



El Camino College

Steps for Dual Enrollment

A quick overview for
K-12 students wanting to take
El Camino College classes
found in the Class Schedule

Find the steps online

1. www.elcamino.edu/dualenrollment

2.

Start Here



Dual Enrollment in El
Camino College
Classes

Steps for K-12 students wanting to
take classes found in the Class
Schedule

Dual Enrollment Website

Steps for Dual Enrollment

1. Apply for Admission



2. Submit Completed Dual Enrollment Application Form



3. Clear any Prerequisites



4. Register for Classes



Steps for Dual Enrollment

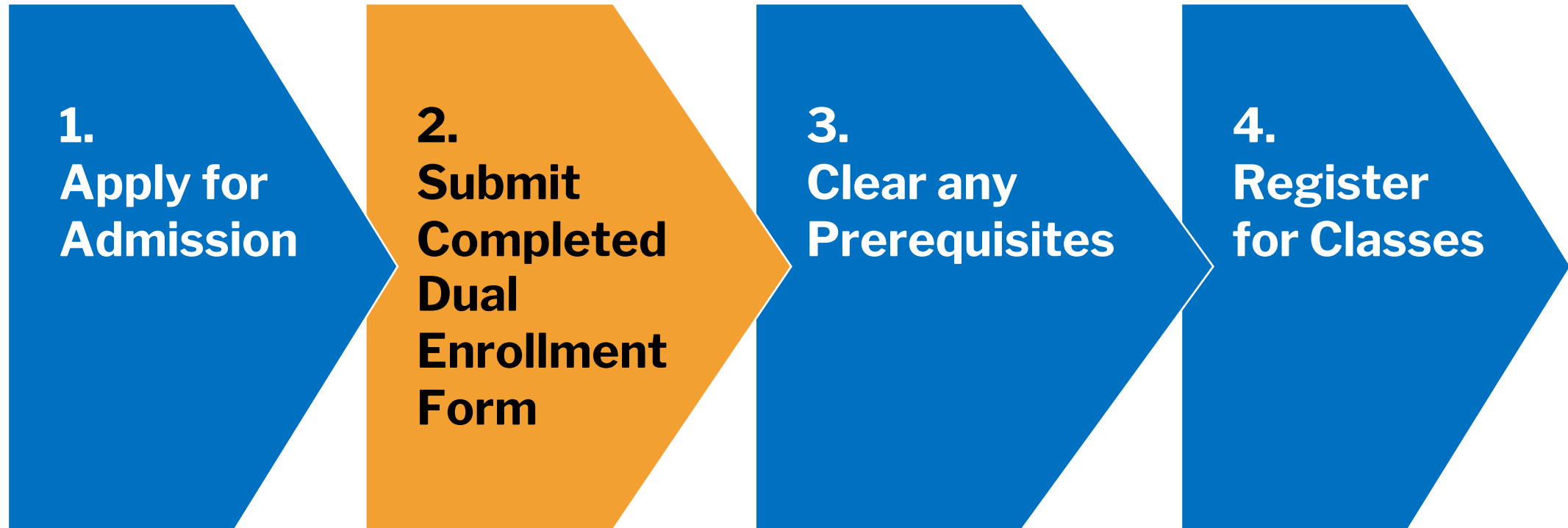
**1.
Apply for
Admission**

**2.
Submit
Completed
Dual
Enrollment
Form**

**3.
Clear any
Prerequisites**

**4.
Register
for Classes**

Steps for Dual Enrollment



1, 3, and 4 – Same steps as college students

Step 1

1. Apply for Admission

- Apply online
- Apply for earliest term you wish to take classes
- First time? Create **OpenCCC** account, use it to start and submit new application
- Applying creates **El Camino College student account** for both K-12 Dual Enrollment and after high school as college student, gives access to **MyECC** online student portal

Step 2

2. Submit Completed Dual Enrollment Form

- PDF form (download from webpage)
- Requires **Student Signature**, **Parent Signature**, and **Authorized Signature** from high school principal or counselor.
Signatures cannot be typed.
- Form approves K-12 student to take **Course #1** and **Course #2** listed in *Section III*
- Must be completed each term K-12 student wishes to dual enroll



El Camino College

Dual Enrollment Application

El Camino College
16007 Crenshaw Blvd.,
Torrance, CA 90506-0001
Admissions Office 310-660-3414

The El Camino Community College District is committed to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

PLEASE PRINT ALL INFORMATION CLEARLY

Section I: Student Information Semester: Summer ___ Fall ___ Winter ___ Spring ___ Year ___

El Camino College ID #

Name _____ Birth Date ____/____/____ Age ____
Last First MI

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Phone # _____

I have read and understand the expectations and responsibilities section on page the back of this application.

Student Signature _____ Date _____

(Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California).

High School: _____

At the time of ECC enrollment, I will be in grade 9th/10th/11th / 12th (circle one) and in the HS Graduating Class of 20____

Section II: Parent Consent

I have read and understand the expectations and responsibilities on page 2 this application and agree to all the conditions. I hereby give my consent to my son/daughter to attend El Camino College and enroll in the classes for which a recommendation has been made. I shall be responsible for any and all fees and other requirements of El Camino College due to

Step 2

2. Submit Completed Dual Enrollment Form

- Additional **Division Dean Approval** needed if student is in Grades K-10 at start of the term
(Also required for Grades 11-12 for **Contemporary Health** and **Physical Education activity** courses)
- Additional **Registrar's Approval** needed if student wishes to take more than 2 courses during fall and spring terms (11 units max)

Step 2

2. Submit Completed Dual Enrollment Form

- Email PDF or high-quality photo/scan of completed form to dualenrollment@elcamino.edu as an attachment
- OR
- Bring in-person to Admissions & Records Office

Step 3

3. Clear any Prerequisites

- Some courses have prerequisites which students must clear before they can register
- Most can be cleared by completing **English and Mathematics Placement Survey** in **MyECC**
- High school transcripts, AP Exam scores, or other college transcripts can be shown to Express Counselor (fastest) or submit Online Prerequisite Clearance Form

Step 4

4. Register for Classes

- Use **MyECC** to register anytime on or after your **Registration Appointment** date/time (visible in **MyECC** as we near the start of registration)
- Register for any class section of your **approved course(s)** with seats available
- Last day to register is the day before the term begins

Dual Enrollment Summer/Fall Timeline

| October–March | April | May | June–July | August |
|--|--|---|---|---|
| <p>Steps 1-3</p> <p>Apply for Admission for Summer 2023 or Fall 2023</p> <p>Submit completed Dual Enrollment Form(s)</p> <p>Clear any Prerequisites</p> | <p>Steps 1-3 continue</p> <p>Class Schedules available</p> <p>Dual Enrollment Forms processed</p> | <p>Steps 1-3 continue</p> <p>Registration Appointment visible in MyECC</p> <p>Step 4 Register for Classes using MyECC</p> | <p>Steps 1-4 continue</p> <p>Summer 2023 classes begin</p> | <p>Steps 1-4 continue</p> <p>Fall 2023 classes begin</p> |

Future Terms

Complete the same steps!

1. Students only need to **Apply for Admission** again if they do not register for classes for consecutive fall and spring terms (and to attend El Camino College after graduating high school)
2. K-12 students must **Submit Completed Dual Enrollment Form** every term
3. **Clear any Prerequisites** for new approved courses
4. **Register for Classes** when registration for the term begins

Online Support

- [Dual Enrollment in El Camino College Classes](#)
- [Course Restrictions & Division Dean Approval](#)
- [Frequently Asked Questions](#)
- [Help & Events](#) – recurring Zoom Help, upcoming events, video recordings and presentation PDFs from past events
- Email dualenrollment@elcamino.edu

Online Support

Steps for Dual Enrollment

Click for instructions, links, and support PDFs to help complete each step

1. Apply for Admission



2. Submit Completed Dual Enrollment Application Form



3. Clear any Prerequisites



4. Register for Classes



Steps for Dual Enrollment

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After You Register



View Grades/Transcripts



Additional Help



Additional support for after you register, viewing grades after term is over, and more!

On-Campus Support

Visit Student Services Building

North side of campus on Manhattan Beach Blvd. [Campus Map](#)

Monday-Thursday 8:00 am-5:00 pm, Friday 8:00 am-1:00 pm

- [Warrior Welcome Center](#) (First floor)
Help to apply for admission, sign into MyECC, register for classes
- **Admissions & Records Office** (First floor)
Submit your completed Dual Enrollment Form in-person
- **Academic Counseling** (Second floor)
Clear a prerequisite (must show transcripts, AP Exam scores, etc.)

Dual Enrollment Office

www.elcamino.edu/dualenrollment

dualenrollment@elcamino.edu

310-660-3344

[Dual Enrollment Zoom Help](#)

Every Tuesday, Wednesday, and Thursday
from 4:00-5:00 p.m.