



COASTLINE COMMUNITY COLLEGE
EDUCATION BOUND UNITED STATES
(CCC-EBUS)
STUDENT HANDBOOK



*Please note: All policies in the Fall 2012 Student Handbook are subject to change.
All policies are current as of print date in June 2012.*



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INTRODUCTION TO THE CCC-EBUS PROGRAM

Coastline Community College (CCC), a California USA college, offers students an American college-level program in English language skills, TOEFL (Test of English as a Foreign Language) preparation, college counseling, college preparation workshops, and selected general education courses necessary for the successful transfer to U.S. colleges and universities.

CCC-EBUS VISION AND STUDENT GOALS

EBUS Students will:

- Acquire collegiate level skills appropriate for transfer to U.S. colleges and universities.
- Obtain the motivation and skills needed to conscientiously pursue on-going academic, occupational, and personal growth.
- Obtain the requisite skills of independent and critical thinking, problem solving, articulation, and organization.
- Be aware of and respect human diversity and be able to maintain open communication with a wide range of people.
- Obtain self-knowledge, self-esteem, motivation and self-discipline, including the capacities to overcome adversity, accept boundaries, and maintain high standards.
- Be productive, environmentally aware, and economically independent citizens who will contribute positively to our global society.

THREE-STEP EBUS PROGRAM

Step 1: COLLEGE PREPARATION

Student admission to the CCC-EBUS program is based upon the following criteria:

- Attend EBUS Program Orientation to include Review of the CCC EBUS Student Handbook.
- Read and sign the Student and Parent Expectations Contracts.

The ***College Prep*** portion of the program is a highly focused, fast-track, integrated curriculum consisting of intensive EFL training, academic counseling, and U.S. college preparation workshops. All new students are admitted to the *College Prep* stage and placed in Coastline EFL classes based on language assessment. Students may be advanced to Step 2: *College!* during their high school program upon achieving the criteria set forth below.

NOTE: There is no guarantee that students will achieve the *College!* step of the program. Advancement to this step is dependent upon individual student maturity, motivation, diligence, and academic progress. High school graduates who do not advance to the *College!* step may still transfer to the CCC ESL Institute in the U.S. for continued language study.

Step 2: COLLEGE!

The ***College!*** portion of the program is a continuation of the *College Prep* curriculum with the addition of college-credit courses designed to facilitate transfer to CCC in the U.S. and beyond. Students at this step are officially admitted to Coastline Community College and will begin enrollment in college-credit level courses.

Admission is based on the following criteria:

- Minimum ACT score of 71%
- Completion of the Step 2 application packet, including a written essay on why the student believes they are qualified for college courses
- A recommendation from Coastline based on successful academic performance, maturity and self discipline.
- A recommendation from their High School

Students must maintain a 2.0 cumulative grade point average in all college-credit classes attempted in order to avoid Academic Probation (see Academic Probation and Disqualification policy below).

High School graduates who have successfully completed college-credit classes will be academically prepared to continue their college education in the U.S.

Step 3: TRANSITION TO THE UNITED STATES

Upon graduation from high school, students may continue their studies at Coastline Community College in the United States upon submitting the following materials by July 1 (for the Fall semester) and December 1 (for the Spring semester).

- The **International Student Dual Admission Application form**. Applications must be fully completed in English and signed. Names need to be exactly the same as they appear on the applicant's passport. There is a \$30.00 U.S. non-refundable application fee (check, money order, or credit card – Visa, MasterCard, or Discover).
- The **Sponsorship form** must be completed and signed by the student's financial sponsor (parent, relative or self). This presents evidence that the student has sufficient financial resources to meet all expenses during his/her attendance at Coastline College.
- An original, translated **Bank Certification** or **Financial Statement form** dated within five months of the student's arrival date (dated after April 1 for the Fall semester). The necessary amount required to be in the account varies from semester to semester; the amount for Fall 2012 is \$18,000 U.S.
- Original **High School Transcripts** in native language and English-translated copy.
- EBUS will forward the necessary English proficiency test results the College Admissions office. Students with a TEOFL score of 45 iBT, or a minimum ACT score of 71% (level 3B) will be admitted to the college-level program. Students who do not meet either of these requirements will be admitted to the Coastline College English Language Institute for further language instruction.

When all necessary documents have been received and evaluated, students will be notified of their acceptance by letter. Coastline will issue the students I-20 Form, 60 to 120 days prior to the start of the semester.

Students will arrive in the U.S. two weeks before the start of the semester for a specially designed mandatory two-day orientation for international students. Students will also be **required** to purchase **Medical Insurance** at the time of registration.

CCC-EBUS STUDENT EXPECTATIONS

As an EBUS student, Coastline Community College expects the following from you:

- Approach your studies with COLLEGE as your goal.
- Make education a high priority in your life.
- Take responsibility for your own learning, behavior, and success.
- Work to achieve and exceed your potential.
- Participate in class and school activities, seek guidance, ask questions, and immediately let your teachers know if you are having problems.
- Demonstrate the ability to make mature, independent, productive choices and accept responsibility for those choices.
- Be proud of your intelligence!

Behavior Expectations

- Show respect and courtesy to everyone on campus: high school and college students, faculty, parents, guests, security guards, etc.
- Handle differences in a peaceful manner. Consult with the EBUS counselor for assistance.
- Use time productively in the computer labs and tutorial sessions.
- Treat all facilities with care in a manner that shows respect for all facilities and equipment on campus.
- EBUS IS AN ALCOHOL, DRUG, AND TOBACCO FREE SCHOOL

Classroom Expectations

- Attend all of your classes every day. Excessive absences will lead to failing grades and possible removal from the school.
- Arrive on time to all classes! It is your responsibility to be aware of the time and to arrive promptly.
- Be awake! Your academic success depends on it.
- Do not disturb, distract, or disrupt the teacher or your fellow students during the class. This means no talking or side conversations. If you have a question or something to say or contribute, raise your hand and address the teacher and the class as a whole.
- PARTICIPATE IN CLASS. You will learn more and class will be more interesting to you if you are an active participant.
- Keep a daily written record of all assignments and due dates in a planner.
- Bring all required materials to school every day.
- No food or drinks in the classroom.
- Be responsible for your own trash and dispose of it appropriately.
- No hand-held electronic devices or cell phones in the classroom, unless specific permission has been granted by the instructor. Devices will be confiscated.

- Complete in depth all in-class and homework assignments in a diligent, responsible, timely manner.
- Do your own work. It is unacceptable to plagiarize from another student or source, including the Internet, or to give or receive information during a test. (See Academic Honesty Policy)
- If you have questions regarding any class, or need more help on an assignment, SCHEDULE AN APPOINTMENT WITH YOUR TEACHER!
- Inappropriate behavior may result in a student being asked to leave the classroom. If this happens, report IMMEDIATELY, without argument, to the teacher's office. You will always have an opportunity to explain your position, but you do not have the right to disrupt class.
- Inappropriate behavior may result in suspension from college classes.

Policies and Procedures for High School Students

- Students must complete a Coastline Community College admission application.
- Students must be in good academic standing at their school.
- Students must meet required course prerequisites.
- Students must take placement exams prior to enrollment in college math or English classes.
- Enrolling in college courses will create a permanent college record for the student.
- Credit courses are college level and instructors will teach at that level.
- Students may be exposed to and involved in discussion of mature subjects.
- Parents or guardians are NOT permitted to add or drop classes without specific written authorization from the student per regulations of the Family Educational Rights and Privacy Act (FERPA). (See FERPA Guidelines)
- Parents or guardians are NOT permitted to request transcripts or grade verifications without written authorization from the student, per (FERPA). (See FERPA Guidelines)
- It is the responsibility of the student to obtain and review a copy of the course syllabi and textbooks prior to the start of their class.
- Students must abide by the policies & regulations stated in the Coastline College catalog, including the student code of conduct.

ACADEMIC HONESTY POLICIES

Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Administrators, faculty and classified staff at Coastline all support this procedure. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share that responsibility and are expected to refrain from all acts of academic dishonesty. The Coast Community College District Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

An instructor who has evidence that an act of academic dishonesty has occurred may, 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
- Refer the student to the college student disciplinary officer

Examples of Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Obtaining answers from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one’s work.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit.
- Receiving help in creating a speech, essay, report, project or paper unless otherwise authorized by the instructor.
- 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.
- Misreporting or altering the data in laboratory or research projects.

Plagiarizing

- Offering another person's work as one's own: copying a speech, essay, report, project or paper from another person or from books or other sources.
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student. Doing research for another student's project or report.
- Using outside sources (books, periodicals or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words in quotation marks).

Committing Other Acts of Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

Procedure for Dealing with Academic Dishonesty

Action by the Instructor

An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following actions:

- Issue a reprimand.
- Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.
- Refer the student to the college student disciplinary officer.
- For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Dean of Counseling & Special Programs on an "Academic Dishonesty Report" form.

Action by the Administration

Upon receipt of the first “Academic Dishonesty Report” form concerning a student, or upon satisfactory investigation of allegations brought by other staff or students, the Dean of Counseling & Special Programs shall send a letter of reprimand to the student, which will inform the student that he/she will be on disciplinary probation for the remainder of his/her career at Coastline.

Upon receipt of a second reported incident of cheating by the student, the Dean of Counseling & Special Programs shall suspend the student for one calendar year. If, after the student returns from a suspension for academic dishonesty, the Dean of Counseling & Special Programs receives yet another “Academic Dishonesty Report” form, he/she shall recommend to the College president and the CCCD Board of Trustees that the student be expelled from the District. For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense and could be recommended for expulsion by the CCCD Board of Trustees. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

COASTLINE COLLEGE POLICY AND PROCEDURES

HIGH SCHOOL ENROLLMENT POLICY (to the EBUS Program)

In accordance with California Education Code, Section 488000, K – 12 grade students may be eligible to enroll for advanced-level study in instructional area not available at their school. The school and Coastline Community College will determine who may enroll based on their judgment of the applicant's ability to profit from instruction. Coastline has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, space availability, college policy and state law. The student must be in good academic standing (2.0 or above).

COLLEGE COURSE ENROLLMENT POLICY

Enrollment in college-credit courses is based on the following criteria:

- Minimum ACT score of 71%
- A recommendation from Coastline based on successful academic performance and student readiness
- A recommendation from the High School
- Any applicable academic prerequisites and/or placement scores for the course

Students will be notified in advance whether they are eligible for enrollment into college courses.

Enrollment recommendations will be based upon the student's past demonstration of maturity, responsibility, behavior, attendance, attitude, academic honesty, academic performance, and other factors deemed to be reflective of a student's ability to be successful at the college level.

Students must maintain a 2.0 cumulative grade point average in all college-credit classes attempted to avoid academic probation and to remain at the College program.

STUDY LOAD

College work is measured in terms of the "unit." In a lecture course, a college unit is normally defined as one hour of lecture and two hours of homework per week for 18 weeks. In a laboratory course, three hours in the classroom per week for 18 weeks with no outside work constitutes one unit of work.

EXAMINATIONS

Final examinations are required in all graded courses. Students must be in attendance at Coastline for the entire length of the course and must take the final examination to receive credit.

GRADES & GRADE POINTS

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

A = Excellent	4 grade points per unit
B = Good	3 grade points per unit
C = Satisfactory	2 grade points per unit
D = Passing-less than satisfactory	1 grade point per unit
F = Failing	0 grade points per unit

The grade point average is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, or F. EFL classes are not offered for college credit and are not counted in GPA calculations. However, grades received in the EFL classes will be considered when determining academic performance and permission for continued enrollment in EBUS.

WITHDRAWAL FROM CLASS

A student who has officially enrolled in a college course assumes the responsibility of completing that course. If circumstances arise making course completion impossible, it is the student's responsibility to seek guidance from their instructor or counselor immediately. Grades of "W" (Withdraw) shall be recorded in accordance with California state regulations as stated in Coastline's college catalog.

ACADEMIC PROBATION AND DISQUALIFICATION

Probation Status

- A student shall be placed on academic probation if he or she earns less than a “C” average (2.0 GPA). (see Grades & Grade Points)
- A student will be placed on progress probation for earning a grade of “W.”
- All probationary students shall be notified of their status and will be required to meet with the Coastline counselor before permission is given to enroll in a subsequent college course.
- Probationary status applies to students participating in Steps 1 or 2 of the EBUS Program.

Disqualification Status

- Students who do not improve their academic status while on probation may risk disqualification from the EBUS program.

REPEATING A COURSE

Students may repeat a course in which a substandard grade of “D, F” was earned. This may only be done once for each class. Students in EBUS must consult their counselor for approval to repeat.

ATTENDANCE

- Students are expected to attend school daily and arrive to all classes on time.
- Class attendance, promptness, and participation are very important to be a successful student.
- Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.
- Students’ grades can be affected by absences from a class.
- Excessive absences in college may lead to a failing grade and possible removal from the school.
- Late arrival is disruptive to the class and to your education and may be calculated into your class grade.
- Your teacher may assign detention for excessive tardiness.
- Students who must miss the first class should notify their EBUS instructor or counselor.

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.

AUDITING

The EBUS program does not allow the auditing courses.

CHALLENGE PROCESS

Students have the right to challenge enrollment restrictions in writing by submitting a completed Enrollment Restriction Challenge Request form. The college will review and respond to requests within five (5) working days.

COMPUTER USAGE POLICY

- No food/drink in lab.
- No MySpace or any other social networking site.
- No YouTube or Tudou for non-academic purposes. Students may not view videos unless working on a school project. (Be prepared to show proof.)
- No Games (Approved educational games excepted.)
- No Headphones/Cell phones without permission.
- Nothing is to be attached to the computers but student external drives used to save student work. This includes mp3 players unless working on a school project. (Be prepared to show proof.)
- No going in and out of computer lab without permission. Students must ask to use restroom and only one student is excused at a time.
- Talking is to be kept at a minimum. Students are to use computer lab time wisely by working on homework, assignments and projects.
- At the end of the day, be sure each computer is shut down (monitors go into standby.)
- All EBUS Computers will return to their original state every time they are turned off/on. Work CAN NOT BE SAVED TO THE COMPUTER AND WILL BE LOST. All work needs to be saved on student personal external drives.
- Student computers utilize the Windows XP SP3 operating system.

CLASS CANCELLATION POLICY

In every situation, both individual and institutional, the decision to cancel classes is taken very seriously. The reputation of the College and the integrity of the academic program rely on every class being conducted according to the schedule to the best of our ability. The college reserves the right to limit the number of students registered in any course.

RECORDS

The Admissions office at Coastline Community College is responsible for registering students and maintaining active and permanent records. Students have the right to see their official school record. All courses taken and grades earned through the EBUS program are posted to the student's permanent record.

TRANSCRIPTS

Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. The first two requests for transcripts are free of charge, unless ordering through the Internet.



STUDENT EXPECTATIONS CONTRACT

If you are accepted to the Coastline Community College EBUS Program, do you agree to the following student expectations?

- YES NO Make education a high priority in your life.
- YES NO Work to achieve and exceed your potential.
- YES NO Be punctual and maintain good attendance in all college classes.
- YES NO Take responsibility for your own learning, behavior, and success.
- YES NO Participate in class and school activities, seek guidance, ask questions, and immediately let your teachers know if you are having problems.
- YES NO Treat homework as a priority in your daily schedule.
- YES NO Show respect for everyone in the school community and respect the rights of others to learn and succeed.
- YES NO Behave in a manner that shows respect for the facilities and equipment.
- YES NO Demonstrate the ability to make mature, independent, and productive choices, and accept responsibility for those choices.
- YES NO Understand you will be eligible to take Coastline college-level transfer classes only upon achieving qualifying English placement scores and fulfilling any other specific course prerequisites.
- YES NO Understand Coastline Community College has the right and responsibility to restrict enrollment in college credit courses for reasons of health and safety, appropriateness of the course, preparedness of the student, space availability, college policy and California state law. The student must be in good academic standing (2.0 or above).
- YES NO Plan to continue in college in the U.S. after graduation from high school.

In addition, I have read, understand and agree to all Coastline rules, policies and procedures outlined in the EBUS Student Handbook.

Student's English Name (Please Print) _____

Student's Chinese Name (Please Print in Pinyin) _____

Student Signature _____

Date _____



Coastline Community College

Education Bound United States

PARENT/GUARDIAN EXPECTATIONS CONTRACT

A student is successful when the school staff, the parents/guardians, and the student work together. Do you agree to the following parental expectations if your student is accepted to the Coastline Community College EBUS program?

- YES NO Allow my student to attend the EBUS Program.
- YES NO Support school policy.
- YES NO Keep up on EBUS activities by reading all materials sent home.
- YES NO Encourage and expect my student to attend college in the U.S. after graduation.
- YES NO Monitor my student’s progress.
- YES NO Attend and participate in any meetings or conferences arranged by the EBUS staff.
- YES NO Recognize the fact that my child is responsible for following all the rules and regulations for EBUS.
- YES NO Understand that my child will be required to complete several classroom projects to help my child apply classroom concepts to real world situations.
- YES NO Understand that Coastline strongly encourages students to participate in optional Summer English immersion programs in the U.S.
- YES NO Understand that it is the family’s responsibility to work with Xiang Jiang High School regarding student visas.
- YES NO Understand you will be eligible to take Coastline college-level transfer classes only upon achieving qualifying English placement scores and fulfilling any other specific course prerequisites.
- YES NO Understand Coastline Community College has the right and responsibility to restrict enrollment in college credit courses for reasons of health and safety, appropriateness of the course, preparedness of the student, space availability, college policy and California state law.
The student must be in good academic standing (2.0 or above).
- YES NO Understand that Coastline Community College classes will prepare students for transfer to other colleges and universities in the U.S. and that students may take Coastline classes in the U.S. and online without taking the TOEFL examination if they achieve qualifying scores on the Coastline ESL department’s assessment tests.

In addition, I have read, understand and agree to all Coastline rules, policies and procedures outlined in the EBUS Student Handbook.

Student’s English Name (Please Print in Pinyin) _____

Parent/Guardian Signature _____

Date _____

*COLLEGE COPY
Remember to sign and date above,
and submit this completed Contract to your EBUS Site-coordinator or Coastline Counselor.*

