



Saddleback College

CTE Book Loan Program

Program Application / Eligibility Form

NOTE: Applying for textbook loan program does not guarantee you will receive the assistance. Your request must be screened for eligibility.

Part I: CTE program eligibility criteria

Only students in the declared CTE programs are eligible. Saddleback College must be shown as a school of record. Please indicate your declared CTE program of study: _____.

- **Accounting**
 - Computerized Accounting Specialist
 - Tax Preparation
- **Administrative Assistant**
- **American Sign Language**
- **Architectural Drafting**
- **Automotive Technology**
 - Alternative Fuel Vehicle Specialist
 - Automotive Chassis Specialist
 - Automotive Engine Performance Specialist
 - Automotive Engine Service Specialist
 - General Automotive Technician
- **Business**
 - Business Leadership
 - Business Management
 - Entrepreneurship
 - Global Business
 - Marketing
 - Professional Retailing
 - Retail Management
- **Child Development**
 - Early Childhood Teacher
 - Infant Toddler Teacher
 - Master Teacher
 - School Age Care and Recreation
 - Site Supervisor
- **Cinema/Television/Radio**
 - Cinema
 - CTVR-Critical Studies
 - Post Production
 - Radio
 - Screen Acting and Voice Performance
 - Television
- **Computer Information Management**
 - Application Developer
 - E-Commerce Specialist
 - Network Administrator
 - Software Specialist
 - Web Designer
 - Webmaster
- **Computer Maintenance Technology**
- **Construction Inspection**
- **Consumer Services**
- **Cosmetology**
- **Culinary Arts**
 - Advance Culinary Arts
 - Catering
 - Basic Culinary Arts
- **Drafting Technology**
- **Ecological Restoration**
- **Electronic Technology**
 - Analog and Digital Circuit Electronic Technology
 - Digital Electronic Technology
 - General Electronic Technology
- **Family & Consumer Sciences**
- **Fashion Design**
 - Advanced Fashion Design and Apparel Manufacturing
- **Fashion Merchandising**
 - Visual Fashion Merchandising
- **Foods**
- **Gerontology**
- **Graphics**
 - Computer Graphics
 - Graphic Communications
 - Graphic Design
 - Illustration/Animation
- **Health Information Technology**
- **Horticulture**
- **Human Services**
 - Alcohol and Drug Studies
 - Community-Based Corrections
 - Human Service Generalist
 - Mental Health Worker
- **Interior Design**
 - Interior Design Assistant
 - Interior Design Professional
 - Interior Merchandising
- **Journalism**
- **Landscape Design**
- **Marina Science Technology**
 - Marina Science Technician
 - Seamanship
- **Medical Assistant**
 - Administrative Medical Assistant
 - Clinical Medical Assistant
 - Comprehensive Medical Assistant
- **Medical Laboratory Technician**
 - Medical Lab Technology
- **Nursing**
 - Registered Nurse
 - Licensed Vocational Nurse to Registered Nurse Advance Placement Options
 - Licensed Vocational Nurse to RN (30 Units Options)
- **Nutrition**
- **Paramedic**
- **Rapid Digital Manufacturing**
- **Real Estate**
 - Real Estate Appraisal
 - Real Estate Escrow
 - Real Estate Sales/Broker
- **Theatre Arts**
 - Theatre Arts Entertainment and Theatre Technology
- **Travel & Tourism**



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Part II: Special Population eligibility criteria

Please identify Special Populations group you are associated with: _____.

NOTE: You may be asked to show your 1040EZ, 1040A or 1040 tax return form for verification

- **Individual with**
 - Disabilities

- **Individual from economically disadvantaged families, including foster children:**
 - Low Income Household. Annual income is:_____. Household size is:_____.
 - Student awarded Board of Governors Grant (BOGW)
 - Student awarded Pell Grant
 - CalWORKS – Aid to Families with Dependent Children recipient
 - Supplemental Security Income (SSI/SSD) recipient
 - Food Stamps recipient
 - General Assistance recipient

- **Individual**
 - Preparing for non-traditional training and employment (such as: males in nursing, females in automotive, etc.)

- **Single Parents**

- Single Parent who has a minor child/children with custody or joint custody; single pregnant women.

Child's Name:		Age:	
Child's Name:		Age:	
Child's Name:		Age:	

- **Displaced Homemaker:**

- Has worked as an adult primarily without pay to care for the home and family, and for that reason had diminished marketable skills
- Has been dependent on public assistance or on the income of a relative but is no longer supported by that income
- Lost income support

- **Limited English Proficiency:**

- Must provide a proof of successful completion of required ESL classes

- **OTHER:** *Please provide an explanation as to why you believe you qualify for the Book Loan Program:*

Special Population Certification Statement

This is to certify that I do qualify for one or more Special Populations mentioned above.

(Please sign below)

Student's Signature:		Date:	
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Part III: Student Information

Student's Name:					
Student ID Number:					
CTE Major / Certificate Program:					
Mailing Address:					
City:		State:		Zip:	
Contact Phone:					
Contact Email:					

Part IV: Book Selection

Please view the list of books available for Fall 2017 and make your selection.

Course ID	Course Name	Book	Check the selected book(s) with an "X" mark
ACCT 1A/B	Financial and Managerial Accounting	Financial & Managerial Accounting Edition: 5 th and 7 th . Wild, Shaw, Chiappetta. Custom Edition: McGraw-Hill.	
BUS 1	Intro to Business	Understanding Business w/ online code. Edition: 11th. Nickels. McGraw-Hill.	
BUS 102	Communicating For Results	Communicating For Results. Edition: 10th. Hamilton. Cengage Learning.	
BUS 104	Business Communications	BCOM 8 w/ online code. Edition: 8th. Lehman. Cengage Learning. ISBN 978-1305660861	
BUS 116	Personal Law: Street Law	Street Law: Understanding Law. Abertman. McGraw-Hill.	
BUS 13	Legal Environment and Business Law	Legal Environment & Business w/ online code. Melvin. McGraw Hill.	
BUS 135	Business Marketing	Marketing: Core w/ online code. Edition: 6th. Kerin. McGraw-Hill.	
CD 101	Programs and Practices for Teaching Young Children	Effective Practices in Early Childhood Education. Edition: 3rd. Bredekamp. Pearson.	
CD 15	Child, Family and Community	Child, Family and Community. Edition: 7th. Conzalez-Mena. Pearson.	
CIM 1	Computer Information Systems	Bundle: Technology in Action (Evans)/GO! with MS Office 2016 (Gaskin); 2016 MyITlab Access Code; Custom Edition: Pearson.	



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CIM 10	Introduction to Information Systems	Pearson College Intro to Information Systems (Custom).	
CIM 112	Microsoft Office	Bundle: Microsoft Office/2016 MyITLab Access Code; Custom Edition: Pearson.	
CIM 121 A/B/C	Keyboarding for computers beg/interm/adv	Gregg College Keyboarding and Document Processing Word 2013 Update, Kit 1, 11th Edition. Ober, Johnson, Zimmerly; McGraw Hill	
CIMA 104	Spreadsheets: Excel	Bundle: Excel Spreadsheets/2016 MyITLab Access Code; Custom Edition: Pearson.	
CIMA 108	Business Pres: PowerPoint	Bundle: Business Presentations/2016 MyITLab Access Code; Custom Edition: Pearson.	
CIMA 223A	QuickBooks Beg	QuickBooks Pro 2015: Level 1 with 140-day Trial Software. Trisha Conlon. Labyrinth Learning.	
RE 190	Escrow	California Escrow and Title. Lawrence. Dearborn Real Estate Education.	
RE 202	Computer Applications in Real Estate	Up and Running in 30 Days.	
RE 202	Computer Applications in Real Estate	Computer Concepts (2016). Parsons. Cengage Learning.	
RE 280	Mortgage Loan Brokering & Lending	California Mortgage Loan Brokering & Lending. Edition: 5th. Grogan & Chambers. OnCourse Learning.	
SOC 125	Sociology of Aging	Aging, Society & Life Course. Edition: 5 th . Morgan and Kunkel; Springer.	
SOC 126	Death and Dying	Understanding Dying, Death, & Bereavement Edition: 8 th Leming and Dickinson. Cengage Learning.	
SOC 180	Introduction to Gerontology	Introduction to Gerontology Aging Matters, Hooyman. Pearson.	

Check-out and Return conditions: *All loaned books MUST be returned by the Required Return Date in the condition they were checked out. If a book is not returned on time, returned damaged, or is lost - a hold will be placed on the student record for the full price of the book until full payment is made. Please note: this hold will prevent student from enrolling in classes and getting student records.*

Student's Signature:		Date:	
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Where to submit your completed application form:

Please take your completed form to the Economic & Workforce Development & Business Science division office (located at BGS 226). During business hours: drop off at the front desk;

after 5 p.m. – please email to both:

Anton Shekhalevich: ashekhalevich@saddleback.edu

Mira Manchik: mmanchik@saddleback.edu