

Pacific Coast High School

July-August

Enrollment Guide



Pacific Coast High School—Overview

Pacific Coast High School (PCHS) is a WASC accredited, college preparatory, voluntary public high school; very different from many schools you may have experienced before. In keeping with our mission statement, our philosophy and courses are similar to a community college format, utilizing a syllabus approach to each trimester course. PCHS is a recipient of the CA Department of Education's Exemplary Independent Study Award, and has received UC approval for most courses offered.

July-August trimester courses are offered online. Please refer to the *Course Offerings* section for a complete description of courses offered.

July-August Trimester Information

Course Dates

All July-August courses begin July 1, 2013, and end August 9, 2013. There is only one July-August session.

Credits Possible

Students may take and earn up to 10 credits during the July-August Trimester.

Online Courses

All courses are offered online. All math courses have a required on-campus final. Refer to the *Course Offerings* section for a complete description of requirements for each course.

Online courses are web based. Work may be completed from any computer with Internet access.

For a preview of an online course, go to pchs.k12.ca.us, select the **Angel Learning** icon, user name is **PCHS**, the password is **Preview**.

Who May Enroll

High school students residing in the following counties: Orange, Los Angeles, Riverside, San Bernardino, or San Diego.

Enrollment in PCHS and Another School

- Students **MAY NOT** enroll in PCHS and any other public high school during the July-August trimester.
- Students **MAY** enroll in a community college course and PCHS during the July-August trimester.

Enrollment Timeframe

All registration forms for the July-August trimester must be received by 3:00 pm on **May 31, 2013**. **Classes and enrollment may close prior to May 31, 2013.**

How to Enroll in the July-August Trimester

- Enrollment forms must be submitted by **3:00 p.m. on May 31, 2013**
- Enrollment forms may be printed from pchs.k12.ca.us/enrollment.
- Complete and print all forms.
- Students will be contacted via the email address provided on enrollment forms regarding enrollment status.
- **Students must have a working email address to enroll.**
- Refer to the *Enrollment* page of the PCHS website for specific enrollment instructions based on your district of residence.

Forms to submit:

- July-August Enrollment Forms
- Unofficial transcript from school attended Spring 2013
- A signed and completed **Verification Form** from student's school district of **residence**
- If student has an active IEP or 504 Plan, **a copy must be submitted with all forms above**

Verification Form—How to Obtain One

Print a copy of the Verification Form from the *Enrollment Packet*. Follow the Enrollment form directions on the PCHS website for your student's district of residence. Start early, it may take a week or two to receive your signed Verification Form. **Students must have a Verification Form on file with PCHS before starting a course.**

- Anaheim 714.999.3579
- Brea Olinda 714.990.7850
- Capistrano 949.234.9234
- Fullerton—*file for Verification at neighborhood high school first, then obtain district signature*
 - Buena Park HS 714.992.8600
 - Fullerton Union HS 714.626.3800
 - La Habra HS 562.266.5001
 - Sonora HS 562.266-2001
 - Sunny Hills HS 714.626-4200
 - Troy HS 714.626.4401
- Garden Grove 714.663.6514
- Huntington Beach 714.903.7000 x4430
- Laguna Beach 949.497.7700
- Los Alamitos 562.799.4700 x80420
- Newport Mesa 714.424.8911
- Orange 714.997.6066
- Placentia/Yorba Linda 714.985.8724
- Saddleback Valley 949.580.3204
- Santa Ana 714.433.3484
- Tustin 714.730.7301 x326

Challenging a Course Grade

A parent may challenge an issued grade mark from Pacific Coast High School up to the end of the following trimester.

Adding, Dropping, or Changing a Course

After enrollment forms are submitted, all course changes must be made in writing on a July-August Add/Drop Course Form. Changes must be made on this form by June 21, 2013. Drops may be made through Aug. 9, 2013. The completed Add/Drop form may be faxed to 714.508.0215. This form is found on the PCHS website.

How to Submit Registration Forms

- Mail or hand deliver forms to PCHS (there is an after hours drop slot in the front door available 24/7).
- **Forms MAY NOT be faxed.**
- **Make sure all forms are complete and signed, where applicable.**
- **Incomplete packets will not be accepted.**
- **Be sure to save the "Course Login" page(s) from the enrollment packet**

Accessing July-August Courses

Beginning July 1, 2013, use the online login directions provided as part of the enrollment packet. Login directions will also be available from the PCHS website: pchs.k12.ca.us/forms. Students who have completed all registration forms and submitted them with transcripts and district signed Verification Form will be able to access their online courses by following the online login directions. Students with outstanding registration items will not have an online account created, and will not be able to access courses.

Courses Not Completed

If a course is not completed by August 9, or if no work is submitted for the first two consecutive weeks of the trimester without student contacting the teacher, the student will be dropped from the course and a grade of "No Credit" (NC) issued.

Grades and Transcripts

Report cards are mailed to student's home address by the end of August. An official transcript may be requested by completing the two page *Transcript Request Form* from the *Forms* page of the PCHS website.

The Importance of Communication

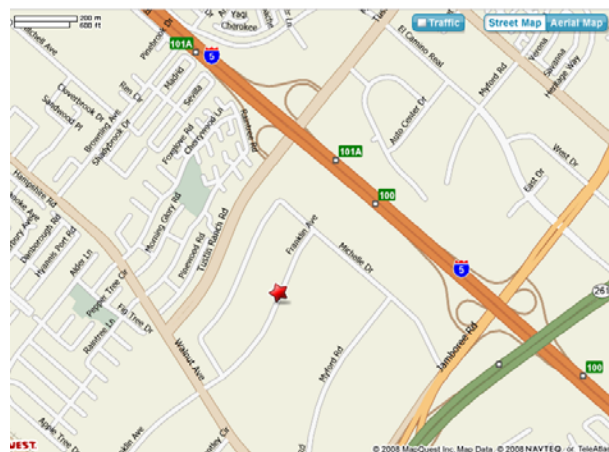
Since students are generally not on campus for the July-August Trimester, it is vital for students to stay in communication with teachers through email. Each teacher has an email address in the online course. Use this email for your questions. Make sure to add PCHS teachers to acceptable sites to avoid important teacher emails being sent to a spam folder!

Important Dates

- July-Aug registration begins.....April 1, 2013
- Registration form deadline.....May 31, 2013
- Last day to change July-Aug class.....June 21, 2013
- July-Aug courses begin.....July 1, 2013
- Holiday-Office Closed.....July 4, 2013
- Math Finals.....Aug. 5-9 (see math syllabus for details)
- Last day to drop a course.....Aug. 2, 2013
- Last day of July-Aug Trimester.....Fri. Aug. 9, 2013

Contact PCHS

Pacific Coast High School
14262 Franklin Avenue Suite 100
Tustin, CA 92780
Phone: 714.245.6500
Fax: 714.508.0215
Website: pchs.k12.ca.us



Staff Contacts

Principal: Machele Kilgore 714.245.6504
mkilgore@ocde.us

Enrollment Questions:

Student Records: Kathy Fusaro 714.245.6502
kfusaro@ocde.us

Technical Problems:

Robert Windham rwindham@ocde.us

Teachers:

Refer to course syllabus for course teacher emails.

July-August Course Offerings

Algebra 1A UC Approved Course	Online Course	5 credits
First class of a two semester (one year) algebra course. Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Algebra 1B UC Approved Course	Online Course	5 credits
Second class of a two semester (one year) algebra course. Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Algebra 2A UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Algebra 2B UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Computer Skills	Online Course	5 credits
PCHS Graduation Requirement Covers knowledge and skills addressed in PCHS online courses.		
Economics UC Approved Course	Online Course	5 credits
English 9A UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 10th grade or above</i>		
English 9B UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 10th grade or above, and completion of English 9A</i>		
English 10A UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 11th grade or above and completion of English 9</i>		
English 10B UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 11th grade or above and completion of English 9 and English 10A</i>		
English 11A UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 12th grade and completion of English 10</i>		
English 11B UC Approved Course	Online Course	5 credits
<i>Prerequisite: Student enrolled in 12th grade and completion of English 10 and English 11A</i>		

English 12A UC Approved Course	Online Course	5 credits
<i>Prerequisite: English 11</i>		
Geometry A UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Geometry B UC Approved Course	Online Course	5 credits
<i>Prerequisite: Geometry A or equivalent</i> Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Government	Online Course	5 credits
Health	Online Course	5 credits
CPR/First Aid certification required for PCHS students only. Syllabus contains a list of CPR/First Aid providers.		
PE A	Online Course	5 credits
PE B <i>Prerequisite: PE A</i>	Online Course	5 credits
Pre-Calculus A UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Pre-Calculus B UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Survey of Fine Arts	Online Course	5 credits
Trigonometry A UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
Trigonometry B UC Approved Course	Online Course	5 credits
Required on-campus final; on-campus support available Mondays and Wednesdays, 9:00-11:00 am		
US History A UC Approved Course	Online Course	5 credits
US History B UC Approved Course	Online Course	5 credits
Wrld Hist/Cul/Geog A UC Approved Course	Online Course	5 credits
Wrld Hist/Cul/Geog B <i>Prerequisite: Wrld Hist/Cul/Geog A</i> UC Approved Course	Online Course	5 credits

FREQUENTLY ASKED QUESTIONS

How many credits may I take during the July-August trimester?	5 or 10 credits
When does the July-August Trimester begin and end?	The July-August trimester begins July 1, 2013, and ends August 9, 2013. There is only one July-August session.
Can I take 10 credits during the first July-August session and 10 credits during the second July-August session?	There is only one July-August session. A student may take a maximum of 10 credits.
This is an online program. Do I have to come on-campus?	Students enrolling in math classes must come on campus for their math final in August, and may come on campus for optional math support.
What if I miss an on-campus math final?	Students must contact the course instructor before the date of an exam if the student is unable to attend. Missing a required exam may result in a student being dropped from the class.
How much time will I need to spend on my July-August trimester classes?	Students should plan to dedicate approximately four to five hours each day to work on their courses in order to be successful.
Can I go on vacation and still do July-August trimester classes?	All online courses are web based, and may be accessed from any computer with Internet access. Most assignments are submitted online. Remember, the July-August Trimester has all the assignments of a 19 week course condensed into six weeks.
How do I communicate with my teachers?	Communication is critical for success at PCHS. Since students are not on campus, teachers count on students to communicate via email. Teacher email addresses are available in each July-August online course syllabus.
How do I get a grade for my course?	A report card will be mailed to each student's home by the end of August.
What if I didn't complete my July-August course?	If a course is not completed, or the student does not submit work for two consecutive weeks and does not contact the instructor, the student will be dropped from the course. A grade of "NC" (no credit) will be issued for the course.
How does my current high school know I earned credits at PCHS during the July-August trimester?	Many districts have an agreement with PCHS for student's course/grade/credits to be submitted electronically to the district. Check with PCHS Student Records to see if this is the process for your district. If not, you may request a transcript by completing and submitting the two page "Transcript Request Form" found on the "Forms" page of the PCHS website.
How do I add, drop, or change a course?	After enrollment forms are submitted to PCHS, any change must be completed on a July-August Add/Drop form. This form may be downloaded from the "Forms" page of the PCHS website. Adds and changes must be made by June 21, 2013. Drops may be made through August 2, 2013. The completed Add/Drop Course form may be faxed to 714.508.0215, scanned and emailed, or mailed.
How long after I complete a course does my parent have to challenge a course grade?	A parent may challenge an issued grade mark from Pacific Coast High School up to the end of the following trimester.