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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.
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: 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: 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 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 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.
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
Incarcerated Student Support Services

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.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>GROUP/COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 UNITS</td>
<td><strong>GROUP A: BASIC SUBJECTS—one from each area</strong></td>
</tr>
<tr>
<td>3</td>
<td>A1 Mass Communications C100</td>
</tr>
<tr>
<td>3</td>
<td>A2 English C135</td>
</tr>
<tr>
<td>Competency</td>
<td>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</td>
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<tr>
<td>3 UNITS</td>
<td><strong>GROUP B: NATURAL SCIENCES—any three units</strong></td>
</tr>
<tr>
<td>3</td>
<td>B1 Astronomy C100; Geology C105</td>
</tr>
<tr>
<td>3</td>
<td>B2 Biology C100, Ecology C100, Marine Science C100</td>
</tr>
<tr>
<td>3 UNITS</td>
<td><strong>GROUP C: ARTS AND HUMANITIES—any three units</strong></td>
</tr>
<tr>
<td>3</td>
<td>History C170, C175, C180, C185; Humanities C110; Philosophy C100, C115, C120; Spanish C180, C185</td>
</tr>
<tr>
<td>3 UNITS</td>
<td><strong>GROUP D: SOCIAL SCIENCES—any three units</strong></td>
</tr>
<tr>
<td>3</td>
<td>Anthropology C100; History C170, C175, C180, C185; Political Science C180; Psychology C180, C116, C118; Sociology C100, C110, C120</td>
</tr>
<tr>
<td>3 UNITS</td>
<td><strong>GROUP E: SELF-DEVELOPMENT—any three units</strong></td>
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<tr>
<td></td>
<td>Counseling C105 (recommended); Foods and Nutrition C170; Health C100; Psychology C116, C118</td>
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**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 alternate classes 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 an 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.

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 meeting 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.
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.
  - Subtotal each class, add shipping and calculate and list the sales tax.
  - 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.
  - 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.
# 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.

<table>
<thead>
<tr>
<th>Section #</th>
<th>Course Name</th>
<th>Quantity</th>
<th>Price</th>
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**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.

**Subtotal**

**"Tax**

**"Shipping & Handling**

**GRAND TOTAL**

You may order through the Bookstore Web site at: [www.coastlinebookstore.com](http://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 ____________________________________________________ Phone Number ____________________

**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/Intersession  
- [ ] Summer ONLY

**INCARCERATED STUDENT EDUCATION SERVICES**

First Name

Middle Name

Last Name

Prior Last Name

Prison

Address

City

State

Zip

Date of Birth (mm/dd/yyyy)

SSN

Incarceration #

Housing

Are you a single parent with dependent children?

- [ ] Yes
- [ ] No

Age

CITIZENSHIP (Check One)

- [ ] U.S. Citizen
- [ ] Permanent Resident
- [ ] Temporary Resident/Amnesty
- [ ] Refugee/Asylee
- [ ] Student Visa (with an F-1 or M-1 Visa)
- [ ] Other Status
- [ ] Status Unknown

Birth City

Birth State

Birth Country

Visa #

Date Issued (dd-mm-yyyy)

Date Expires (dd-mm-yyyy)

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.

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?
- [ ] Petitioned for divorce in a state **other than** California?
- [ ] Attended an out of state institution as a resident of that **other** state?
- [ ] Declared nonresidence for California state income tax purposes?

If yes, what year?

- [ ] NO
- [ ] YES

Incorporated Student Support Services

Fall Semester 2012
Incarcerated Student Support Services Fall Semester 2012

Are you Hispanic or Latino?  
☐ Yes  ☐ No

What is your Race/Ethnicity?  (Check one or more)
☐ Mexican, Mexican American, Chicano
☐ Central American
☐ South American
☐ Asian Indian
☐ Chinese
☐ Japanese
☐ Cambodian
☐ Vietnamese
☐ Pacific Islander Other
☐ White
☐ American Indian/Alaskan Native
☐ Hawaiian
☐ Hispanic Other
☐ Korean
☐ Filipino
☐ Loatian
☐ Cambodian
☐ Vietnamese

Student Type  
(Mark only ONE box)
☐ First time college student
☐ First time at this college, attended another college(s)
☐ Returning to this college, after attending other college(s)
☐ Special admit (K-12)

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

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

Collegiate Academic Level
☐ Never attended college
☐ Fewer than 15 semester units
☐ 15 or more semester units

COLLEGES ATTENDED (Please list most recent first)

Name of prior college

City

State

Fee Status  ☐ Resident  ☐ Non-Resident

Start Year

End Year

Name of prior college

City

State

Fee Status  ☐ Resident  ☐ Non-Resident

Start Year

End Year

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 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
NEW/RETURNING** STUDENT APPLICATION/REGISTRATION

1. NAME: __________________________________________________________________________
Last     First   M.I.  3. 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)

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<tr>
<th>Section No.</th>
<th>Course No. and Name</th>
<th>Units</th>
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ALTERNATE CHOICE (in case class is closed or cancelled)

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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 $415 = Enrollment Fee (enrollment fee is subject to change by the state legislature)
      $ __________________
   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.
      Example: Non-Resident total fees 3 Unit Course = $214(3) + $415 x 3 = $719
      $ __________________
   c. TOTAL - Registration fees
      * 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 Coastline Community College District does not discriminate unlawfully in providing educational 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.
**DESIRED PROGRAM (course selection is not guaranteed)**

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**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)

   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

   c. TOTAL = Registration fees

   *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.

      Credit Card No: _____________________________________________
      Expiration Date: (Month/year) ________________________________________

   b. Students desiring to pay by MasterCard, Visa, Discover:

         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 ☐ Haviland Telecourse Study Guide 2nd 78.50
Req ☐ Haviland Cultural Anthropology Text 13th 199.75
Req ☐ DL Anthro 100 Student Handbook Fall 7.25
Req ☐ 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 ☐ Chance China's Urban Villagers 2nd 51.00
Opt ☐ Chavez Shadowed Lives 2nd 56.75
Opt ☐ Tumbull Mbiit Pigmionys 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 ☐ Starr Biology: Concepts & Applications 8th 205.00
Req ☐ DL Biology 100 Student Handbook Fall 5.50
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt ☐ Starr Cycles of Life Telecourse Study Guide 6th 93.00
Opt ☐ 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 ☐ Pride Business 11th 244.75
Req ☐ DL Business 100 Student Handbook Fall 7.50
Req ☐ 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 ☐ Davidson ACP Legal Environment of Business 1/2011 146.75
Req ☐ DL Business 110 Student Handbook Fall 5.00
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt ☐ 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 ☐ Kapoor Personal Financial Planning Vol I & II Pkg 129.00
Req ☐ DL Business 120 Student Handbook Fall 4.75
Req ☐ 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 ☐ Boone Contemporary Marketing (2013 update) 173.00
Req ☐ DL Business 150 Student Handbook Fall 5.50
Req ☐ 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 #82669 16-wk/August 27 Lawther, G.
R/O Order Author Title Edition Price
Req ☐ Hatten Small Business Management 5th 255.00
Req ☐ DL Business 222 Student Handbook Fall 4.75
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt ☐ 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 ☐ Downing On Course Study Skills Plus Ed. (2012-13 planner) 84.50
Req ☐ DL Counseling 105 Student Handbook Fall 4.00
Req ☐ DL Counseling 105 Assignment Journal Fall 4.75
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40

Submitting an application does not guarantee enrollment.
ENGLISH CO02—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 ☐ Kaplan Sharp Grammar: Build Better Grammar Skills 4th 9.95
Req ☐ DL English 020 Student Handbook Fall 4.75
Req ☐ Santrons Distance Learning Scantrons (10 @ 0.35) 3.50

ENGLISH CO21—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 ☐ Howard Academic Spelling Power 2007 24.00
Req ☐ DL English 021 Student Handbook Fall 2.50
Req ☐ Santrons Distance Learning Scantrons (8 @ 0.35) 2.80

ENGLISH CO24—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 ☐ Hollinger Academic Word Power 1 2004 24.00
Req ☐ DL English 024 Student Handbook Fall 6.00
Req ☐ Santrons 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 and abuse, environmental and consumer health. Graded or Pass/No Pass option.
Section #83241 16-wk/August 27 Staff
R/O Order Author Title Edition Price
Req ☐ Kaplan Sharp Grammar: Build Better Grammar Skills 4th 9.95
Req ☐ DL English 135 Student Handbook Fall 4.50
Req ☐ Santrons Distance Learning Scantrons (12 @ 0.35) 4.20
Opt ☐ 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 ☐ Kaplan Essentials of Business Communication 9th 173.75
Req ☐ 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 ☐ Kaplan Essentials of Business Communication 9th 173.75
Req ☐ DL English 135 Student Handbook Fall 11.25

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 ☐ Whitney Understanding Nutrition (Text Only) 13th 209.75
Req ☐ Santrons Distance Learning Scantrons (7 @ 0.35) 2.45
Req ☐ 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 ☐ Carlson Physical Geology: Earth Revealed 9th 153.00
Req ☐ Santrons 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 ☐ Alters Essential Concepts for Healthy Living 6th 106.95
Req ☐ DL Health 100 Student Handbook Fall 6.75
Req ☐ Santrons Distance Learning Scantrons (2 @ 0.35) .70

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.

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
R/O Order Author Title Edition Price
 Req  Div  Divine America: Past & Present Vol. I 9th 132.75
 Req  DL  History 170 Student Handbook Fall 4.50
 Req  Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
 Opt  Albers 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
R/O Order Author Title Edition Price
 Req  Ch  Chambers Western Experience Vol. 1 10th 147.75
 Req  Dol  Western Civilization Vol 1 16th 46.50
 Req  DL  History 185 Student Handbook Fall 5.00
 Req  Scantrons Distance Learning Scantrons (3 @ 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
R/O Order Author Title Edition Price
 Req  Mr  Martin Humanities through the Arts 8th 144.00
 Req  DL  Hum 110 Student Handbook Fall 6.25
 Req  Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
 Opt  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
R/O Order Author Title Edition Price
 Req  Hutch  Beg Algebra Text & Solution Manual Pkg. 163.00
 Req  DL  Math 010 Student Handbook Fall 4.50
 Req  Scantrons Distance Learning Scantrons (10 @ 0.35) 3.50
 Req  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
R/O Order Author Title Edition Price
 Req  Lid  Intermediate Algebra 11th 189.50
 Req  DL  Math 030 Student Handbook Fall 4.25
 Opt  Lid  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
R/O Order Author Title Edition Price
 Req  Dom  Dynamics of Mass Communication 12th 148.00
 Req  DL  Communications 100 Student Handbook Fall 4.75
 Req  Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
 Opt  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
R/O Order Author Title Edition Price
 Req  Gar  Oceanography 7th 224.50
 Req  Gar  Endless Voyage Study Guide 4th 85.50
 Req  DL  Marine Science 100 Student Handbook Fall 6.50
 Req  Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
 Opt  DL  Mar Sci 100 Midterm & Final Review CD 2.50

Submitting an application does not guarantee enrollment.
MANAGEMENT & SUPERVISION C100—BUSINESS ORGANIZATION & MANAGEMENT

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

R/O Order Author Title Edition Price
Req Plunkett Management 10th 236.75
Req DL M & S 100 Student Handbook Fall 8.00
Req Scantrons Distance Learning Scantrons (12 @ 0.35) 4.20
Opt Plunkett Taking the Lead Telecourse Study Guide 9th 16.00

PHILOSOPHY C100—INTRODUCTION TO PHILOSOPHY

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

R/O Order Author Title Edition Price
Req Mitchell Roots of Wisdom 6th 184.00
Req DL Philosophy 100 Student Handbook Fall 5.50
Req Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt DL Philosophy 100 Midterm/Final Review CD 5.00
Opt Mitchell Roots of Wisdom Study Guide 5/08 68.50

PHILOSOPHY C115—LOGIC AND CRITICAL THINKING

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

R/O Order Author Title Edition Price
Req Moore Critical Thinking 10th 129.50
Req DL Phil 115 Student Handbook Fall 5.75
Req Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Req Telecourse Philosophy 115 Cable CD-ROM Video 10.00

PHILOSOPHY C120—ETHICS

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

Section #82574 16-wk/August 27

R/O Order Author Title Edition Price
Req Newton Ethics in America: Source Reader 2nd 77.50
Req Newton Ethics in America: Study Guide 2nd 80.50
Req DL Phil 120 Student Handbook Fall 4.00
Opt DL Phil 120 Midterm & Final Review CD 2.50

POLITICAL SCI C180—AMERICAN GOVERNMENT

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

R/O Order Author Title Edition Price
Req Cummings Democracy under Pressure W/2006 Election 10th 233.00
Req DL Pol Sci 180 Student Handbook Fall 6.25
Req Scantrons Distance Learning Scantrons (5 @ 0.35) 1.75
Opt Lynch Telecourse Guide for Voices In Democracy 3rd 68.75
Opt DL PSCI 100 Midterm & Final Review CD 2.50

PSYCHOLOGY C100—INTRODUCTION TO PSYCHOLOGY

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, maturity and development, personality, and social psychology. Graded or Pass/No Pass option.

Section #82582 16-wk/August 27

R/O Order Author Title Edition Price
Req Hockenbury Discovering Psychology 5th 129.50
Req DL Psych 100 Student Handbook Fall 4.50
Req Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40

PSYCHOLOGY C116—CHILD GROWTH AND DEVELOPMENT

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

R/O Order Author Title Edition Price
Req Berger Developing Person (Childhood & Adol) 9th 165.50
Req DL Psych 116 Student Handbook Fall 7.00
Req Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt DL Psych 116 Midterm & Final Review CD 5.00
Opt Berger Developing Person Telecourse Study Guide 9th 29.50

PSYCHOLOGY C118—LIFE SPAN DEVELOPMENT PSYCHOLOGY

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

R/O Order Author Title Edition Price
Req Berger Developing Person (Lifespan) 8th 158.00
Req DL Psych 118 Student Handbook Fall 5.75
Req Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt Berger Developing Person Telecourse Study Guide 8th 33.50

Submitting an application does not guarantee enrollment.
Incarcerated Student Support Services Fall Semester 2012

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 ☐ Kornblum *ACP Sociology Custom Print Edition 9th 180.75
Req ☐ DL Soc 100 Student Handbook Fall 5.00
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Opt ☐ 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 ☐ Schwartz Marriages & Families 6th 124.75
Req ☐ DL Soc 110 Student Handbook Fall 6.75
Req ☐ 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 ☐ Hooyman Social Gerontology 9th 159.00
Req ☐ DL Sociology 120 Student Handbook Fall 7.25
Req ☐ 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 ☐ Vanpatten Destinos: Alt Edition w/7 CD’s 2nd 194.50
Req ☐ Vanpatten Destinos: Workbook & Study Guide I: 1-26 2nd 77.75
Req ☐ DL Spanish 180 Student Handbook Fall 5.00
Req ☐ Scantrons Distance Learning Scantrons (2 @ 0.35) .70
Req ☐ 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 ☐ Vanpatten Destinos: Alt Edition w/7 CD’s 2nd 194.50
Req ☐ Vanpatten Destinos: Workbook & Study Guide I: 1-26 2nd 77.75
Req ☐ DL Spanish 185 Student Handbook Fall 6.75
Req ☐ Scantrons Distance Learning Scantrons (4 @ 0.35) 1.40
Req ☐ DL Spanish 185 CD’S for WKBK (Lec 12-18) 5.00
Req ☐ 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: ___________________________
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.
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: | ______________________________ | Student ID #: ______________________________ |
| Last | First | Middle Initial |
| SSN: | ______________________________ | CDC: ______________________________ |
| Facility: | __________________________________________ | Date of Birth: _______/_______/________ |
| Street | City | Zip Code |

**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

<table>
<thead>
<tr>
<th>DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY</th>
<th>INDEPENDENT STUDENT: STUDENT (&amp; SPOUSE’S/ RDP) INCOME</th>
</tr>
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<tbody>
<tr>
<td>$________________</td>
<td>$________________</td>
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</table>

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).

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

☐ BOGFW-B

☐ BOGFW-C

☐ RDP

☐ Student

☐ Parent

☐ Student is not eligible

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 Support Services
ISES Counseling Checklist

N = Needed & C = Completed

<table>
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<th>N</th>
<th>C</th>
<th>Counseling Checklist</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Review the <strong>Incarcerated Student Education Guide</strong> available from the Educational Officer at your facility.</td>
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</table>

| 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: |

  Coastline Community College  
  Attn: Counseling Department  
  11460 Warner Avenue  
  Fountain Valley, CA 92708-2597 |

| 3 |   | If you have taken courses from other colleges, request that the transcripts be sent to: |

  Coastline Community College  
  Attn: Admissions & Records/Transcripts  
  11460 Warner Avenue  
  Fountain Valley, CA 92708-2597  
  Transcript Request forms are available from the Educational Officer at your facility. |

| 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. |

**English Competency**
- 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.:
  
  OR
  - Pass ENGLISH C103
  - If you plan to transfer to a 4-year university, you will need to complete Freshman Composition. |

**Math Competency**
- 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. **OR**
- 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. **OR**
- 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.*
Incarcerated Student Support Services Fall Semester 2012

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

Name ______________________________________________________ Student ID # __________________________
Incarceration # __________________________________________ Soc. Sec. No. ___________________________
Prison Name ______________________________________________ Street _____________________________
City ______________________ State __________ Zip __________ Birthdate ______________________
Date _______________________ Student Signature

Please DROP me from the following class(es):

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<tr>
<th>Section #</th>
<th>Course Name</th>
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Reason for DROP (Check as many as apply):

☐ Changed mind
☐ Too difficult
☐ Financial difficulties
☐ Did not receive books
☐ Cannot watch course lectures/(DVDs)
☐ Lack of proctor
☐ Other (please explain)

For Office Use Only

Fees Paid $ __________ Fees Owed $ __________ Refund Due $ __________
Comments: ____________________________________________________________

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