



Coastline Community College - Admissions and Records

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For Office Use
Rcvd By:
Date Rcvd:
Date Posted:

SPECIAL PART-TIME HIGH SCHOOL RELEASE FORM FOR
11th - 12th GRADE STUDENTS
(FOR STUDENTS WHO HAVE COMPLETED 10TH GRADE AND ARE CURRENTLY ATTENDING HIGH SCHOOL)

SEE REVERSE SIDE FOR HELPFUL INFORMATION

The following 11th - 12th grade student is requesting permission to enroll at Coastline Community College for "advanced scholastic or vocational coursework" not available at their high school. Please complete, sign, and submit this form to the CCC Admissions and Records Office for each semester you would to enroll in classes. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and college.

PLEASE MAKE A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS

ENROLLMENT PERIOD: [ ] FALL [ ] SPRING [ ] SUMMER YEAR: \_\_\_\_\_

STUDENT INFORMATION (Please print legibly. All Information must be completed and signed by the student.)
Last Name First Name Middle Name Student ID:
Street Address City State Zip Code Phone Number:
Email Address Birthdate Age Grade: [ ] 11th [ ] 12th Anticipated
Student Signature Date Graduation Date: MM / YYYY

PERMISSION OF THE PARENT
I have read, understand, and agree to the Special Part-time Program requirements as stated on the reverse side of this form, and I authorize my son/daughter to enroll.
Parent Name (Printed) Parent Signature Date
Parent Contact Information: ( ) Phone Number Email Address

PRINCIPAL'S RECOMMENDATION(S) (Note: Maximum of 6 units for Fall/Spring; Maximum of 3 units or 1 class in Summer)
I certify the following: that the student has demonstrated preparation for college level coursework; that the enrollment of this student is within the 5% statutory limit as defined by section 76001 (i) of the California Education Code:
Recommended Courses High School Credit Only?
1. Course Number Course Title Units [ ] Yes [ ] No
2. Course Number Course Title Units [ ] Yes [ ] No
Alternative Courses
1. Course Number Course Title Units [ ] Yes [ ] No
2. Course Number Course Title Units [ ] Yes [ ] No
Principal or Counselor Name (Printed) Principal or Counselor Signature Date

High School Information (Charter/Private/Home Schools - Please submit a copy of your affidavit filed with the CA Department of Education.)
High School Name:
Street Address:
City, State, Zip Code:
Contact Email/Phone:
CURRENT SCHOOL STAMP/SEAL

NOTE: PRINCIPAL RECOMMENDATION IS COURSE SPECIFIC. PLEASE INCLUDE ALTERNATIVE COURSES (IF ANY), IN THE EVENT THAT THE COURSE IS FULL. THIS FORM DOES NOT GUARANTEE A SPACE IN THE COURSE(S). (06/2015)

**COASTLINE COMMUNITY COLLEGE**  
**SPECIAL PART-TIME PROGRAM REQUIREMENTS**  
**(FOR STUDENTS WHO ARE CONCURRENTLY ATTENDING HIGH SCHOOL)**

**Please complete the following steps to enroll:**

**STEP 1 – APPLY FOR ADMISSION**

Please apply online ([www.coastline.edu/apply](http://www.coastline.edu/apply)) for the first semester you plan to attend. You do not need to reapply in subsequent semesters unless you skip a fall or spring semester.

**STEP 2 – TAKE THE PLACEMENT TEST/S**

Please note that for all courses with Math, English, ESL prerequisites, you must make an appointment to take a placement test prior to registration, by calling (714) 546-7600 x16285.

**STEP 3 – ON-LINE ORIENTATION (optional)**

Although it is not required until a high school student has completed 12 units at CCC, you are encouraged to complete an orientation by going to our website at <http://www.coastline.edu/students/orientation/>. During the orientation, students learn about available services and will give you a better understanding and knowledge of what it takes to achieve success while attending Coastline Community College.

**STEP 4 – COMPLETE THE SPECIAL PART-TIME FORM (this form)**

Complete sections 1, 2, & 3 of this form, have your high school principal or designee complete section 4, then submit it to the Admissions and Records Office. Once your admissions application and this form have been processed, the admissions office will post special permission to take the course/s listed on this form so that you may register for the approved course/s.

**STEP 5 – REGISTER FOR THE COURSE/S**

After your admissions application and Special Part-Time High School Release form has been processed in the Admissions Office, you will receive an email with information about your MyCCC portal account. MyCCC is the student portal, which will allow you to gain access to your registration appointment, register for classes, and check your semester grades. Once you receive this correspondence, follow the instructions on the letter to log in to your MyCCC portal page. You may register for the courses for which you have been approved anytime on or after your registration appointment up until the start of the semester.

**Please review the following Program Policies to make this a successful experience:**

- Under Coast Community College District BP 5010, the college will admit any K-12 student who has completed the 10th grade as a special part-time student for advanced scholastic or vocational courses; any K-12 student who has completed the 10th grade as a special full-time student; any K-12 student who has completed the 10th grade to attend summer session.
- Pursuant to CA Ed Code 76001, the governing board of a community college district shall assign a low enrollment priority to special part-time or full-time students in order to ensure that these students do not displace regularly admitted students.
- FERPA - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- CCC offers an adult learning environment. The school and the college determine who may enroll based on their judgment of the applicant's eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and college policy. Minimum school day attendance at the student's regular school is required by law.
- Students must complete all required steps for approval and signature as designated on the "Special Part-Time High School Release" form prior to enrollment for each course and semester.
- Students are responsible for all rules and regulations at the College and are expected to read the admissions and registration instructions in the current CCC Class Schedule, Catalog, and college website.
- Assessment and orientation are required of all Special Part-Time High School students after completion of 12 units at CCC.

**\*IMPORTANT INFORMATION FOR YOUR SUCCESS AT COASTLINE COMMUNITY COLLEGE\***

**1. TRANSCRIPTS**

Enrollment at Coastline Community College creates an official college transcript, **which is released only with the request and signature of the student regardless of the student's age**. You are fully responsible for your academic and financial record after you have registered for your course. If you choose to designate someone else to handle your records transaction(s), the person designated must present written authorization signed by you (the student), and some form of photo identification at the time of the transaction. Grades are available approximately 15 working days after the end of the semester. Students may access their grades via the MyCCC portal. Official transcripts may be ordered several weeks before the end of the semester and are processed in the order received once grades are available.

**2. FEES**

Students enrolled in the Special Part-Time Program who are classified as California residents under the Title V Education Code, do not pay the enrollment fee but are responsible for course materials and other fees.

**3. DROPPING A CLASS**

If you decide not to attend, official withdrawal from the course is your responsibility. There are specific deadlines for fee obligation, refunds, "W" grades, and letter grades. Please check your Student Class Program (Web Schedule Bill) via your MyCCC portal page, or call (714) 241-6176 to verify deadlines.

**4. FIRST DAY OF CLASS**

You must attend the first class meeting or risk being replaced by another student at the discretion of the professor. A one-semester college course typically covers the content of a full year high school course. CCC students are expected to study a minimum of two hours outside of class for each one-hour of classroom instruction.