



COASTLINE COMMUNITY COLLEGE
Technical Advanced Placement (TAP)
Petition Form
 (for ROP/High School Students)

Please refer to the reverse side of this form for instructions.

STUDENT INFORMATION:

<i>Last Name</i>	<i>First</i>	<i>MI</i>	<i>College Student ID Number</i>
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<i>Street Address</i>		<i>Telephone Number</i>	
<i>City</i>		<i>State</i>	<i>Zip Code</i>
<i>Birthdate:</i> _____		<i>College Email Address:</i> _____	
<i>Student Signature:</i> _____		<i>Date:</i> _____	

NOTE: The high school “TAP Certificate of Course Completion” or official high school transcript must be attached to this form.

COLLEGE COURSE INFORMATION:

The course(s) below have been approved:

<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
<i>Course #/Name</i>	<i>Course Title</i>	<i>Units</i>
<i>APPROVAL SIGNATURE: Counselor or “TAP Coordinator”</i>		<i>Date</i>

Admissions, Records, and Enrollment Services—Data Processing:

<input type="checkbox"/> <i>Data input complete</i> _____ <i>(initials/date)</i>	<input type="checkbox"/> <i>Transcript sent to student</i> _____ <i>(initials/date)</i>
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COASTLINE COMMUNITY COLLEGE

Technical Advanced Placement Process

(for ROP/High School Students)

1. *Student completes an articulated course at high school or ROP.
2. During the semester the student takes the articulated course, student applies online to CCC at www.cccapply.org
3. Student receives Certificate of Completion and articulation packet from instructor containing:
 - * Technical Advanced Placement (TAP) Petition for Credit form(s)
 - * Department Portfolio Approval form (if required)
4. Student must meet with a Coastline Community College Counselor and have his/her Petition for Credit signed off by the Counselor.
5. Student presents copies of completed forms to Admissions and Records:
 - * Technical Advanced Placement (TAP) Petition(s) for Credit, signed off by Counselor
 - * Official high school transcript and a copy of Certificate of Completion signed by instructor & high school Principal or ROP Administrator
 - * Department Portfolio Approval (if required)
6. The Admissions office processes the Technical Advanced Placement (TAP) Petition(s) for Credit.
7. Student contacts Admissions and Records Office to have credit posted on the official transcript when student has completed at least 12 units with a minimum 2.0 GPA, with at least one course in the articulated pathway.

* For students to be concurrently enrolled in high school and college they must complete the High School Release Form.