	Soc 110 Student Handbook	Fall	6.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40

SOCIOLOGY 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

Section #82746**16-wk/August 27****Eber, L.P.**

R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Hooyman	Social Gerontology	9th	159.00
Req	<input type="checkbox"/>	DL	Sociology 120 Student Handbook	Fall	7.25
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ 0.35)		.70

SPANISH 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.

Section #82596**16-wk/August 27****Basabe, S.**

R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Vanpatten	Destinos: Alt Edition w/7 CD's	2nd	194.50
Req	<input type="checkbox"/>	Vanpatten	Destinos: Workbook & Study Guide I: 1-26	2nd	77.75
Req	<input type="checkbox"/>	DL	Spanish 180 Student Handbook	Fall	5.00
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (2 @ 0.35)		.70
Req	<input type="checkbox"/>	DL	3 CD's for Workbook (Lec 1-11)		7.50

SPANISH C185—ELEMENTARY SPANISH 2**5.0 units**

Continuation of SPAN C180 or C180B. Emphasizes the acquisition of proficiency in listening comprehension, speaking, reading and writing materials and selected literary works. PREREQUISITE: SPAN C180, C180B or equivalent competency. Graded or Pass/No Pass option.

Section #82002**16-wk/August 27****Basabe, S.**

R/O	Order	Author	Title	Edition	Price
Req	<input type="checkbox"/>	Vanpatten	Destinos: Alt Edition w/7 CD's	2nd	194.50
Req	<input type="checkbox"/>	Vanpatten	Destinos: Workbook & Study Guide I: 1-26	2nd	77.75
Req	<input type="checkbox"/>	DL	Spanish 185 Student Handbook	Fall	6.75
Req	<input type="checkbox"/>	Scantrons	Distance Learning Scantrons (4 @ 0.35)		1.40
Req	<input type="checkbox"/>	DL	Spanish 185 CD'S for WKBK (Lec 12-18)		5.00
Req	<input type="checkbox"/>	DL	Spanish 185 CD'S for WKBK (Lec 19-26)		5.00

**Submitting an application does not
guarantee enrollment.**



INCARCERATED STUDENT SUPPORT SERVICES

Privacy Release Form

I grant permission to Coastline Community College to release my Coastline Community College records to the educational staff members within the state and federal correctional institution. (e.g., Registration, payment of fees, release of grades, requesting transcripts).

Privacy release forms sent prior to this term are no longer valid. All concerns will go through education department including information regarding student files.

This release shall be in effect until I notify Coastline Community College in writing of my desire to have it cancelled.

(Please Print)

Student Name: _____ Soc. Sec. # or Student ID# _____

Incarceration Number: _____ Date of Birth _____

Prison Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

INCARCERATED STUDENT SUPPORT SERVICES

Student / Proctor Agreement Form

5-Digit Section #	Name of Course Enrolled In	5-Digit Section #	Name of Course Enrolled In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<input type="checkbox"/>	Fall Semester
<input type="checkbox"/>	Spring Semester
<input type="checkbox"/>	Summer Session

STUDENT AGREEMENT (Please print legibly)

As a student, I agree to the following:

- To be responsible to locate a proctor and to set up an appointment for exams, which are due by the date the exams are being administered as indicated in the course student handbook.
- To verify that my proctor lists his/her work address, not a home address.
- To be responsible for reimbursing the proctor for mailing expenses.
- To take the exams and have my proctor mail them to the Distance Learning Department so they arrive by the assigned due dates.

Student Name _____ Incarceration # _____
First Name Last Name

Student Identification # _____

Student Signature _____ Date _____

(By signing this form I, the student, agree and comply with Distance Learning Department's policies and procedures)

PROCTOR AGREEMENT (Please print legibly)

As a proctor, I agree:

- I am a librarian, educational administrator, or a teacher at this institution.

NOTE: If the Proctor does not match the choice above, this form will be denied.

I also agree to the following:

- I am not a current student at Coastline. I am not a relative of any Coastline student, nor do I live at the same address as any Coastline student.
- I will personally administer and supervise the exam(s) for the courses listed above.
- I will validate the exam(s) by signing where indicated. I will personally mail the completed exam(s) back to the Distance Learning Department, Coastline Community College immediately after the student has completed the exam(s).
- I will confirm with the student how the student will pay for the cost of returning the exam packet.

Proctor Name _____ Title _____ Phone Ext _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

E-mail Address _____

Phone Number: Employer's _____ Proctor's Daytime _____

To protect the security and integrity of the exams and testing process, all exams must be mailed to the institution where the proctor is employed as an educator or prison staff person.

Proctor Signature _____ Date _____

(By signing this form I, the Proctor, agree and comply with Distance Learning Department's policies and procedures)

AGREEMENT FORM RETURN DEADLINE: Forms are due by the second Friday of 16-week courses or the first Friday of courses of any other length. Failure to meet this deadline will result in delays in mailing exams. This may result in a penalty for completing exams late. Failure to correctly enter ALL information will result in exams not being sent.

INSTITUTION TRANSFER

Information

If you are transferred to another correctional institution within the term, it is your responsibility to notify Coastline Community College's (CCC) Incarcerated Student Education Services Office immediately with your new address. You must also fill out a new Student/Proctor Agreement Form.

Failure to notify CCC of your transfer could result in a delay in receiving of materials, missing exams, failing grades or being dropped from your courses.

To notify CCC of your transfer, write to the following address:

Coastline Community College
Incarcerated Student Support Services
11460 Warner Ave.
Fountain Valley, CA 92708-2597

Be sure to include the following information in your transfer notification: first and last name, incarceration number, Coastline student ID number, name of the new facility, address, bed number, city, state and zip code.

Only individuals listed on your privacy release form may contact Coastline Community College on your behalf at the following phone number: (714) 241-6315.

PROCTOR INFORMATION

Proctor rules and procedures

Incarcerated students will need to complete and return the Proctor Form in order to be proctored by the prison education office. Student must be sure to accurately list all courses and section numbers that they are enrolled in. Not having the form completed accurately will result in exams not being mailed or delayed. It is the student's responsibility to ensure that the form is completed and returned to the Prison Education Office. If the student is enrolled in a 16-week course, the form is due by the second Friday of the course. If the student is enrolled in a course of any other length, the form is due by the first Friday 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 signed form is a binding agreement between the proctor and Coastline Community College to ensure 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.

California Community Colleges 2012-2013 Board of Governors Fee Waiver Application

This **FEE WAIVER** is for California residents only, as determined by the Admissions or Registrar's Office.

Has the Admissions or Registrar's Office determined that you are a California resident? Yes No

Note: Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) will become eligible to participate in the BOG Fee Waiver program on January 1, 2013. A special application form will be created for this purpose. The application will be distributed to financial aid offices on or before the January 1, 2013 eligibility date.

Name: _____ <i>Last First Middle Initial</i>	Student ID # _____
SSN: _____	CDC: _____
Facility: _____ <i>Street City Zip Code</i>	Date of Birth: ____/____/____

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.) Yes No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Question 4.

Student Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

DEPENDENCY STATUS

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed.

1. Were you born before January 1, 1989? (If "Yes," skip to question 4) Yes No
2. If your parent(s) or his/her RDP filed or will file a 2011 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Will Not File Yes No
3. Do you live with one or both of your parent(s) and/or his/her RDP? Yes No

- If you answered "No" to question 1 and "Yes" to either question 2 or 3, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.
- If you answered "No" or "Parent(s) will not file" to question 2, and "No" to question 3, you may answer questions as an INDEPENDENT student on the rest of this application..

METHOD B ENROLLMENT FEE WAIVER

4. 2011 Income Information

(Dependent students should not include their income information for Q 4 a and b below.)

- a. Adjusted Gross Income (If 2011 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).
- b. All other income (Include **ALL money** received in 2011 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).

**DEPENDENT STUDENT:
PARENT(S)/ RDP
INCOME ONLY**

**INDEPENDENT STUDENT:
STUDENT (& SPOUSE'S/
RDP) INCOME**

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL Income for 2011 (Sum of a + b)

\$ _____

\$ _____

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. **If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2011 U.S. Income Tax Return(s).** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature

Date

Parent Signature (Dependent Students Only)

Date

CALIFORNIA INFORMATION PRIVACY ACT

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY

<input type="checkbox"/> BOGFW-B	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible

<input type="checkbox"/> BOGFW-C		

Comments: _____

Certified by: _____ **Date:** _____

Incarcerated Students Forms Checklist

Before you submit your forms to Coastline, double check to ensure that each form is complete.

- Application/Registration form. Submit only one: New/Returning or Continuing Student. Continuing Student must have enrolled during the Spring 2012 semester.**
 - Included SSN and/or Student ID number, Last name, First name, Incarceration number
 - Prison name, address, cell number
 - Must answer residency "When did your present stay in California begin?"
 - Listed courses for enrollment
 - Signed and dated

- Privacy Release form.**
 - Signed and dated

- Student/Proctor Agreement form.**
 - Listed courses and section numbers
 - Name, Incarceration number and CCC Student ID
 - Signed and dated
 - Proctor has completed the bottom half of the form
 - Signed and dated

- Board of Governor's Fee Waiver form.**
 - Completed the 2012-2013 form
 - Name, SSN, Prison name, Incarceration number, Date of Birth
 - Signed and dated

Failure to complete each form thoroughly will result in the incomplete form being returned to you. This will affect your registration enrollment.

Incarcerated Student Education Services

ISES Counseling Checklist

N=Needed & **C**=Completed

N	C	Counseling Checklist
		1. Review the Incarcerated Student Education Guide available from the Educational Officer at your facility.
		2. Complete the Request for Educational Plan form. You may request this form from your prison education department or write to Coastline's Incarcerated office. You or the Educational Officer at your facility should send the form and this completed checklist to: <p style="text-align: center;">Coastline Community College Attn: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708-2597</p>
		3. If you have taken courses from other colleges, request that the transcripts be sent to: <p style="text-align: center;">Coastline Community College Attn: Admissions & Records/Transcripts 11460 Warner Avenue Fountain Valley, CA 92708-2597</p> <p style="text-align: center;"><i>Transcript Request forms are available from the Educational Officer at your facility.</i></p>
		4. If you completed two years of high school algebra with a grade of "C" or better, request the transcript be sent to Coastline at the above address.
		<p>English Competency</p> <ul style="list-style-type: none"> • You can meet your AA degree English requirement by taking ENGLISH C135. To be eligible to take ENGLISH C135, you must: • Pass ENGLISH C099 (English Credit by Exam). The Educational Officer at your facility (acting as your proctor) should request that a Credit by Exam for ENGLISH C099 be sent to him/her so that he/she can proctor the exam for you and return it to Coastline Community College English 099 Administrator.: <p>OR</p> <ul style="list-style-type: none"> • Pass ENGLISH C103 • If you plan to transfer to a 4-year university, you will need to complete Freshman Composition. <p>Math Competency</p> <ul style="list-style-type: none"> • Earn a "C" grade or better in two years of Algebra in high school. OR • If you score into Math C100 or higher, you do not need to take a Math course to receive an AA degree. This will meet Math Competency. OR • You will need to take the Math Placement Test and place into MATH C030, Intermediate Algebra, or higher. You will then need to pass MATH C030 with a grade of "C" or better. • If you score into a course lower than MATH C030, you will need to review basic math skills and take a lower level Math course (MATH C005, MATH C008, MATH C010). OR, you can retake the test again in one year, as you are only allowed to take the placement test once a year. • If you plan to transfer to a four-year university, you will need to complete a Math course numbered 100 or above.

Upon receipt of the above documents, one of our counselors will review your information and develop an educational plan for you. Due to the high volume of requests from inmates in our program, you should allow approximately 4 to 6 weeks to receive an answer. If you have not already enrolled in a class this semester, our counselors suggest you begin your program by taking Counseling 105—Strategies for College Success.

Your success at Coastline is important to us and our services are designed to help you achieve your educational goals.

____ FALL
 ____ SPRING
 ____ SUMMER

**COASTLINE COMMUNITY COLLEGE
 INCARCERATED CHANGE PETITION**
 11460 Warner Avenue • Fountain Valley, CA 92708-2597
 Phone: (714) 241-6176

RETURN TO:
ADMISSIONS & RECORDS OFFICE
 11460 Warner Avenue
 Fountain Valley, CA 92708-2597

Name _____ Student ID # _____
 Incarceration # _____ Soc. Sec. No. _____
 Prison Name _____ Street _____
 City _____ State _____ Zip _____ Birthdate _____
 Date _____

Student Signature

**D
R
O
P**

Please DROP me from the following class(es):	Reason for DROP (Check as many as apply):
Section # _____ Course Name _____ Units _____	<input type="checkbox"/> Changed mind
_____	<input type="checkbox"/> Too difficult
_____	<input type="checkbox"/> Financial difficulties
_____	<input type="checkbox"/> Did not receive books
_____	<input type="checkbox"/> Cannot watch course lectures/(DVDs)
_____	<input type="checkbox"/> Lack of proctor
_____	<input type="checkbox"/> Other (please explain)
_____	_____

For Office Use Only

Fees Paid \$ _____ Fees Owed \$ _____ Refund Due \$ _____

Comments: _____

Coastline Community College

Mission Statement

Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

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



11460 Warner Avenue
Fountain Valley, CA 92708-2597

COASTLINE COMMUNITY COLLEGE

PRESIDENT:

Loretta P. Adrian, Ph.D.

COAST COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES:

David A. Grant

Mary L. Hornbuckle

Jim Moreno

Jerry Patterson

Lorraine Prinsky, Ph.D.

and Student Trustee

CHANCELLOR:

Andrew C. Jones, Ed.D.

NON-DISCRIMINATION STATEMENT:

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.



INCARCERATED STUDENT EDUCATION SERVICES

11460 Warner Avenue
Fountain Valley, CA 92708-2597
Contact: (714) 241-6315