

Getting Started Checklist

Navigating for the registration and application processes for the first time can be tricky. Print this checklist to keep yourself on track. You can then check off each gem as you accomplish it.



--Select Coastline as your GEM institution

Designate Coastline as your GEM institution and initiate a Course Completion Package with us at the Air Force Virtual Education Center (AFVEC) <https://www.my.af.mil/faf/FAF/fafHome.jsp>



--Apply Online to Coastline

All new students must apply to Coastline. Students who have had a break in enrollment for 2 semesters or more must re-apply.

IMPORTANT: Enter the code MIL1 on the Supplemental page of the online application which is your 4-digit program admission designator.

New Students receive notification about their MyCCC account upon acceptance of their application. This normally takes approximately 2-3 business days from the date the application is submitted. Applications must be submitted at least 3 business days prior to the registration deadline.



Apply to Coastline link: http://military.coastline.edu/navyregistration/cccaply_military.htm

--Register in your Courses

Complete the form at http://military.coastline.edu/gem/gem_reg.pdf and submit as instructed below*.



--Apply for and submit tuition assistance authorization

Tuition Assistance (TA) applications may be submitted online through your GEM plan using the Air Force Virtual Education Center (AFVEC) at <https://www.my.af.mil/faf/FAF/fafHome.jsp>. Submit your TA Authorization as instructed below*.

Once we receive and process your TA, your account balance in MyCCC will adjust accordingly (processing can take up to 3 business days). Students will be automatically dropped from their courses for non-payment if TA is not received by the deadline.



--Order your books

Students who have registered and submitted Tuition Assistance by the published deadline will receive a textbook voucher code to be used when ordering their required GEM textbooks. The voucher can be used to receive discounted books for all courses that are part of the GEM program. **The voucher will be sent via the college-issued email address approximately 2-weeks before the start of courses and will provide directions for using the voucher to place orders directly at the MBS "Virtual Bookstore".** To access college-issued email, students must log into their MyCCC account.

Students will select their preferred shipping method and will be required to pay for shipping costs and no more than \$50 per course for textbooks. The \$50 textbook rate only applies to courses offered through the GEM program.

Students may order their books online from MBS. Information and directions are provided directly from the MBS website. <http://bookstore.mbsdirect.net/coastline.htm>



--Login to your MyCCC Portal Page and your Seaport Course

When you enroll at Coastline, you'll receive login instructions for your MyCCC and Seaport pages. At MyCCC students can print their class schedule, obtain refund and drop dates, and more. Seaport is Coastline's Course Management System and where your class is housed. You can access Seaport through your MyCCC portal page or directly from the main website <http://military.coastline.edu/gem>. **You'll want to login to your course as soon as possible, so your instructor knows you're there and ready to go.** Access your course website from the "Log In" link on your GEM homepage <http://military.coastline.edu/gem>.

***Fax your TA Authorization Form to (714) 241-6270 or scan and email to milreg@coastline.edu.**

For submission deadlines consult the academic calendar <http://military.coastline.edu/general/dates.cfm>

At Coastline, our goal is your success. If you have difficulties with anything on this checklist, please feel free to call our offices for assistance: Toll Free Phone: 1-866-422-2645. Let us know you're in the GEM Program and we'll direct you to a qualified GEM Program specialist.