

COASTLINE COLLEGE

Admissions and Records

11460 Warner Avenue, Fountain Valley, CA 92708

Phone: (714)241-6176 Fax: (714) 241-6288

Special Part-time High School Release Form for 9th – 12th Grade Students

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

Admission Information

Select an Enrollment Period:

- Fall
- Spring
- Summer

Application Year

Specify the Year that you are applying to attend Coastline College.

Student Information

Last Name

First Name

Middle Name

Coastline Student ID Number

Email Address

Phone Number

Birth Date

Age

Current Grade Level (Number)

Graduation Date

Street Address

City

State

Zip Code

Principal's Recommendation(s)

I certify that the student meets all the criteria as defined by Education Code 48800.5 and 76001, has demonstrated preparation for college level coursework. High school students may enroll in a maximum load of 11 units for Fall and Spring terms, 9 for Summer Session, and 6 for Winter Intersession. Note: Principal recommendation is course specific. This form does not guarantee a seat in the course(s).

Recommended Course(s)

_____ First Course: Course Number e.g., CHEM C180	_____ Course Title e.g., Introduction to Chemistry	_____ Units
---	--	----------------

_____ Second Course: Course Number e.g., CHEM C180	_____ Course Title e.g., Introduction to Chemistry	_____ Units
--	--	----------------

Alternative Course(s)

_____ First Course: Course Number e.g., CHEM C180	_____ Course Title e.g., Introduction to Chemistry	_____ Units
---	--	----------------

_____ Second Course: Course Number e.g., CHEM C180	_____ Course Title e.g., Introduction to Chemistry	_____ Units
--	--	----------------

School Information

High School Name

Street Address

_____ City	_____ State	_____ Zip Code
---------------	----------------	-------------------

_____ High School Approver Name	_____ Email Address	_____ Phone Number
------------------------------------	------------------------	-----------------------

High School Approver Signature

Coastline College Special Admit Program Requirements

Please follow these 3 steps for enrollment:

Step 1. Apply for Admission

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

Step 2. Complete Special Admit Form

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

Step 3. Register for Course(s)

After your admissions application and this form have been processed in the Admissions Office, you will receive an email with information about your MyCCC portal account. MyCCC is the student portal, which will allow you to gain access to your registration appointment, register for classes, and check your semester grades. Once you receive this email, follow the instructions to log in to your MyCCC. You may register for the courses for which you have been approved anytime on or after your registration appointment up until the start of the semester. Or, if you selected the option for automatically be registered in the selected class(es), log into MyCCC to view your dates, deadlines, and fees (if applicable).

Review the following Program Policies to ensure a successful experience

Under Coast Community College District BP 5010, the college will admit any K-12 student who has completed the 8th grade as a special part-time student for advanced scholastic or vocational courses.

Pursuant to CA Ed Code 76001, the governing board of a community college district shall assign a low enrollment priority to special part-time or full-time students to ensure that these students do not displace regularly admitted students.

FERPA - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Coastline College offers an adult learning environment. The school and the college determine who may enroll based on their judgment of the applicant's eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and college policy. Minimum school day attendance at the student's regular school is required by law.

Students must complete all required steps and signatures for approval on this form prior to enrollment for each course and semester. Students are responsible for all rules and regulations at the College and are expected to read the admissions and registration instructions in the current Coastline College Class Schedule, Catalog, and college website. Assessment and orientation are required of all Special Part-Time High School students after completion of 12-units at Coastline College.

Important Information Relating to Admissions & Records

Transcripts

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

Fees

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

Dropping a Class

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

First Day of Class

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