



# PocketEd Program

## Student Policies and Obligations

Coastline Community College

As a student in the Coastline Community College PocketEd program, I agree to adhere to the following: (please read and initial all)

- \_\_\_ 1. I have read and understand the **Steps to Register**.
- \_\_\_ 2. It is my responsibility to adhere to all registration and course deadlines.
  - Classes begin the 1<sup>st</sup> of each month from February to November. Registration deadline in one month prior to course start-date.
  - In order to drop a course and receive a full tuition refund, a **Drop Request** must be submitted within 9 days of class start-date, and the PocketPC must be returned.
  - Each course is designed to be completed in 12 weeks.
- \_\_\_ 3. For each 3 unit course, I should plan on devoting at least 9 hours per week to the coursework..
- \_\_\_ 4. It is my responsibility to communicate with my proctor when I am ready to take course exams, to follow all rules for exam proctoring, and to adhere to the college’s Academic Honesty Policy which can be reviewed on the Coastline Military Website: <http://military.coastline.edu> under Honesty Policy.
- \_\_\_ 5. I will give my proctor my quiz Scantrons to be sent back to the college for grading by the time I take my final exam.
- \_\_\_ 6. I understand my PocketPC will be automatically sent to me once I have registered for my PocketEd course. (I understand I need to purchase my textbooks separately – final step in **Steps to Register**.) The PocketPC will include a case and charger. The PocketPC and supporting equipment does not become my property until after I have completed one course with Coastline. If I take a subsequent course from Coastline, a second PocketPC will NOT be provided. The SD card and all its content shall always remain the property of Coastline College.
- \_\_\_ 7. It is my responsibility to use the SD card only with the provided PocketPC. PocketPC’s are equipped with appropriate plug-ins and PocketPC versions of software to run with the compatible SD card containing the course materials. I will return the SD course card to Coastline after completion of the course. **If the SD course card is lost or damaged, I will be responsible for replacement costs of \$60. I understand that my grade will not be released until the respective SD course card has been received by Coastline.**
- \_\_\_ 8. It is my responsibility to contact Coastline’s Military Programs Academic Specialists if I am experiencing difficulties using the PocketPC. They can be reached at (714) 241-6326 ext 16489.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**FAX ALL COMPLETED FORMS, INCLUDING THIS ONE, TO: (714) 241-6324  
THIS FORM IS NOT REQUIRED IF YOU REGISTERED ONLINE**