



Guide for Education

Academic Year 2024-2025



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Coastline College makes every effort to assure that the provided information is accurate and current. However, changes after publication may occur due to procedural and/or policy changes, and/or changes to state and/or federal laws.

Version: August 5, 2024

Coastline Correspondence

Since Fall 2023, Coastline has been piloting the use of Canvas for delivery of our Hope Scholars correspondence courses and support services. We are excited to announce that Coastline will be expanding our Canvas offerings to more locations with more courses over the coming year. In order to make this transition as effective as possible, we will be slowly rolling out access to CDCR sites and prioritizing the Canvas delivery method.

Beginning with the Summer 2024 term, we will no longer offer correspondence courses in a paper-based mail format. All Coastline Hope Scholars correspondence course offerings will now only be delivered via the CDCR's instance of Canvas.

We will start this gradual rollout at a limited number of locations this Summer and expand to more sites in Fall 2024. We have been working with our partners in CDCR to identify locations that have the necessary technology and infrastructure to support this delivery. It is our plan to be able to offer Coastline Canvas Correspondence courses at all CDCR locations by Spring 2025, assuming locations are ready.

I know that this represents a big change for all of us and may not be welcome news for some of you. However, in the long run, we know that Canvas supported correspondence courses will offer a more enhanced learning experience by providing easier access to course content through integrated videos, textbooks and course materials, and will allow for more timely feedback on assignments. We have been proud to have been part of the learning journey for so many justice-impacted students over the years and are excited to continue supporting you on your pathway toward your degree, certificate, or transfer to a four-year school.

List of Facilities

Facility	Rollout of Canvas Supported Correspondence
Mule Creek State Prison (MCSP)	Already Rolled out
Substance Abuse Treatment Facility (SATF-CSP, Corcoran)	Already Rolled out
California State Prison, Los Angeles County (LAC)	Already Rolled out
Pleasant Valley State Prison (PVSP)	Already Rolled out

Facility	Rollout of Canvas Supported Correspondence
Avenal State Prison (ASP)	Summer 2024
California State Prison, Corcoran (COR)	Summer 2024
Calipatria State Prison (CAL)	Summer 2024
Central California Women's Facility (CCWF)	Summer 2024
Correctional Training Facility (CTF)	Summer 2024
Folsom State Prison (FSP)	Summer 2024
Richard J. Donovan Correctional Facility (RJD)	Summer 2024
San Quentin Rehabilitation Center (SQ)	Summer 2024
Valley State Prison (VSP)	Summer 2024
California Correctional Institution (CCI)	Fall 2024
California Health Care Facility (CHCF), Stockton	Fall 2024
California Institution for Men (CIM)	Fall 2024
California Men's Colony (CMC)	Fall 2024
California Rehabilitation Center (CRC)	Fall 2024
California State Prison, Centinela (CEN)	Fall 2024
California State Prison, Sacramento (SAC)	Fall 2024
California State Prison, Solano (SOL)	Fall 2024
Kern Valley State Prison (KVSP)	Fall 2024
California Institution for Women (CIW)	Spring 2025
California Medical Facility (CMF)	Spring 2025
Chuckawalla Valley State Prison (CVSP)	Spring 2025
High Desert State Prison (HDSP)	Spring 2025
Ironwood State Prison (ISP)	Spring 2025
North Kern State Prison (NKSP)	Spring 2025
Pelican Bay State Prison (PBSP)	Spring 2025
Salinas Valley State Prison (SVSP)	Spring 2025
Sierra Conservation Center (SCC)	Spring 2025
Wasco State Prison (WSP)	Spring 2025

Signing Up for Classes

Five Steps to Apply and Register for Classes

Registration for Coastline Hope Scholars classes is facilitated through the education unit at your institution. Contact your education office to inquire about registering.

Steps to Apply and Register

1. Apply by filling out the Application Form

Applying to Coastline allows the college to collect your information and enables you to register for classes once accepted. Allow 4 weeks for processing. Note: For the question "When did your present stay in California begin?" all students are required to answer this. If you've always lived in California, put the date you were born.

2. Apply for the California College Promise Grant Application (CCPG)

The CCPG is how your classes will be paid for if you meet certain criteria including income levels and residency status. All students must submit the CCPG application when applying to be a Coastline Student.

3. Register by filling out the Registration Form

The Registration Form allows you to pick which classes you'd like to take. Classes have a limited number of seats so students may not be accepted into their first or even second choice of classes. Allow 4 weeks to process. See the [Course Information page](#) for more information on individual classes offered for a given term.

4. Fill out the Privacy Release Form

This allows us to release academic information to third parties you list. This should, at the very least, include your proctor at your institution. You can also list family members, friends, or advocates as well. Not all information can be released to all parties. See the form for more information.

5. Ask Your Proctor to Add You to their Proctor Roster

Proctors will need to add you to their roster in the Coastline online proctor database in order to have them see the courses you're enrolled in. You may need to provide proof of enrollment to your proctor for this to occur.

What happens after I apply?

Coastline starts processing applications and registrations approximately 4 weeks before a semester starts. Because we have a limited number of spaces available for each course, classes will become full. Students will be notified of their registration status via mail with a Student Schedule Bill which will display which courses they're enrolled in as well as important dates for Coastline's semester.

Any student who needs to resolve residency, fees, or application issues will need to be done **before** a student is registered for classes.

Make sure you notify your proctor as soon as you see you're enrolled in classes as they will be in charge of adding you to Coastline's classes in Canvas. As long as your proctor adds you to the course within Canvas, you'll gain access to the course on the first official day so you can start completing your work.

You do not need to obtain materials such as books or scantrons as books and videos will be embedded directly within the courses and quizzes will be taken within Canvas. No materials need be purchased through a bookstore.

Once Enrolled

Registration Confirmation

When your application and registration form is processed and you are registered at the college, you will receive your Student Schedule, whether you're enrolled in classes or not. Allow 4 weeks for processing after submitting all correctly completed forms.

Notify the proctor at your site that you are enrolled with Coastline

Ask that they ensure you are listed on their roster or list. They may contact Coastline if they have questions.

Take Note of Drop Dates in the Course Information Module

Drop dates are set by the State and must be adhered to. If you cannot complete your course(s), it is your responsibility to drop by the stated deadline, as listed on your Student Schedule. Failure to drop a course by the drop date may result in a failing grade. To drop a course, you must complete the Drop Request form. If you are not able to submit the Drop Request form mail a letter requesting to be dropped from the class.

Your signed letter must include your Name, Student ID number, Course Name, and CRN. Refer to your Student Schedule for course information. Mail the letter to Coastline's Admissions and Records Department. Drop requests should not be mailed to instructors.

Participate in Class

Instructors are required to drop you if you are not actively participating in the course. Active participation is demonstrated by submitting the Student Learning Contract and all assignments and quizzes on time. However, to confirm, it is your responsibility to drop a course by the appropriate deadline if you feel that you will not pass the course successfully.

Have Questions?

Many of the commonly asked questions are addressed throughout this Student Support Services shell. There are a couple of Frequently Asked Question (FAQ) pages that also might be helpful to you. Still not sure about something? You can communicate with Coastline through the Registration Questions module through the Coastline Canvas Support Services shell. Your education unit may be able to add you to the Student Services shell in Canvas. You may also see the contact list in this document for phone numbers and mailing address of the various departments in the college.

Important Dates

Summer 2024 **Term**

April 22 (Monday) Registration Begins

June 7 (Friday) Last day to enroll

June 10 (Monday) Class Instruction Begins

June 14 (Friday) Last day to drop with Refund

June 23 (Sunday) Last day to drop without a 'W' Last day to add classes

July 31 (Wednesday) Last day to drop with a 'W'

August 16 (Saturday) End of term

Drop Dates

Refer to your Student Schedule mailed to you for exact deadlines.

Please be sure to [withdraw or drop from your course](#) if you are unable to complete it during the term.

Deadline to Select Pass/No Pass Grading Option

Students wishing to select the Pass/No Pass grade option must submit the request form to Admissions and Records and the request must be submitted and postmarked on or before the last day of the term as listed above. The deadline date for each course can be found on your Student Schedule.

Prospective Course Schedule – Summer 2024, Fall 2024, Spring 2025

Note: Schedule and course offerings are subject to change.

Course Listing		Summer 2024		Fall 2024		Spring 2025
ANTH C100				X		X
ANTH C185						X
ART C105		X		X		X
ASTR C100		X		X		
BIOL C100				X		X
BUS C100				X		X
BUS C110						X
BUS C120						X
BUS C141		X		X		X
BUS C150				X		
COUN C105				X		X
ETHS C233		X		X		X
ENGL - TBD						
GEOL C105				X		X
HIST C170				X		
HIST C175						X
HUM C110						X
MATH C100				X		X

MATH C160				X		X
MCOM C100		X		X		
MGMT C100				X		
PHIL C100						X
PHIL C115				X		X
PHIL C120				X		
PSCI C180				X		X
PSYC C100				X		X
PSYC C116				X		
PSYC C118						X
PSYC C255						X
SOC C100				X		X
SOC C110				X		
SOC C120				X		X

Privacy Release Form

Note: All forms can be obtained from the Proctor or educational coordinator at your facility. You may also request forms from Coastline using the contact information on the Contact List in this document.

Hope Scholars Privacy Release Form - by filling out this form you agree to give access to the people you list specific information (as indicated on this form) regarding your student account.

These persons are authorized as 'third parties' to request information on the items listed below. Please note that third parties will be asked for information to verify their identity such as your student ID number.

Please Note:

The release shall be in effect one year from the date submitted, or until the student notifies Coastline College, in writing, to have it canceled. It is the student's responsibility to submit a NEW Privacy Release form if adding a new Third Party Authorization.

The following lists explain what can/cannot be requested by a third party.

Information Third Parties Can Request

Third parties may request

- Academic History
- Address Verification
- Application/Enrollment Status
- Attendance History
- Financial Aid Status
- Graduation Status
- Holds
- Housing Changes
- Residency Status
- Transcript Order Status

Third parties cannot request

- To Add or Drop Classes
- Grades
- Student Identification Number
- Transcripts

Admissions and Registration Information: Residency, Priority Registration

ADMISSIONS AND REGISTRATION

We encourage you to apply as soon as possible to ensure you are enrolled in your first choice of classes.

Some classes will be considered "Closed" or "Cancelled" for a variety of reasons. Therefore, be prepared to enroll in an alternate class if your first choice is unavailable.

Registration Procedures

Allow 4 weeks for processing after submitting all correctly completed forms. Processing time may vary.

Please follow these steps:

1. Complete and submit the Student Application

Select your courses:

- If you are enrolling in your first course(s) at Coastline College, we strongly recommend that you take Counseling C105 when offered. This course is designed to increase student success. It will assist you in setting an educational goal and in developing your educational and career plans.
- Enrollment Limitation: Students will not be permitted to carry more than 19 units during the Fall/Spring terms and 9 units during the Summer session.

2. Pay Fees/Apply for Promise Grant. To determine if you qualify for a waiver of your enrollment fees, complete and return the California College Promise Grant Application Form. (Note: Students who are incarcerated do not qualify for federal financial aid at the current time.)

3. Submit the Registration Form. Registration closes the Friday before the term starts. Do not leave any blank spaces.

4. Fill out the Privacy Release Form

This allows us to release academic information to third parties you list. This should, at the very least, include your proctor at your institution. You can also list family members, friends or advocates as well. Not all information can be released to all parties. See the form for more information.

5. Ask Your Proctor to Add You to their Proctor Roster

Proctors will need to add you to their roster in the Coastline online proctor database in order to have them see the courses you're enrolled in. You may need to provide proof of enrollment to your proctor for this to occur.

6. Receive Academic Counseling. Request a Student Education Plan to receive a counselor-approved plan for your program of study. See the Counseling page for more information

Residency Requirements

Generally, California residency is established by one of the following.

- If you are under the age of 18, your parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.

- If you are 18, but not yet 19 years of age, you and your parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
- If you are 19 years of age or older, you must have had legal residence within the State of California for 12 consecutive months preceding the first day of the semester.
- Precedence set by Hall v Curran, No. 09-1354 (March 24, 2010, 1st Circuit):
 "Under generally accepted principles, citizenship is determined by domicile, which can be established by demonstrating that the individual is physically present in the state and has an intent to remain indefinitely. In cases involving prisoners, the court presumes that the prisoner remains a citizen of the state where [they] was domiciled before [their] incarceration, even if [they] are subsequently incarcerated in a different state."

Note: Physical presence for the sole purpose of serving your sentence, no matter the length of your sentence, does not establish residency. However, incarceration, by itself, does not deprive you of the ability to form the requisite intent.

CCCD Residency: In order to attend Coastline, you must meet the California residency requirements listed above. This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

Non-California Residents: An individual who does not meet the California residency requirements may be admitted to Coastline under the following conditions:

- Students who are not residents of California as of the day immediately preceding the first day of classes, in any given semester or summer session, will be required to pay an out-of- state tuition fee.
- Dependents (natural or adopted child, stepchild, or spouse) of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the armed forces on active duty is thereafter transferred to a location outside the state, or retires from active duty, the student dependent shall not lose his or her resident classification until he or she has resided in the state the minimum time necessary to become a resident. (Title V, Section 68074)

Non-Resident Tuition Exemptions

- In accordance with AB540, any student, other than one with United States Citizenship and Immigration Services (USCIS) nonimmigrant visa status who attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more; or attained credits earned in California from a California high school equivalent to three or more years of full- time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam); or graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing GED High School Proficiency exam), graduated from a California high school; completed an associate degree from a California Community College, or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California, and must register as an entering student at, or current enrollment at, an accredited institution of higher education in California.
- The student must file an affidavit with the college or university stating that if the student is a non- citizen without current or valid immigration status, the student has filed an application to legalize immigration status, or will file an application as soon as the student is eligible to do so.

Special Immigration Visa

Education Code section 68075.6 grants an immediate nonresident tuition fee to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq (Pub. L. No. 110- 181,§1244)
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces (Pub. L. No. 109-163, § 1059)

- Afghanistan nationals who were employed by or on behalf of the U.S. government or in the International Security Assistance Forms (SAF) in Afghanistan (Pub. L.No. 111-8, § 602)
- Refugee students admitted to the United States under Section 1157 of Title 9 of the United States Code.

Information about Priority Registration

Effective summer 2024 all Hope Scholars will receive first-level priority registration, providing they've met the requirements listed below:

1. Completed orientation.
2. Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree, transfer, State-approved Certificate of Achievement, or career advancement. (See the counseling page within this course for more information)
3. Be in good academic standing and/or progress standing.
4. Have not earned more than 100 degree-applicable units within the Coast Community College District (Coastline College, Golden West College, and Orange Coast College).

How to Drop

Take Note of Drop Dates in the Important Dates section.

Drop dates are set by the State and must be adhered to. If you cannot complete your course(s), it is your responsibility to drop by the stated deadline, as listed on your Student Schedule. Failure to drop a course by the drop date may result in a failing grade. To drop a course, you must complete the Course Drop Request form by requesting it from your proctor. If you are not able to submit the Course Drop Request form, mail a letter requesting to be dropped from the class. Your signed letter must include your Name, Student ID number, Course Name, and CRN. Refer to your Student Schedule for course information.

Mail the letter to:

Coastline College
ATTN: Admissions and Records
11460 Warner Avenue
Fountain Valley, CA 92708

Drop requests should not be mailed to instructors.

Grades and Repeating Courses

Grades

Final grades will be sent to the principals at CDCR sites approximately eight weeks after the end of the term.

Units are earned when a student successfully passes a class. For Coastline's Option 1 associates degree, passing is defined as earning a grade of "A", "B", "C", "D", or "P", except when satisfying the English and Math competency requirement where a grade of "C" or better is needed.

Units are not earned when a student is given an incomplete grade of "I", a grade of "F", or a "W" for withdrawing before the completion of a course.

Deadline to Select Pass/No Pass Grading Option

Students wishing to select the Pass/No Pass grade option must submit the request form to Admissions and Records and the request must be submitted and postmarked on or before the last day of the term as listed above. The deadline date for each course can be found on your Student Schedule.

Repeating Courses

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

1. In the course description in the catalog, the class is identified as eligible for repetition.
2. The class is eligible for grade remediation by repetition. You are limited to three (3) total enrollments for most Credit courses. You will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. 'W' grades are counted as enrollments.
3. Special classes which meet the needs of students with a documented disability may be repeated in compliance with Title 5, Section 56029, of the Education Code.

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 Community 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 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 Community 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 is received 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.

Academic Standards/Probation Status and Disqualification

Academic Standards

Honors: Coastline recognizes academic honor in four ways.

- President's List: You are 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: You are 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.
- Honor's List: You are eligible to be included on the Honor's 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: You are eligible for Graduation with Honors* if you achieve a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline. *Spring grades will not be used in computing the GPA for the graduation ceremony but will be used in determining the final GPA for the diploma.

Probation Status

The Coast Community College District's policy on probation states that a student shall be placed on probation if you meet one of two conditions:

- **Academic Probation** - A student is on academic probation, if he or she has attempted at least 12 semester units at a District college and
 - has a GPA of less than 2.0 in the most recent semester completed, or
 - has a cumulative GPA of less than 2.0 in all units attempted.
- **Progress Probation**
A student is on progress probation, if he or she has attempted at least 12 semester units at a District college and the percentage of units with "W, I and NP" grades reach or exceeds 50 percent.

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

Disqualification Status

The approved disqualification policy states that a student in the District who is on academic or progress probation shall be disqualified whenever he or she meets one of two conditions:

- Academic Disqualification: Any student on academic probation for two consecutive semesters shall be academically disqualified. However, students on academic probation whose most recent semester GPA equals or exceeds 2.0 shall not be disqualified but shall be continued on academic probation.
- Progress Disqualification: Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress. However, students on progress probation whose most recent semester work indicates less than 50 percent of "W, I or NP" entries shall not be disqualified but shall be continued on progress probation.

Students on disqualification at one District college shall be disqualified at all Coast District colleges. Students shall be notified of disqualification status near the beginning of the semester that it shall take effect but, in any case, no later than the start of the Fall Semester.

Upon notification of eligibility for disqualification, students shall be informed of appeal procedures and of counseling and other appropriate services. If circumstances warrant, exceptions may be made, and reinstatement granted at the discretion of and under the conditions established by the Probation and Disqualification Review Committee.

Grades

Final grades will be sent to the principals at CDCR sites approximately eight weeks after the end of the term.

Units are earned when a student successfully passes a class. For Coastline's Option 1 associate degree, passing is defined as earning a grade of "A", "B", "C", "D", or "P", except when satisfying the English and Math competency requirement where a grade of "C" or better is needed.

Units are not earned when a student is given an incomplete grade of "I", a grade of "F", or a "W" for withdrawing before the completion of a course.

Frequently Asked Questions (A&R)

I'm new to Coastline. What's the process?

Welcome to Coastline College! The first step is to apply by submitting the Student Application and Registration Forms. Be sure to completely fill them out; do not leave anything blank. Incomplete forms will delay getting you enrolled in classes.

I'm not a new student. Do I have to re-apply?

All students will be required to complete the Student Application and Registration Forms. Be sure to complete the forms fully and legibly. Missing fields may result in a solicitation for clarification and additional information and delay the registration process.

How do I register for classes?

Fill out the application and registration forms completely. Do not leave any items on the forms blank. Submit the application packet (application, registration, and California College Promise Grant Application) as soon as possible. For example, the question "When did your present stay in California begin?" all students are required to answer this. If you've always lived in California, put the date you were born.

How long does it take to process my application and registration?

Please allow at least 4 weeks from the time you submit your forms before contacting us to check on the status of your application. Your proctor may be able to log into the Coastline proctor database to confirm if you are registered in your class. Please note: if your application is submitted after the first day of the term, you are not likely to be registered in classes.

Why can't I get enrolled into classes?

Each course has a limited number of spaces and classes do fill up quickly. Incomplete or missing information on an application, registration, or California College Promise Grant Application will result in delays and may prevent you from getting registered in classes. Fill out Part II, 'Citizenship/Residency' on the Application. Do not leave any blanks or skip any parts in this section, particularly the question about "Date Stay Began in CA". If this is blank, your application and registration will be delayed.

The person(s) listed on your Privacy Release Form may receive information. Please refer to the Privacy Release Form located in this guide to see what specific information may be shared with your designated 3rd party member.

How do I drop a class?

Students may go to the Course Drop Request section in CANVAS or submit a drop request in writing to Coastline. Written requests must come from the registered student and include their last name, first name, student ID number, inmate number, name of each class to be dropped, date, and student signature. All requests must include the student's signature, or we cannot process your request to be dropped.

Why did I receive a notice that classes were full/closed and I couldn't enroll in the class I wanted?

There are various reasons why we were not able to enroll you, such as:

- You might not have met priority registration.
- There were more students than available spaces in the class you wanted.
- Your paperwork was incomplete and/or not correctly filled out.
- You didn't meet the class prerequisite.
- You requested a class that is not currently being offered.
- You've taken the course the maximum number of times that are allowed.

What do I do when I am released?

After you are released, we want to ensure you may access your MyCoast account online and possibly qualify for financial aid. The first step is to contact Coastline by calling (714) 241-6315 or send an email to isep@coastline.edu We will send you paperwork to complete and return to us, including a copy of your government-issued identification and a copy of your CDCR release form.

How do I Order/Request an Official Transcript?

Use the Official Transcript Request form which can be obtained from your proctor, or you can submit a form via the Coastline Student Services Canvas Shell.

How do I request an unofficial transcript?

Requests for unofficial transcripts must be submitted in writing, and must include the following:

- Your first and last name
- Your date of birth
- Your Coastline student ID number or your inmate number
- Your signature
- The current date.

What is the difference between an official transcript versus an unofficial transcript?

Official transcripts include all courses you've taken within Coast District and are used to grant credit for classes to other institutions/colleges. These are mailed directly from our college to another institution and typically must remain sealed to stay "official." We do not recommend requesting these be mailed to you as we've encountered that inmate mail is opened before it arrives to you, thus voiding the "official" status. Unofficial transcripts include the same information but are not sealed to retain their "official" status. The first two of either transcript are free, but after that, there is a \$5 fee for each transcript.

Once I receive my Associate Degree, can I continue taking courses at Coastline?

Yes, you are able to continue taking courses at Coastline. Students who already possess an Associate Degree may be awarded an additional degree upon completion of the

following:

1. All requirements of a major or area of emphasis in a different field of study. Coursework from the previous major may be applied toward the new major.
2. An additional 12 units must be taken at Coastline College.
3. General Education units earned from a previous Associate Degree may be applied toward subsequent Associate Degrees. If there has been a break in enrollment from when the last Associate Degree was awarded, the student must complete the General Education requirements in effect at the time the student re-enrolls.

Am I able to work towards completion of requirements for two degrees at the same time?

Yes, a student completing the requirements of more than one major may earn more than one Associate Degree. When completing concurrent majors, the student simultaneously completes all academic requirements for his/her majors and graduates with two (or more) degrees in the same semester. Students must list all desired degrees on the Graduation Petition form.

NOTE: When requesting a Student Education Plan, be sure to communicate your intent to complete the requirements of two degrees at the same time.

Are my courses transferable?

Most of the courses offered to Hope Scholars Students are transferable to a university; however, it will depend on the university as to what credit you will receive for each course. It would be beneficial to you to write to the university you are planning on transferring to and ask them what kind of credit you will receive for courses completed at Coastline.

I have sent my official transcript from another regionally accredited college to Coastline College to have it evaluated. What is the next step?

You will need to request a Student Education Plan from the Counseling Department. Once the plan is completed, an academic counselor will mail you a copy. More information can be obtained on the Counseling page.

I petitioned for my degree/certificate. How long does it take to receive my diploma/certificate?

If you were awarded the degree/certificate, a letter will be mailed to you from Coastline's Graduation Technician. Diplomas/certificates are mailed out two months after the end of the semester.

I have a verified disability and qualify for accommodations. How do I access services?

If you have a verified disability, please complete and return the Disability

Accommodations Inquiry Form. Upon receiving the Inquiry Form, the Special Programs and Services Office will mail an application packet to the student within 7 days. Once a completed application and verification of the disabling condition(s) is received, it will be reviewed and qualified accommodations will be determined. The student will receive a written notice describing qualified accommodations for the term. Special Programs and Services may also be contacted via email at specialprograms@coastline.edu or write to us at 1515 Monrovia Avenue, Newport Beach, CA 92663 or call (714) 241-6214 ext. 17217.

What are catalog rights?

For graduation (A.A. or A.S. Degree), you may follow the catalog requirements that were in effect for the academic year when your attendance began at Coastline College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained. Continuous enrollment is defined as enrollment in a course at Coastline College for at least one semester (fall and/or spring) in each academic year. The student must receive a grade of A, B, C, D, F, P, NP, W, or I for the course. Exceptions: Absence due to an approved leave or to attend another accredited institution of higher education shall not be considered an interruption in attendance. This absence cannot exceed two calendar years.

Why did I receive a notice questioning my residency if I am incarcerated in the state of California?

All students are held to the same residency determination standards. Incarceration in the state of California does not establish residency. Your application was missing or contained conflicting information required to determine residency. For example, for the question "When did your present stay in California begin?" all students are required to answer this. If you've always lived in California, put the date you were born.

Are Hope Scholars eligible for any scholarships?

There are a few scholarship opportunities for Hope Scholars to assist with the cost of course materials. Interested students are required to submit a scholarship application and must be enrolled at Coastline in the fall and/or spring term during the academic year in which they apply. Other criteria may apply, depending on the scholarship donor and fund availability. The scholarship application cycle begins each year at the start of the fall semester and ends on December 31st of that year. Applications will only be accepted within this period and are also available to proctors by emailing scholarships@coastline.edu.

What is the Student Representation Fee?

On October 22, 2019, California Governor Newsom signed Assembly Bill 1504 into law requiring community colleges to assess a Student Representation Fee of \$2.00 per term.

This fee establishes and supports a statewide community college student organization's operation for all student representation fees collected. The Student Representation Fee encourages students to participate and engage in statewide higher education policy and advocacy activities to the statewide community college student organization's required goals. The Bill went into effect on January 1, 2020.

Will I have to pay the Student Representation Fee each term?

Students have the option of waiving the Student Representation Fee. Students who do not waive the fee will have to pay the fee.

How can I waive the fee?

You have the option of waiving the Student Representation Fee when completing the Registration form. Students who do not opt out of paying the fee will be mailed a Student Representation Fee Waiver form after the 'drop with refund' deadline.

I submitted the California College Promise Grant Application. Will the Promise Grant waive the Student Representation Fee?

The Student Representation fee was established and supports the operation of a statewide community college student organization. The Promise Grant only waives student tuition of \$46 per unit but does not waive additional college fees such as the Student Representation Fee.

If I do not pay the Student Representation Fee, will it prevent me from Registering for the upcoming term? Students who have a balance of less than \$25 will not have an outstanding balance Hold on their accounts, and therefore can still register for classes. However, you are encouraged to submit the Student Representation Fee Waiver if you do not want to pay the fee. For more information, please contact the Admissions and Records office, (714) 241-6315.

I go by a different name. How may I change my preferred name?

If you prefer to be addressed by a different first name, please complete and return the Preferred Name Request form. If you are requesting a legal name change, complete and return the Change of Name form along with the required supporting documents. More information on preferred names can be found later in this course.

Grade Grievances

Steps to Follow

- Step 1 – Attempt to resolve the grade issue directly with the instructor/faculty member.
 - Students who feel their grade is incorrect should address their grade concern directly with their instructor/faculty member.
 - If the issue has not been resolved at this level, you may progress to Step 2.
- Step 2 – Contact the Department Director/Dean.
 - If a satisfactory resolution is not achieved with the faculty member, the student may proceed to the faculty member's immediate supervisor to resolve the issue. The immediate supervisor is often the Division Dean.
 - If the issue is not satisfactorily resolved at this level, you may progress to Step 3.
- Step 3 – Contact the Dean of Students.
 - If, after addressing the matter with the instructor/faculty member and faculty member's immediate supervisor, you feel your grade is still incorrect, you may request a Student Grade Grievance form.

Important Notes

All grade grievances must be made by the student, in writing, prior to the end of the sixth week of the subsequent semester, following the semester in which the grade was assigned. You can only initiate the grade grievance process after the FINAL grade has been issued.

In general and by law, the instructor is solely responsible for the grades they assign. No instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code Section 76224(a), "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Complaint Process

This process is designed to help Hope Scholar students address and resolve issues at the appropriate levels. Please follow the steps outlined below.

- Step 1 – Attempt to resolve the issue at the immediate level.
 - See the [Coastline College Contact List](#) for department contact information.
 - If the issue has not been resolved at this level, you may progress to Step 2.
- Step 2 – Contact the Department Director/Dean.
 - When communicating via mail, address the letter with attention to the Director/Dean of the department that oversees the issue.
 - If the issue is not able to be resolved at this level, you may progress to Step 3.
- Step 3 – Contact the Dean of Students
 - If you feel you have not been able to resolve your issue at the lower levels, you may contact the Dean of Students to file a complaint.
 - See the Coastline College Contact List section/information.

Academic Misconduct

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

Coastline College's reputation relies on the individual student's commitment to academic honesty 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 in this responsibility. Coastline students are to refrain from engaging in academic misconduct. The Coast

Community College District's Student Code of Conduct (AP-5500) applies to all students.

Examples of Academic Misconduct

Examples of academic dishonesty include, but are not limited to, the following:

- Taking an examination for another student or having someone else take an examination on your behalf.
- Altering a graded examination/assignment and returning it for additional credit.
- Having another person or a company conduct research and/or write a report on your behalf.
- Stealing or attempting to steal an examination or answer key.
- Obtaining answers from another student before, during, or after an examination.
- Knowingly allowing another student to copy one's work.
- Using unauthorized materials, such as notebooks, calculators, or other items, without the instructor's consent during an examination.
- Sharing answers for an examination unless otherwise authorized by the instructor.
- Receiving help in creating a speech, essay, discussion board posting, course assignment, report, project or paper unless otherwise authorized by the instructor.
- Using a speech, essay, discussion board posting, course assignment, report, project, or paper produced for one class in another class unless specifically authorized by the instructors.
- Misreporting or altering the data in laboratory or research projects.
- Presenting another person's work as one's own: copying a speech, essay, report, discussion board posting, project or paper from another person or from other sources.
- Using outside sources (books, or other written sources) without giving proper credit (by naming the source and putting any exact words in quotation marks).
- Intentionally impairing the performance of other students and/or a faculty member.
- Engaging in collusion, i.e. knowingly or intentionally helping another student perform an act of academic dishonesty.

- Using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment.

Student Conduct

The Student Code of Conduct (BP and AP 5500) serves the following purposes:

- To support and protect students so they can achieve academic and personal success while enrolled at any of the colleges within the district;
- To educate students about their rights, responsibilities, and consequences resulting from violations of the code; and
- To describe the process for the fair and impartial review and determination of alleged improper student

The Code of Conduct applies to conduct that takes place at the District, the Colleges within the District, its property, and off-site when the effects of the conduct create a hostile environment or impact a substantial District/College interest. The Student Code of Conduct may also apply to online activity and verbal or written communication when those behaviors are shown to create a hostile environment or cause substantial disruption.

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of the Student Code of Conduct, or for any violation of state or federal law. Being under the influence of alcohol, drugs, or other intoxicants, disability, or psychological impairment does not excuse a violation of the Student Code of Conduct.

- Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- Assault/Battery.
- Continued Misconduct or Repeat Violation.
- Dating Violence.
- Discrimination.
- Dishonesty.
- Disorderly or Lewd Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- Disruption of Educational Process.

- Forgery.
- Fraud.
- Harassment. Harassment is unwelcome conduct, including verbal, physical, visual, or written, based on a person's Protected Status or the perception that a person has one or more of these Protected Statuses.
- Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- Infliction of Mental Harm.
- Misrepresentation.
- Misuse of Identification.
- Sexual Harassment. Harassment is unwelcome conduct of a sexual nature, including verbal, physical, visual, or written.
- Sexual Misconduct. All sexual activity must be based on Affirmative Consent.
- Unauthorized Use of Course or Copyrighted Materials.
- Unwelcome Conduct: Conduct of a sexual, gender- based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive.

Due Process

As detailed in AP 5500, students are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of this Student Code of Conduct, the opportunity to be heard, and to present evidence prior to the administrative determination of the alleged violations. Students who are unable to meet with the administration to be heard and present evidence are provided these due process rights via correspondence.

Coastline College
 ATTN: Dean of Students
 11460 Warner Ave.
 Fountain Valley, CA 92708

lfleming5@coastline.edu

dos@coastline.edu

(714) 241-6130

Title IX

Overview

Title IX of the Education Amendments of 1972 states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Every Coast Community College District (CCCD) student, employee, and visitor has the right to flourish academically and professionally in an environment free from sexual misconduct, sexual harassment, and all forms of gender-based discrimination and violence. The District and Coastline College respond promptly and equitably to all reports of sexual misconduct. We encourage members of our community to report incidents of sexual misconduct or other inappropriate behavior, to familiarize themselves with the District’s related policies and procedures, and to seek the care and support they deserve.

Members of the Coastline College community have the right to be free from sexual harassment or sexual violence. All members of the Coastline College community are expected to conduct themselves in a manner that does not infringe on the rights of others. When an allegation of misconduct is brought to a responsible employee’s attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

Sexual misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender.

How to File a Report

To file a report, send an email to titleix@coastline.edu or write to the following address:

Coastline College
ATTN: Title IX
11460 Warner Ave.
Fountain Valley, CA 92708-2597

(714) 241-6130

When submitting your report please be sure to include your name, student ID and a detailed description of the incident that that occurred.

California College Promise Grant Program

Applying for the Promise Grant

Students can apply for the California College Promise Grant (CCPG) by completing the CCPG application form. For the Summer 2024 semester, this form can be obtained from your proctor at eligible CDCR locations.

Satisfactory Academic Progress

The Student Success Act of 2012 included the creation of minimum academic and progress standards that must be met for continued eligibility for the California College Promise Grant Program (CCPG).

The Academic and Progress Standards for the California College Promise Grant are:

- Academic Standards: Cumulative GPA of 2.0 or higher.
- Progress Standards: Cumulative satisfactory completion of more than 50% of all coursework attempted.

If you fail to meet **both** of these standards for **two** consecutive primary terms (Fall & Spring), you will lose your CCPG eligibility. If you lose California College Promise Grant eligibility, you may file an appeal by requesting one from Coastline's Financial Aid department.

These standards do not apply to current and former foster youth (24 years and younger). Please note there is currently no unit limit that applies to CCPG.

Appeals

If you lose your CCPG eligibility for the reason above, you will have an opportunity to appeal the loss of the grant based upon certain **verifiable** circumstances. Though some may not apply to students who are incarcerated, the following is a list of such circumstances the law allows a student to base their appeal upon:

- Extenuating circumstances – verified cases of accidents, illnesses, or other circumstances beyond a student's control.

- A change in a student's economic
- Evidence that a student was unable to obtain essential support
- Special consideration factors for veteran
- Students with disabilities who applied for but did not receive accommodation in a timely manner.
- Significant Academic Improvement

Guidelines for appealing along with deadline dates will be provided in the notification.

Frequently Asked Questions (FAQ)

How often do I need to submit the California College Promise Grant form?

The California College Promise Grant is good for three terms, starting with the Fall semester and ending with the Summer. Example: Fall 2024, Spring 2025 and Summer 2025. If you already applied for one of the terms, there is no need to apply for the following term until a new award period begins.

Does the California College Promise Grant cover the cost of textbooks?

No, it does not. The California College Promise Grant only waives the cost of your Coastline tuition. Hope Scholars are ineligible for federal grants or loans. Materials must be paid for by the student, family members, and/or friends.

Do I have to re-apply for the California College Promise Grant each term?

No, you need to re-apply for the California College Promise Grant (CCPG) each new award year, which spans from Fall through Summer. Once you apply and are eligible for the CCPG, it remains active in the system until the end of the summer term. If you submit a CCPG in summer, you will need to re-apply for the fall semester as the new award year starts with Fall.

Why am I receiving a bill for this term if I already submitted a California College Promise Grant application?

If you are eligible, the Grant application can take time to process and post to the Coastline College system. If you have recently submitted the application and received a bill for the current term, it may not have posted to the system yet.

I am not able to register for this term because I owe fees from a previous term, but I already submitted the Promise Grant application.

If you have outstanding fees from a previous term and you submitted a California College Promise Grant (CCPG) application for that term, your CCPG application may have been rejected

due to missing information or lack of signature. While we make efforts to return incomplete CCPG application to you for correction, if you didn't receive our communication and you're unable to register due to an outstanding balance, please contact our office immediately.

In some cases, you may have the opportunity to resubmit the CCPG application, which could result in the clearance of your registration fees. However, if the fees are from a previous award year, we cannot retroactively apply the grant to cover those charges.

Can I also apply for financial aid (grants/loans) through the FAFSA application?

We do not participate in the Prison Education Program, and our Hope Scholars are only eligible for the California College Promise Grant. While incarcerated, you are not eligible to apply for any grants or loans. However, upon release, you may apply for further financial aid through the FAFSA application.

Can I apply for a Pell grant at Coastline College?

The Department of Education (ED) has reinstated Pell Grant eligibility for Hope Scholar students. It's important to note that participation in the Prison Education Program (PEP) is optional for colleges, and not all institutions will choose to participate. Currently, Coastline College does not intend to submit an application to participate in PEP. As a result, Hope Scholar students currently enrolled at Coastline College will not qualify for Pell Grants, as the college's PEP programs have not been approved by ED.

Do I have to include my Social Security Number on the Promise Grant application? What if I do not know or do not have a Social Security Number?

While your Social Security Number (SSN) is requested, it is not required on the California College Promise Grant application. However, if you qualify for the grant, providing your SSN will help us ensure the grant is correctly associated with your Coastline Student ID number. If you choose not to provide your SSN, in order to prevent unnecessary delays, please make sure to provide your Inmate Number and Date of Birth on the application.

I am an undocumented immigrant without a Social Security Number. Can I receive the grant application?

If you have been determined by the Admissions Office to qualify for California resident tuition as an AB540 student, you may submit a California College Promise Program application. Check the appropriate "Yes" box on the application to indicate that you are an AB540 student. For the Social Security Number field, please indicate AB540 student. For further assistance, please contact the Financial Aid Office directly.

Does my incarceration in a California prison or jail automatically establish my residency in the State of California?

Incarceration in the state of California does not establish residency. For more information, please refer to the [Residency Requirements page](#).

If I am an independent student and married, how do I answer the question about my household size now that I am incarcerated?

You must report at least two in your household – yourself and your spouse. Also, you must report your spouse’s income on the income question.

I did not submit a California College Promise Grant (CCPG) application for the prior academic year and now have a balance. Can I still submit it now and have my enrollment fees waived?

No, you cannot submit a CCPG application for the prior academic year as the deadline has already passed. The deadline to submit the CCPG application for the previous academic year is the last day of the summer session of that academic year. For example, if you submitted an expired 2022-23 CCPG application on 9/1/2023, it would not be processed because it was submitted after the summer 2023 session had already ended.

I am not eligible for the CCPG. Is there an appeal process?

Yes, there is an appeal process. Please refer the [“Appeal” section](#) for more information.

If I submitted a CCPG appeal for the Summer term and got approved, do I have to submit another appeal for the Fall semester?

Effective as of Summer 2021, the Summer is considered part of the Fall semester. If you submitted a CCPG appeal for the Summer and it was approved, you are automatically approved for the Fall semester, provided that you submit a CCPG application for the new academic year. For example, if you submitted a CCPG appeal for the Summer of 2023 and it was approved, you are automatically approved for the Fall 2023 semester only if we have received your 2023-24 CCPG application.

Does my academic performance affect my eligibility for the grant?

See the [Satisfactory Academic Progress](#) section for more information.

Student Success Center

Study Tips from the Coastline Student Success Center

1. Read constantly. Read the course syllabus. Read all course documents. Read these things multiple times. Review and refer to them constantly to stay on

top of deadlines and expectations. Break up large readings into smaller pieces that can be addressed each day.

2. Write often. As you read, take notes. Record your thoughts as you read. The more we write, the more we will remember, and the more deeply we think about what we read. When writing an essay, follow a process to develop the paper in stages: 1) Brainstorm; 2) Outline; 3) First Draft; 4) Second Draft; and 5) Final Draft. In the Brainstorm phase, develop your thoughts by freewriting on a page. To Outline, create a list or a map of key ideas that you plan to present in your essay. A First Draft is essentially a collection of paragraphs that addresses the points in your outline. A Second Draft is an attempt to revise the First Draft in terms of the order of the information (e.g., the sequence of the paragraphs). And finally the Final Draft has been checked for grammatical errors and overall flow/readability. Read your writing and put yourself in the perspective of the reader as you revise and progress through these phases of the writing process. Strong essays also have a clear thesis statement, which is usually a one-sentence expression of the main argument of your essay.
3. Make time. Make time to study. Just as we need to make time for exercise, eating, and rest, it's equally important to make time for study (reading, writing, and reflection). Make a daily "to do" list, and give yourself enough time to complete it. Spend less time thinking about what you need to do and just do it.
4. Be organized. Keep all your course documents and papers in the same binder or folder. Electronic resources for a class should also be kept in the same folder for easy retrieval. Review deadlines and the course calendar frequently. Know how to contact your instructor if you have questions about the course.
5. Never give up. Don't get discouraged. Put forth the best effort you can, and remember that the journey to completion may have some obstacles and difficulties along the way. Just keep moving forward.

Coastline College
ATTN: Student Success and Resource Center
14120 All American Way
Westminster, CA 92683

Success@coastline.edu

714-714-7277

Distance Learning FAQ

What materials will be provided for the course?

All necessary course materials, including handbooks, textbooks, and videos, are available within the Canvas course shell. Physical copies of handbooks, textbooks, scantrons, and assignment pages will not be provided directly to students.

How should I approach my assignments?

You will be following weekly module assignments in Canvas. These assignments will include readings from the textbook readings in the form of PDF chapters, embedded videos, quizzes, and a written assignment.

How will quizzes be conducted?

All quizzes will be taken within the Canvas platform. There is no need for scantrons. You will need to be logged in (connected) to Canvas to submit your quiz responses.

Where can I access course videos?

Videos are integrated into the Canvas modules. You will need to be logged in (connected) to Canvas to view the embedded videos.

How are exams administered?

Exams will be taken through Canvas. Refer to your course for specific exam details. Some key points about the exams:

- Exams will be proctored and completed on laptops.
- Proctors will provide access codes for students to log into their exams.
- Exams can include a variety of question types, as well as possible essay questions. Essays will be written via the Textbox in Canvas. No paper for writing will be needed.

What materials can I use during exams?

Materials allowed for exams will be dependent on the course. Please see your specific course for more information.

Can I take a break during my exam?

No. Exams are timed and must be taken in one sitting.

How can I communicate with the course instructors?

You have the option to send communications using the Communication module within your course. Your messages will be responded to on a weekly basis.

Will there be course announcements?

Yes, general announcements may be made in Canvas to inform students about important deadlines or clarifications.

Where can I find the general course timeline?

Refer to the "Syllabus" section within Canvas for a comprehensive overview of the course deadlines.

How will I know my grades?

All grades will be posted to your Course's Canvas grade book. You can access this by clicking on Grades in the course navigation.

When can I start my course and are there time limits?

Courses will be available on the first official day of the course. There are weekly assigned readings and videos and courses will have a pace laid out for students to keep them on track. The midterm and final exams will have a set open and close date in the course and must be taken before the close date. Midterms and finals are timed while other assignments do not have a time component. Staying on pace will help you learn the content and will prevent you from being dropped from the course. See your specific course for more details.

Can my instructor drop me from the course?

Yes, your instructor can drop you from the course if you become inactive. They are required to drop inactive students by law. However, if you want to drop the course, you should not rely on your instructor to drop you. You can drop the course if you cannot complete the required coursework by the course's end date by filling out a drop form. Pay attention to the important dates for the course because you will not be able to drop after a certain date.

What if I am having difficulty getting a response to my letters or messages sent to faculty?

Please ask your proctor to contact the Distance Learning department with any concerns. According to the Academic Quality Rubric for Telecourses, faculty are expected to make every effort to respond to student contact within a week of receipt. Faculty are also

encouraged to specify communication timelines in the student handbook/syllabus. Contact us either by phone (714) 241-6216 or write to

Coastline College
Online and Distance Learning Department
1460 Warner Avenue
Fountain Valley, CA 92708-2597

Can I continue taking courses at Coastline when I'm released?

Yes, most definitely! We strongly encourage you to continue your studies at Coastline. Once released, you will be able to study on-campus and/or online plus consider taking additional programs offered by Coastline. Please email us at isep@coastline.edu or call us at (714) 241-6315, so we can help you make the transition. Also, we recommend that you review the "Release: From Incarcerated to Formerly Incarcerated" section in this course.

Course Materials

All course materials are provided online and will be embedded in your course. You'll have access to your course on the first official day of the course. There is no need to order anything from a bookstore.

Counseling

The Coastline Counseling Department is happy to provide counseling services via Canvas. Please note, this is not related to the COUN C105 course. Rather, the Coastline Counseling Services shell in Canvas is there for students to receive counseling support.

To access these services, you will need to be added by your Proctor to our Counseling Support Services Shell.

Students who are added will be able to:

- Learn about Coastline Major and General Education Options
- Receive your Student Education Plan (SEP) via Canvas
- Learn about CSU and UC transfer
- Submit general counseling inquiries
- Frequently Asked Questions (FAQ's)

Once you're added to the shell, you can access these services in the Coastline Counseling Services Canvas shell. If you do not have this shell on Canvas, please contact your proctor to be added.

Note: if you're not added to the shell, the above link will not work. Check with your Proctor if you would like access to this resource.

Library

The Coastline Library is in CDCR Canvas! Librarians have curated research resources to support Coastline Courses. Ask your proctor / educational specialist to be enrolled if you do not see it on your Canvas Dashboard.

Veteran's Resource Center

The Veterans Resource Center (VRC) is a community-based center that encompasses enrolled veterans, veteran-serving organizations, and community veterans who wish to support their peers. Our VRC serves as a hub of information on college programs and services, as well as external support. Resources are available to veterans and their family members.

We provide:

- Peer support
- Academic resources
- Networking opportunities
- Mental health and family counseling referrals
- Referrals to local community resources
- Referrals for disability services
- Hard-copy applications for education benefits: G.I. Bill, book grants (when available)

Our goal is to honor our veterans and to fully assist them with an effective transition and reintegration into civilian life. You are welcome to contact the Veterans Resource Center at the address below, but please do not send your application, registration, financial aid, or G.I. Bill paperwork to this address.

Coastline College
ATTN: Veterans Resource Center (VRC)

11460 Warner Avenue
Fountain Valley, CA 92708

(714) 241-6126

If you are a Veteran who would like more information or access to resources, send a letter to the address listed above requesting more information. Please include your name, student ID number (if available), Incarceration number, your mailing address and a copy of DD214 (if available). If you don't have your DD214 we can send you the application to receive it through the National Archives.

Verification of Service Options:

- Veteran students can have a family member email or mail a copy of their DD214 (Service record) to our office.
- Prison facilities that have your DD214 on file can submit a copy to:

Coastline College
ATTN: Admissions and Records
11460 Warner Avenue
Fountain Valley, CA 92708

Services for Student with Disabilities

Overview

The mission of Coastline's Special Programs and Services for Students with Disabilities department is to facilitate academic proficiency and independence for students with disabilities by providing accessible, effective, and creative support services in a caring and respectful environment.

Our program promotes shared responsibility with students, programs, professors, and college partners to achieve student success. Students with disabilities are an integral part of the Coastline College community.

Our department serves approximately 260 hope scholars with disabilities per year.

Students with disabilities are invited to request assistance. Some examples of different disability categories include, but are not limited to:

- Attention Deficit-Hyperactive Disorder (ADHD)

- Acquired Brain Injury
- Autism
- Deaf/Hard of Hearing
- Visual Impairment
- Learning Disability
- Intellectual Disability
- Mobility Impairment
- Psychological
- Other (health-related, autoimmune, etc.)

Services

Services and academic accommodations may include, but are not limited to:

- Specialized counseling
- Alternately formatted materials (enlarged text)
- Assistive Technology/Adaptive Equipment
- Taking exams in a distraction-reduced environment
- Extended time on exams

Academic accommodations are determined based on functional limitations associated with a student's disability. These accommodations are provided in an effort to create a "level playing field" for students.

Who Qualifies

Students with a verifiable disability that creates an educational limitation are eligible for services. The disability may be temporary or permanent. Eligibility for services will be determined based on receiving verification of your disability from a certified professional.

Getting Started

Students with disabilities who wish to enroll in Coastline classes are invited to request assistance through our office. To get started, complete a Student Inquiry form. After we receive this form, we will send you the following forms that need to be completed and returned to our office:

1. Application for services
2. Disability Verification – Release of Information form

After we receive these forms, you will be contacted by one of our counselors with information regarding the services you will receive, documents you will need to sign, and next steps to continue connecting with us. Our counselors will provide you with information about the college, academic matriculation and classes, transfer and degree requirements, instructional programs, student services, and academic accommodations.

To request these forms, please send a letter to our office, located at:

Coastline College
Special Programs and Services for Students with Disabilities
1515 Monrovia Ave
Newport Beach, CA 92663

Please call (714) 241-6214 if you are interested in scheduling an appointment with one of our counselors.

Preferred Name

What are the Preferred Name Standards?

Coast Community College District (CCCD) and its three colleges – Coastline College, Golden West College, and Orange Coast College – recognize that many students and employees use preferred first names rather than legal first names to identify themselves. Starting August 2016, CCCD students and employees have the ability to select a preferred first name.

Are students required to select a preferred first name?

No. If a student does not select a preferred first name, the individual's legal first name will appear on all District-wide documentation.

Where will the preferred first name appear?

- Class rosters (on Coastline's side)
- Canvas (on Coastline's side)

Where will the legal first name appear even if a student selects a preferred first name?

- Student Health Center
- Canvas (on CDCR's side)

- Financial Aid Office
- EOPS/CARE/Guardian Scholars
- International Students
- Transcripts (official and unofficial)
- Diplomas

How do I select a preferred first name?

You should give serious consideration to the preferred name you select. This information will be used to identify individuals throughout the campus and District, so any abuse of the Preferred Name Standards – including fraud, misrepresentation, or the inclusion of foul/inappropriate language – will result in the administrative removal of the preferred name. Inappropriate use of a preferred name may result in a violation of the Student Code of Conduct and/or Board Policy and may result in disciplinary action.

To indicate a preferred first name, complete and submit the "Preferred Name Form" by sending us a letter to Admissions and Records requesting the form.

Umoja

'UMOJA', Kiswahili meaning unity, is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students.

We believe that access, inclusivity, and community with guided support are foundational for academic and life success. With Coastline Umoja, our students will have access to culturally relevant curriculum and support at a distance. This is a community of students interested in incorporating the principles of Umoja, cultural relevance and social justice into the completion of their academic program.

The goal of our program is to transform, enrich and advance the lives of students by infusing culturally relevant pedagogy and practices into your current studies with Coastline. Due to constraints of serving our Hope Scholars, the benefits of joining the Umoja community may be provided in alternative formats. Please note that this is not a class.

Students who are enrolled in classes for the upcoming term will be sent an UMOJA application via mail. Please complete and return the UMOJA application if you are interested in joining our community.

What To Do If You Are Transferred To Another Prison

If you are transferred to another correctional institution within the term, it is your responsibility to notify Coastline College's Incarcerated Student Support Services Office immediately with your new address. This can be done by filling out the **Change of Information Form**, or by writing a letter to the address listed below.

Failure to notify Coastline of your transfer could result in a delay in receiving of materials, missing exams, failing grades, or being dropped from your courses. So that exams may be sent to the appropriate personnel at your new facility, confirm with your proctor or education coordinator that you are on their 'roster' or 'list' on the Proctor Interface. Your proctor is welcome to contact Coastline College if they need assistance.

Be sure to include the following information in your transfer notification: first and last name, incarceration number, Coastline student ID number, name of the new facility, address, bed number, city, state, and zip code.

Only individuals listed on your privacy release form may contact Coastline College on your behalf at the following phone number: (714) 241-6315.

To notify Coastline of your transfer, update your new address by writing to:

Coastline College
ATTN: Hope Scholars Support Services
11460 Warner Ave.
Fountain Valley, CA 92708

Release: Incarcerated to Formerly Incarcerated

Coastline College is committed to serving and supporting all its students in their goals to achieve a college education.

As you prepare for your release, know that Coastline is committed to helping you in your transition. We have several partnerships with local agencies and can connect you

with resources and services to support you, academically and personally. We would love to help you plan for this transition for yourself or a family member/friend. Please contact us now so we can start the transition process with you. Your family members, friends, or sponsor may also go to: <http://www.coastline.edu/fiss> for more information to help you after you are paroled.

Please email us at isep@coastline.edu or call at (714) 241-6315. Alternatively, you may contact us by email at dos@coastline.edu or by phone at (714) 241-6142.

Contact List

Topics	Section/Department	Email	Phone	Address
Academic Disqualification	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708
Academic Probation	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708
Address Changes	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Applications	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
California College Promise Grant (BOG Fee Waiver)	Financial Aid	financialaid@coastline.edu	714-241-6239	Coastline College ATTN: Financial Aid Office 11460 Warner Avenue Fountain Valley, CA 92708
Certificate of Achievement	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708
Complaint Process	Rising Tide/Dean of Students	dos@coastline.edu	714-241-6207	Coastline College ATTN: Dean of Students Office

				11460 Warner Avenue Fountain Valley, CA 92708
Degree Information	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708
Disabled Services	Special Programs & Services for the Disabled	specialprograms@coastline.edu	714-241-6214	Coastline College ATTN: Special Programs and Services 1515 Monrovia Ave Newport Beach, CA 92663
Drops	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Enrollment Confirmation	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Examinations	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Grade Mailers	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Graduation	Graduation	cccgradoffice@coastline.edu	714-241-6002 Ext 3	Coastline College ATTN: Graduation Department 11460 Warner Avenue Fountain Valley, CA 92708
Instructor Contact	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Late Work Notifications (lockdowns, etc.)	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Library Services	Coastline Library	library@coastline.edu	714-696-1573	Coastline College ATTN: Library

				11460 Warner Avenue Fountain Valley, CA 92708
Orientation	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue Fountain Valley, CA 92708
Privacy Release Form	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Proctor Database	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Progress Reports	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Registration	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Release & Transition Assistance	Rising Tide/Dean of Students	dos@coastline.edu	714-241-6207	Coastline College ATTN: Dean of Students Office 11460 Warner Avenue Fountain Valley, CA 92708
Reporting sexual misconduct/disc rimination	Title IX	titleix@coastline.edu	714-241-6130	Coastline College ATTN: Title IX/Student Equity Office 11460 Warner Avenue Fountain Valley, CA 92708
Residency	Hope Scholars Residency	isep@coastline.edu	714-241-6315	Coastline College ATTN: Hope Scholars Residency 11460 Warner Avenue Fountain Valley, CA 92708
Scholarship Applications	Scholarships	scholarships@coastline.edu	714-241-6154	Coastline College ATTN: Scholarships 11460 Warner Avenue Fountain Valley, CA 92708
Student Education Plan (SEP)	Counseling	counselingdept@coastline.edu	714-241-6162 Ext. 1	Coastline College ATTN: Counseling Department 11460 Warner Avenue

				Fountain Valley, CA 92708
Transcripts	Admissions & Records	isep@coastline.edu	714-241-6315	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Veterans	Veterans Resource Center	Vet2vet@coastline.edu	714-241-6126	Coastline College ATTN: Veterans Resource Center 11460 Warner Avenue Fountain Valley, CA 92708
Written Assignments	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708

Correct as of July 2024 – Information Subject to Change

The Diversity, Equity, Inclusion, Social Justice, Accessibility, and Anti-Racism Committee (or DEISSA, pronounced “day-suh”) coordinates the planning and implementation of activities and initiatives for advancing the College’s work in these areas.

In accordance with the college mission, the DEISSA Committee facilitates a coherent and consistent approach to foregrounding these six principles across the college. The committee works to integrate race-conscious, equitable, inclusive, socially just, accessible, and anti-racist college policies and practices with one another to support all Coastline students, staff, and faculty. DEISSA also serves as an advisory committee to other governance committees, including Planning, Innovation, Effectiveness, and Accreditation Committee (PIEAC) and College Council.

The committee supports the State Chancellor’s Call to Action and the implementation of the Student Equity and Achievement plan through the Student Equity and Achievement (SEA) Workgroup.

Vision Statement:

Coastline is committed to “Creating opportunities for student success.”

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 to four-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.

Statement of Accreditation:

Coastline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools (428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found on the website at: accjc.org

Non-discrimination statement:

Coastline College, as part of the Coast Community College District, is committed to equal opportunity in educational programs, in employment, in access to institutional programs and activities, and in providing an academic and work environment that is based on respecting the dignity of individuals and groups. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy (including childbirth, breastfeeding, or related medical conditions), physical or mental disability, military or veteran status, or genetic information, because they are 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.

Further, the District shall be free of sexual harassment, sexual violence, sexual assault, and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination and harassment based on the characteristics listed above or against persons based on having been the subject of domestic violence, sexual assault, or stalking.

This Policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, disciplinary actions, and participation in any college activity. In addition, this Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.