Coastline College
Student Services Handbook
2026-2027

Contents

INTRODUCTION 4
Message from the President 4
Message from the Vice President of Student Services 4
Coastline College's Mission Statement 4
ACCREDITATION 5
2026-27 ACADEMIC CALENDAR 6
ADMINISTRATIVE OFFICES 6
Office of the President 6
Instruction 7
Student Services 7
Administrative Services 7
STUDENT SUPPORT SERVICES 8
ADMISSIONS AND RECORDS 8
BASIC NEEDS 8
CalWORKs 8
COUNSELING SERVICES (Educational, Career, and Transfer) 8
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) 9
FINANCIAL AID 10
HEALTH SERVICES 10
STUDENT MENTAL HEALTH SERVICES 10
LEGAL 11
LIBRARY 11
MATH CENTER 11
MILITARY AND CONTRACT EDUCATION 12
SCHOLARSHIPS 12
SPECIAL PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES 13
STUDENT EQUITY AND ACHIEVEMENT PROGRAM (SEA) 13
STUDENT LIFE & LEADERSHIP 13
Associated Student Government of Coastline College (ASGCC) 13
Clubs & Organizations 13
VETERANS RESOURCE CENTERS 14
UNDOCUMENTED STUDENTS 14
WRITING CENTER 14

COLLEGE POLICIES AND PROCEDURES....14
ACADEMIC HONESTY....14
Actions Taken by Faculty Member....15
Actions by the College's Disciplinary Officer....15
ACADEMIC RENEWAL POLICY AND PROCEDURE....15
ACADEMIC STANDARDS....16
ACADEMIC NOTICE STATUS....16
ANIMALS AND/OR PETS....17
CLASS ATTENDANCE....17
Class Withdrawal Procedures....17
REPEATING CLASSES....18
Reasons to Repeat a Class....19
GRADES....20
Incomplete Grades....20
Pass/No Pass....20
COMPLAINT PROCESS....20
General Complaint....21
Grade Grievance....22
Discrimination Complaint....22
Online Students Living Outside California....23
SEXUAL MISCONDUCT....24
DISCLOSURE STATEMENT....24
LIABILITY....24
PARKING REGULATIONS....24
Parking, Traffic Rules and Regulations....25
PERSONAL SECURITY CODE....26
PREREQUISITES, COREQUISITES AND OTHER ENROLLMENT LIMITATIONS....26
SEX-BASED HARASSMENT INFORMATION & TITLE IX COMPLIANCE....26
SEX-BASED HARASSMENT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:....26
SANCTION STATEMENT....27
PRIVACY AND REPORTING:....27
STUDENT CODE OF CONDUCT....27
STUDENT RECORDS....28
STUDENT RIGHTS....29

LGBTQIA+ Campus Liaison 29
STUDENT RIGHT-TO-KNOW 30
NEED MORE INFORMATION? 30
WELCOME DESK 30
FORMS AVAILABLE ONLINE 31

INTRODUCTION

Message from the President

Dear Coastline Students,

Welcome to Coastline College!

We're excited to have you join our vibrant and diverse learning community. By choosing Coastline, you've taken an important step toward investing in your future—and we're here to support you every step of the way.

As a proud Black Serving Institution (BSI), Hispanic-Serving Institution (HSI), Asian American and Native American Pacific Islander-Serving Institution (AANAPISI), and Minority-Serving Institution (MSI), Coastline is deeply committed to fostering a culture of diversity, equity, inclusion, social justice, accessibility, antiracism. We celebrate your unique identity and are dedicated to creating a welcoming environment where all students feel seen, heard, and valued.

Whether you're attending classes on campus, online, or from across the country, you are part of a college that goes beyond walls. Our mission is to empower you to grow academically, personally, and professionally—and to become a thoughtful, compassionate, and impactful contributor to our global society.

Throughout the year, you'll have access to a wide range of programs, events, and resources designed to support your success and well-being. We encourage you to get involved, stay connected, and make the most of your Coastline experience.

Wishing you a meaningful, inspiring, and successful year ahead.

Sincerely,

Vince Rodriguez, Ed.D.
President, Coastline College

Message from the Vice President of Student Services

Welcome to Coastline College!

We're so glad you're here. Whatever brought you to Coastline — a new career, a transfer goal, a personal passion — this is your journey, and we're here to help you succeed.

Get involved. Ask questions. Try something new. Coastline's faculty and staff are ready to support you every step of the way, both in and out of the classroom.

This handbook is your guide to everything Coastline has to offer — from academic resources to student support services. Keep it close; it's built for you.

We're honored to be part of your story.

Sincerely,

Kate Mueller, Ed.D.
Vice President of Student Services

Coastline College's Mission Statement

Coastline College was founded with a vision to reimagine education by offering flexible learning and services that open new avenues for social and economic advancement through the attainment of degrees, certificates, seamless transfers tofour-year colleges/universities, and career-focused competencies. As a proud Hispanic Serving Institution (HSI), Asian American, Native American, Pacific Islander Serving Institution (AANAPISI), and Minority Serving Institution (MSI), we embrace diversity, equity, inclusion, social justice, accessibility, and antiracism as core aspects of our identity and mission. We strive to empower students to become discerning, empathetic, and impactful contributors to a global society. By meeting students where they are, Coastline is committed to delivering innovative and holistic instruction and services, designed to achieve equitable outcomes.

ACCREDITATION

Coastline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges.

ACCJC is recognized by the U.S. Department of Education (ED) as a reliable authority regarding the quality of education offered by the institutions it accredits in keeping with the Higher Education Act of 1965. ACCJC is also recognized by the Council for Higher Education Accreditation (CHEA), which has established criteria that define a quality review system for accrediting agencies. ACCJC accredits institutions in the United States, its territories, and affiliates, with a primary mission of granting associate degrees; institutions accredited by ACCJC may also award certificates and other credentials, including bachelor's degrees, if those credentials are within the institution's mission and authorized by their governmental authorities. ACCJC may also accredit non-domestic institutions with a primary mission of granting associate degrees. Additional information about accreditation, including the filing of complaints against member institutions, can be found on the ACCJC website.

- ACCJC Complaint Process
- ACCJC Complaint Form

ACCJC Address / Contact Info

Commission for Community and Junior Colleges (ACCJC)
428 J Street, Suite 400
Sacramento, CA 95814
(415) 506-0234
accjc@accjc.org

Coastline's **Paralegal Program** has been approved by the American Bar Association since 1985. The American Bar Association approval process can be found in the ABA guidelines most recently published September 2021. Each ABA approved program must go through a re-approval every seven years. An interim report is due to the ABA every three years through that seven-year cycle. Coastline's most recent re-approval occurred in 2021. An interim report will be submitted for approval in 2024. The next cycle for Coastline's ABA re-approval will occur in 2027. A directory of ABA approved programs can be found on the ABA's website. If you have any questions regarding Coastline's ABA approval, please contact program coordinator Stephen Barnes, J.D. (sbarnes@coastline.edu) or the ABA directly.

The **Cybersecurity** Associate of Science Degree program is recognized as a Center of Academic Excellence in Cyber Defense by the National Security Administration. The program is focused on helping students to proactively increase their understanding of robust cyber defense technology, policy, and practices to work collaboratively as professionals to effectively prevent and respond to catastrophic cyber events. This program contributes significantly to the advancement of state-of-the-art cybersecurity knowledge and practices and is held to national standards. This program has led to the

development of program pathways, grants, and opportunities for students to attain credentials, industry recognized certifications, and experiences in preparation for high demand and high-wage jobs. If you have any questions regarding Coastline's CAE recognition, please contact faculty program director Tobi West, Ph.D. (twest@coastline.edu).

2026-27 ACADEMIC CALENDAR

To view the 2026-27 Academic calendar please follow this link

ADMINISTRATIVE OFFICES

Office of the President

- President: Dr. Vince Rodriguez
- Executive Assistant to the President: Patty Gilyeart
- Institutional Effectiveness, Research, Analytics, Accessibility, Planning, Grant Development, Dr. Aeron Zentner, Dean
- College Foundation and Community Relations: Scott Wayman, Director
- Public Relations and Marketing: Nicholas Robles, Director
- Human Resources: Justine Warren, Director

Instruction

- Vice President of Instruction: Dr. Isela Ocegueda
- Assistant to the Vice President of Instruction: vacant
- Math, Sciences, and Arts: Dr. Tom Neal, Dean
- Career Education: Dr. Natalie Nagthal, Dean
- Innovative Learning: Nate Harrison, Dean
- Humanities and Basic Skills: Stephanie Bridges, Dean

Student Services

- Vice President of Student Service: Dr. Kate Mueller
- Assistant to Vice President of Student Services: Santos Alvarado Alcocer
- Admissions and Records: Yesenia Gonzalez, Temporary Interim Director
- Counseling and Enrollment Services: Dr. Natalie Schonfeld, Dean
- Dean of Students: Dr. Leighia Moore-Fleming, Dean
- EOPS/CARE/CalWORKs/NextUp: Dr. Carlos Amescua, Director
- Student Equity and Title IX: Shonté Thomas, Director
- Financial Aid: Chinh Pham, Director
- Mental Health Services: Claudia Vernon, Director
- Military and Contract Education: Araba Mensah, Director
- Special Programs and Services for Students with Disabilities: Nick Wright, Director
- Student Leadership and Engagement: Alison Martell, Director

Administrative Services

- Vice President Administrative Services: Christine Nguyen
- Assistant to Vice President of Administrative Services: Martha Tran-Nguyen
- Business Services: Derek Bui, Director
- Maintenance & Operations: Randy Flint, Director
- Public Safety & Emergency Management: Mike Toledo, Director
- Information Services: Minesh Lakhani, Director

STUDENT SUPPORT SERVICES

Every program and department in Student Services is here to help you meet your educational goals, including completion, graduation, and/or transferring from Coastline College. Below are our various services available to you.

ADMISSIONS AND RECORDS

Admissions and Records is the place to go for help to enroll in classes, learn about prerequisites, have your incoming transcript evaluated, learn about California's higher education residency requirements, change of grade, and order Coastline transcripts.

Phone: (714) 241-6176
Fax: (714) 241-6288
Email: cccadmissionsoffice@coastline.edu

BASIC NEEDS

Coastline College's Basic Needs program provides students with resources and case management services to assist them in their holistic journey. This includes a partnership with Second Harvest Food Bank to create a pantry of perishable and non-perishable items for all students who are experiencing food insecurity and in need of immediate help. The Basic Needs Program also provides CalFresh Application Assistance, Case Management, and Basic Needs Grant. Please visit this link Basic Needs Program for more information regarding the Basic Needs Program.

Phone: (714) 241-6014
Email: basicneeds@coastline.edu

CalWORKs

Supports cash aid recipient CalWORKs students on their educational journey to graduation, transfer, and career success to help promote the wellbeing and future self-sufficiency of families.

Phone: (call/text) here at (714) 714-7099
Email: studentparent@cccd.edu; ygonzalez27@cccd.edu

COUNSELING SERVICES (Educational, Career, and Transfer)

Our counselors and specialists are available to assist you with:

- Educational Planning
- Transfer Counseling
- Career Counseling
- Resources for academic and personal success

Counselors and specialists are available for online, phone, and in-person appointments. Students may schedule an appointment by calling (714) 241-6162 or through our website: Coastline Counseling .

Phone: (714) 241-6162
Email: counselingdept@coastline.edu
Web: www.coastline.edu/services/counseling

Career
Phone: 714.241.6311
Email: careerservices@coastline.edu
Web: https://www.coastline.edu/student-services/career-services/index.php

Transfer
Phone: 714.241.6171
Email: transferservices@coastline.edu
Web: https://www.coastline.edu/student-life/student-services/career-transfer-center.php

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

Designed to help underserved, at-promise students from low-income backgrounds achieve their academic and personal goals. EOPS students receive priority registration, funds for textbooks, specialized counseling services, targeted educational workshops, and much more.

Services provided:

- Book assistance: EOPS provides assistance to purchase textbooks (depending on the availability of funds).
- Priority Registration: EOPS students receive early registration, making it easier for those students who qualify and participate to enroll in the classes they need at the times they need them.
- Counseling and advisement: Staff are available to assist with general information and advisement. EOPS counselors advise students with educational and career goals, including transfer assistance. All EOPS students must see EOPS counselors at a minimum of three times a semester to maintain good standing.
- Educational workshops: In collaboration with campus and community partners, EOPS offers targeted workshops addressing a variety of topics to support student success and wellness, including financial aid, the transfer process, career development, study skills, and more.
- School supplies assistance: General school supplies and graphing calculator loans are provided to EOPS students in need, as available.
- New student orientation: The online orientation is hosted by EOPS staff to provide incoming EOPS students comprehensive information about the program, requirements, and support services.

Phone: (714) 241-6237
Email: eopsprogram@coastline.edu
Web: www.coastline.edu/services/eops/

FINANCIAL AID

The Financial Aid Office is available to help students apply for grants, fee waivers, Federal Work-Study, and other forms of federal and state aid. We encourage all students to apply for financial aid regardless of their financial circumstances, as submitting an application is the only way to determine your eligibility for available aid.

To apply, complete either the FAFSA or the CA Dream Act application. Be sure to include Coastline College on your application using the appropriate school code:

- FAFSA School Code – 013536
- California Dream Act Application School Code: 020635.

Phone: (714) 241-6239
Email: financialaid@coastline.edu
Web: https://www.coastline.edu/cost-and-aid/financial-aid/index.php

HEALTH SERVICES

Health Services: Coastline College provides eligible students with free access to TimelyCare, a virtual health and well-being platform offering medical services and support at no cost. Learn more on the Health Services webpage.

Student Mental Health Services: Free, confidential mental health services are available to all enrolled students through Coastline Student Mental Health Services and TimelyCare. Services are offered virtually and in person at no cost. Visit the Student Mental Health Services webpage for more information.

STUDENT MENTAL HEALTH SERVICES

Coastline College offers free, confidential mental health services (in-person and virtually) to all enrolled students. Student Mental Health Services welcomes students of all backgrounds, value systems, and lifestyles. Mental Health therapists offer support to students who would like to process, improve, change, or heal an emotional and/or mental aspect of themselves. Student Mental Health Services provides individual and group therapy, resources, consultation, and wellness workshops. For more information or to schedule an appointment please call 714-241-6005 or submit a digital inquiry on the Student Mental Health Services webpage.

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

County Services:
The Orange County Health Care Agency, Alcohol and Substance Use Services provides a range of outpatient and residential treatment programs designed to reduce or eliminate the abuse of alcohol and other drugs within the community. For more information please visit https://www.ochealthinfo.com/services-programs/mental-health-crisis-recovery/alcohol-substance-use-services, or call 855-625-4657.

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

Center in Fountain Valley, Dean of Students office. The use of all tobacco products (including vapers) is prohibited in and on all District property, per State law.

LEGAL

Free legal consultations with qualified attorneys are offered at Coastline College through the Paralegal Studies Program to students, staff, faculty, and alumni. Each separate legal matter receives a free 30-minute initial consultation. Appointments are required. Coastline students, staff, faculty, and/or alumni may call (714) 714-7162 to schedule an appointment. A paralegal shall not provide legal advice or engage in conduct that constitutes the unauthorized practice of law including contracting with a natural person other than an attorney for the performance of paralegal services (California Business & Professions Code, Sections 6450 et seq.).

LIBRARY

The Coastline College Library provides training, support, and resources for Coastline students to enable them to find and evaluate information effectively. The Coastline Library is 100% online. Librarians serve Coastline students during business and after hours through the library website, in Canvas, and remotely through email, text, and zoom. All resources are available for students regardless of where you live!

Phone/Text: (714) 241-6117
Email: library@coastline.edu
Web: coastline.edu/library
Hours: Online library resources – 24/7. Librarian support – during business hours.
Subscribe to the Coastline Library YouTube Channel. It's awesome!

MATH CENTER

The Coastline Math Center helps students with all Math topics that may come up in any class throughout the college. Let's say you have problem converting units in a Chem class, or computing percents in a Law class, the Math Center can help you with that. To take advantage of the Math Center and its resources (online tutoring, in-person tutoring, question drop-off, Directed Learning Activities, workshops) students need to register for the noncredit course MATH C080N. However, MATH C080N does not appear on an official transcript and does not have any impact on GPA.

Email: CoastlineMathCenter@coastline.edu
Hours: Posted on Canvas and will differ per semester, but generally from 7:30am to 9:30pm most days.

MILITARY AND CONTRACT EDUCATION

The Military and Contract Education department works with students with military affiliation and their families. Coastline has a long history of serving military students. We understand the "mission first" mindset and recognize the unique challenges experienced by military service members and their families. In addition to having staff at the Student Service Center, we have a team of Military Student Advisors across the United States, that do free, pre-admission reviews of military transcripts and help students navigate Coastline processes throughout their time at Coastline.

The Miliary and Contract Education Department:

- Helps students articulate their military training and experience into college credits towards a Coastline degree
- Processes military Tuition Assistance (TA) and applies those vouchers towards student accounts
- Reports required course and degree completion information to the military, for students using TA, in accordance with the Department of Defense Memorandum of Understanding
- Serves as liaison to other college offices and faculty to support military and contract education students

Please note that Military students should review our Return of Unearned TA Policy prior to dropping/withdrawing from courses after the drop with refund deadline.

In addition to supporting military-connected students, we work with Ben Hudnall Memorial Trust (BHMT) to assist their learners in their goals to use corporate benefits to support their education goals.

Phone: (714) 241- 6326
Email: ELDEnrollment@coastline.edu
Military Web: https://www.coastline.edu/military-and-veterans/index.php
Corporate Web: https://www.coastline.edu/admissions-and-records/corporate-students/bhmt/index.php

SCHOLARSHIPS

Coastline offers scholarships to students who demonstrate academic achievement, personal excellence, or a commitment to educational or career goals. Students enrolled in the Fall or Spring semester of the current academic year are eligible to apply. Most scholarships are awarded at the Scholarship Awards Reception held each Spring. Scholarships do not need to be repaid; however, receiving one may affect a student's financial aid package**.** For questions or more information on your Financial Aid package, please contact the Financial Aid Office at (714) 241-6239 or financialaid@coastline.edu.

For deadlines, eligibility, and how to apply, visit www.coastline.edu/scholarships or email scholarships@coastline.edu.

SPECIAL PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities (e.g., mobility, communication, speech, hearing, learning, vision, acquired brain injury, intellectual, ADHD, autism, psychological, and/or other health impairments) are invited to request assistance from the Office of Special Programs and Services for Students with Disabilities.

Services include, but are not limited to: interpreting services, note taking, registration assistance, specialized counseling, specialized materials/equipment (i.e., digital recorders, enlarged print, e-text, and other alternative formatted materials), test proctoring, extended time on exams, and priority registration.

Coastline also offers comprehensive programs and services to students with intellectual and developmental disabilities, acquired brain injuries, and mobility impairments.

To obtain more information about programs and services, please email specialprograms@coastline.edu or call (714) 241-6214 or (714) 431-3605 (TTY).

STUDENT EQUITY AND ACHIEVEMENT PROGRAM (SEA)

The Student Equity and Achievement Program (SEA) helps students achieve their educational goals and personal, academic, and career objectives through support services, college activities, and programs. Through SEA, Coastline College serves all students with an emphasis on eliminating achievement gaps and providing equity in all practices.

For information contact the Office of Student Equity at (714) 241-6233 or studentequity@coastline.edu, or visit online at https://www.coastline.edu/student-life/student-services/student-equity/index.php.

STUDENT LIFE & LEADERSHIP

Student Life and Leadership supports the associated student government, student clubs and organizations, civic engagement, and other student events including the annual commencement ceremony. Student Leadership also offers leadership opportunities such as leadership workshops and conferences to Coastline students throughout the year.

Associated Student Government of Coastline College (ASGCC)

The Associated Student Government (ASG) is the official voice of the student body at Coastline College. ASG provides opportunities to learn about governance, advocacy, leadership, and event planning. Go to coastline.edu/asg for more information about ASG, available leadership opportunities, and upcoming events.

Clubs & Organizations

Clubs & Organizations are a great way to interact with other students at Coastline. Clubs can be based on academic, professional, developmental, social, or recreational interests. Additionally, Coastline hosts several honor societies to recognize and celebrate students who demonstrate academic excellence, leadership, and a commitment to service. To start a club or organization, you will need: 3 interested students, and at least 1 faculty/staff advisor. For more information, visit Student Life or go to coastline.edu/clubs.

VETERANS RESOURCE CENTERS

Coastline's Veterans Resource Centers (VRCs) are community-based centers that engage not only local Veterans taking classes but also serve to connect student-Veterans located worldwide, and community Veterans who wish to network with their peers. The VRCs provide a comfortable and positive environment where Veterans will find access to academic resources, community referrals, networking opportunities, counseling and advisement services, computer access with Wi-Fi, a place to study, food, snacks, and drinks. Coastline also provides the resources available in the VRCs to students worldwide through a Virtual VRC. The VRCs can also provide textbook grants, and technology. Coastline has two VRC locations:

- Student Services Center in Fountain Valley
- Newport Beach Campus

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

UNDOCUMENTED STUDENTS

Coastline College strives to provide equitable access to education for all our students. In accordance with California law, AB 540 and the California Dream Act, undocumented students have access to resident tuition fees and financial aid. For more information about our Dream Resource Program and services for undocumented and mixed status students, contact the Dream Resource Project Specialist at 714-241-6003 or visit online at https://www.coastline.edu/student-services/undocumented-students/index.php

WRITING CENTER

The Writing Center supports you at all steps of the writing process and with writing for all your classes, not just English! Register for the free, non-credit course ENGL C080N to access the Writing Center, including discussions to help you understand your process, Directed Learning Activities to build your skills, live online and in-person appointments to give you one-on-one support when and where you need it, and asynchronous feedback to help you improve your work.

To learn more, please email writingcenter@coastline.edu or register for ENGL C080N.

COLLEGE POLICIES AND PROCEDURES

Included in the section are all the important rules of the college. It is important that you understand your rights and responsibilities as a student.

ACADEMIC HONESTY

Academic Honesty is a shared responsibility of the individual student and the College's faculty and staff.

Coastline College's institutional reputation is built on the individual student's commitment to academic integrity and the effective administration of academic misconduct issues by the College's faculty and staff.

Coastline College Faculty are responsible for ensuring that grades reflect the student's learned knowledge as exhibited in the classroom and through their coursework. Student acts of academic misconduct disrupt the educational process, weaken the College's reputation, and present challenges for our faculty to assess academic performance fairly and accurately.

While Coastline College Faculty hold primary responsibility for ensuring that academic honesty is maintained in their classes, individual students share this responsibility. Coastline students are to refrain from engaging in academic misconduct. The Coast Community College District's Student Code of Conduct Administrative Procedures (AP5500) applies to all students.

Actions Taken by Faculty Member

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

- Speak with the student about the incident.
- Issue an oral 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; if the act of academic dishonesty results in a "F" grade or zero points being awarded to the student for that particular paper, project, or examination, and this result affects the student's overall grade in the class, then the student shall be issued the proper grade, as affected by the specific "F" or zero grade, by the faculty member.

For all incidents of academic misconduct, the instructor will report the matter to the College's Disciplinary Officer (the Dean of Students).

Actions by the College's Disciplinary Officer

Upon receipt of a report of academic misconduct, the College's Disciplinary Officer will send a letter to the student inviting them to present a response to the allegations of academic misconduct.

The sanctions imposed for an act of academic misconduct depend on the severity of the incident. As a result, a student may be suspended from the College on a first offense or be recommended for expulsion by the CCCD Board of Trustees.

If, following the student's return from suspension, the College's Disciplinary Officer receives further reports of academic misconduct, they will recommend that the student be expelled from the District for a period of no less than three years.

The College's Disciplinary Officer shall keep the faculty member and appropriate Dean(s) reasonably informed of the status and outcome of the disciplinary process for incidents of academic misconduct.

ACADEMIC RENEWAL POLICY AND PROCEDURE

Please see the actual procedures posted on the Coast College District website for the current policy in place: *Board Policies Academic Affairs and Academic Renewal*

The Academic Renewal Policy (BP 4240) and Procedures (AP 4240) for Coastline College is issued pursuant to Section 55040 of the California Administrative Code (Title 5) regulations. The purpose of this policy and procedure is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that, due to unusual circumstances or circumstances beyond the student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Academic renewal is intended to facilitate graduation from a College in the District or enable qualified students to transfer to a four-year college or university.

Therefore, under the specific circumstances outlined below, Coastline College may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of 30 units of course work taken at any College in the District for graduation and transfer purposes only.

These circumstances are:

- The coursework to be disregarded is substandard (grades of D, F, or NP). If approved, the selected coursework shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.
- A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all coursework subsequent to the coursework to be disregarded.
- At least 12 months have elapsed since the most recent approved request for academic renewal.
- Academic renewal cannot be reversed once it has been granted.
- A student may request academic renewal a maximum of two times district-wide during enrollment at the Colleges in the District.

All coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office. If another accredited college has acted to remove previous coursework from consideration in computing the GPA, such action shall be honored in terms of its Procedure. However, such units disregarded shall be deducted from the 30 units maximum of coursework eligible to be disregarded at a College in the District. Interpretation of this Procedure is the responsibility of the appropriate College official, who may, for compelling reasons, make exceptions to the stated conditions provided that there is compliance with the applicable requirements of Title 5. The Admissions and Records and Counseling departments at the Colleges in the District are responsible for implementing this Procedure.

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

ACADEMIC STANDARDS

Coastline recognizes academic honors in four ways:

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

ACADEMIC NOTICE STATUS

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

Academic Notice:

A student is on academic notice if he or she has attempted at least 12 semester units at a district college and

- has a grade point average of less than 2.0 in the most recent semester completed, or
- has a cumulative grade point average of less than 2.0 in all units attempted.

Progress Notice:
A student is on progress notice if he or she has attempted at least 12 semester units at a District college and the percentage of units with "W, I, and NC" grades reach or exceeds 50 percent.

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

Pause Status:
The approved pause policy states that a student in the CCCD who is on academic or progress notice shall be placed on pause whenever the student meets one of two conditions:

- Academic Pause—Any student on academic notice for three consecutive semesters shall be on academic pause.
- Progress Pause—Any student on progress notice for three consecutive semesters shall be placed on progress pause for lack of satisfactory progress.

Students on pause at one CCCD college shall be on pause at all colleges within the CCCD. Students shall be notified of pause status near the beginning of the semester that it takes effect, but in any case, no later than the start of the Fall semester. If circumstances warrant, exceptions may be made and reinstatement granted by the Dean of Counseling and Enrollment Services.

ANIMALS AND/OR PETS

Animals and/or pets of any kind or description are not allowed on or within college property. This restriction also applies to animals and/or pets confined in any vehicle parked on college property. This does not apply to the use of a service animal for assisting persons with disabilities. (See Board Policy 3440 / Administrative Procedure 3440 Service Animals).

CLASS ATTENDANCE

Students are expected to attend classes regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first-class meeting, are absent for two continuous class meetings or have too many absences MAY be dropped by the instructor at any time during the semester until the final deadline for withdrawal.

Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus. Student's that miss class due to verifiable extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc.) should inform their instructors prior to missing class meetings. A student who has been absent because of an extenuating circumstance should report to the instructor on the day of student's return. No absence excuses a student from making up the work missed. Students should realize that absences may adversely affect their grades.

NOTE: It is the responsibility of the student to withdraw and meet all fee/ refund deadlines and it is also the responsibility of the student to withdraw by state mandated deadlines to avoid grade penalties. Refer to posted schedules and dates on the College's website, and/or your official student schedule (available via MyCoast).

Class Withdrawal Procedures

Each student is responsible for completing or officially withdrawing from each class in which they are enrolled.

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

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

Students may withdraw/drop a class by:

- **Logging in to your MyCoast Portal:** (**Preferred Method**)
  - Drops will be allowed via the web in accordance with published drop deadlines.
- **Submit a Student Drop Form:**
  - Complete and submit a Student Drop Form to the Admissions & Records Office on or before the drop deadline date.
- **Send and Email:**
  - If you are unable to drop your class through MyCoast or submit a Student Drop Form by the deadline, you must email cccadmissionsoffice@coastline.edu on or before the published deadline and include:
    - Full name
    - Coastline Student ID number
    - CRN and course name of the class you wish to drop
    - Explanation of why you are unable to drop the course through MyCoast Portal
  - Admissions & Records will contact you on the next business day after your request is received.
- Or Mailing a Letter:
  - Mail a written request to:
    - Coastline College, 11460 Warner Avenue, Fountain Valley, CA 92708.
  - Your letter must be postmarked by the **U.S. Postal Service (USPS)** on or before the drop deadline
  - Your letter should include your name, Student ID number, and the CRN and course name of the class you wish to drop.

If you are unable to drop a class online or postmark a mailed request by the withdrawal deadline, you **MUST** send an email by the deadline date to cccadmissionsoffice@coastline.edu with the following information:

- Full Name
- Coastline Student ID Number
- The CRN and name of the course you are attempting to drop
- An explanation of why you cannot drop via MyCoast Portal

You will be contacted the next business day after Admissions & Records receives your request.

WITHDRAW AFTER THE DEADLINE

Students may petition for a "W" grade after the final limit for "W" only for extenuating circumstances beyond the control of the student, such as verified accident or illness.

REPEATING CLASSES

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

- In the course description in the catalog, the class is identified as eligible for repetition.
- **Or**: The class is eligible for grade remediation by repetition.

Students can re-enroll in the same course up to three times. Students are not allowed to repeat a course more than three times without documented evidence of extenuating circumstances. "W" grades are counted as an enrollment.

Reasons to Repeat a Class

Repeating a course to alleviate a substandard grade

Students who receive substandard grades ("D"," F", "NP" or "NC") and/or one or more Withdrawals ("W") on the transcript may attempt to successfully complete the course up to a total of two additional times within the Coast College District, if necessary to alleviate the substandard grade or successfully complete the course.

After the third attempt to receive a passing grade in a course, the student may complete the Petition to Repeat form and submit it to the Admissions and Records Office for one additional attempt. Petitions are only considered for documented extenuating circumstances. Students who withdraw and receive a "W" on each of the three allowable attempts, if by petition the student is given permission to enroll, the students will not be able to withdraw from the course again and an evaluative grade symbol will be recorded. NO FURTHER ATTEMPTS WILL BE PERMITTED.

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

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

Repeating a course due to a significant lapse of time**,** where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years.

Conditions for Significant Lapse of Time:
When an institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.
All coursework shall remain on the student's permanent record. The current grade and credit will be disregarded in computing your CCC GPA. Course repetition based on significant lapse of time may only occur once. (Documentation must be submitted).

You have extenuating circumstances
This includes verified cases of accidents, illness, or other life-changing event beyond the control of the student that prevented you from doing well in the course (must submit documentation).

The course you wish to repeat is part of a legally mandated training as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. (Documentation must be attached to certify that course repetition is necessary to complete legally mandated training).

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

GRADES

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

Symbol Definition	Definition	Grade Points or Units
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

Incomplete Grades

Incomplete academic work for justifiable reasons at the end of the term may result in a "I" symbol being entered in the student's permanent record. The "I" may be made up no later than one year following the end of the term in which it was assigned. Incompletes will revert to an "F" after one year (or the time designated by the instructor) if the student does not make up the coursework with the instructor.

NOTE: Students are not permitted to enroll in a course in which they were assigned an "I" grade. Incompletes must be agreed upon by both the student and the instructor.

Pass/No Pass

When you select the pass (P)/no pass (NP) option, you will receive a P or NP on your report card instead of a letter (A-F) grade. P means you have satisfactorily completed (passed) the course. NP means you have unsatisfactorily completed (failed) the course. For more information select this link: https://www.coastline.edu/admissions-and-records/records-and-transcripts/index.php

COMPLAINT PROCESS

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

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

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

Note: To establish due process, all parties to the complaint will adhere to the steps as outlined.

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

If the complaint cannot be resolved at this step, the student may progress to Step II after informing the person(s) involved of their intended plans to file a formal complaint. The formal complaint must be filed during the semester in which the incident occurs.

Step II: The student meets with the Dean of Students to discuss the complaint. At this step, the "Formal Complaint Petition" is filed. The Dean of Students will serve as an ombudsman to objectively examine both sides of the issue.

The Dean of Students will meet with all persons involved with the complaint. At the conclusion of Step II, the Dean of Students, within five (5) school days, will provide the student and others involved with a written summary of the discussion.

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

Step III: The student, within five (5) school days after the conclusion of Step II, will submit a written request to the Dean of Students for a meeting of the Grievance Committee.

The committee membership will include:

- The appropriate Dean for the Area involved
- The appropriate Vice President overseeing the Area involved
- Faculty Member/College Employee
- Vice President of Student Services

A meeting of the Grievance Committee will be called by the Dean of Students to review and/or take action on the complaint. No later than fifteen school days after the student has filed a written request, the committee will meet with all parties involved and discuss the complaint in detail in an attempt to resolve the issue. Meetings will be chaired by the Dean of Students.

Within five (5) school days of the meeting detailed above, the decision and proposed action will be communicated to the following individuals:

- Student involved
- Committee members
- College President
- Other person(s) involved with the grievance

Step IV: If either the student or the other person(s) involved are not satisfied with the decision or actions of the Grievance Committee, an appeal may be made within 5 school days with the President of the College for consideration. Once the College President has reviewed the student's appeal and the written communication from the Grievance Committee, the President will schedule a private meeting with the student to discuss the matter.

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

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

General Complaint

Individuals dissatisfied with a campus process, or the conduct of a college employee can bring a complaint, in the form of a written or verbal notice of dissatisfaction, to the attention of the appropriate faculty, staff, or administrator at any time. If a problem is identified, applicable remedies will be put in place as soon as possible. Before filing a complaint, individuals should make every effort to address and resolve the issue informally with the college personnel directly involved. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a

complaint with the appropriate supervisor or administrator. If, after contacting the appropriate supervisor or administrator, you are not satisfied with the outcome, you may escalate the matter and contact that person's supervisor/administrator. Complaints escalating to this level should be submitted in writing so that the appropriate administrator can investigate the complaint and respond appropriately.

Complaints can be submitted electronically here: Coastline/CCCD Service Complaint Form

Grade Grievance

Recognizing that a trusting, positive relationship between students and instructors is vital to successful learning and teaching, the Grade Grievance procedure at Coastline College is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding classroom grades. The Grade Grievance process does not address personality, character, or styles of teaching; ***this process takes into account only the grading concern of the student to determine if the California Code of Education was violated***.

The final grade that is assigned to a student is the purview of the course instructor who teaches the course. The California Code of Regulations, Title 5, Section 55025, Grade Changes (a), states, "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency."

Concerns about grades should be addressed as soon as possible to ensure availability of student and instructor records, and to permit time for a formal appeal, should one be necessary.

Students who believe there is an issue with their grade, please follow these steps to seek a resolution:

Step 1: Attempt to resolve the grade concern informally by discussing it directly with the instructor of the course.

Step 2: If the issue is not resolved after discussing it with your instructor, escalate the concern to the respective academic dean.

Step 3: If you are still unsatisfied after Steps 1 and 2, you may file a formal grade grievance petition. Grade grievances will be permitted only through the end of the sixth week of the semester following the semester or summer session in which the grade was assigned.

For more information contact the Dean of Students by submitting a Maxient Grade Grievance Form.

Discrimination Complaint

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

Because failure to report unlawful discrimination, harassment, and retaliation impedes the District's ability to stop the behavior, the District encourages any person, including third parties, employees, and students, who believe that unlawful discrimination, harassment, or retaliation, may have occurred, regardless of whether they personally experienced such harm, to file a complaint. The District encourages the filing of such complaints within 30 calendar days

of the alleged incident. The complaint shall be made with the Vice Chancellor of Human Resources, who is the individual designated to receive such complaints, as the Responsible District Office

In any complaint not involving employment, the complaint shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination

In any complaint alleging unlawful discrimination in employment, the complaint shall be filed within 180 calendar days of the date the alleged unlawful discrimination occurred, except that this period should be extended by no more than 90 calendar days following the expiration of the 180 calendar days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 calendar days.

To file a complaint alleging unlawful discrimination, please submit an Unlawful Discrimination Complaint Form [PDF] to the Coast Community College District at 1370 Adams Ave., Costa Mesa, CA 92626, Attn: Office of Human Resources by mail only.

For more information see AP 3435 Discrimination, Harassment, and Retaliation Complaints and Investigations.

Military Feedback Systems

Military Students using TA benefits and Military Dependents using MyCAA may contact the Military OneSource Postsecondary Education Complaint System at: https://www.militaryonesource.mil/education-employment/for-service-members/choosing-a-college/postsecondary-education-complaint-system

You may submit a complaint to the Veterans Administration (VA) if you believe that Coastline College is failing to follow the VA Principles of Excellence. Visit the VA Website for more information or to submit a complaint.

Off-Campus Resources for Complaints

Except for discrimination complaints, Coastline College students must first follow the Coastline College Student Grievance Procedures before submitting a complaint. Following the student's completion of the use of these grievance procedures, the student has the right to lodge a complaint with the California Community Colleges State Chancellor's Office at https://www.cccco.edu/Complaint-Process-Notice#complaintForm The student may also lodge a complaint with the College's accrediting commission, the Western Association of Schools and Colleges at https://accjc.org/forms/complaints-against-member-institutions.

If your complaint involves a claim of unlawful discrimination, go to the Chancellor's Office website at:

https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/College-District-Discrimination-Appeals

For more information, please visit the California Community College State Chancellor's Office website at: https://www.cccco.edu/About-Us/Chancellors-Office/

Online Students Living Outside California

Coastline College is engaged in a continuous process to certify that it is recognized as an accredited institution of higher learning. Please visit the Feedback page for the list of states where distance learning students may not enroll at Coastline. Distance students that reside outside of California who wish to file a complaint must first follow Coastline's internal process. Students may file a formal complaint with their home state authorizing agency after exhausting internal avenues. Visit the Feedback page on the Coastline website and navigate to Out-of-State Students: State Authorization Compliance, select Complaint info by State and you will be provided with a list of states and their state authorizing agency contact information.

SEXUAL MISCONDUCT

Coastline College and the Coast Community College District recognize that sexual assault is a serious issue and will not tolerate acts of sexual assault on district property or at district-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim. The Coast Community College District is committed to its students' safety as a vital ingredient to student learning and success. The District encourages victims of sexual violence to report the incident.

If you are a student and feel you are being sexually harassed or that you have been a victim of sexual misconduct, you may submit a complaint online at https://cm.maxient.com/reportingform.php?CoastColleges&layout_id=3 or contact the Director of Student Equity and Title IX, at titleix@coastline.edu or 714-241-6142. You can also visit the Title IX/Sexual Misconduct web page at http://www.coastline.edu/title-ix for more information.

If you are a Coastline College employee and you feel that you are being sexually harassed, please contact Human Resources.

DISCLOSURE STATEMENT

The Coast Community College District (Coastline College) has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

If you have any concerns with this disclosure, please write to Coastline College at 11460 Warner Avenue, Fountain Valley, CA 92708.

This disclosure was last revised on 7-24-2019. Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints.

LIABILITY

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

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

PARKING REGULATIONS

Parking permits purchased at Coastline College are valid for use at all Coast District colleges and the District Office. Colleges included are Golden West College and Orange Coast College.

- **Permit Required:** Student parking permits cost $48 per semester and $**27** for the summer session. A current Coastline College Parking Permit is required to park a vehicle in campus parking lots. Permits may be purchased

on-line by logging in to the student portal (MyCoast) or via the college's website. When purchasing a Student Semester Parking Permit the buyer will be required to enter their vehicle's license plate number when prompted. The permit is then registered to that vehicle and there is no paper or sticker to display on the vehicle. Daily permits can be obtained from your cell phone utilizing the Passport Mobile App at a cost of $5 per day. Credit cards are the only source for payment on the Mobile App.

- Students attending classes at the Westminster – Le Jao Campus are required to print a physical copy of their Coastline College parking permit receipt and place it on their vehicle's dashboard. Students must park in the City Hall North Parking Lot (located at the corner of Westminster Boulevard and All American Way), in spaces 268 – 340. Please note that students who park outside the designated area without paying the City required parking fees, or students who park within the designated parking areas without displaying a valid Coastline College Student Parking Permit, may be cited for parking violations by the Westminster Police Department.
- Parking citations are issued in cooperation with the West Orange County Municipal Court. These citations, if ignored, will affect future vehicle registration privileges with the California DMV. An academic hold will also be placed on the student's CCCD account until the citation has been paid.
- **Purchase parking permits online:** Current semester permits are now available online at: coastline.edu/about/public-safety/parking.php
- Daily permits can only be obtained through the Passport App on your phone. Signs are posted at each of the campuses with the Passport App information.
- **Blue (Handicapped—DMV) Handicap permit:** must be displayed to park in designated spots.
- **Responsibilities for Penalties:** The registered owner of any vehicle on a Coastline campus shall be held responsible for any liability or damage claims including parking or other traffic.
- Violation penalties arising in connection with the possession and/or operation of the vehicle on the Coastline campus.
- **Liability:** Coastline is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

Parking, Traffic Rules and Regulations

Enforcement:

Students who fail to pay parking fines may have their academic records encumbered until all outstanding fines have been paid. Penalties may be added to each citation. The DMV and a collection agency may be notified. *Parking and traffic rules and regulations will be in effect 24 hours a day.*

Parking Regulation/Citation Penalties:

Section numbers and regulations:

- 103 Unauthorized use of permit (stolen/forged/altered). BAIL: $40
- 208 Overnight parking. BAIL: $35
- 210 Unauthorized sales/distribution. BAIL: $35
- 401 Parked outside marked stalls. BAIL: $35
- 402 Parked overlapping stalls. BAIL: $35
- 403 Parked on restricted area. BAIL: $35
- 404 Parked in motorcycle/moped area. BAIL: $35
- 405 Backed into diagonal stall. BAIL: $35
- 406 Parked blocking traffic. BAIL: $40
- 407A Parked in prohibited parking zone (i.e., Red curb). BAIL: $40
- 407B Limited parking zone violation (i.e., timed or loading). BAIL: $35
- 408 Parked overtime in Visitor area. BAIL: $35

- 409 Parked in Handicapped area. BAIL: $250
- 410 Parked in Staff area. BAIL: $35
- 411 Parked creating traffic hazard. BAIL: $40
- 412 Lack of visible/valid parking permit. BAIL: $35
- 413 Expired parking meter. BAIL: $35
- 414 Parking in electric vehicle stall without charging. BAIL: $35

PERSONAL SECURITY CODE

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

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

PREREQUISITES, COREQUISITES AND OTHER ENROLLMENT LIMITATIONS

All prerequisites or corequisites identified in Coastline's catalog and class schedule were established according to state laws as outlined in the CCCD's Model Plan. Except for CCCD priority registration procedures for continuing students, and courses or programs with prerequisites or corequisites, all Coastline classes are open to enrollment on a "first-come, first-served" basis until they are filled to maximum capacity. Refer to the Catalog for detailed information or contact the Admissions and Records Office (714) 241-6176. The form can be found here, and is automatically routed to the appropriate team member(s) for review: Coastline College Prerequisite Clearance Form II | Dynamic Forms

SEX-BASED HARASSMENT INFORMATION & TITLE IX COMPLIANCE

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

SEX-BASED HARASSMENT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sex Based Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation
- Domestic or Dating Violence

SANCTION STATEMENT

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. Please refer to Coast Community College District Administrative Procedures 5910 for full details.

PRIVACY AND REPORTING:

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

To report gender or sex-based discrimination, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact: Title IX Coordinator at TitleIX@coastline.edu or by phone or text at (714) 241-6142

STUDENT CODE OF CONDUCT

Board Policy 5500 and Administrative Procedures 5500 Student Code of Conduct

This Administrative Procedure (AP 5500) is intended to effectively implement Board Policy 5500 Student Code of Conduct, and as such, this Administrative Procedure shall constitute the Student Code of Conduct for all District Students.

The primary purpose of this Student Code of Conduct is to support and protect Students to ensure their academic and personal success throughout their attendance at any of the Colleges within the District. In addition, this Student Code of Conduct intends to educate Students about rights, responsibilities, and violations under the Student Code of Conduct and its consequences. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Student Code of Conduct also specifies the various sanctions that may be imposed on District Students for violations of the Student Code of Conduct. Students are expected to be familiar with the terms of Board Policy 5500 and this Administrative Procedure 5500 Student Code of Conduct.

This Procedure provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding. This Student Code of Conduct is not intended to prevent or limit lawful exercise of academic freedom or constitutionally protected free speech or expression.

A copy of the Student Code of Conduct may be found online at:

- BP 5500: https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf

- AP 5500: https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf

STUDENT RECORDS

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

- **Active Records:** All requests for changes to a student's current class program or information on file should be made through the Admissions and Records office, (i.e., adds to program, withdrawal from class, name and address changes, etc.).
- **Additional Fees:** Verification of enrollment costs $5 with first two free.
- **Cumulative files:** The Admissions and Records Office maintains a cumulative file on each student who has requested transcripts from institutions of prior attendance. The file, containing copies of high school and college transcripts, is available to the student for review and/or for counseling appointments.
- **Distribution of Student Records to High Schools:** Coastline may send to District feeder high schools academic reports reflecting students who have graduated from high schools within the last five years. These reports include the student's name, address, identification number, classes, grades, grade point average and major. This data assists high schools in evaluating their academic program in relation to student activity in college. Students who prefer that their academic record not be included in the documents which are submitted to the high schools, should contact the Admissions Office to have their names deleted from the report.

Official Transcripts

Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's request.

Transcript requests must be submitted online through Coastline College Transcripts Website.

- **Standard Requests:** Most transcript requests are processed automatically through Parchment and are typically sent immediately.
- **Manual Review:** If your request requires manual review (for example, if your records cannot be matched automatically), please allow **up to five (5) business days** for processing.
- **Transcripts with Current Semester Grades:** If you want your transcript to include grades from the current semester, select **"Hold for Grades"** when placing your order (do not select **"Send Now"**). Your request will be processed after final grades have been posted and in the order it was received. Final grades are typically available approximately **3 weeks after the end of the spring and summer terms** and **5 weeks after the end of the fall term**.

There is an **$8 fee** for each official transcript. The **first two official transcript requests are provided at no charge**.

STUDENT RIGHTS

The CCCD and Coastline College are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, sex, color, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students, and the general public.

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

Contact one of the following college personnel for further information:

- Nick Wright, Americans with Disabilities Act (ADA) officer, (714) 714-7169.
- Justine Warren, Director of Human Resources, (714) 241-6146.
- Leighia Moore-Fleming, Dean of Students, (714) 241-6130
- Kate Mueller, Vice President of Student Services (Title VI), (714) 241-6160

LGBTQIA+ Campus Liaison

Coastline College has an expressed commitment to equity and inclusion for students, faculty and staff members who are lesbian, gay, bisexual, transgender, queer/questioning, intersex, and asexual (LGBTQIA).

Coastline College is designated as an inclusive space for LGBTQIA+ individuals. The Office of Student Equity provides LGBTQIA+ resources for students, faculty, and staff to assist with creating a welcoming environment for all members of the campus community. To view resources, visit our website https://www.coastline.edu/student-life/student-services/student-equity/lgbtq-plus.php

California Education Code Section 66271.2 indicates that the Governing Board of California Community Colleges has requested that each community college district designate an employee at each college as a point of contact for the needs of LGBTQIA+ faculty, staff, and students. In addition, “at a minimum, the name and contact information of the designated employee shall be published on the internet website for the respective campus and shall be included in any printed and internet-based campus directories.”

The LGBTQIA+ Campus Liaison is Dr. Leighia Moore-Fleming (she/her/hers). For inquiries, questions, or concerns, please reach out at lfleming5@coastline.edu or 714-241-6130.

In compliance with Senate Bill 1491, effective January 1, 2025, Coastline College has appointed Dr. Carlos Amescua (he/him) as the Confidential Point of Contact to support the unique needs of LGBTQIA+ faculty, staff, and students. Dr. Amescua also serves as Coastline’s Confidential LGBTQIA+ Campus Liaison. For questions, concerns, or support, please contact him at 714-241-6211.

STUDENT RIGHT-TO-KNOW

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline College makes its completion and transfer rates available to all current and prospective students at the following website: http://srtk.cccco.edu/index.asp A copy of this information may be obtained by calling the Public Relations office at (714) 241-6194 or email publicrelations@coastline.edu

NEED MORE INFORMATION?

WELCOME DESK

Any information you may need can be found at the Welcome Desk. Coastline College is waiting to help you. We're here to help you get the information you need to succeed at Coastline. Call us or email us (or stop by in person) at the Student Services Center in Fountain Valley, CA. Let us connect you to important services on campus.

Whether you need assistance with applying to the College, troubleshooting an issue with your registration, or contacting a specific individual or department, we will help get the information you need.

The Coastline Welcome Desk is open Monday-Friday (except for national holidays and college closures) from 8:00 a.m. – 5:00 p.m.

The Welcome Desk can provide you with information regarding any of the following topics:

- General information about Coastline College
- Admissions, Registration, Financial Aid services, Counseling services, Assessment, and other support services
- General assistance with application/registration issues
- College event details
- Security Policies, Crime Statistics, Campus Security , etc.

Email: CCCAdmissionsOffice@coastline.edu
Phone: 714-714-7021

FORMS AVAILABLE ONLINE

Following is a table of online forms which includes the name of a form, a link to form or website, a brief description of its purpose, and a point of contact if you require any assistance.

Form Name	Link to Form/Website	Form Purpose	Contact Information	Department
ADMISSIONS AND RECORDS				
AB 540 form	AB 540 Affidavit	To request exemption from nonresident tuition charged to nonresident students	Residency	*Admissions and Records*
Change of Name form	Change of name form	To change name, with official documentation	Admissions	*Admissions and Records*
Course Repetition Form	Email CCCAdmissionsOffice@coastline.edu to request the form	To repeat a course after 3 enrollments which result in a substandard grade or "W"	Admissions	*Admissions and Records*
Early Grade Letter request	Early Grade Letter Request	To request a final grade letter before the semester end. The grade will not appear on official transcript until the end of the semester. This request is for a letter only.	Anita Russell	*Admissions and Records*
General Education Course Substitution petition for Options 1, 2, and 3	Counseling | Coastline College	To substitute GE requirements for degree with courses from other institutions	Admissions	*Admissions and Records*
Notice of Official Withdrawal	Notice of Official Withdrawal	To withdraw from all courses at Coastline	Maria Mai	*Admissions and Records*
Pass/No Pass Form	Pass/No Pass Form	To switch grade from standard letter grade to "P/NP". Changes not allowed after deadlines	Anita Russell	*Admissions and Records*
Petition for Associate Degree and/or Certificate of Achievement	Petition for Associate Degree and/or Certificate of Achievement	To petition for your Associate degree and/or Certificate of Achievement	Graduation	*Admissions and Records*
Petition for Associate Degree for Transfer	Petition for Associate Degree for Transfer	To petition for your Associate degree for transfer to CSU or UC	Graduation	*Admissions and Records*
Petition for Certificate of Accomplishment and/or Specialization	Petition for Certificate of Accomplishment and/or Specialization	To petition for your Certificate of Accomplishment and/or Specialization	Graduation	*Admissions and Records*

Petition to Exclude a 'D' or 'F' or 'NP' grade	Petition to Exclude a "D", "F", or "NP" Grade	To exclude a "D", "F", or "NP" grade from the GPA calculation	Anita Russell	*Admissions and Records*
Prerequisite Evaluation/Challenge Request	Prerequisite Evaluation/Challenge Request	To use a course, assessment test, or AP at other college/institution that you believe meets Coastline College's prerequisite	Matriculation	Admissions and Records
Statement of Residence	Statement of Residence	To determine CA residency	Residency	*Admissions and Records*
Student Representation Fee Waiver	Email CCCAdmissionsOffice@coastline.edu to request the form	To waive the Student Representation Fee	Admissions	*Admissions and Records*
COUNSELING				
Course Overload Petition	Course Overload Petition	To enroll in more units than is generally allowed per semester	Counseling	*Counseling*
Program of Study Course Substitution/Waiver Petition	Program of Study Course Substitution *meet with a counselor to start this process.	To substitute a course to meet major requirements for a degree or certificate	Counseling	*Counseling*
Request to Lift Academic or Progress Pause Hold	Academic Reflection Intake Form	To lift Academic or Progress Pause hold. Must also schedule a Counseling appointment	Counseling	*Counseling*
EOPS				
EOPS Application	EOPS Application	To apply for the EOPS/CARE/NextUp program	EOPS Office	*EOPS*
Mutual Responsibility Contract	Mutal Responsibility Contract (MRC)	Students need to agree to the requirements of the program	EOPS Office	*EOPS*
DEAN OF STUDENTS				
Student Complaint	Student Complaint	To file a complaint with Coastline College	Maureen Schaller	*Dean of Students*
Student Conduct	Maxient	To submit a report alleging a violation of the Student Code of Conduct, including academic dishonesty, or seek assistance from the CARE Team (concerning behaviors or student assistance)	Maureen Schaller	*Dean of Students*
FINANCIAL AID				

CCPG Fee Waiver Application	CCCApply – CCPG Fee Waiver	To apply for waiver of enrollment fees.	Financial Aid Office	*Financial Aid*
Certification of Homeless Status for CCPG and Enrollment Priority	Certification of Homelessness Status Form	To receive enrollment priority and CCPG (enrollment fee waiver) based on homelessness status	Financial Aid Office	*Financial Aid*
Decline Pell	Decline Pell Form	To decline your Pell grant at Coastline, in order to receive at another college	Financial Aid Office	*Financial Aid*
FAFSA Application	FAFSA	To apply for waiver of enrollment fees and other financial aid	Financial Aid Office	*Financial Aid*
Financial Aid Appeal – Due to Maximum Time Frame and GPA/ Completion Ratio	Combo Appeal Form	To appeal for financial aid when you have been disqualified due to maximum timeframe AND GPA/Completion Ratio	Financial Aid Office	*Financial Aid*
Financial Aid Appeal – GPA/Completion Ratio	GPA/Ratio Appeal Form	To appeal for financial aid when you have been disqualified due to GPA and/or Completion Ratio	Financial Aid Office	*Financial Aid*
Financial Aid Appeal – Max Timeframe	Max Timeframe Appeal Form	To appeal for financial when you have been disqualified due to maximum timeframe	Financial Aid Office	*Financial Aid*
Information Authorization Release	Information Authorization Release Form	To authorize the release of financial aid information to a 3rd party	Financial Aid Office	*Financial Aid*
MILITARY AND CONTRACT EDUCATION				
Ben Hudnall Memorial Trust (BHMT) Form	Ben Hudnall Memorial Trust (BHMT) Form without Single Sign-on (you will need to create a username and password for the form system) Ben Hudnall Memorial Trust (BHMT) with Single Sign-on through MyCoast Portal	BHMT program eligibility form	Corporate Registration	*Military and Contract Education*
Petition to Substitute for General Education	Petition for Substitute for General Education - Military Credit	Request the review of credit for prior learning to apply towards General Education requirements.	Degree Planning	*Military and Contract Education*
Petition to Substitute for Program of Study	Petition for Substitute for Program of Study - Military Credit	Request review of credit for prior learning to apply towards program of study/major requirements.	Degree Planning	*Military and Contract Education*
STUDENT EQUITY				

Technology Request (Dolphin Assistance Program)	Resource Request Form	To request technology, book vouchers, emergency aid	Student Equity	*Student Equity*
Dolphin Pantry	Basic Needs – Food Assistance	Students will sign up and check in at the pantry.	Basic Needs	*Student Equity*
Join Umoja	Umoja Application	Join a community focused on building and supporting Black and African American students (Black and African American Student Resources)	Umoja	*Student Equity*
STUDENT LIFE				
Association Student Government (ASG)	Application	To apply to be an ASG officer or committee representative.	Student Life	*Student Life*
Club Event Approval Form	Club Event Approval Form	To submit a club event for ASG to review and approval	Student Life	*Student Life*
Club Fundraising Request Form	Club Fundraising Request Form	For student clubs to submit request for permission to fundraise	Student Life	*Student Life*
Club Request for ASG Funds Form	Club Request for ASG Funds Form	For student clubs to submit requests for additional funding from ASG	Student Life	*Student Life*
Student Club Activation/Renewal Form	Activation/Renewal Form	To activate or renew a student club.	Student Life	*Student Life*
SPECIAL PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES				
Special Programs and Services for Students with Disabilities Application Form	Application Form	To apply for services.	Special Programs and Services for Students with Disabilities	*Special Programs and Services for Students with Disabilities*

Questions?
Questions regarding the Coastline College Student Services Handbook should be directed to the Vice President of Student Services, Dr. Kate Mueller.

Email: kmueller@coastline.edu
Phone: (714) 241-6160