

# 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 3, 2017, and end August 11, 2017. 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. Students must have access to a computer, the internet and work daily during the entire July-August trimester. Work may be completed from any computer with Internet access.

### 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

Registration packets will be accepted beginning April 3, 2017. All registration forms for the July-August trimester must be received by 3:00 pm on **May 26, 2017**.

**Classes and enrollment may close prior to May 26, 2017.**

## How to Enroll in the July-August Trimester

- Enrollment forms must be submitted by **3:00 p.m. on May 26, 2017**
- Enrollment forms may be printed from [pchs.k12.ca.us/July-August Enrollment](http://pchs.k12.ca.us/July-August%20Enrollment).
- 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. Students may not use an email address associated with another high school.**
- 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 2017
- A signed and completed **Community School Referral Form** from student's school district of residence.
- If student has an active IEP or 504 Plan, **a complete copy must be submitted with all forms above.**

### Community School Referral Form—How to Obtain One

Print a copy of the Community School Referral Form from the *Enrollment Packet*. Follow the Enrollment form directions on the PCHS website for your student's district of residence. Start this process early, it may take a week or two to receive your signed Referral Form. **This form is required to enroll in the July-August trimester.**

The following districts do not have specific instructions on the PCHS website regarding July-August enrollment.

- Fullerton—*requires a signature from your local high school first, then obtain the district signature*

	714-870-2840
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
- Laguna Beach 949.497.7700 x5208
- Orange 714.628.5424
- Santa Ana 714.433.3481
- Tustin 714.730.7301 x5136

### 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 23, 2017. Drops may be made through July 28, 2017. 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 completed enrollment packets 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 3, 2017, 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](http://pchs.k12.ca.us/forms). Students who have completed all registration forms and submitted them with transcripts and district signed Community School Referral 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 11, 2017 the student will receive a grade of "No Credit" (NC).

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 effective July 14, 2017.

## Grades and Transcripts

Report cards are mailed to student's home address by the end of August. Many districts have agreements with PCHS that allow for electronic transcripts to automatically be sent to individual districts. Please check with your district to see whether you have such an agreement. An official transcript may be requested by completing the *Transcript Request Form* located the *Forms* page of the PCHS website.

## The Importance of Communication

Since students are not on campus for the July-August Trimester, is it 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!

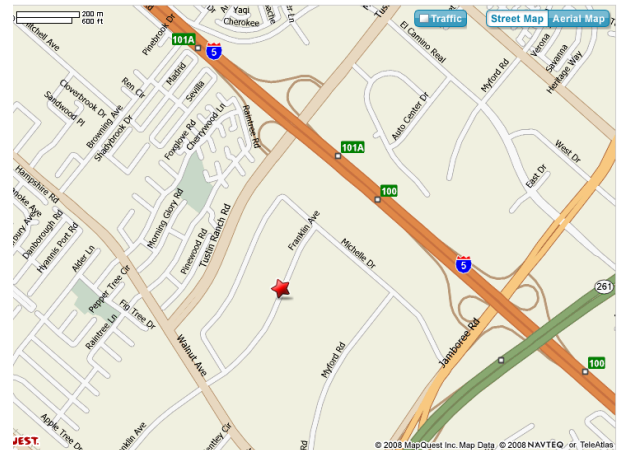
## Important Dates

July-Aug registration begins.....April 3, 2017  
Registration form deadline.....May 26, 2017  
Last day to change July-Aug class.....June 23, 2017  
July-Aug courses begin.....July 3, 2017  
Holiday-Office Closed.....July 4, 2017  
Math Finals.....(see math syllabus for details)  
Last day to drop a course.....July 28, 2017\*  
\*No notation of the course will appear on the student's transcript if dropped by 7/28/17.

Last day of July-Aug Trimester..... Aug. 11, 2017

## Contact PCHS

Pacific Coast High School  
14262 Franklin Avenue Suite 100  
Tustin, CA 92780  
Phone: 714.245.6500  
Website: [pchs.k12.ca.us](http://pchs.k12.ca.us)



## Staff Contacts

**Principal:** Machele Kilgore 714.245.6504  
[mkilgore@ocde.us](mailto:mkilgore@ocde.us)

### Enrollment Questions:

**Student Records:** Kathy Fusaro 714.245.6502  
[kfusaro@ocde.us](mailto:kfusaro@ocde.us)

### Technical Problems:

Richard Fitzgeorge [rfitzgeorge@ocde.us](mailto:rfitzgeorge@ocde.us)

### Teachers:

Refer to course syllabus for course teacher emails.

## July-August Course Offerings

**Algebra 1A** Online Course 5 credits  
**UC Approved Course**

First class of a two semester (one year) algebra course.  
Required on-campus final

**Algebra 1B** Online Course 5 credits  
**UC Approved Course**

Second class of a two semester (one year) algebra course. Required on-campus final

**Algebra 2A** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Algebra 2B** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Cyber Skills\*** Online Course 5 credits

Covers knowledge and skills addressed in PCHS online courses.\* This course was formerly called Computer Skills.

**Economics** Online Course 5 credits  
**UC Approved Course**

**English 9A** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 10<sup>th</sup> grade or above

**English 9B** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 10<sup>th</sup> grade or above, and completion of English 9A

**English 10A** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 11<sup>th</sup> grade or above and completion of English 9

**English 10B** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 11<sup>th</sup> grade or above and completion of English 9 and English 10A

**English 11A** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 12<sup>th</sup> grade and completion of English 9 and English 10

**English 11B** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Student enrolled in 12<sup>th</sup> grade and completion of English 9, English 10 and English 11A

**English 12A** Online Course 5 credits  
**UC Approved Course**

Prerequisite: English 9, English 10 and English 11

**Geometry A** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Geometry B** Online Course 5 credits  
**UC Approved Course**

Prerequisite: Geometry A or equivalent  
Required on-campus final

**Government** Online Course 5 credits  
**UC Approved Course**

**Health** Online Course 5 credits

**PE A** Online Course 5 credits

**PE B** Online Course 5 credits  
Prerequisite: PE A

**Pre-Calculus A** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Pre-Calculus B** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Trigonometry A** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**Trigonometry B** Online Course 5 credits  
**UC Approved Course**

Required on-campus final

**US History A** Online Course 5 credits  
**UC Approved Course**

**US History B** Online Course 5 credits  
**UC Approved Course**

**Wrld Hist/Cul/Geog A** Online Course 5 credits  
**UC Approved Course**

**Wrld Hist/Cul/Geog B** Online Course 5 credits  
**UC Approved**

Prerequisite: Wrld Hist/Cul/Geog A

## FREQUENTLY ASKED QUESTIONS

<b>How many credits may I take during the July-August trimester?</b>	5 or 10 credits
<b>When does the July-August Trimester begin and end?</b>	The July-August trimester begins July 3, 2017, and ends August 11, 2017. There is only one July-August session.
<b>Can I take 10 credits during the first July-August session and 10 credits during the second July-August session?</b>	There is only one July-August session. A student may take a maximum of 10 credits.
<b>This is an online program. Do I have to come on-campus?</b>	Only students enrolling in math classes must come on campus for their math final in August.
<b>What if I miss an on-campus math final?</b>	Students must contact the course instructor <b>before</b> the date of an exam if the student is unable to attend. Missing a required exam may result in a student failing the class.
<b>How much time will I need to spend on my July-August trimester classes?</b>	Students should plan to dedicate approximately four to five hours each day to work on their courses in order to be successful.
<b>Can I go on vacation and still do July-August trimester classes?</b>	All online courses are web based, and may be accessed from any computer with Internet access. Assignments are submitted online. Remember, the July-August Trimester has all the assignments of a 19 week course condensed into six weeks. Students must work daily.
<b>How do I communicate with my teachers?</b>	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.
<b>How do I get a grade for my course?</b>	A report card will be mailed to each student's home by the end of August.
<b>What if I didn't complete my July-August course?</b>	If the student does not submit work for the first two consecutive weeks and does not contact the instructor, the student will be dropped from the course 7/14/17. If the student is enrolled after 7/14/17 but does not submit all required work they will receive the grade of "NC" on their report card.
<b>How does my current high school know I earned credits at PCHS during the July-August trimester?</b>	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 or your school to see if this is the process for your district. If not, you may request a transcript by completing and submitting the "Transcript Request Form" found on the "Forms" page of the PCHS website.
<b>How do I add, drop, or change a course?</b>	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 23, 2017. Drops may be made through July 28, 2017. The completed Add/Drop Course form may be faxed to 714.508.0215 or mailed.
<b>How long after I complete a course does my parent have to challenge a course grade?</b>	A parent may challenge an issued grade mark from Pacific Coast High School up to the end of the following trimester.