ADMISSIONS AND REGISTRATION

Small College, Big Value

We offer a student-focused experience - an academic journey that is built around you. Each year, more students apply to Coastline because we are the Leader in Innovation. Our application process is simple - from recent graduates to a student re-entering their educational journey, we are here for you. If you always wanted a college degree, but cost or time was an obstacle, Coastline opens up another path.

We are committed to "Creating Opportunities for Student Success."

Visit the Coastline Admissions Information webpage (https://www.coastline.edu/becoming-a-student/apply-now/)

Academic Standards

Honors

Coastline recognizes academic honor in four ways.

1. **President's List:** A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.
2. **Dean's List:** A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.
3. **Honors List:** A student is eligible to be included on the Honors List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.
4. **Graduation with Honors:** A student is eligible for Graduation with Honors[1] if he or she achieves a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline.

[1] 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 he or she meets one of two conditions:

1. **Academic Probation**
   A student is on academic probation, if he or she has 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 he or she has attempted at least 12 semester units at a District college and the percentage of units with "W, I and NP" grades 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.

Dismissal 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 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.

Attendance

Students are expected to attend class regularly. Failure to attend may be taken into consideration by instructors when assigning grades. Students who miss the first-class meeting, are absent for two continuous class meetings, or have too many absences MAY be dropped by the instructor at any time during the semester until the final deadline for withdrawal. Instructors may have more restrictive requirements for attendance and these requirements shall be stated in the class syllabus. Students that miss class due to verifiable extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc.) should inform their instructors prior to missing class meetings. A student who has been absent because of extenuating circumstance should report to the instructor on the day of his/her return. No absence will excuse a student from making up the work missed. Students should realize that absences may adversely affect their grades. Please Note: It is the responsibility of the student to withdraw in order to meet all fee/refund deadlines and it is also the responsibility of the student to withdraw by state mandated deadlines to avoid grade penalties.

Auditing

The college is no longer offering students the option to audit a course.

Classification of Students

Students are classified as follows:

- **Freshman:** A student who has completed fewer than 30 units
- **Sophomore:** A student who has completed 30 or more units
- **Part-time:** A student carrying fewer than 12 units per semester (for Summer session, fewer than 6 units)
- **Full-time:** A student carrying 12 or more units per semester (for Summer session, 6 or more units)

Enrollment Status for Reporting Purposes:

- **Full-time:** A student carrying 12 or more units per semester (for Summer session, 6 or more units)
- **Three-Quarter time:** A student carrying 9 to 11 .99 units per semester (summer excluded)
- **Half-time:** A student carrying 6 to 8.99 units per semester (for Summer session, 3 to 5.99 units)
- **Less Than Half-time:** A student carrying .5 to 5.99 units per semester (for Summer session, .5 to 2.99 units)

Course Repetition

In accordance with Title 5, sections 55024, 55040-55045 only courses which fall into the following categories may be repeated. Enrollment in two sections of the same course in the same term or part of term is not permitted.

Repetition of Activities Courses

Families of Courses

Regulations governing the repetition of credit courses in the California Community College system have eliminated repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses. Intercollegiate Athletics and some Music courses that are required for transfer programs will be the only courses that will remain repeatable; all other courses previously offered as repeatable will be offered as one-time enrollment courses.

While students will not, in most cases, be allowed to repeat active participatory courses in Dance, Drama, Music, Physical Education, and Visual Arts, they will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times. This is a state regulation and applies to all Dance, Drama, Music, Physical Education and Visual Arts activity classes in the District.

For example, all Ballet courses are part of the "Ballet Family". Repeatable courses that are related in content and taken prior to FALL 2013 will count toward the four-enrollment limitation. Therefore, the "Ballet Family" includes Dance C110 Ballet 1 and Dance C115 Ballet 2. A student who previously enrolled in Dance C110 twice can only take two more courses in the family; a student who previously enrolled in Dance C110 four times may not take any additional courses in the family.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family, in the District. Further, all grades, including "W"s, will count toward the four-course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a "NP", "D", "F" grade was earned or "W" was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses.

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; or
2. The class is eligible for grade remediation by repetition.

Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to take 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

1. **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 Registration 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 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 Registration Office along with an official transcript from the other college showing successful completion of the course.

2. **Repeating a course due to a significant lapse of time;** where a passing grade (CR or P) or C or better was previously earned. A significant lapse of time is defined as at least five years. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once if the following conditions are met (documentation must be submitted):

   - at least 36 months, or more if required by district policy, has elapsed since the student previously was assigned or awarded a grade in the course;
   - the student's prior grade was a satisfactory grade (§ 55000(w); and either
       - the course is required by the district as a properly established recency prerequisite (§ 55003);

• or another institution of higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student's last enrollment

3. Repeating a course due to Extenuating Circumstances - Verified cases of accidents, illness, or other life changing events beyond the control of the student that prevented him/her from doing well in the course (must submit documentation);

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

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

Note: Some transfer institutions may elect to include both courses or may choose to use only the first grade taken in their computation of the grade point average to establish entrance requirements.

How to Prepare

• Proper Course Placement
• Registration
• Educational Planning

Student Success and Support Program

Student Success and Support Program intends to help students achieve their educational goals through core matriculation services as well as support services that are necessary to assist students meet their personal, academic, and career objectives. All students, unless exempt, are required to participate in Orientation and Academic Advising. The College also provides follow-up services to evaluate the academic progress of students and to provide additional resources as necessary. Other support services are also available to those students who qualify for them. Effective Fall 2014, Student Success and Support Program regulations require that students complete orientation and creation of an informed educational plan in order to receive priority registration. Students who believe they are exempt or would like to file an appeal may contact the Admissions and Registration Office located at the Student Services Center at Fountain Valley.

Exemptions

Some students may be exempted from advisement/orientation and counseling, if they meet one of the following criteria:

1. Completed an A.A. degree or higher at an accredited United States college or university.
2. Completed 30 or more units at an accredited United States college or university.
3. Completed 15 or more units with a cumulative GPA of 2.0 or higher along with official evidence of one of the following:

• Verified completion of college level course work in English, writing, and mathematics (Intermediate Algebra or higher) with a grade of "C" or better.
• Evaluation of learning skills (placement testing) from a California Community College within the last two years.
• A score of 3, 4, or 5 on the Advanced Placement Examination in English Composition.
• A passing score on the California State University English Equivalency Examination

4. Concurrently enrolled K-12th grade school student attending with the recommendation of the school principal.

Registration

Courses that are neither taught in the classroom nor online are generally considered to be correspondence courses. Students who are receiving financial aid are advised not to enroll in correspondence courses, as these may have a negative impact on how much financial aid they may receive. Unless you are participating in an educational program in which you are required to take correspondence courses, we highly recommend that you enroll in courses that are taught online or in the classroom.

Registration

Registration is by assigned appointment. Registration appointments are assigned to students three weeks prior to the first day of the registration cycle for the upcoming semester or session. This includes continuing students as well as new (applicants) and returning students. Any student who applies and is admitted for the semester or term will have access to the MyCoastPortal for all registration, fee payment and withdrawal transactions.

Registration Assistance

Students who need assistance to register using MyCoastPortal can come to the Student Services Center in Fountain Valley for in-person assistance or may email CCCAdmissionsOffice@coastline.edu for remote help.

Late Registration

Late registration for all classes begins the first day of the semester or session. During the first two weeks of class (spring and fall semester), students may register only with the permission of the instructor. In order for a student to receive a late add during the second week, he or she must have been in attendance the first week of class for in-person classes. For online classes students must email the instructor to request permission for a late add. Students will not be permitted to register after the second week of class. Check the Coastline Registration Dates webpage (https://www.coastline.edu/becoming-a-student/registration/registration-dates.php) for registration deadlines. Students should be aware that missing the first-class meeting or meetings may severely affect their chances to succeed in the course.

Note: Students entering classes late are responsible for making up missed work and are responsible for all fee and refund deadlines associated with each class section. Students who are permitted to add after the refund deadline will not be eligible for a refund if the class is dropped.

Physical Examination

A physical examination is not required to enroll at Coastline College.

Eligibility for Courses and Programs

A student may enroll in any course offered at Coastline College provided prerequisites for the course have been met.

Waitlists

Waitlists may be available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified by email and will have 24 hours to add the class via MyCoastPortal. Waitlist email notifications are sent to the Coast District assigned student Gmail account (username@student.cccd.edu). The link to your Gmail is found on your Home tab within your MyCoastPortal. (Students with current Cell Phone numbers will also receive a text notification).

Closed Classes

Classes with closed next to them on the searchable Online Class Schedule indicate that the class is closed (full). If the class in which you wish to enroll is closed, don't give up!

1. Go for the sure thing! Try to find another CRN of the course that may still have seats available **or**

2. If there is a waitlist option, place yourself on the waitlist. If a seat becomes available, you will be notified by email and will have 24 hours to add the waitlisted class. All prerequisites and corequisites must be met. You can monitor your waitlist position by logging into your MyCoastPortal and clicking on "Detail Schedule with Waitlist Position" from the Student tab. It is suggested you log into your MyCoastPortal and check your Coast District assigned Gmail account at least three times a day to reduce the chance of missing the email notification for the waitlist. For step-by-step instructions on how to add a course with a waitlist notification, refer to the MyCoastPortal reference guide (https://www.coastline.edu/myccc.php) posted on the Coastline College website.

3. If waitlists are not available, check back to see if a seat may have become available due to a student withdrawal or due to a student being dropped for nonpayment of fees. **or**

4. If the class you want does not reopen before the semester begins, or if you are unable to place yourself on the waitlist because it is full, does not exist, or you are not eligible to do so, you may still go to the first-class meeting for on-site classes or email the instructor for online classes. If space is available, the instructor may give you an **Add Permit** with an Add Authorization Code (AAC). The AAC will allow you to register online on your MyCoastPortal for the course prior to the "**Expires**" deadline using the online registration system. However, please be aware that most instructors give priority to students who are already on the waitlist.

Please Note: A student must have a registration appointment to be able to register online using their MyCoastPortal account.