



Coastline Community College - Admissions and Records

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Office Use only
Received by: \_\_\_\_\_
Date rec: \_\_\_\_\_

SPECIAL PART-TIME HIGH SCHOOL RELEASE FORM FOR
9th - 12th Grade Students

The following high school student is requesting permission to enroll at Coastline Community College for "advanced scholastic or vocational coursework" not available at their high school. Please complete, sign, and submit this form to the CCC Admissions and Records Office for each semester you would 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.

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

STUDENT INFORMATION (Please print legibly. All information must be completed and signed by the student.)
Last Name First Name Middle Name Coastline ID: C0
Street Address City State Zip Code Phone: \_\_\_\_\_
Email Address Birthdate Age Grade: \_\_\_\_\_
Student Signature Date Graduation Date: MM / YYYY

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

PRINCIPAL'S RECOMMENDATION(S) (Note: Maximum of 6 units or 2 classes.)
I certify the following: that the student has demonstrated preparation for college level coursework; that the enrollment of this student is within the 5% statutory limit as defined by section 48800 of the California Education Code:
Recommended Courses
1. Course Number Course Title Units
2. Course Number Course Title Units
Alternative Courses
1. Course Number Course Title Units
2. Course Number Course Title Units
Principal or Counselor Name Principal or Counselor Signature Date

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

NOTE: PRINCIPAL RECOMMENDATION IS COURSE SPECIFIC. PLEASE INCLUDE ALTERNATIVE COURSES (IF ANY), IN THE EVENT THAT THE COURSE IS FULL. THIS FORM DOES NOT GUARANTEE A SPACE IN THE COURSE(S). (08/2019)

## COASTLINE COMMUNITY COLLEGE SPECIAL ADMIT PROGRAM REQUIREMENTS

Please follow these steps for enrollment:

### 1. APPLY FOR ADMISSION

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

### 2. COMPLETE THE 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.

### 3. REGISTER FOR THE 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 in order to ensure that these students do not displace regularly admitted students.
- FERPA - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- CCC offers an adult learning environment. The school and the college determine who may enroll based on their judgment of the applicant's eligibility. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, availability, registration priority, and college policy. Minimum school day attendance at the student's regular school is required by law.
- Students must complete all required steps 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 CCC Class Schedule, Catalog, and college website.
- Assessment and orientation are required of all Special Part-Time High School students after completion of 12 units at CCC.

Important Information Relating to Admissions & Records:

### 1. TRANSCRIPTS

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

### 2. FEES

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

### 3. DROPPING A CLASS

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

### 4. FIRST DAY OF CLASS

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