



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 – 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 (check all that apply):

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)

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

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

Part IV: *Please view the list of books available Summer/Fall 2017.*

ACCT 1A/1B	Financial and Managerial Accounting	Financial & Managerial Accounting Edition: 5th. Wild, Shaw, Chiappetta. Custom Edition: McGraw-Hill. ISBN 978-1259170386
BUS 1	Intro to Business	Understanding Business w/ online code. Edition: 11th. Nickels. McGraw-Hill. ISBN 978-1259703188
BUS 102	Communicating For Results	Communicating For Results. Edition: 10th. Hamilton. Cengage Learning. ISBN 978-1111842161
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. ISBN 978-0076624058
BUS 13	Legal Environment and Business Law	Legal Environment & Business w/ online code. Melvin. McGraw Hill. ISBN 978-1308490786
BUS 135	Business Marketing	Marketing: Core w/ online code. Edition: 6th. Kerin. McGraw-Hill. ISBN 978-1259718700
CD 101	Programs and Practices for Teaching Young Children	Effective Practices in Early Childhood Education. Edition: 3rd. Bredekamp. Pearson. ISBN 978-0133956702
CD 15	Child, Family and Community	Child, Family and Community. Edition: 7th. Conzalez-Mena. Pearson. ISBN 978-0134042275
CIM 1	Computer Information Systems	Bundle: Technology in Action (Evans)/GO! with MS Office 2016 (Gaskin); 2016 MyITlab Access Code; Custom Edition: Pearson. ISBN 978-1323579145
CIM 10	Introduction to Information Systems	Pearson College Intro to Information Systems (Custom). ISBN 978-1323539187
CIM 112	Microsoft Office	Bundle: Microsoft Office/2016 MyITlab Access Code; Custom Edition: Pearson. ISBN 978-1323539279
CIMA 104	Spreadsheets: Excel	Bundle: Excel Spreadsheets/2016 MyITlab Access Code; Custom Edition: Pearson. ISBN 978-1323539361
CIMA 108	Business Pres: PowerPoint	Bundle: Business Presentations/2016 myITlab Access Code; Custom Edition: Pearson. ISBN 978-1323539248
CIMA 223A	QuickBooks Beg	QuickBooks Pro 2015: Level 1 with 140-day Trial Software. Trisha Conlon. Labyrinth Learning. ISBN 978-1591367840
RE 190	Escrow	California Escrow and Title. Lawrence. Dearborn Real Estate Education. ISBN 978-1427790934
RE 202	Computer Applications in Real Estate	Up and Running in 30 Days. ISBN 978-1427711458



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RE 202	Computer Applications in Real Estate	Computer Concepts (2016). Parsons. Cengage Learning. ISBN 978-1305271616
RE 280	Mortgage Loan Brokering & Lending	California Mortgage Loan Brokering & Lending. Edition: 5th. Grogan & Chambers. OnCourse Learning. ISBN 978-1629800134
SOC 125	Sociology of Aging	Aging, Society & Life Course. Edition: 5 th . Morgan and Kunkel; Springer. ISBN 978-0826121721
SOC 126	Death and Dying	Understanding Dying, Death, & Bereavement Edition: 8 th Leming and Dickinson. Cengage Learning. 978-1305094499
SOC 180	Introduction to Gerontology	Introduction to Gerontology Aging Matters, Hooyman. Pearson. 978-02057272643

Part V: *Please make your book selection:*

Book:	Ticket #:	Course ID #:	Class Title:	Required Return
BOOK #: _____				
BOOK #: _____				
BOOK #: _____				

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.*

Applicant'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