

# COASTLINE

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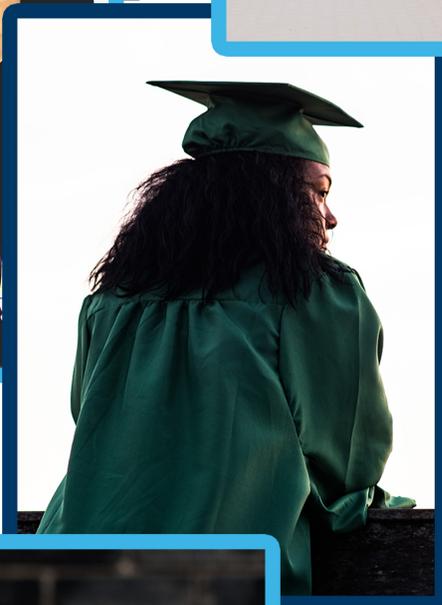
COLLEGE

SUMMER 2022

# HOPE

# SCHOLARS

Guide for Education



Student Application and  
Registration

Majors and Areas of Emphasis  
Guide

Degree Options

Student Support Services

Student Forms

Residency Requirements

## Important Dates

**Registration Begins**  
April 25<sup>th</sup>

**Registration Ends**  
June 10<sup>th</sup>

**Classes Begin**  
June 13<sup>th</sup>

**Classes End**  
August 19<sup>th</sup>

# | DEAN'S WELCOME



## Message from Dean Blair

To our Hope Scholars,

The past two years have tested all of us. We have faced new challenges, felt the effects of isolation, and spent time reflecting on what really matters. We hope that Coastline's Distance Education program has provided some hope and stability for you.

As we reflect over the past two years at Coastline, we are so glad we were able to continue to offer courses each semester. This past year, we were able to provide course materials such as scantrons, student handbooks, and some reference copies of Open Educational Resource textbooks at no cost which increased success rates and decreased course drops. We also added a new course, Ethnic Studies C233, Racial and Ethnic Relations, to our offerings to allow you to meet the new California State University (CSU) general education Ethnic Studies requirement.

We will continue to work with our faculty, college leadership, and state partners to find ways to remove barriers for you while maintaining a quality educational experience. We hope to eventually be able to implement Canvas, a computer-based learning management system to allow innovations such as exams on a computer. This would allow you to get immediate feedback which is so valuable to your education.

Please take a moment to ponder all you have persevered in the last two years, and to be proud of yourself. And know that we are proud of you. There are many folks at the college, myself included, who are inspired by you every day. I thank those of you who have sent us letters about your experience, we treasure them. Best of luck for your success this term.

Shelly Blair, Ph.D  
Dean of Innovative Learning & Career Education  
Coastline College  
11460 Warner Avenue, Fountain Valley, CA 92708

### Coastline Facts from Summer and Fall 2021:

Associate Degrees Awarded: **79**

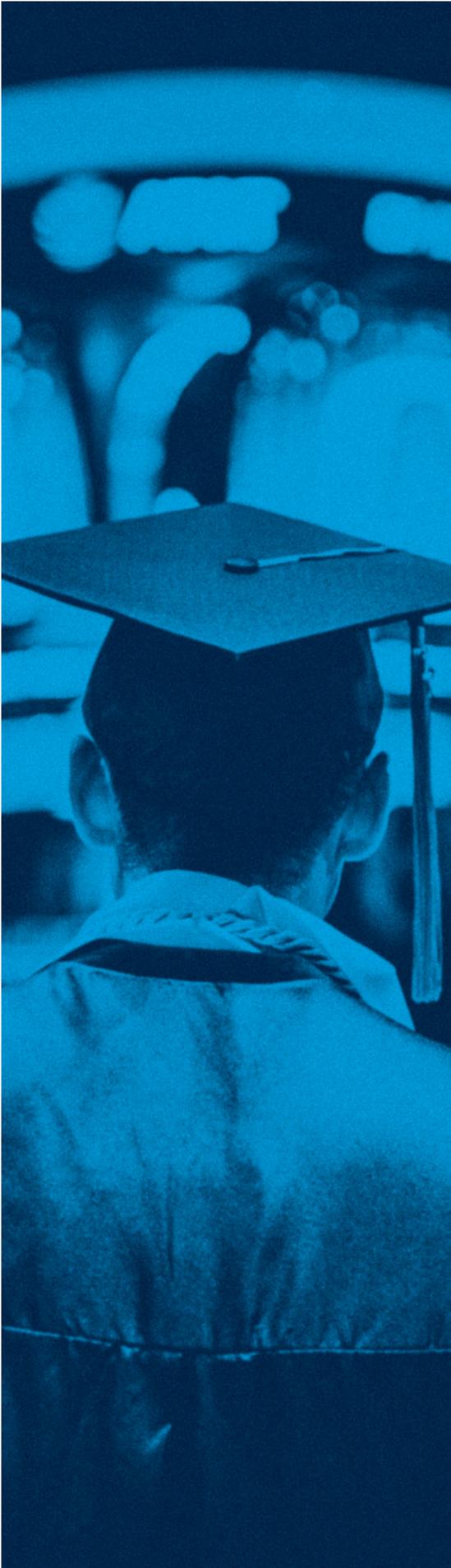
Certificates Awarded: **20**

Library Research Requests: **142**

Justice-Impacted Scholarships Applications Processed: **251**

"Courage is not having the strength to go on; it is going on when you don't have the strength."

Theodore Roosevelt



In case you missed the last edition of this guide:

### **Message from Coastline Student Taylor Williams**

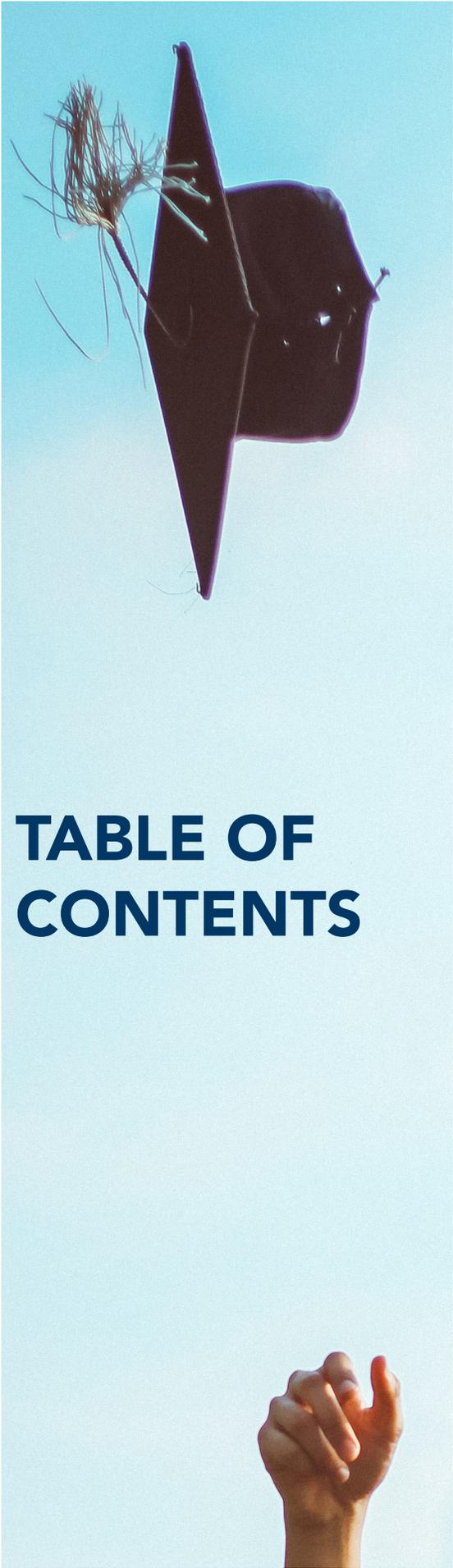
Dear Fellow Students,

While incarcerated, I was able to discover the reformatory power that education has to offer. Fortunately for me, Coastline was offered at the institution where I was housed. At the time, attending college was a relatively new idea to me. I thought to myself, my former ways did not work for me, so why not try an education. Through Coastline I quickly discovered a passion for learning. This passion turned into a drive that excelled me towards an associate degree in Business. It was not easy, but the fact I turned the time I served into a positive experience was the smartest decision I have ever made. Now that I am a formerly incarcerated student here at Coastline, I have continued to pursue my dream of transferring into the University of California system. Although I have a past of incarceration, the faculty here at Coastline treat me with dignity and respect.

For those who are continuing or are a new student, recognize that you have potential. I honestly believe we can all reach our potential through education regardless of our situation. Challenge yourself, find a degree path that you are interested in. Take pride in your education. It will be an extremely rewarding experience. A college education leads to many opportunities that you may have thought were once not possible. One of my proudest moments while incarcerated came when I was able to call myself a college graduate. Believe in yourself, understand that you can achieve anything with hard work. Study hard and have a great semester.

In Solidarity,

Taylor Williams  
Coastline Student



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# | ENROLLMENT STEPS TO SUCCESS USING THIS GUIDE

## **Step 1. Apply and Register**

Registration - Fully complete the Student Application and Registration Form.

See Course Reference Numbers (CRNs) on page 33 in this Guide.

List your courses by CRN, course name, and number of units on your Registration Form.

## **Step 2. Apply for the California College Promise Grant Application on Pages 21-22**

All students must apply when they submit the registration packet.

## **Step 3. Determine Your Math and English Placement Level**

Students need to submit the appropriate assessment forms for English and Math course placement. Refer to the Assessment section in this Guide for guidance.

## **Step 4. Receive Academic Counseling**

Don't know what classes to take? Request a Student Education Plan to receive a counselor approved plan for your program of study. Send high school and/or other college transcripts for placement and transferability.

## **Step 5. Order Textbooks**

After receiving your student schedule, complete and send the Bookstore Order Form as needed for your classes to your family, friend, or sponsor.

## **Step 6. 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 exams sent to them. You may need to provide proof of enrollment to your proctor for this to occur.

## **Before you mail in your Registration Packet, did you complete:**

\_\_\_\_\_ Student Application and Registration Form

\_\_\_\_\_ California College Promise Grant Application (Must be re-submitted each fall semester)

\_\_\_\_\_ Self-Placement

\_\_\_\_\_ Math Guided Self-Placement

\_\_\_\_\_ English Guided Self-Placement or

\_\_\_\_\_ Multiple Measures Assessment Project (high school attendance within the last 10 years)

\_\_\_\_\_ Request for Student Education Plan

\_\_\_\_\_ Third-Party Authorization/Privacy Release Form (Optional)

\_\_\_\_\_ Disability Accommodations Inquiry Form, if qualified

**Submit all necessary paperwork from this Guide as soon as possible.**

# | ADMISSIONS AND REGISTRATION

You are urged to apply and be admitted to Coastline College as promptly as possible to help ensure that you are able to enroll in your first choice of classes.

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

## Residency Requirements

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

1. 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.
2. 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.
3. If you are 19 years of age or older, the applicant must have had legal residence within the State of California for 12 consecutive months preceding the first day of the semester.
4. Precedence set by *Hall v Curran*, No. 09-1354 (March 24, 2010, 1<sup>st</sup> 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 case 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:

1. Students who are not residents of California as of the day immediately preceding the first day of classes, in any given semester or summer session, will be required to pay an out-of- state tuition fee.

2. 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

1. 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.
2. 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.
3. 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.

# | ADMISSIONS AND REGISTRATION (CONTINUED)

## Special Immigrant 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.

## Important Dates

Register early. Applications are processed on a first-received, first-enrolled basis (as received at Coastline). Once class maximums have been reached and/or classes have started, enrollment will be denied.

## General Calendar Dates

**April 25 (Monday)**  
Registration Begins

**June 23 (Thursday)**  
Last day to drop without a 'W'

**June 10 (Friday)**  
Last day to enroll.

**August 3 (Wednesday)**  
Last day to drop with a 'W'

**June 13 (Monday)**  
Class Instruction Begins

**August 19 (Friday)**  
End of Term

**June 17 (Friday)**  
Last day to drop with refund

Many instructors will not be working again until August 29, 2022. Grade changes, responses to your letters, and other assistance may be delayed until August 29.

## 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 postmarked by the third Friday of the semester. 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 in an effort 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

Honors: Coastline recognizes academic honor in four ways.

1. **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.
2. **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.
3. **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.
4. **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:

1. **Academic Probation:** A student is on academic probation if they have attempted at least 12 semester units at a District college and a. has a GPA of less than 2.0 in the most recent semester completed, or b. has a cumulative GPA of less than 2.0 in all units attempted.
2. **Progress Probation:** A student is on progress probation if they have attempted at least 12 semester units at a District college and the percentage of units with "W, I and NP" grades reaches 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:

1. **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.
2. **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 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.

**Refund policy for enrollment, health, material, non-resident tuition and parking fees for short-term classes is the refund cutoff date on which 10 percent of the class meetings have occurred. Refer to your Student Schedule for exact refund dates.**

# | REGISTRATION PROCEDURES

## Information about Priority Registration

In order to be eligible for priority registration, students must meet ALL the following requirements:

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 within this Guide for the Request for Student Educational Plan form.)
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).

## Registration Procedures

Hope Scholars do not have access to computers and may not register for classes online. All communication regarding Admissions and Registration should be mailed to:

*Coastline College, ATTN: Admissions and Records  
11460 Warner Avenue, Fountain Valley, California 92708-2597.*

Allow 4~6 weeks for processing after submitting all correctly completed forms. Processing time may vary.

### PLEASE FOLLOW THESE STEPS:

#### 1. Complete and return the Student Application and Registration Form.

Select your courses:

*i. 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.*

*ii. 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 Form. (Note: Students who are incarcerated do not qualify for federal financial aid)

**3. Determine Placement Level.** If you have not met the college's math requirements, you are encouraged to complete the Coastline math guided self-placement.

*Coastline's math requirement for a non-transfer A.A./A.S. degree is: two years of high school algebra with a C or better or an equivalent college course. NOTE: This option is for placement only and does not satisfy the competency requirements for graduation. Students who self-place into a Math course are required to successfully complete MATH C030 or higher to meet the Coastline Math competency requirement for an A.A./A.S. Coastline's English requirement can be met by completing ENGL C135. Students may self-place into ENGL C135 or choose to take ENGL C103 first.*

**4. Receive Academic Counseling.** Request an Education Plan to receive a counselor-approved plan for your program of study.

**5. Order and purchase textbooks.** Review the course schedule and complete the Bookstore Order Form. Send any Bookstore order forms to your family, et al. Be sure to list the correct department and class (e.g.: MATH C100) and the course reference number (CRN, e.g. 81234). Request the textbooks(s), and other course materials if needed. Time should be allowed for textbooks to be received prior to the beginning of the term. Send the Bookstore Order Forms to your family members or sponsor, not to Coastline.

# APPLICATION AND REGISTRATION: ALL STUDENTS

## 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 Form**. Be sure to completely fill it out; do not leave anything blank. This may cause a delay in 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 Form. Be sure to complete the form fully and legibly. Missing fields may result in a solicitation for clarification and additional information, and delay the registration process.

## 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, no matter if you get enrolled or not. Allow 4~6 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.** 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 in this Guide. If you are not able to obtain the Course Drop Request form, you may 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. You must 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 mailing in the Student Learning Contract and submitting 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.

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I, the student, grant permission to Coastline College to release my Coastline College records to the persons listed below. (Family members/friends who advocate on my behalf). 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.

**Please Note:**

This release shall be in effect through the end of the Spring 2023 semester, or until I notify Coastline College in writing of my desire to have it canceled. It is my responsibility to submit a NEW Privacy Release form if I am adding a new Third Party Authorization.

(Please Print)

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Incarceration Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Facility: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Students who would like to authorize a third party on their privacy release will need to add them at the bottom of the page. The following table explains what can/cannot be requested by a third party.

Third parties MAY request	Third parties CANNOT request
Academic History	Add or Drop Classes
Address Verification	Grades
Application/Enrollment Status	Student Identification Number
Attendance History	Transcripts
Financial Aid Status	
Graduation Status	
Holds	
Housing Changes	
Residency Status	
Transcript Order Status	

1. \_\_\_\_\_  
Name and Relationship

2. \_\_\_\_\_  
Name and Relationship

If authorized to contact via email or phone on your behalf, please provide below:

1. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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- Fall
- Spring
- Summer



RETURN TO:  
 Coastline College  
 ATTN: Admissions & Records  
 11460 Warner Ave  
 Fountain Valley, CA 92708

### COURSE DROP REQUEST

Name \_\_\_\_\_ CCCD ID \_\_\_\_\_

Incarceration Number \_\_\_\_\_ Last Four of SSN \_\_\_\_\_

Prison \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birthdate \_\_\_\_\_

Date \_\_\_\_\_

Signature (required)

### DROP

Please DROP me from the following class(es)			Reason for Drop (Check as many applied below)
CRN	Course Name	Units	
			<input type="checkbox"/> Changed mind
			<input type="checkbox"/> Too difficult
			<input type="checkbox"/> Financial difficulties
			<input type="checkbox"/> Did not receive books
			<input type="checkbox"/> Cannot watch course lectures (DVDs)
			<input type="checkbox"/> Lack of Proctor
			<input type="checkbox"/> Transferred Facility
			<input type="checkbox"/> OTHER: _____

For Official Use Only			
Fees Paid	\$ _____	Fees Owed	\$ _____
		Refunds Due	\$ _____
<input type="checkbox"/> No Show Drop	<input type="checkbox"/> DROP W/REFUND	<input type="checkbox"/> DROP with a W	
<input type="checkbox"/> Drop without a W	<input type="checkbox"/> Too Late to drop	<input type="checkbox"/> Not Enrolled	<input type="checkbox"/> Already Dropped
Comments: _____			
<i>-Refer to the Student Schedule and Bill for drop dates:</i>			

SS 4867-1 REV Apr. 20

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# CALIFORNIA COLLEGE PROMISE GRANT UPDATE

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 (California College Promise Grant).

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 California College Promise Grant eligibility. 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 the California College Promise Grant.

If you lose California College Promise Grant eligibility, you may file an appeal by requesting one from Coastline's Financial Aid department.

## Appeals

If you lose California College Promise Grant 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 situation.
- Evidence that a student was unable to obtain essential support services.
- Special consideration factors for veteran students.
- 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.

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### 2021-2022 California College Promise Grant Application

(Formerly known as the Board Of Governor's Fee Waiver)

The California College Promise Grant is good for three terms, starting with the Fall semester and ending with the Summer.

Example: Fall 2021, Spring 2022, and Summer 2022.

If you already applied for one of the terms, there is no need to apply for a following term until a new academic year begins.

#### YOU SHOULD APPLY IF:

- You've lived in California for at least one year, or
- You've been determined a California resident homeless youth by the Financial Aid Office, or
- You're eligible for non-resident tuition as an AB 540 or AB 1899 student, or with a "T" or "U" visa.

#### WHAT YOU'LL NEED:

- Your or your parent's/guardian's 2019 tax information. We'll walk you through which one you'll need.



**START HERE** ▶ This should take about 10 minutes. Answer all questions to determine your eligibility.



#### About you

CDC #:

StudentID

Full Name

Social Security #

Facility Address

Date of Birth (Format 00/00/0000)



#### Are you independent or dependent?

Answer all questions to determine whose income you'll provide.

- Q1. Were you claimed on one of your parent's/guardian's 2019 tax return?  
 Yes  No  N/A (Didn't file)
- Q2. Do you live with one or both of your parent(s)/guardian(s)?  
 Yes  No
- Q3. Are you 24 years of age or older as of January 1, 2021?  
 Yes  No
- Q4. Are you married or in a Registered Domestic Partnership (RDP)?  
 Yes  No
- Q5. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training?  
 Yes  No
- Q6. Do you have children or dependents who will receive more than half of their support from you between July 1, 2021 - June 30, 2022?  
 Yes  No

- Q7. Does someone other than your parent or stepparent have legal guardianship of you?  
 Yes  No
- Q8. At any time since you turned age 13, were both of your parents deceased, were you in foster care, a dependent or ward of the court, or an emancipated minor?  
 Yes  No
- Q9. Since July 1, 2020, were you determined to be an unaccompanied youth who was homeless by a high school, district, or college homeless liaison, or a director of an emergency shelter, or a runaway or homeless youth basic center or transitional living program?  
 Yes  No

If you answered **no** or **didn't file** to both Q1 and Q2, or **yes** to any in Q3-Q9, you're considered **INDEPENDENT**. Use your income in the next section.

Otherwise, you're considered **DEPENDENT**: use your parent'(s)/guardian's income in the next section.



#### Income

Your income and household size may qualify you for the CCPG.

- Q10. **Dependent Student:** How many people are in your parent(s)' / RDP household?   
*(Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2022.)*
- Q11. **Independent Student:** How many people are in your household?   
*(Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2022.)*

- Q12. **2019 Adjusted Gross Income**  
If 2019 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 8b.
- Q13. **Other Income**  
All other income received in 2019 including disability, child support, military living allowance, workers' compensation, untaxed pensions.
- Q14. **Total 2019 Income**  
Sum of the two boxes above.
- Q15. **The information in the table above is:**  
 my (or my and my spouse's/RDP's) income  
 parent(s)' / guardian(s)' income



## Do any of these apply to you?

If you don't qualify by income, see if you qualify through a special classification. **Check all that apply.**

- Q16. I currently receive monthly cash assistance for myself or my dependents from:
  - TANF** (Temporary Assistance for Needy Families)/**CalWORKs**
  - SSI/SSP** (Supplemental Security Income/ State Supplemental Program)
  - General Assistance**
- Q17. My parent(s)/RDP receive monthly cash assistance from **TANF/CalWORKs** or **SSI/SSP** as their sole source of income (if you're a dependent).
- Q18. I have certification from the **CA Department of Veterans Affairs** that I'm eligible for a dependent's fee waiver.
- Q19. I have certification from the **National Guard Adjutant General** that I'm eligible for a dependent's fee waiver.
- Q20. I have documentation from the Department of Veterans Affairs that I received the **Congressional Medal of Honor** or I'm the child of a recipient.
- Q21. I have documentation from the CA Victim Compensation and Government Claims Board that I'm a **dependent of a September 11, 2001** terrorist attack victim.
- Q22. I have documentation from the public agency employer of record that I'm a **dependent of a deceased law enforcement/fire suppression** personnel killed in the line of duty.
- Q23. I have documentation from the Department of Corrections and Rehabilitation that I've been **exonerated of a crime** by writ of habeas corpus or pardon.



## Signature

- I certify the information provided here is true and accurate to the best of my knowledge.
- I will provide proof of the information I provided here if asked by a college official.
- I understand any false statement or failure to give proof when asked may cause for the denial, reduction, withdrawal, and/or repayment of my enrollment fee waiver.

### Applicant's Signature

### Date

### Parent Signature (Dependent Students Only)

### Date

## HOW TO SUBMIT

Each community college is different. Follow the submission instructions posted below.

### MAIL FORM TO ADDRESS BELOW

Attn Fin Aid Office - 11460 Warner Ave, Fountain Valley, CA 92708

### EMAIL FORM TO ADDRESS BELOW AS A PDF ATTACHMENT AND AWAIT CONFIRMATION REPLY

financialaid@coastline.edu

## YOUR PRIVACY IS IMPORTANT TO US

You've trusted us with personal information and we take that seriously. The only reason we ask is to determine your financial aid eligibility. In some cases, we may ask for documentation about information you've provided here. Please respond quickly to prevent delays.

The California Community Colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership, immigration status, citizenship, primary language, or any other legally protected basis. Talk to the financial aid office if you have questions about these policies. You have the right to access any records established from information in this form. This form's information may be transmitted to other state agencies and the federal government if required by law.

## WHAT TO EXPECT



Most fee waivers are processed within 1 week, check your college email after submission. Remember, if awarded, you must **reapply for CCPG each academic year** you are enrolled.

## CONTACT

### Email:

financialaid@coastline.edu

### Phone:

714-241-6239

### Address:

Coastline Financial Aid Office

11460 Warner Ave

Fountain Valley, CA 92708

### FOR OFFICE USE ONLY

- |  |  |   |   |  |
|--|--|---|---|--|
| <input type="checkbox"/> CCPG-A        | <input type="checkbox"/> CCPG-B        | <input type="checkbox"/> Special Classification                                       | <input type="checkbox"/> National Guard Dependent | <input type="checkbox"/> Student is not eligible |
| <input type="checkbox"/> TANF/CalWORKs | <input type="checkbox"/> CCPG-C        | <input type="checkbox"/> Medal of Honor   | <input type="checkbox"/> Veteran                  |  |
| <input type="checkbox"/> GA            | <input type="checkbox"/> CCPG-Homeless | <input type="checkbox"/> 9/11 Dependent   |   |  |
| <input type="checkbox"/> SSI/SSP       |  | <input type="checkbox"/> Dept. of deceased/disabled law enforcement or fire personnel |   |  |

Comments:

Certified by:

Date:

# | ORIENTATION

## **Orientation Process**

Coastline College's orientation provides information on important college policies and procedures as well as the student support services available to help you achieve your educational goals. Completion of the orientation is also one of the requirements for receiving priority registration.

Coastline College will mail all new students an orientation packet consisting of a New Student Orientation booklet, instructions, and a quiz. Please allow a few weeks for delivery.

To complete the orientation, you will:

- Review the Coastline College New Student Orientation booklet.
- On the separate answer sheet, answer quiz questions based on information provided in the booklet. There is no time limit to read the booklet or to answer the questions.
- Send your completed answer sheet to Coastline College for processing.
- Keep the New Student Orientation booklet for reference throughout your studies.

Once processed, Coastline College will return your completed orientation quiz to you.

Students need to complete the orientation only one time while at Coastline. If you are a current student who has not completed the orientation already, you may contact the Counseling department to request an orientation packet.

Coastline College  
ATTN: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

# | ASSESSMENT

Assessment is used to guide you into the appropriate Math and English course levels leading to satisfying the competency requirements for graduation, prerequisites for program courses, and preparing you for transfer to a 4-year campus.

Placement for Math and English is determined by one of the following methods:

- **Multiple Measures Assessment Project (MMAP)** - If you completed high school within the past ten years, we can use your high school grades to determine your English and Math course levels. MMAP uses the student's overall high school grade point average (GPA) and highest Math level completed. This placement option is not mandatory. If you feel you would like to be placed into a higher math after your MMAP is processed, you may complete the guided self-placement option (see below).
- **Guided Self-Placement** - If you graduated from high school more than 10 years ago, or if after placement via the MMAP you wish to adjust your placement level, you may complete the Guided Self-Placement option. As of January 1, 2018, students may bypass developmental-level prerequisites and place themselves directly into the college-level Math and English needed for their programs.

Note: This option is for placement only and does not satisfy the competency requirements for graduation. Students who self-place into a Math course are required to successfully complete Intermediate Algebra or higher to meet the Coastline math competency requirement for an AA/AS degree.

If you will be satisfying placement through either the MMAP or Guided Self-Placement options, please complete the appropriate form located in the Guide and mail to the Counseling Department. It is advised these documents are sent with your Request for Student Educational Plan (SEP).

Coastline College  
ATTN: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

**Other:** There are several other documents that can be used to place you into appropriate Math and English course levels including the following:

- o Status of "Ready"/"Standard Exceeded" through the Early Assessment Program (EAP) in High School.
- o Successful completion of Prerequisite courses at another college or university.
- o Advanced Placement Exams Scores of "3" or above on AP Calculus and/or AP English Literature or AP English Language and Composition.
- o Successful completion of appropriate College Level Examination Program (CLEP) credits.
- o International Baccalaureate (IB) scores with a minimum score of 5 (except where noted in the catalog).
- o Placement test results from another accredited community college taken within the last two years.
- o Possession of an earned associate degree or higher.

If you will be satisfying placement through any of these other options, please send the appropriate official transcripts to the Admission and Records office.

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

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# Multiple Measures Assessment Project (MMAP)

*\*We recommend submitting this form as early as possible prior to registration*

**Only submit the MMAP form if you graduated high school in the past 10 years. If you graduated more than 10 years ago, please submit the Guided Self-Placement form instead.**

Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Inmate #: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

- Are you a Science, Technology, Engineering, or Math (STEM) major?  
 Yes  No
- When did you graduate?  
 Within this year       Within the past ten years       Over ten years ago \*If you graduated more than 10 years ago, submit the Guided Self-Placement form, not the MMAP form.
- What state did you graduate from? \_\_\_\_\_
- What was your overall high school grade point average (G.P.A.)? \_\_\_\_\_
- What is the highest level of English that you completed in high school?  
 Freshman-level English  
 Sophomore-level English  
 Junior-level English  
 Senior-level English
- What was your letter grade in that course?  
 A     B     C     D     F
- What is the highest level of math that you completed in high school?  
 Algebra I  
 Algebra II  
 Statistics  
 Pre-Calculus  
 Calculus
- What was your letter grade in that course?  
 A     B     C     D     F

***I certify that all information provided on this form is true and complete to the best of my knowledge.***

*This form is considered a legal document and will become a permanent part of your record. Falsification of this form may be cause for disciplinary action, including course withdrawal or suspension, as deemed appropriate.*

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

Please mail completed form to:

Coastline College  
ATTN: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

Phone/email inquiries can be directed to the Counseling Department at 714-241-6162  
counselingdept@coastline.edu

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## Coastline Math Guided Self-Placement

*\*We recommend submitting this form as early as possible prior to registration*

Last Name: \_\_\_\_\_

Student ID# \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Inmate #: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

After completing the Coastline Math Guided Self-Placement, I will place myself in the following math class or classes:

- Math C100 Liberal Arts Math (*Coastline recommends this course for students who do not need additional math coursework beyond freshman level algebra.*)
- Math C115 College Algebra (*Coastline recommends this course for students who need to acquire the basic concepts of algebra, possibly in preparation towards higher level math in Trigonometry, Pre-Calculus, and/or Calculus.*)
- Math C120 Trigonometry (*Coastline recommends students pursuing a STEM major take Trigonometry in preparation for MATH C170 Pre-Calculus.*)
- Math C140 Business Calculus (*Coastline recommends this course for business and management (non-STEM) majors.*)
- Math C160 Introduction to Statistics (*Coastline recommends this course for Social Science majors such as Social and Behavioral Sciences, Psychology, and Sociology.*)
- Math C170 Pre-Calculus (*Coastline recommends that students with a strong background in college algebra take this course in preparation for a STEM-related major.*)

*NOTE: This option is for placement only and does not satisfy the competency requirements for graduation. Students who self-place into a Math course are required to successfully complete MATH C030 or higher to meet the Coastline Math competency requirement for an AA/AS. **"I authorize the Assessment Center to enter this data into Banner system. I certify that all information provided on this form is true and complete to the best of my knowledge."***

*This form is considered a legal document and will become a permanent part of your record. Falsification of this form may be cause for disciplinary action, including course withdrawal or suspension, as deemed appropriate.*

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

Please mail completed form to:

Coastline College  
Attn: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

Phone/email inquiries can be directed to the Counseling Department at 714-241-6162  
counselingdept@coastline.edu

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## Coastline English Guided Self-Placement

*\*We recommend submitting this form as early as possible prior to registration*

Last Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Inmate #: \_\_\_\_\_

Proctor Name: \_\_\_\_\_

I am aware that I have multiple options for placing into Freshman Composition at Coastline such as completing the Multiple Measure Assessment Project form; submitting the Prerequisite Challenge form (upon approval); submitting the Early Assessment Program, Advanced Placement, or International Baccalaureate scores; submitting placement test results from another accredited community college within the last two years; or being exempt from taking placement testing with the proof of official transcripts of obtaining an associate degree or higher.

**"I place myself into the following English class or classes" (Box must be checked for placement to be entered):**

English C135 Business Writing

*[This course fulfills only Option 1 and is generally for correspondence students who cannot access English C100 online or onsite.]*

**"I authorize the Assessment Center to enter this data into Banner system. I certify that all information provided on this form is true and complete to the best of my knowledge."**

*This form is considered a legal document and will become a permanent part of your record. Falsification of this form may be cause for disciplinary action, including course withdrawal or suspension, as deemed appropriate.*

\_\_\_\_\_  
Signature Required

\_\_\_\_\_  
Date

Please mail completed form to:

Coastline College  
ATTN: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

Phone/email inquiries can be directed to the Counseling Department at  
714-241-6162 [counselingdept@coastline.edu](mailto:counselingdept@coastline.edu)

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# | COURSES AND COURSE MATERIAL INFORMATION

Coastline uses a virtual bookstore hosted by BNC Services at **bncvirtual.com/coastline**

Bookstore items will no longer be sent from or received at Coastline's campus. Instead, items that are ordered from Coastline's Virtual Bookstore will come from BNC Services' facilities in Columbia, Missouri.

## **Information provided below is for purchasing from the Coastline Virtual Bookstore**

Orders begin to be processed 4 weeks before the beginning of the term depending on availability. Any orders received before this time period will be placed on hold.

### **Pricing information:**

Pricing is subject to change without prior notice. Final pricing is determined once order is processed online, at **bncvirtual.com/coastline**.

Please be advised:

- The most current student handbooks must be used for your classes.
- All editions, versions, authors, titles and availability are subject to change without prior notice.
- Submitting an application does not guarantee enrollment.
- After you have received your Student Schedule confirming your enrollment, you should complete the Bookstore Order Form in this Guide. Tear out the pages for the class or classes you've chosen and send those pages to your family member, friend, or sponsor, along with the Bookstore Order Form. They will use this information to purchase materials from BNC.
- All Course Materials must be ordered online at **bncvirtual.com/coastline** with the correct Course Name and 5-digit CRN.

## **Required or Optional Materials**

**Materials are listed under each course as 'R/O', which means 'required' or 'optional'.**

There may be additional items listed on the MBS/BNC webpage that are labeled 'optional'. Examples include CDs, DVDs, other course-related books, and supplies such as paper and pencils. The DVDs (videos) are sent to your site by Coastline for you to watch per your site's guidelines. Your friend, family member or sponsor does not need to order them for you. CDs may be purchased and sent to sites that allow them.

# | COURSE INFORMATION

The following are the courses offered for the Summer 2022 term:

## **ETHS C233 – RACIAL AND ETHNIC RELATIONS (3.0 units)**

Sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism and racial and ethnic inequalities as well as historical and contemporary patterns of interaction between various racial and ethnic groups. This course is identical to SOC C233. Graded or Pass/ No Pass option. Transfer Credit: CSU. C-ID: SOCI 150.

### **CRN 11760**

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Schaefer	Race and Ethnicity in the United States	9
Req	<input type="checkbox"/>	Coastline	Ethnic Studies C233 Handbook	Current

Scantron forms and student handbooks (not textbooks) will be provided to your facility at no cost.

This course has a required video component. Please confirm with your facility that you will have access to view videos during the term.

## **MCOM C100 – INTRODUCTION TO MASS COMMUNICATIONS (3.0 units)**

Formerly COMM C100. A study and analysis of the major media - newspapers, magazines, radio, and television - covering how they function and affect society. Graded or Pass/ No Pass option. Transfer Credit: CSU; UC.

### **CRN 11592 or 11593 (Not both.)**

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Baran	Introduction to Mass Communications	11
Req	<input type="checkbox"/>	Coastline	Mass Communications C100 Handbook	Current

Scantron forms and student handbooks (not textbooks) will be provided to your facility at no cost.

This course has a required video component. Please confirm with your facility that you will have access to view videos during the term.

## **SOC C120 – INTRODUCTION TO GERONTOLOGY (3.0 units)**

A multidisciplinary overview of the biological, psychological, and sociological aspects of the aging process. This course is identical to GERO C121. Graded or Pass/No Pass option. Transfer Credit: CSU; UC. UC Credit Limitations: SOC C120 and PSYC C170 combined: maximum credit, 1 course.

### **CRN 11535**

<u>R/O</u>	<u>Order</u>	<u>Author</u>	<u>Title</u>	<u>Edition</u>
Req	<input type="checkbox"/>	Whitbourne	Adult Development and Aging: Biopsychological Perspective	7
Req	<input type="checkbox"/>	Coastline	Sociology C120 Handbook	Current

Scantron forms and student handbooks (not textbooks) will be provided to your facility at no cost.

This course has a required video component. Please confirm with your facility that you will have access to view videos during the term.

# | COURSE MATERIAL ORDERING INSTRUCTIONS

## Student Instructions

The Coastline Virtual Bookstore is unfortunately unable to accept course material orders via mail. Please have a family member, friend or sponsor order online for you.

Follow these instructions to ensure timely processing.

It is essential to complete every part of the Bookstore Order Form (Page 39). Otherwise, the Coastline Virtual Bookstore cannot fulfill and complete your order.

Send these items to the person placing your order:

- a) Completed Bookstore Order Form
- b) Course Information Pages from this Guide, if available

## Bookstore Order Form (Page 39)

1. Complete sections 1 and 2 on page 39. Ensure that you've written 'Summer 2022', the Department, the Class, and CRN/Section # along with the titles correctly.
2. Send page 39 - now completed - to your family, friend or sponsor.

## Course Pages

1. Check the textbooks you wish to order on the appropriate course pages.
2. Confirm that your facility allows you to order CDs. Any items not approved by your facility will be returned to MBS.

**The 'Ordering Instructions for Family, Friends, or Sponsors' page (page 40) will help those ordering textbooks and supplies for you.**

Please do NOT order textbooks until you have received confirmation that you have been enrolled in your class(es).

Please be advised that orders are not processed until four weeks before the beginning of the term.

# | COURSE MATERIAL ORDERING INSTRUCTIONS

## **Refunds, Exchanges, and Buyback of Books**

BNC Virtual's return policies vary by item ordered so please review below.

- Print textbooks/course materials purchased directly from BNC Virtual must be returned within two weeks after class start date or within 21 days of date shipped, whichever is later. However, note that if more than 50% of the term has passed, based on the posted course start and end dates, materials are no longer eligible for return credit. To return print textbooks/course materials purchased directly from BNC Virtual, sponsor can log in to their account. Go to the Return Center under their orders, select the item(s) they want to return, and generate a pre-paid UPS return label. The cost of return shipping will be deducted from the return credit.
- We do not pay for shipping on returns. However, for your convenience, we do offer the option of pre-paid UPS shipping. The sponsor can look for this option in the Returns Center under their account. Pre-paid shipping costs are based on weight and location.
- Marketplace items must be returned within 30 days of purchase. To return a Marketplace item, please contact the Marketplace seller directly for their return policy and instructions.
- Original shipping costs are non-refundable.
- New course materials must be returned in new, unopened condition in order to receive a full refund.
- All components of a packaged item must be returned together, unopened, and in the original shrink-wrap to receive credit. All components of an item must come back in the same shipment to receive credit.
- Loose-leaf items must be in the original shrink-wrap.
- CDs, DVDs, software, access codes, study guides, Info Trac pass codes (internet pass codes included with your textbook) and other supplemental components originally included with a book or sold alone must be intact, in the original packaging or it will be non-refundable.
- Books damaged in shipping may not be eligible for full refund.

## **Shipping & Packing Guidelines for Returns**

The below can be done by a sponsor or representative of the student.

- Print out a copy of your invoice/packing slip and include it with your return. Keep a copy for yourself.
- If you chose the pre-paid UPS return shipping option, print your shipping label. Otherwise you can use UPS Ground (keep your tracking number), insured USPS mail, or the shipping service of your choice.
- NOTE: Postage on returns is not refundable; only the item cost is refundable.
- Pack your return in a strong, sturdy box suitable for shipping. Fill the empty spaces with clean filler. If newspaper is used as the filler, be aware that print ink may degrade the condition of new textbooks to a used condition.
- Tape the box securely using shipping tape and attach the address label to the top of the box. Make sure there is only one label on the box you are using. If you are reusing a box, remove markings and labels.

## Terms of Refund

- Your credit will be issued in the same manner the payment was originally made. Please allow 2 weeks for processing time.
- Original shipping costs and costs to send back a return are non-refundable.
- Any course materials received outside of the returns time period will be processed as a buyback. If processed as a buyback, you will receive current buyback value. If the item has no buyback value, you will receive notification in the form of a letter or email. You have one week from that notification to request that items with no value be returned to you. A replacement copy can be shipped at your expense. You may not receive the same copy you returned.

**NOTE: Course materials shipped after the first two weeks of the term are nonrefundable.**

## Buyback

Any buyback request must be done by a representative of the student. Give the course materials you plan to sell to your representative.

On the virtual bookstore, click the menu option titled Sell Your Textbooks. Log in with the email and password used to purchase the course materials. Follow the instructions to complete your buyback quote. From there you'll print out your packing slip and free UPS shipping label, pack your books, and drop your package at any UPS location.

Buyback services are provided by MBS Service Company, LLC (MBS).

Because books are resold to other students, MBS does not accept or pay for buyback books with:

- Stains or water damage
- Missing, torn, or loose pages
- Missing, torn, or loose covers
- Excessive writing or marking
- Excessive writing on the edges
- A broken spine
- Torn or damaged binding

A textbook can still be in good condition if it shows signs of general use and wear and tear, such as:

- Some writing or notes
- Highlighting, from a little to a lot
- Rounded or dog-eared corners
- Minor scrapes or scratches
- Faded cover art
- Creased pages

You will not receive payment for books that do not meet MBS' minimum standards of quality.

MBS Service Company will send you a check within three weeks of receiving your books. Please do not send any buyback requests or course materials to Coastline.





# ORDERING INSTRUCTIONS FOR FAMILY, FRIENDS, AND SPONSORS

## How to order

These instructions are for family, friends, or sponsors who are ordering books and supplies for an incarcerated student. Please follow the directions carefully and ensure all forms are complete. Omissions will delay your order. BNC Virtual requires that the incarcerated student sends you this information page, the Bookstore Order Form and the Course page if available.

## Ordering

1. To place an order for course materials, go to **bncvirtual.com/coastline**. Log in with the student's account information.
2. Follow the prompts to designate the correct term. Select the correct course(s). Click View Your Materials. Select the preferred textbook option then click Add Selected to Cart. Repeat for each course.
3. When you have finished selecting your course materials, click Proceed to Checkout. Enter your payment information and follow the prompts to complete your order.
4. Include shipping information for the student.

All orders are processed four weeks prior to the beginning of the term.

*Please note: The college library does not supply course materials.*

## BNC Virtual Customer Contact Center:

- Phone: (800) 325-3252
- Email: VB@bncservices.com
- Chat: Go to the virtual bookstore at **bncvirtual.com/coastline**. Click on the menu option Help & Contact Us. Click the Contact Us button on the left. In the Start a Chat box, click the Chat Now button to start chat.

## When the term is done:

- If you are done with your classes, you may be able to donate your books to the prison library if they are in good shape.
- If you are not done with your classes or you need to retake your classes, hold on to your books. Editions used in future terms may change.

# | STUDENT EDUCATIONAL PLAN (SEP)

## **Counseling and Request for Student Educational Plan (SEP)**

Coastline Counselors provide comprehensive counseling services to assist students toward a successful college experience. The goal of Counseling is to facilitate the process by which students choose the appropriate courses to reach their educational goals, assist in the overcoming of obstacles hindering achievement, and provide opportunities for the holistic development of our students.

Coastline offers three Associate Degrees for Transfer (ADT's), six Associate Degrees of Arts or Sciences (AA/AS), and one certificate of achievement. All ADT and AA/AS degrees are completed in conjunction with course offerings from other colleges. Please reference the following documents to learn more about your degree options.

As a result of the Student Success Act of 2012, all students need to develop a Student Educational Plan (SEP). There are three ways in which you may obtain an SEP:

1. Submit the Request for a Student Education Plan form located in this guide. Please carefully read and answer the questions on the form and mail to the Counseling Department (see address below). You will receive your SEP back in approx. 8-12 weeks.
2. If you are able, call the Counseling Department at 714-241-6162 to schedule a phone appointment with a counselor to discuss and create your SEP. Appointment availability typically allows us to conduct a phone appointment within 1-2 weeks.
3. Have a family member, friend, or advocate call the Counseling Department and conduct the SEP appointment with a counselor on your behalf. You must submit an Incarcerated Student Support Services Privacy Release Form indicating this is a person we are allowed to communicate with on your behalf. Appointment availability typically allows us to conduct a phone appointment within 1-2 weeks.

Your SEP will outline your suggested plan based on your major, transfer plan, and sequence of courses. You are encouraged to update your SEP when a change is made to your major, transfer institution, or other pertinent objective.

If you completed coursework at another college or university, please request these official transcripts be sent to us as well. Official transcripts are required to be on file in order to receive a comprehensive SEP which will note all required classes needed to graduate.

When you have completed the SEP form, please submit it to the following address:

Coastline College  
ATTN: Counseling Department  
11460 Warner Avenue  
Fountain Valley, CA 92708

# COASTLINE HOPE SCHOLARS PROGRAM ASSOCIATE DEGREE FOR TRANSFER (ADT) COMMUNICATION STUDIES

## YOUR PATH TO SUCCESS

This path is an example of the classes you can take to earn a Communication Studies Degree in 2 years. ADT programs are designed for students interested in UC/CSU transfer.

Please submit a Request for Student Educational Plan to receive an individualized plan that considers your current progress, classes available to you at your facility, and additional transfer information.

**START**

### 1<sup>st</sup> Semester

**COUN C105** Strategies for College Success  
**HIST C175** U.S. History since 1876  
**Offered through partner college:**  
**ART C105** Introduction to Art  
**ENGL C100** Freshman Composition  
**MATH C160** Introduction to Statistics

### 2<sup>nd</sup> Semester

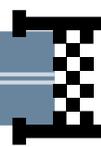
**BIOL C100** Introduction to Biology  
**MCOM C100** Intro Mass Communications  
**SOC C100** Introduction to Sociology (E)  
**Offered through partner college:**  
**CMST C110** Public Speaking  
**ENGL C102** Critical Reasoning

### 3<sup>rd</sup> Semester

**HUM C110** Humanities through the Arts  
**ETHS C233** Racial and Ethnic Relations  
**GEOL C105** General Geology  
**Offered through partner college:**  
**GEOL C105L** Geology Lab  
**CMST C100** Interpersonal Communication  
**CMST C220** Essentials of Argumentation

### 4<sup>th</sup> Semester

**ANTH C100** Cultural Anthropology  
**PSCI C180** American Government  
**PHIL C100** Introduction to Philosophy (E)  
**PSYC C100** Intro to Psychology (E)  
**Offered through partner college:**  
**CMST C150** Intercultural Communication



**FINISH**



# COASTLINE HOPE SCHOLARS PROGRAM ASSOCIATE DEGREE FOR TRANSFER (ADT)

## PSYCHOLOGY

### YOUR PATH TO SUCCESS

This path is an example of the classes you can take to earn a Psychology Degree in 2 years. ADT programs are designed for students interested in UC/CSU transfer.

Please submit a Request for Student Educational Plan to receive an individualized plan that considers your current progress, classes available to you at your facility, and additional transfer information.

**START**

### 1<sup>st</sup> Semester

- COUN C105** Strategies for College Success
- PSYC C100** Introduction to Psychology
- Offered through partner college:**
- ENGL C100** Freshman Composition
- MATH C160** Introduction to Statistics
- CMST C100** Interpersonal Communication

### 2<sup>nd</sup> Semester

- SOC C100** Introduction to Sociology (E)
- PSYC C116** Child Growth and Development
- BIOL C100** Introduction To Biology
- HIST C175** U.S. History since 1876
- Offered through partner college:**
- ENGL C102** Critical Reasoning

### 3<sup>rd</sup> Semester

- ETHS C233** Racial and Ethnic Relations
- PSYC C118** Life Span Dev Psychology
- GEOL C105** General Geology
- Offered through partner college:**
- GEOL C105L** Geology Lab
- PSYC C280** Research Methods/Psych

### 4<sup>th</sup> Semester

- HUM C110** Humanities through the Arts
- PSCI C180** American Government (E)
- MCOM C100** Intro Mass Communications (E)
- SOC C120** - Introduction to Gerontology (E)
- Offered through partner college:**
- ART C105** Introduction to Art

**FINISH**



Current as of 09/2021

# COASTLINE HOPE SCHOLARS PROGRAM ASSOCIATE DEGREE FOR TRANSFER (ADT)

## SOCIOLOGY

### YOUR PATH TO SUCCESS

This path is an example of the classes you can take to earn a Sociology Degree in 2 years. ADT programs are designed for students interested in UC/CSU transfer.

Please submit a Request for Student Educational Plan to receive an individualized plan that considers your current progress, classes available to you at your facility, and additional transfer information.

START

### 1<sup>st</sup> Semester

**COUN C105** Strategies for College Success  
**SOC C100** Introduction to Sociology  
**HUM C110** Humanities through the Arts  
**Offered through partner college:**  
**ENGL C100** Freshman Composition  
**MATH C160** Introduction to Statistics

### 2<sup>nd</sup> Semester

**ANTH C100** Cultural Anthropology  
**HIST C175** U.S. History since 1876  
**SOC C110** Intro to Marriage and Family  
**Offered through partner college:**  
**ENGL C102** Critical Reasoning  
**CMST C100** Interpersonal Communication

### 3<sup>rd</sup> Semester

**ETHS C233** Racial and Ethnic Relations  
**PSCI C180** American Government  
**GEOL C105** General Geology  
**Offered through partner college:**  
**GEOL C105L** Geology Lab  
**ART C105** Introduction to Art

### 4<sup>th</sup> Semester

**BIOL C100** Introduction To Biology  
**SOC C120** - Introduction to Gerontology (E)  
**PSYC C118** Life Span Dev Psychology  
**Offered through partner college:**  
**PSYC C260** Social Psychology  
**SOC C185** Social Problems

FINISH



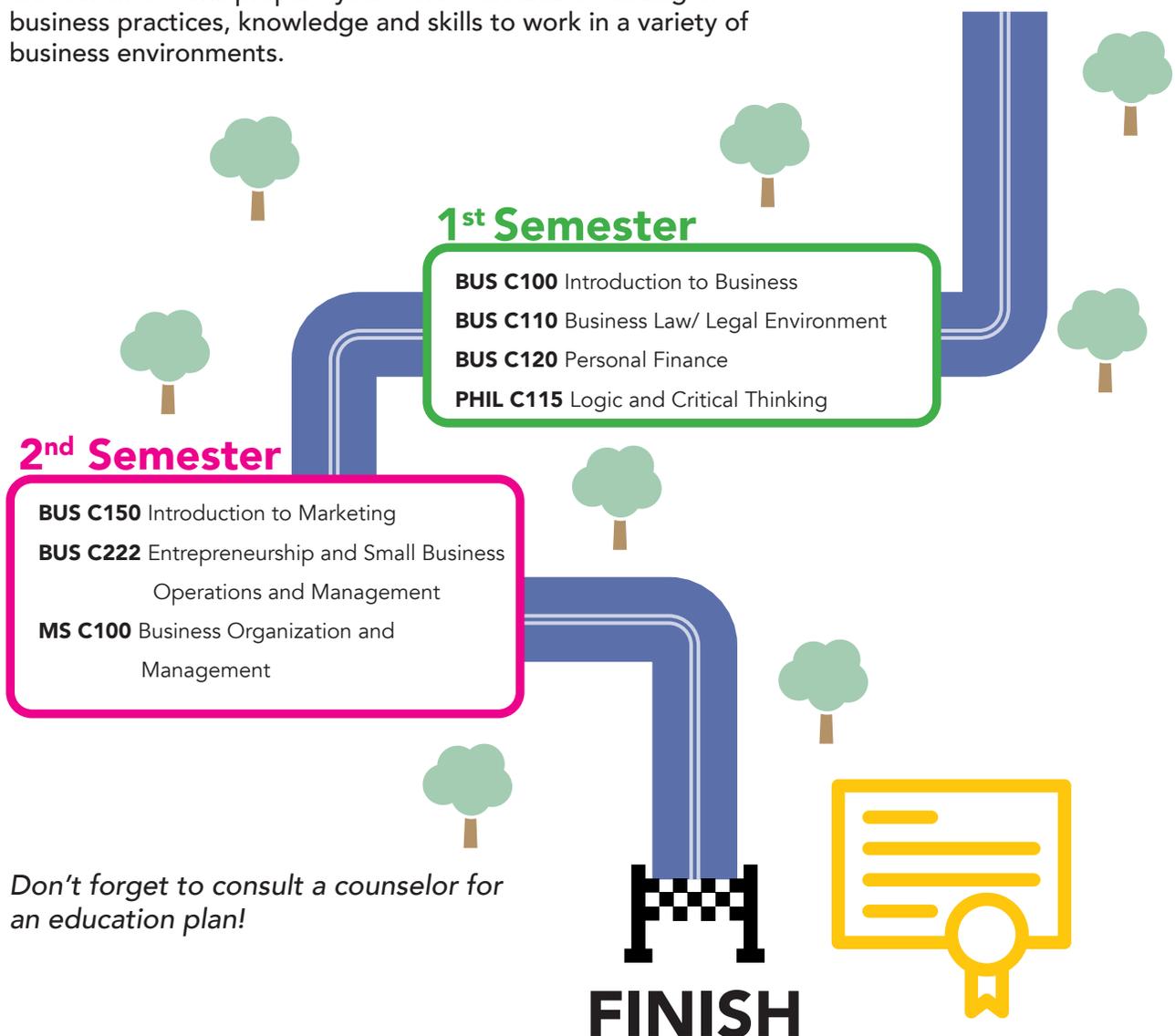
# COASTLINE HOPE SCHOLARS PROGRAM CERTIFICATE OF ACHIEVEMENT IN BUSINESS

## YOUR PATH TO SUCCESS

Follow this path to earn your Certificate of Achievement in Business in 1 year.

This certificate will prepare you to have an understanding of business practices, knowledge and skills to work in a variety of business environments.

## START HERE



# COASTLINE HOPE SCHOLARS PROGRAM

## ASSOCIATE IN ARTS (A.A.) & ASSOCIATE IN SCIENCE (A.S.)

### YOUR PATH TO SUCCESS

This path is an example of the classes you can take to earn an AA/AS degree in 2 years. Please submit a Request for Student Educational Plan to receive an individualized plan that considers your current progress and classes available to you at your facility.

The AA/AS degree option is designed for students who may or may not be planning to transfer to a four-year institution. Most of the coursework completed under this pathway is applicable towards transfer. Students interested in UC/CSU transfer should consider pursuing one of Coastline's ADT programs.

**See Next Page for A.A./A.S. Major and Course Options**



**START**

### 1<sup>st</sup> Semester

**MCOM C100** Intro to Mass Communications  
**COUN C105** Strategies for College Success  
**COURSE FROM MAJOR**  
*Offered through partner college:*  
**ENGL C100** Freshman Composition  
**MATH C030** Intermediate Algebra

### 2<sup>nd</sup> Semester

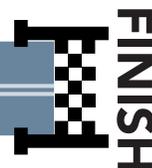
**GEOL C105** General Geology  
**HIST C175** U.S. History since 1876  
**PSCI C180** American Government  
**COURSE FROM MAJOR**  
**COURSE FROM MAJOR**

### 3<sup>rd</sup> Semester

**ANTH C100** Cultural Anthropology  
**COURSE FROM MAJOR**  
**COURSE FROM MAJOR**  
**COURSE FROM MAJOR**  
**ELECTIVE COURSE** (or remaining class needed if pursuing Business major)

### 4<sup>th</sup> Semester

**ELECTIVE COURSE**  
**ELECTIVE COURSE**  
**ELECTIVE COURSE**  
**ELECTIVE COURSE**  
**ELECTIVE COURSE**





# COASTLINE COLLEGE MAJOR/AREA OF EMPHASIS GUIDE (A.A./A.S.)

Following is a list of the possible major/area of emphasis options you may pursue to achieve an A.A./A.S. degree at Coastline College. The A.A./A.S. degree option is designed for students who may or may not be planning to transfer to a four-year institution. Most of the coursework completed under this degree option is applicable towards transfer. Students interested in UC/CSU transfer should consider pursuing an Associate Degree for Transfer (ADT) program. Please submit a Request for Student Educational Plan (SEP) to consult with a counselor regarding how to best reach your goal.

**Obtain Multiple Majors**—Students may earn an associate’s degree in more than one major or area of emphasis. When applying for multiple degrees, it is recommended to apply for them at the same time. Degrees applied for after conferral of a degree will require 12 additional units in residence.

<b>A.A. AMERICAN STUDIES (18 UNITS)</b> <i>Select a min. of 18 units from five different disciplines</i>	
This interdisciplinary major is designed to provide students with an integrated understanding of American society, history, and culture. Students may select designated courses within the humanities, social sciences, and fine arts disciplines. They approach American culture from many directions but have in common the desire to view America as a whole rather than from the perspective of a single discipline. Students who have graduated from four-year universities with American Studies degrees have gone on to work as lawyers, librarians, business leaders, writers, archivists, researchers, teachers, and politicians.	
HIST C170—US History to 1876	PHIL C120—Ethics
HIST C175—US History Since 1876	PSCI C180—American Government
MCOM C100—Intro. to Mass Communications	SOC C110—Marriage and Family

<b>A.A. ARTS &amp; HUMANITIES (18 UNITS)</b> <i>Select a min. of 18 units. A maximum of 10 units of Spanish courses can be used</i>		
The Arts & Humanities courses introduce the student to diverse aspects of human life in world cultures. Students will examine the ways that art and culture have influenced history, and how those decisions affect the way we interact with other people in our everyday lives. Some university majors within the Arts and Humanities discipline include: Arts, English, Interior Design, Foreign Language, History, Linguistics, Literature, Music, Philosophy, Religious Studies, and Theater Arts.		
HIST C170—US History to 1876	HIST C185—Western Civilization 2	PHIL C120—Ethics
HIST C175—US History Since 1876	HUM C110—Humanities Through the Arts	
HIST C180—Western Civilization 1	PHIL C100—Intro. To Philosophy	

<b>A.S./Certificate BUSINESS: GENERAL (21 UNITS)</b> <i>Complete the four required core courses and select three additional major electives</i>		
The Business major/certificate will prepare an individual to have an understanding of business practices and provides students with the opportunity to select specific courses to meet their professional or personal goals. This major will provide entry-level professionals with knowledge and skills to work in a variety of business environments.		
BUS C100—Intro. to Business (CORE)	MS C100—Business Organization/Manage. (CORE)	PHIL C115—Logic and Critical Thinking
BUS C110—Bus Law/Legal Environment (CORE)	BUS C120—Personal Finance	PHIL C120—Ethics
BUS C150—Intro. to Marketing (CORE)	BUS C222—Entrepreneur & Sm Bus Ops/Mgt	

<b>A.A. SCIENCE &amp; MATH (18 UNITS)</b> <i>Select a min. of 18 units. At least one course must be a science and one must be a math</i>		
Courses in Science and Math develop an understanding of mathematical and scientific methods and knowledge. Continuing study in Science and Math will prepare students for a wide range of careers in Technology, Health Field, Education, Research, Engineering, and Business. University majors within Science and Math include: Accounting, Astronomy, Biology, Biotechnology, Botany, Chemistry, Computer Science, Ecology, Education, Engineering, Marketing, Math, Medicine, Microbiology, Nursing, Pharmacy, Physics, and Veterinary medicine.		
ANTH C185—Physical Anthropology	MATH C100—Liberal Arts Mathematics	MATH C170—Precalculus
ASTR C100—Intro. to Astronomy	MATH C115—College Algebra	MATH C180—Calculus 1
BIOL C100—Intro. to Biology	MATH C120—Trigonometry	MATH C185—Calculus 2
GEOL C105—General Geology	MATH C140—Business Calculus	
MRSC C100—Intro. to Marine Sciences	MATH C160—Intro. to Statistics	

<b>A.A. SOCIAL &amp; BEHAVIORAL SCIENCES (18 UNITS)</b> <i>Select a min. of 18 units from any of the courses listed below</i>		
Courses in the Social and Behavioral Sciences area focuses on understanding human behavior within social, political, cultural, and historical context. Some university majors within the Social and Behavioral Sciences include Anthropology, Archaeology, Child Development, Criminal Justice, Economics, Geography, History, Political Science, Psychology, Social Work, and Sociology.		
ANTH C100—Cultural Anthropology	MCOM C100—Intro. to Mass Communications	PSYC C255—Abnormal Psychology
HIST C170—US History to 1876	PSCI C180—American Government	SOC C100—Intro. to Sociology
HIST C175—US History Since 1876	PSYC C100—Intro. to Psychology	SOC C110—Marriage and Family
HIST C180—Western Civilization 1	PSYC C116—Child Growth and Development	SOC C120—Intro. to Gerontology
HIST C185—Western Civilization 2	PSYC C118—Lifespan Psychology	

<b>A.A. SOCIOLOGY (18 UNITS)</b> <i>Complete the two required core courses as well as select four additional major electives</i>		
Sociology is the study of social life and the focuses on the interaction between human groups and institutions and their influence on each other. Sociology ranges from the study of relationships in family units in the most primitive cultures to research of large bureaucratic institutions in major industrialized nations. Sociology also studies more tangible measures of human behavior such as class or social status, social movements, and criminal deviance.		
MATH C160—Intro. to Statistics (CORE)	ANTH C100—Cultural Anthropology	SOC C120—Intro. to Gerontology
SOC C100—Intro. to Sociology (CORE)	SOC C110—Marriage and Family	Approved Sociology elective through another institution

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# REQUEST FOR A STUDENT EDUCATIONAL PLAN

A Student Educational Plan (SEP) is a document that outlines both your major and general education requirements to complete a degree here at Coastline College. Due to high demand, you will receive your SEP in approximately 8-12 weeks from the date your request is received by the Coastline Counseling Department. **PLEASE DO NOT** submit duplicate requests for an SEP during this time frame. Alternatively, if you are able to speak on the phone, you may call the Counseling Department at 714-241-6162 to schedule a phone SEP appointment.

STUDENT INFORMATION			
FIRST NAME		STUDENT ID #	
LAST NAME		BIRTHDATE	
DATE OF REQUEST		HOUSING NUMBER	
FACILITY INFORMATION			
FACILITY NAME		FACILITY ADDRESS	
STATE/ZIP CODE		CITY	
INMATE/PATIENT #		FACILITY CONTACT PERSON	

1. Is this your first semester at Coastline College? .....  YES  NO
2. Have you attended any other colleges or universities? .....  YES  NO

a) If you answered "YES" to question 2, please indicate the school (s) attended, number of units completed, and if/when official transcripts were submitted to Coastline College.

NAME OF COLLEGE	UNITS COMPLETED AT COLLEGE	DID YOU SEND OFFICIAL TRANSCRIPTS TO COASTLINE COLLEGE?		IF YOU DID SEND OFFICIAL TRANSCRIPTS, WHEN DID YOU SEND THEM?
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	

If you have not done so already, please send your sealed official transcripts to Coastline College from all colleges attended as soon as possible. Only official transcripts can be evaluated and included on your SEP. Please send official transcripts directly to:

**Coastline College**  
**ATTN: Admission and Records**  
**11460 Warner Avenue**  
**Fountain Valley CA 92708-2597**

3. What is your educational goal here at Coastline College?
- Earn a certificate       Earn an associate degree       Earn an associate degree for transfer
4. Would you like to transfer to a university? .....  YES  NO
- a) If you answered "YES" to question 4, which institutions would you like to transfer to?
- CSU (California State University)       UC (University of California)       Private Schools/Out of State
- Specific Schools: \_\_\_\_\_

Student Name: _____	Student ID# _____
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5. Coastline’s Hope Scholars program offers one certificate of achievement, six associate degrees (AA/AS) and three associate degrees for transfer (ADT). Degrees need to be completed in combination with courses from other colleges due to limited course offerings at this time. Details regarding which courses will need to be completed elsewhere will be provided by your Coastline Counselor in response to your SEP request. Please place the number “1” next to the major you would like to pursue. If you would like to major in more than one area, please place a “2, 3, 4, 5...” and so on next to the additional majors you would like to complete. Please note, in the future, Coastline will begin moving toward more ADT offerings and phasing out AA/AS degree options.

- |  |                                     |
|--|-------------------------------------|
| ___ AA American Studies                | ___ AA Science & Math               |
| ___ AA Arts & Humanities               | ___ AA Social & Behavioral Sciences |
| ___ AS/Cert Business: General Business | ___ AA Sociology                    |
| ___ ADT Communication Studies          | ___ ADT Sociology                   |
| ___ ADT Psychology                     |                                     |

6. What other colleges and/or universities do you have access to at your facility where you would be able to take courses to help you earn your Coastline degree? \_\_\_\_\_

7. To assist your counselor in building an SEP, please indicate your course preferences to satisfy major and/or general education requirements for the upcoming terms. A list of major and general education requirements is included for your reference in the *Hope Scholars Guide for Education*.

COURSES YOU INTEND TO ENROLL IN NEXT SEMESTER			
COURSES YOU INTEND TO ENROLL IN FOR FUTURE SEMESTERS			

8. Please provide any other information you feel is important for the counselor to be aware of regarding your future goals and/or your educational plan.

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9. If you will need to satisfy English and Math competency for your educational goals, you must complete one of the English and Math placement options as outlined in the *Hope Scholars Guide for Education*. For the most efficient processing of your SEP, please submit your placement form with your Request for SEP.

**Please mail your completed Request for SEP to the following address:**

Coastline College  
 ATTN: Counseling Department  
 11460 Warner Avenue  
 Fountain Valley, CA 92708

# | ACADEMIC INTEGRITY

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

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

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 dishonesty. The Coast Community College District's Student Code of Conduct Administrative Procedures (AP-5500) applies to all students whose conduct violates academic integrity.

## **Examples of Academic Dishonesty**

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 behavior.

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.
- Unreasonable Demands.
- 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  
nschonfeld@coastline.edu  
dos@coastline.edu  
(714) 241-6004

## | TITLE IX

*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.

To file a report, send an email to [titleix@coastline.edu](mailto: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

## | 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 working through your proctor 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, write to the following address:

Coastline College  
ATTN: Incarcerated Student Support Services  
11460 Warner Ave.  
Fountain Valley, CA 92708

# | COASTLINE 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 Center  
12901 S. Euclid St.  
Garden Grove, CA 92840

Success@coastline.edu  
714-714-7277

# | SCHOLARSHIP INFORMATION

## **APPLICANTS MUST MEET ALL GENERAL CRITERIA REQUIREMENTS LISTED BELOW:**

- Completion of at least five (5) units with a letter grade at Coastline by the end of the Fall 2022 semester.
- A minimum cumulative 2.5 grade point average (GPA) from Coastline College.
- Only Coastline College transcripts will be considered for academic requirements.
- Acceptable academic progress at Coastline College.
- Students on probation or suspension are not eligible. Any student on disciplinary probation will be ineligible for scholarships.

NOTE: The scholarship application will be available in the fall and spring Hope Scholars Guides.

Coastline College  
ATTN: Scholarships  
11460 Warner Ave  
Fountain Valley, CA 92708-2597  
scholarships@coastline.edu  
(714) 241-6514

# | COASTLINE ONLINE LIBRARY

The Coastline Library is entirely online and its resources can only be accessed via the Internet. The library is able to provide some services to our students via correspondence. The Coastline Library can be part of your college learning experience through the use of our collections, programs and services; let us be a source of academic support for you as a Coastline student!

**Please note: the library does not supply textbooks.**

We understand you face challenges that are different than some of our other students. We anticipate there will be obstacles in your educational research so we want to make sure you are aware of the fastest process for requesting information from your Coastline Library.

**Step 1:** Review your course student handbook and make note of any research you will need this semester

**Step 2:** Fill out a Library Research Request form (Page 55)

**Step 3:** Mail your form as soon as possible

You will receive a response with up to 3-5 resources per request. Journal and news articles, web-resources and book chapters are the most frequently provided sources. We will also include a letter of response, additional Research Request Worksheets, instructional handouts such as Citation Basics with APA/MLA, or other research-related handouts in your mailing.

The Library responds to research requests every week but there may be delays in getting resources to you based on mail speed and unforeseen circumstances. We will do our best to respond in a timely manner and encourage you to get your requests to us as soon as you can.

Keep in mind that the Coastline Library does not provide textbooks or resources outside the scope of your assignments. We use our time to support your classes because our library team is committed to helping you succeed!

Please send Coastline Research Requests to the address below. The library will send additional research request forms when we send you the requested research.

Coastline College  
ATTN: Library  
11460 Warner Ave  
Fountain Valley, CA 92708-2597

Research requests can also be submitted by email to [library@coastline.edu](mailto:library@coastline.edu)



Send to:  
 Coastline College - Library  
 11460 Warner Avenue  
 Fountain Valley, CA 92708

The Information the Librarian will need is (fill in as much as you can):

Library Research Request Form		DATE:
Your name		
Course Name and instructor		
Course Number	<i>Example = COUN C105</i>	
Description of assignment including page number in handbook.	Assignment page number in handbook: _____	
Topic you have chosen or been assigned (include details and your research needs).  Additional notes can be included here or on the back of sheet.		
Topic Keywords.  <i>Suggested terms for Library to use to find resources for you.</i>		
Complete Return Address		

Notes to Librarian (notes can be on the back or a separate sheet of paper):



# | COASTLINE COLLEGE VETERANS 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

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

## | PROGRESSING: FROM 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 a number of 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](mailto:isep@coastline.edu) or call us at (714) 241-6315 ext. 1 or 5. Alternatively, you may contact us by email at [dos@coastline.edu](mailto:dos@coastline.edu) or by phone at (714) 241-6142.

# | 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.

# Special Programs and Services for Students with Disabilities

Students with a verifiable disability may qualify for reasonable accommodations.  
To receive an application packet for services, please complete and return the form below.  
Special Programs is committed to responding to your inquiry within 7 days.

## Disability Accommodations Inquiry Form

---

Applicant's Name: \_\_\_\_\_ Inmate #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Student ID# (if known): \_\_\_\_\_ Current age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Please print clearly and **do not** include your Social Security number*

---

Nature of Disability (check all that apply) and date of onset or diagnosis:

- |  |  |
|--|--|
| <input type="checkbox"/> Acquired Brain Injury _____           | <input type="checkbox"/> Mobility _____                |
| <input type="checkbox"/> Learning Disability _____             | <input type="checkbox"/> Deaf/Hard of Hearing _____    |
| <input type="checkbox"/> Mental Health _____                   | <input type="checkbox"/> Vision _____                  |
| <input type="checkbox"/> Attention Deficit Hyperactivity _____ | <input type="checkbox"/> Intellectual Disability _____ |
| <input type="checkbox"/> Autism Spectrum Disorder _____        | <input type="checkbox"/> Other: Includes Speech _____  |
- 

Have you received disability-related services at an institution or facility? \_\_\_\_\_

Name of institution or facility: \_\_\_\_\_

Have you received disability-related services from high school or another college? \_\_\_\_\_

Name of high school or other college: \_\_\_\_\_

Services Received: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this Inquiry Form to:* Special Programs and Services  
Coastline College  
1515 Monrovia Avenue  
Newport Beach, CA 92663

*Proctors: Completed Inquiry Forms may be scanned and electronically sent to  
specialprograms@coastline.edu or faxed to 714-431-3602 for faster service*

Revised: 1/21/2021

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## PETITION FOR ASSOCIATE DEGREE AND/OR CERTIFICATE OF ACHIEVEMENT

### STEPS TO PETITION

1. Please fill out all information clearly, hand sign, and submit to the Admissions & Records Office during the filing period on the petition form. **Please only submit one form, even if petitioning for multiple degrees.**
2. Submit the completed petition form to: 11460 Warner Avenue, Fountain Valley, CA. 92708 Attn. GRADUATION
3. If the petition is received prior to the start of the filing period, it will not be processed until the filing period begins. Please allow 4-6 weeks for processing.
4. If the petition is received after the filing period deadline, the petition will be denied and/or returned.

### IMPORTANT INFORMATION

- You are required to petition for the degree and/or certificate of achievement at the beginning of the semester in which you will be completing your final requirements. If you are not currently enrolled, you will need to meet the current catalog degree requirements for the current academic year.
- All official transcripts from other educational institutions must be on file at the time you submit your graduation petition. It is the responsibility of the student to have transcripts sent to Coastline College.
- **Petitions take approximately 4-6 weeks to be processed.** An evaluation letter will be mailed to the address you provided on your petition form once reviewed.
- Degrees/Certificates are posted onto student's transcripts one month after the end of the semester you applied.
- Degrees/Certificates are mailed out approximately two months after the end of the semester you applied.  
***Please notify the Graduation Department if your mailing address has changed prior to degrees being mailed.***
- Degrees are granted based on when the student applies and not by when they completed the requirements.
- Earn an overall grade point average (GPA) of 2.0 or higher from all colleges attended and a 2.0 or higher GPA at Coastline
- Be in good academic standing (not on probation and/or disqualification during the semester graduation is petitioned)
- **Multiple Majors:** It is recommended to apply for all degrees at the same time. Degrees applied after conferral of a degree will require 12 additional units in residence at Coastline College.
- **Graduation with Honors:** Earn an overall grade point average (GPA) of 3.5 or higher from all colleges attended and a 3.5 or higher GPA at Coastline College.
- **Self-placement** does **NOT** meet the math competency requirement.

### COASTLINE COLLEGE HOPE SCHOLARS MAJORS/AREAS OF EMPHASIS

A.A. American Studies	A.A. Social & Behavioral Sciences
A.A. Arts & Humanities	A.A. /A.D.T. Sociology
A.S./Certificate of Achievement Business: General	A.D.T. Psychology
A.A. Science & Math	A.D.T. Communication Studies

**It is recommended to have a Student Educational Plan (SEP) before petitioning for graduation to know which major(s) requirements you have met.**



PETITION FOR ASSOCIATE DEGREE AND/OR CERTIFICATE OF ACHIEVEMENT

Filing Period

SUMMER June 13-July 15, 2022

FALL August 29-November 11, 2022

SPRING January 30-April 7, 2023

Contact Information

PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE AND/OR CERTIFICATE.

First Middle Last

Degree/Certificate will be mailed to the address listed below. Please provide accurate address to avoid returned mail or delays on mailing out degree. If you would like your diploma sent to the Education Department, please put that in place of Facility.

Facility Inmate # Housing #

Street City State Zip Code

Associate in Arts/Science

Option 1 Option II (CSU) Option III (UC) catalog year

Please List Major/Area of Emphasis

Blank lines for listing major/area of emphasis

Certificate of Achievement

Blank lines for certificate of achievement

Other Institutions

List ALL educational institutions you have attended that apply toward the Associate degree and/or Certificate of Achievement:

Blank line for listing other institutions

If you are currently attending any institution this semester (other than Coastline), list the institution, course(s), units and projected completion dates. (List only if course(s) applies towards the degree and/or certificate).

Blank line for listing current institutions

Before your Associate Degree and/or Certificate will be granted, you must provide official transcripts of your final grade(s) from the institution(s) listed above.

Signature

Coastline Student ID Signature



# OFFICIAL TRANSCRIPT REQUEST

Mail request to: Coastline Community College: Attn: Transcripts, 11460 Warner Ave. Fountain Valley, CA. 92708  
 Fax request to: (714) 241-6288 Email request as PDF document to: [ccctranscripts@coastline.edu](mailto:ccctranscripts@coastline.edu)

LAST	FIRST	MIDDLE	STUDENT I.D. #
ADDRESS			SOCIAL SECURITY NUMBER
CITY	STATE	ZIP CODE	DATE OF BIRTH (month/day/year)
MAIDEN OR OTHER NAMES			E-MAIL ADDRESS
SIGNATURE		TODAY'S DATE	PHONE NUMBER

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. The student's signature is required.

**TYPE OF REQUEST (all transcripts are processed and mailed via U.S. Mail)**

- REGULAR** – will be mailed within 5 business days
- RUSH** – will be mailed within 2 business days; additional \$5 fee per rush copy

**OPTIONAL: Please read before selecting an option.** This section is only required if you have completed all your General Education Course Requirements.

**WITH GENERAL EDUCATION CERTIFICATION OR IGETC**  
*\*certification will delay processing 3-5 business days*

CSU – General Education Certification  
 (Minimum of 12 units must be completed at Coastline)

IGETC- Intersegmental General Education Transfer Core  
 (Coastline must be last school attended)

**Complete for IGETC or CSU Certification**

1. Is Coastline the last college attended?  Yes  No

2. Are you using high school records to fulfill IGETC requirements?  
 No  Yes – Must have official transcripts on file

3. Have you attended other colleges or universities?  
 No  Yes – Must have official transcripts on file

If yes, please list: \_\_\_\_\_

\_\_\_\_\_

\*\*\*OFFICIAL TRANSCRIPTS FROM OTHER INSTITUTIONS MUST BE ON FILE IN ORDER TO USE FOR CERTIFICATION PURPOSES

**HOLD FOR CHANGES**

\*Check only if you have applied for these changes (changes will delay processing)

With Final Grades:  
 Semester \_\_\_\_\_  
 Year \_\_\_\_\_

Academic Renewal  
 Semester \_\_\_\_\_  
 Year \_\_\_\_\_

Grade Change  
 Course \_\_\_\_\_  
 Semester \_\_\_\_\_

Degree/Certificate Posting  
 (May take up to one month after graduation)

Petition to Exclude a "D", "F" or "NP"  
 Courses: \_\_\_\_\_

\_\_\_\_\_

**NUMBER OF COPIES:**

*A separate form is required for each address*

<b>MAIL TO:</b>	
<b>ATTENTION:</b>	
<b>ADDRESS:</b>	
<b>CITY , STATE, ZIP</b>	

**INSTRUCTIONS:**  
 Fill out "Transcript Request Form" completely – be sure to write clearly. Submit request via mail, fax, or email to the address provided above. Include payment (request will not be processed without payment).  
 \*Your first two transcripts are free. Each subsequent copy is \$5.00 ea. Additional fee of \$5.00 for each rush transcript requested.

If payment needed, please contact:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### Preferred Name Request Form

Please complete and submit this form to the Admissions and Records department to request a preferred first name. **Documentation is not required.** The Admissions and Records department will notify you once the change has been made.

Your preferred name will appear in the following areas:

- Class Roster
- Canvas
- SARS

Submitted preferred names will never be used for official college student record purposes such as enrollment verifications, transcripts, financial aid, student accounts and other instances where the legal name is required. To change a legal name, students must provide the official document of the legal name change along with the **'Change of Name' form** to the Office of Admissions and Records.

Mail form to:

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

Legal Name: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ (if available)      Inmate number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Coastline recognizes many students prefer a name other than their legal name to identify themselves. Please note: The preferred name will only be used solely for Coastline's internal purposes. All communications with external agencies will continue to use your legal name. The preferred name can be changed no more than once per academic year. Inappropriate use of the preferred first name, including but not limited to misrepresentation or attempting to avoid legal obligations, may be cause for denying the request.

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# | HOPE SCHOLARS 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 at the back of this guide 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 grievance.
  - See the Coastline College Contact information at the back of this Guide.

## **Grade Disputes**

Students who feel their grade is incorrect should address their grade concern directly with their instructor/faculty member. 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 usually the Division Dean. 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 Petition** form from the Office of Admissions and Records. All grade challenges 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.

All grade disputes will be handled through the process outlined above. However, 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 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."

# | ADMISSIONS & RECORDS - FAQs

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

## **I have completed my first term with Coastline and want to re-enroll; what do I need to do?**

If you are in a California State or youth authority prison you must pick up your new guide from your education department and complete the Student Application and Registration Form. For federal and/or out-of-state prisons, you must write and request a new guide to be sent to you.

## **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 Educational Plan from the Counseling Department. Once the plan is completed, an academic counselor will mail you a copy.

## **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 located in this Guide. 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 written notice describing qualified accommodations for the term. Special Programs and Services may also be contacted via email at [specialprograms@coastline.edu](mailto: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.

**Are Hope Scholars eligible for any scholarships?**

There are a few scholarship opportunities for Hope Scholars to assist with the cost of tuition, books, and/or 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](mailto:scholarships@coastline.edu), or as contained in this Guide.

**I received a notice that all courses are closed/full. Can I enroll in online courses?**

You may only enroll in classes listed in this Guide.

**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 \$100 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 Ext. 5.

**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 in this Guide. If you are requesting a legal name change, complete and return the 'Change of Name' form in this Guide along with the required supporting documents.

# | ASSESSMENT - FAQs

## **How do I satisfy English Competency?**

To satisfy English Competency at Coastline, you must complete English C100 Freshman Composition or English C135 Business Writing with a grade of C or better. Completion of an equivalent course at another college/university, appropriate AP exam or CLEP scores can also be used to satisfy competency. For a complete list of all options, please reference the Assessment section of this guide.

## **How do I satisfy Math Competency?**

To satisfy Math competency at Coastline, you may complete MATH C030 or higher with a grade of C or better. Completion of an equivalent course at another college/university, high school Algebra I and II or Integrated Math with a grade of C or better, or appropriate AP exam or CLEP scores can also be used to satisfy competency. For a complete list of all options, please reference the Assessment section of this guide.

## **Which assessment forms should I submit?**

You may submit the Multiple Measures Assessment Project (MMAP) form placement only if you graduated High School within the past ten years. Otherwise, you will need to submit the Guided Self-Placement form. You may also submit the Guided Self-Placement form if you graduated high school within the past ten years and completed the MMAP, but would like to be placed into a higher math level than what is determined through this placement option.

# | COUNSELING - FAQs

## **Why is it important to send official transcripts to Coastline College?**

By submitting your official transcripts, we are able to evaluate previously completed credits and apply them to your program at Coastline potentially reducing the amount of time it will take to complete your educational goal. This also allows your counselor to create an accurate SEP reflective of your academic needs. Official transcripts are issued by the college or institution in a sealed envelope and must not be opened to be accepted as official.

## **What if I send Coastline my unofficial transcripts with my Student Educational Plan?**

Using unofficial transcripts, a counselor may be able to give suggestions based upon previous course completions. However, no course credits will be applied to your academic record at Coastline and the unofficial record will not be kept on file.

## **When can I request a new Educational Plan if I have already had one completed previously?**

Your initial SEP provides you with the courses we recommend you complete during your first few semesters. Once you have completed your assessments and submitted all official transcripts, you may request a comprehensive SEP which will include all courses needed for graduation. You may also request a new SEP anytime there is a significant change to your educational, career, or transfer goals.

## **How do I apply for degrees and certificates?**

An Associate Degree or a Certificate of Achievement is not automatically awarded. You are required to petition for graduation at the beginning of the semester in which you will be completing your final requirements. The Petition to Graduate form is contained within this guide. Pay special attention to the deadlines. When applying for multiple degrees, it is highly recommended to apply for them at the same time. Degrees applied for after conferral of a degree will require 12 additional units in residence.

# | DISTANCE LEARNING - FAQs

## **When should I advise my proctor that I plan to apply and enroll in Coastline Classes?**

We suggest that you do this as soon as possible so that your proctor may add you to their roster/list. This helps both you and your proctor in helping you move forward with your education.

## **I've enrolled in a Distance Learning class; now what do I do?**

Students who are officially enrolled will be sent a Student Schedule along with a Welcome letter from the Admissions and Records Department. Once you receive the Welcome letter, you must make arrangements to obtain the required course materials as indicated in this Guide for each of your classes.

## **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, 11460 Warner Avenue, Fountain Valley, CA 92708-2597.

## **If I submit my quiz on a Scantron, how will I know my score?**

As long as the Scantron is filled out correctly and submitted to the Distance Learning Department by the due date, students will receive correspondence in the mail regarding their total score shortly after the due date. Be sure to include name, student ID number, and quiz number in the spaces provided on the Scantron form. Late quizzes are scored and posted last and typically progress reports are not sent out.

## **What happens if I submit my work late?**

Refer to the course student handbook for instructor policies regarding the acceptance of late work. Late work may result in being dropped from the course, and/or a failing grade.

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

Yes. Please contact Admissions and Records.

## **May I send my quizzes, exams, homework or extra credit to you in the same envelope for all of my classes?**

Yes, we encourage you to do so! Quiz Scantrons, assignments, homework, extra credit work, and/or exams for any and all classes may be sent to us in one envelope. There's no need for you to send a Scantron for one class in an envelope and then send another Scantron in an envelope for a different class. This will save you money, and allow us to open mail a bit faster.

Please do not send one letter for multiple instructors; send one letter per envelope for each instructor.

# | FINANCIAL AID - FAQs

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

The Promise Grant (waiver) is good for three terms, starting with the Fall semester and ending with the Summer. Example: Fall 2021, Spring 2022, and Summer 2022. If you already applied for one of the terms, there is no need to apply for a 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 not able to qualify for any federal grants or loans. Textbooks and materials must be paid for by the student, family members, and/or friends.

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

No, students would re-apply for the Promise Grant (waiver) each new award year (period from Fall through Summer). Once you apply for the Promise Grant, it will be active in the system through the Summer term. (Students who submit a Promise Grant application in Summer, will need to re-apply for the next term in which they enroll, as the new award year begins 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 fees from a previous term, and you submitted a fee waiver for that term, your Promise Grant application may have been rejected due to missing information or lack of signature. Although we attempt to return incomplete Promise Grant applications to students for correction, if you did not receive this and you are unable to register due to an outstanding balance, please contact our office immediately. In some cases, you may be able to resubmit the Promise Grant application and have the fees cleared for registration. However, if the fees are from previous years, we are not able to go back and apply the grant against charges from a prior financial aid year.

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

Unfortunately, Hope Scholars are only eligible for the California College Promise Grant at Coastline. You would not be eligible to apply for any grants or loans while you are incarcerated. Upon your release, however, you may apply for further financial aid through the FAFSA.

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

Your Social Security Number is requested but not absolutely required on the Promise Grant application. If you qualify for the grant, providing your Social Security Number will help us ensure the grant is attached to the correct Coastline Student I.D. number.

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

If you are an undocumented immigrant AND you have been determined by the Admissions Office to qualify for California resident tuition as an AB540 student, you may now qualify to submit a grant application through a separate application. Please check the appropriate "Yes" box on the grant application, indicating you are an AB540 student as determined by the Admissions Office, and then for SSN: please indicate AB540 student. Please contact the Financial Aid Office directly for further assistance.

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

If you are married, 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.

## **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 'Residency Requirements' on page 6 of this Guide.

**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 2020-21 CCPG application on 9/1/2021, the application will not be processed because it was submitted after the summer 2021 session had already ended.

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

Yes, there is an appeal process. CCPG appeal is available for the Fall, Spring, and Summer terms. To appeal for the loss of CCPG, you must complete the 'CCCD Petition to Reinstatement of the California College Promise Grant' and submit it along with the appropriate supporting documents to the Financial Aid Office. Contact the Financial Aid Office or the proctor for the Petition.

**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, Summer is treated as part of the Fall semester. If you submitted a CCPG appeal for the Summer and got 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 2021 and got approved, you are automatically approved for the Fall 2021 semester only if we have your 2021-22 CCPG application.

**Does my academic performance affect my eligibility for the grant?**

See page 19 for details.

Financial Aid Office  
Coastline College  
11460 Warner Ave.  
Fountain Valley, CA 92708-2597  
(714) 241-6239  
financialaid@coastline.edu

# | LIBRARY - FAQs

## **May I borrow textbooks from the Coastline Library?**

No, the Coastline College Library is unable to provide any textbooks.

## **I have been assigned a research project or assignment and need materials. What do I do?**

Option 1: If your facility has a librarian, let them know that you are taking college courses. The librarian may be able to assist you in developing your topic and may have resources available to help you complete an assignment.

Option 2: Use the provided Research Request Form in this Guide to submit a research request to your Coastline Library for your Coastline class. Other Library information can be found on page 54.

It is suggested that you try both of these options to have a variety of resources to choose from for your research project or assignment.

# | PREFERRED NAME STANDARDS - FAQs

## **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
- Blackboard
- Canvas
- SARS

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

- Student Health Center
- 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' in this Guide.

# | VIRTUAL BOOKSTORE - FAQs

## **How do students sell course materials back at the end of the term?**

Please ask the person who purchased your materials to visit [bncvirtual.com/coastline](http://bncvirtual.com/coastline). Under the menu options, they will click Sell Your Textbooks. Log in with the email and password used to purchase your materials. Follow the instructions to complete the buyback quote. Print out the packing slip and free UPS shipping label, pack the books, and drop the package at any UPS location. For more information about textbooks that can be sold back, review the buyback guidelines in the Help section at [bncvirtual.com/coastline](http://bncvirtual.com/coastline).

## **How can customer service be contacted?**

Ask your educational coordinator, proctor, or other representative to contact BNC Services using one of the following avenues:

- Phone: (800) 325-3252
- Email: [VB@bncservices.com](mailto:VB@bncservices.com)
- Chat: Go to the virtual bookstore at [bncvirtual.com/coastline](http://bncvirtual.com/coastline). Click on the menu option. Click the button on the left. In the Start a Chat box, click the button to start a chat session.

## **How does a student contact BNC Virtual?**

Students can write to BNC Virtual at:

MBS/BNC Services  
2805 Falling Leaf Lane  
Columbia, Missouri, 65201

NOTE: please do not include your Social Security number in written communication with BNC Virtual.

## **Where can I order books?**

[bncvirtual.com/coastline](http://bncvirtual.com/coastline)

## **What is the ordering process?**

See the Textbook Ordering Instructions in this Guide.

## **What should I do if the textbooks have not arrived?**

Ask your family member, friend, or sponsor to contact MBS/BNC Services:

- Phone: (800) 325-3252
- Email: [VB@bncservices.com](mailto:VB@bncservices.com)
- Chat: Go to the virtual bookstore at [bncvirtual.com/coastline](http://bncvirtual.com/coastline). Click on the menu option. Click the button on the left. In the Start a Chat box, click the button to start a chat session.

## **If I had to drop my class during one term but kept the textbooks and student handbooks, can I use them for the next term I enroll?**

You can use the textbooks if the same edition is being used. However, you will need to obtain the current student handbook as needed. Due dates, assignments, and quizzes change from one term to another term. You are held accountable for having the current student handbook for your course.

## **Is BNC Virtual able to assist with general questions about Coastline College?**

BNC Virtual is unable to assist with questions about Coastline College's processes and procedures.

# | COASTLINE COLLEGE 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 Ext. 1	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Applications	Admissions & Records	isep@coastline.edu	714-241-6315 Ext. 1	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
Course Materials	College Bookstore (MBS)	vb@bncservices.com	800-325-3252	MBS/BNC Services 2805 Falling Leaf Lane Columbia, Missouri, 65201
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 Ext. 1	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Enrollment Confirmation	Admissions & Records	isep@coastline.edu	714-241-6315 Ext. 1	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708

# | COASTLINE COLLEGE CONTACT LIST

Topics	Section/Department	Email	Phone	Address
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 Ext. 1	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 Ext. 1	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 Ext. 1	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708

# | COASTLINE COLLEGE CONTACT LIST

Topics	Section/Department	Email	Phone	Address
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/discrimination	Title IX	titleix@coastline.edu	714-241-6130	Coastline College ATTN: Title IX/Student Equity Office 11460 Warner Ave. Fountain Valley, CA 92708
Residency	Admissions & Records	residency@coastline.edu	714-241-6176 Ext. 5	Coastline College ATTN: Admissions & Records 11460 Warner Avenue Fountain Valley, CA 92708
Scantron Assignments	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 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
Test Reports	Distance Learning	dlearning@coastline.edu	714-241-6216	Coastline College ATTN: Distance Learning Department 11460 Warner Avenue Fountain Valley, CA 92708
Textbook Information	College Bookstore (MBS)	vb@bncservices.com	800-325-3252	MBS/BNC Services 2805 Falling Leaf Lane Columbia, Missouri, 65201
Transcripts	Admissions & Records	isep@coastline.edu	714-241-6315 Ext. 1	Coastline College ATTN: Admissions & Records 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





# COASTLINE

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# COLLEGE

## **Coastline's Vision**

Creating opportunities for student success.

## **Coastline's Mission**

Coastline College guides diverse populations of students toward the attainment of associate degrees and certificates leading to career advancement, personal empowerment, and transfer. By meeting students where they are, Coastline provides innovative instruction and services designed to achieve equitable outcomes.

## **COASTLINE COLLEGE PRESIDENT:**

Vince Rodriguez, Ed. D.

## **COAST COMMUNITY COLLEGE DISTRICT**

### **BOARD OF TRUSTEES:**

Mary L. Hornbuckle (President), Lorraine Prinsky, Ph.D. (Vice President), Jim Moreno (Board Clerk), David A. Grant (Trustee), Jerry Patterson (Trustee), and Roy Sahachaisere (Student Trustee).

## **CHANCELLOR:**

John Weispfenning, Ph.D.

## **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, recommendations, 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.

## **STATEMENT OF ACCREDITATION:**

Coastline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education.

**COASTLINE**  
COLLEGE



11460 Warner Avenue  
Fountain Valley, CA 92708-2597  
Contact: (714) 241-6315