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
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.

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Age:</th>
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- **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)

<table>
<thead>
<tr>
<th>Applicant’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Saddleback College – CTE Book Loan Program

Part III: Student Information

<table>
<thead>
<tr>
<th>Student’s Name:</th>
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<tbody>
<tr>
<td>Student ID Number:</td>
<td></td>
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<tr>
<td>CTE Major / Certificate</td>
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<tr>
<td>Mailing Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>State:</td>
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<tr>
<td>Contact Phone:</td>
<td></td>
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<td>Contact Email:</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Edition</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1</td>
<td>Intro to Business</td>
<td>Understanding Business w/ online code.</td>
<td>978-1259703188</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Communicating For Results</td>
<td>Communicating For Results.</td>
<td>978-1111842161</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Communications</td>
<td>BCOM 8 w/ online code.</td>
<td>978-1305660861</td>
</tr>
<tr>
<td>BUS 13</td>
<td>Legal Environment and Business Law</td>
<td>Legal Environment &amp; Business w/ online code.</td>
<td>978-1308490786</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Business Marketing</td>
<td>Marketing: Core w/ online code.</td>
<td>978-1259718700</td>
</tr>
<tr>
<td>CD 101</td>
<td>Programs and Practices for Teaching Young Children</td>
<td>Effective Practices in Early Childhood Education.</td>
<td>978-0133956702</td>
</tr>
<tr>
<td>CD 15</td>
<td>Child, Family and Community</td>
<td>Child, Family and Community.</td>
<td>978-0134042275</td>
</tr>
<tr>
<td>CIM 1</td>
<td>Computer Information Systems</td>
<td>Bundle: Technology in Action (Evans)/GO! with MS Office 2016 (Gaskin); 2016 MyITlab Access Code; Custom Edition: Pearson.</td>
<td>978-132359145</td>
</tr>
<tr>
<td>CIM 10</td>
<td>Introduction to Information Systems</td>
<td>Pearson College Intro to Information Systems (Custom).</td>
<td>978-132359187</td>
</tr>
<tr>
<td>CIM 112</td>
<td>Microsoft Office</td>
<td>Bundle: Microsoft Office/2016 MyITlab Access Code; Custom Edition: Pearson.</td>
<td>978-132359279</td>
</tr>
<tr>
<td>CIMA 223A</td>
<td>QuickBooks Beg</td>
<td>QuickBooks Pro 2015: Level 1 with 140-day Trial Software.</td>
<td>978-1591367840</td>
</tr>
<tr>
<td>RE 190</td>
<td>Escrow</td>
<td>California Escrow and Title.</td>
<td>978-1427790934</td>
</tr>
<tr>
<td>RE 202</td>
<td>Computer Applications in Real Estate</td>
<td>Up and Running in 30 Days.</td>
<td>978-1427711458</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Book Title</th>
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</thead>
<tbody>
<tr>
<td>SOC 180</td>
<td>Introduction to Gerontology</td>
<td>Introduction to Gerontology Aging Matters, Hooyman. Pearson. 978-02057272643</td>
</tr>
</tbody>
</table>

Part V: Please make your book selection:

<table>
<thead>
<tr>
<th>Book:</th>
<th>Ticket #:</th>
<th>Course ID #:</th>
<th>Class Title:</th>
<th>Required Return</th>
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</thead>
<tbody>
<tr>
<td>BOOK #:_____</td>
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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: ________

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

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