

Summer 2023 Information Session

Dual Enrollment

Michelle Arthur Brian Hayden Megan Fisher Katlin Morales

Overview

- Why Dual Enrollment?
- Types of Dual Enrollment
- Summer 2023 Term
- Class Schedule
- Application for Admission
- MyECC Portal
- Dual Enrollment Form
- Register for Classes

- Waitlist/Add Classes
- Canvas LMS
- First Day of Class
- During the Class
- End of Class
- Future Terms

Why Dual Enrollment?

- A. **Get ahead** Earn high school and college credit at the same time, one semester usually equals one year
- **B.** Save time Earn a college degree faster by starting early
- **C. Save money** Enrollment fees are waived!
- D. Build confidence Experience and succeed in college-level courses, become familiar with college admission and registration processes
- **E. Stand out** on university/college applications
- F. Follow a passion or interest
- G. Explore careers and majors

Why Dual Enrollment?

H. All of the above!

Two Types of Dual Enrollment

Dual Enrollment in El Camino College Classes

- Traditional college classes (on-campus and online)
- Open to public, students **register themselves** to save their seat
- K-12 students complete all Steps for Dual Enrollment and purchase required textbooks/materials

Dual Enrollment in High School Partnership Classes

- A.k.a. Dual Enrollment, Career Pathways, or Early College classes
- Not open to public, just for students at local high school/district
- K-12 students complete Steps 1-2 only, are **manually registered** by ECC staff, high school provides textbooks/materials

Two Types of Dual Enrollment

For both types

- Enrollment fees (and other misc. fees) are waived!
- Classes count for college credit (on college transcript) and high school credit (as determined by high school)
- **Same steps** (but Steps 3-4 done for students in Partnership Classes)

Steps for Dual Enrollment

1. Apply for Admission	+
2. Submit Completed Dual Enrollment Application For	m +
3. Clear any Prerequisites	+
4. Register for Classes	+
After You Register	+
Additional Help	+

Two Types of Dual Enrollment

www.elcamino.edu/dualenrollment

Dual Enrollment in El Camino College Classes

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

High School Partnership Classes

We also offer classes at 20 local high school campuses

Summer 2023 Term

Two Six-Week Sessions

- June 20 to July 27
- July 3 to August 10

One Eight-Week Session

- June 20 to August 10
- Most on-campus classes meet Monday-Thursday, campus closed on Fridays during summer

Looking for Important Dates and Deadlines?

Academic Calendar

El Camino College Website

www.elcamino.edu





- A list of classes offered by El Camino College during Summer 2023 Term
- Each class section shows Start and End Dates
- Each class section shows a Class Type
 - On Campus at El Camino College
 - **Online** (no required meeting days/times)
 - Hybrid (online and on-campus requirements)
 - Live Online (with online meeting days/times as shown, not many offered)
- PDF or Online Searchable Schedule

Search Classes Online

- Select a **Term**
- Select a Subject
- Optional:
 - Course Number
 - Days of Week
 - Class Type
 - Time of Day
 - Zero Textbook Cost



Open, Waitlisted, or Closed

Advanced Search Selection: HIST	-102 Click	ink to view Se	oction Detai	Is Seats Av	vailable	/ Capacity / Num	ber Wa	aitlistec
Filters Applied: Summer Session	2023 ×							
Term Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	laculty	Availability
Summer Session 2023 Open	HIST-102-2429	U.S. History - 1877-PRESENT	6/20/2023-7/27/2023	On Campus At El Camino College	Lecture	M, T, W, Th 10:30 AM-12:45 P M 6/20/2023 - 7/27/2023 SOCS 207 (LEC)	iraga, M	45/45/0
Summer Session 2023 Open	HIST-102-2409	U.S. History - 1877-PRESEN	7/3/2023-8/10/2023	Online	Online Lectu e	7/3/2023 - 8/10/2023 ONLI ONLI (ONLEC)	iwendson, P	45/45/0
Summer Session 2023 Open	HIST-102-2411	U.S. History - 1877-PRESENT	7/3/2023-8/10/2023	Online	Online Lectu e	7/3/2023 - 8/10/2023 ONLI ONLI (ONLEC)	iwendson, P	45 / 45 / 0
Summer Session 2023 Open	HIST-102-2413	U.S. History - 1877-PRESENT	7/3/2023-8/10/2023	Online	Online Lectu e	7/3/2023 - 8/10/2023 ONLI ONLI (ONLEC)	Resnick, K	45/45/0
Summer Session 2023 Open	HIST-102-2415	U.S. History - 1877-PRESEN	7/3/2023-8/10/2023	Online	Online Lectu e	7/3/2023 - 8/10/2023 ONLI ONLI (ONLEC)	Resnick, K	45/45/0
Summer Session 2023 Open	HIST-102-2419	U.S. History - 1877-PRESEN	6/20/2023-7/27/2023	Online	Online Lectu e	6/20/2023 - 7/27/2023 ONLI ONLI (ONLEC)	Black, D	45/45/0
Summer Session 2023 Open	HIST-102-2421	U.S. History - 1877-PRESENT	6/20/2023-8/10/2023	Online	Online Lecture	6/20/2023 - 8/10/2023 ONLI ONLI (ONLEC)	aaska, A	45/45/0

Catalog

Want to learn more about El Camino College courses?

- View <u>Course Descriptions</u> in Catalog
 - Short description
 - Number of units
 - Lecture/Lab
 - Transfers to CSU, UC
 - Prerequisite or Recommended Preparation (if any)

Course Descriptions

course ritter				
Filter this list o	of courses using course pre	fix, course code, ke	ywords or any combination.	
Prefix:	Code or Number:	Туре	Keyword or Phrase:	
All prefixes 💌		History		Filter

History

- HIST 101 United States History to 1877
- HIST 101H Honors United States History to 1877

HIST 102 - United States History from 1877 to the Present

HIST 102 - United States History from 1877 to the Present 3 units 3 hours lecture Recommended Preparation: eligibility for ENGL 1A Credit, degree applicable Transfer CSU, UC* This course is a chronological survey of American history from 1877 to the present, focusing on American social, intellectual, political, economic, and diplomatic institutions. Major topics include culture, ethnic and racial diversity and the role of the United States within the context of world history.

Note: The maximum UC credit allowed for students completing HIST 101 and 102 and HIST 110 and HIST 111 and/or HIST 105 and HIST 106 is one series. Students may take History 102 or HIST 102H. Duplicate credit will not be awarded.

- HIST 102H Honors United States History from 1877 to the Present
- HIST 105 Women and American History from the Colonial Era to 1877
- HIST 106 Women and American History from 1877 to the Present

Bookstore

Textbooks Gifts - Apparel Supplies Technology Graduation Sale Login Account

Select Term and Departments



Purchase through the El Camino College Bookstore or a third-party vendor.

- New or Used
- Print or Digital
- Rentals (return by end of term)
- Shipping or pick-up in store

SUMMER 23 (Order Now)	Q HIST	Q 102 -2426 -VERGE	8
SUMMER 23 (Order Now)		Q 102 -2430 -BLACK	(8)
SUMMER 23 (Order Now)	Q pepartment ACR ACRP AJ ANAT ANTH APHY ARCH ART	Course-Section-Instructor	8
Add Another Course		$\overline{\mathbf{O}}$	





Application for Admission to College

Before applying to college you must first have an OpenCCC account.

First time only

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

Create an Account or

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Sign In

Apply to El Camino again, or to other California Community Colleges

1. Create your CCC Account

- Provide accurate personal identifying information
- Legal Name
- Personal Email Address (school email address not recommended)
- Social Security Number (recommended if you have one)
- Create a Password for CCCApply (not MyECC)

2. Start a New Application

- Select the <u>earliest</u> term taking classes (e.g. Summer Term 2023)
- Select your Educational Goal and Intended Major
- Answer all questions as best as you can at this time

Important for K-12 Students!

Education

Your responses will be kept private and secure and will not be used for discriminatory purposes.

College Enrollment Status

As of June 20, 2023, I will have the following college enrollment status: ③

Enrolling in high school (or lower grade) and college at the same time

Right after you submit your application for admission...

- Email #1 with your **CCCID** (for CCCApply)
- Email #2 with your **Confirmation Number** *indicates you successfully applied*!

After 1-3 Business Days...

- El Camino Student Account is created
- Email #3 Welcome Email with El Camino College
 Student ID Number, @elcamino.edu email address, and MyECC default password information

• Welcome Email sample

Dear Firstname,

Congratulations and welcome to El Camino College!

Please see the important information listed below that will assist you with registration and accessing other ECC resources.

START TERM:	2023/SU
Student ID:	263####
MyECC	firstname_lastname@elcamino.edu
Username/Email:	
Initial Password:	Last 4 digits of your SSN/TIN.
	If you applied without an SSN/TIN, please click here.
Residency:	California - CA
	If blank, please click here for residency information.

To access MyECC, your student portal to registration and resources, click here.

For more information on your next steps, or if you have further questions, visit our Warrior Welcome Center by clicking here.

Did not receive your Welcome Email? Can't sign into MyECC?

- Check spam/junk folder
- Email <u>dualenrollment@elcamino.edu</u>
- New! Virtual Admissions & Records Help Desk on Zoom

Do I need to apply again?

- Students need to submit a new application for admission if they do not register **for consecutive fall and spring terms**
 - Students who only take summer classes need to apply again every summer!
 - Use previously-created CCC Account
 - Updates existing El Camino student account
- Graduating seniors also apply again to attend El Camino as a First-Time College Student after high school
 - Use previously-created CCC Account
 - Updates existing El Camino student account

Your Student Account

Account created using the information you provide the **first time** you apply for admission.

Need to change information on your student account?

- Complete an <u>Admissions Form</u>
 - Change of Address/Phone Number Request (also to change Personal Email Address)
 - Name/Gender/Pronoun/Date of Birth Change or Correction
 - Residency Reclassification Questionnaire
 - Social Security Number Correction
 - Please provide verification documents for requested changes



El Camino College's Online Student Portal

- Register for Classes
- Add or Drop Classes
- Pay fees (waived for K-12 students who complete Steps for Dual Enrollment!)
- View Registered and Waitlisted Classes
- View Grades and Unofficial Transcripts







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Home / MyECC - El Camino College Portal

MyECC

EL CAMINO COLLEGE

Sign in with your ECC email account

First time signing in?

- Enter your Username (@elcamino.edu email address)
 - firstname_lastname@elcamino.edu
 - firstname_lastname####@elcamino.edu

• Enter your **Default Password**

- Last 4 digits of social security number *if provided*
- You may be prompted to create a new secure password

Forgot password?

• Use **Forgot My Password** tool to reset to Default Password

username@elcamino.edu	
Password	
Sign in	
Forgot My Password	
rongoe my rassword	
Change My Password	
Change My Password What's My Username? Troubleshooting MyECC	
Change My Password What's My Username? Troubleshooting MyECC Login and password help	

Email and Office 365

- El Camino students (including K-12 students) have access to Microsoft 365 apps!
 - Including Word, Excel, PowerPoint, Outlook, OneDrive, and more
- Go directly to:
 - <u>outlook.com/elcamino.edu</u> access @elcamino.edu email address using Outlook in your web browser
 - microsoft365.com sign in using your @elcamino.edu email address to access Microsoft 365
 - Use apps in web browser or select "Install Office" to download apps
- Add your El Camino email address to your smart phone or mobile device (Exchange or Office 365 account type)

- PDF available on Dual Enrollment webpage under **Step 2**
- Submit new completed form for <u>each term</u> (Summer 2023, Fall 2023, etc.)
- Form must include:
 - Term and Year (e.g. Summer 2023)
 - Drawn Student Signature
 - <u>Drawn</u> Parent Signature
 - **Drawn** Authorized Signature from principal or counselor
 - Your Grade Level and High School Graduation year
 - Course #1 and Course #2 you would like to register for
 - Additional required signature(s) for students in Grades K-10 or to take more than 2 courses during fall or spring



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, martial status, sexual orientation, handicap, age, and Vietnam-era status.

PLEASE PRINT ALL INFORMATION CLEARLY

Section I: Student Information	on Semester:	Summer Fall	Winter	_ Spring	Year
El Camino College ID #					
Name	626051 Br		Birth Date	_//	Age
Last	First	MI			
Address:		Email:			
City:	State:	_ Zip:	Phone #		
I have read and understand the exp	pectations and respon	sibilities section o	n page the bac	k of this appli	cation.
Student Signature			D	ate	
Ulah Cahaali		(Students enrolled	d in a Home Study	Program must pro	ovide proof that the
nign School:		Home Study Pro	gram is registered v	with the State of C	alifornia).
AUU		(400) ()	1		6.00

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 III Derent Concent

- Grade level for summer term is the same as next fall
- Example: current 10th Grade students would circle 11th Grade if submitting a form for Summer 2023 or Fall 2023
 - Very few course restrictions
 - No more Division Dean Approval

• Submitting your completed form(s)?

- Email to <u>dualenrollment@elcamino.edu</u> OR
- Bring in-person to Admissions & Records Office during open hours
- Usually takes 1-3 business days to process
- Once processed, you receive permission to register for <u>any</u> class section of your approved Course #1 and Course #2
 - Only register for courses listed on your form
 - Want to change course permission? Email us to change course <u>number</u> or submit new form to change course <u>subject</u>.

Submitting form for High School Partnership Classes?

- Submit to your high school contact
- Students will be **manually registered** by El Camino College into these classes (only)

- Search for Classes and Register for Classes using MyECC
- Register anytime on or after your **Registration Appointment** (earliest date/time you can register)
- Students need to <u>Clear any Prerequisites</u> (Step 3) before they can register themselves for a course with a Prerequisite
 - All Mathematics courses
 - Computer Science courses
 - Most English courses
 - Sociology 101
 - Chemistry & Physics courses
 - Language courses higher than 1

MyECC		Newsfeed OneDrive Sites
Menu		☆ FOLLOW [□] 0 Notifications
☆ ▶ Student Home Home		Search this site 💌 🗩
Email	Please read	Academic P Employment ECC Email
ECC Email - https://outlook.com/elcamino.edu	Scholarship Application Please use the link below to reach Scholarship	ECC Connect - Degree Planner ECC-Connect is your hub to connect to the people,
Self-Service Menu	Application site. Scholarship Application	services and resources to support your success. Check out the degree planner feature to create an educational
> USER ACCOUNT	* * How to add a class * *	plan to help you finish what you've started. <u>ECC</u> <u>Connect</u>
FINANCIAL INFORMATION	Please use the PDF link below to view the steps to add a class. The last day to add a full term (16	Having trouble with prerequisites? We are here to help. Call our helpline at 310-660-6034
COMMUNICATION	week) class is September 11.	during our office hours, Monday-Thursday 9-5. After hours you can request a prerequisite clearance at prereg@elcamino.edu.
> REGISTRATION	C-HowToAddAClass.pdf	
ACADEMIC PLANNING	Admissions Forms Need help adding a class before the deadline,	Title IX - Sexual or Gender based misconduct
> ACADEMIC PROFILE	to: https://www.elcamino.edu/admissions/forms.as	Student Support And Reporting Options

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ECC Major - Is yours correct?

ECC Links



Search for Classes

- Same as Online Searchable
 Schedule
- Use to add sections to your "Schedule" (not yet registered!)
- Can add multiple sections to visualize meeting days/times

• Register for Classes

 Use buttons to **Register** or Waitlist the sections you've added to your Schedule



- **Registration Appointment** is simply the earliest date/time you can register for classes
 - Registration Appointments may not appear in MyECC until May
 - K-12 students will receive Summer Registration Appointments for a time on **Thursday, May 18**
 - Open registration after first week

Waitlist Classes

- After a class section reaches capacity...
 - Can no longer register
 - Instead join waitlist (usually 10 students)
- If seats become available before term begins, then waitlisted students are moved to roster automatically (in waitlist order)
- After term begins, only way to register is with Authorization to Add provided by the instructor
- K-12 students must have a Dual Enrollment Form on file for the term and have cleared any prerequisites

Summer Deadlines

• Different for each summer session

Last Day to	First 6-Week	8-Week	Second 6-Week
Register	Monday, June 19	Monday, June 19	Sunday, July 2
Add	Thursday, June 22	Monday, June 26	Monday, July 10

NOTE: Campus is closed Monday, June 19; Tuesday, July 4; and every Friday from June 23-August 11



• El Camino's Learning Management System (LMS) for **Online/Hybrid** teaching and learning





- Canvas account created <u>only after</u> registered for first online class
 - Usually created within 24 hours (overnight)
- Sign in using El Camino's **Canvas Login Page** link only
 - Some high schools also use Canvas, but El Camino classes will only appear if you sign in using link on El Camino webpage
- Canvas Login Page will direct you to sign in using same MyECC Username and Password
- Make sure you can sign into Canvas prior to start of class



- Signing in takes you to **Dashboard**
 - Important and recent announcements will appear at top

	You can view dismissed announce selecting Global Announcements	ements by going to Account and X from the menu.	To Do
	View		Nothing for now
(6)			Recent Feedback
	Dashboard	:	Nothing for now
			View Grades
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?	2021/FA MUSI-113-5423	Clery Act Training - Classified Staff	



Courses

All Courses

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2021/FA MUSI-113-5423 Fall Semester 2021

Account

Clery Act Training - Classified Staff



Dashboard



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Inbox

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History

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Studio

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Help

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

×

Registered classes will appear under Courses on or near the start of the class

 Classes appear in Canvas <u>only</u> <u>after</u> the instructor has published the class

Canvas

- Some instructors may do this up to a week before the class begins
- Others publish on first date of the class



Canvas

Account (3) Dashboard Courses Calendar 固 Inbox 3 History 딇 Studio Wellness Central Wellness Central **See** Tutoring Hub Î Student Success Hub

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Fall Semester 2021 Home Modules Syllabus Assignments Quizzes Discussions TechConnect Zoom Announcements Grades Library Resources Panopto Video **BigBlueButton**

2021/FA MUSI-113-5423

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Recent Announcements



Window for Late Assignments Closes @ 11:59pm Tonight Hi everyone, The window to turn in late assig...

Quiz #4 is open and will close at 11:59pm. Th...

Posted on: Dec 16, 2021 at 12:13pm

Immersive Reader

Posted on: Dec 15, 2021 at 9:48am

2021/FA MUSI-113-5423

Quiz #4 Open Until 11:59pm

Welcome to MUSIC 113 SURVEY OF JAZZ!



Canvas



2021/FA MUSI-113-5423 > Modules \equiv

	Collapse All
- Syllabus	
B	
Music 113 Survey of Jazz Syllabus-Contact Info & Course Description	
The Materials	
Salar Assignments & Quizzes	
Course Calendar	
Communication & Student Resources	
	· Syllabus Image: Ausic 113 Survey of Jazz Syllabus-Contact Info & Course Description Image: Materials Image: Ausignments & Quizzes Image: Course Calendar Image: Class Policies Image: Counse Calendar Student Resources

• Unit 1 Early Jazz: Elements of Music, The Roots Of Jazz, & New Orleans Welcome to Module 1: Elements of Music & Early Jazz lille litte Course Intro & Elements Of Music Videos lik Early Jazz Lecture Videos

First Day of Class

Online/Hybrid Classes

- Class available in Canvas
- Explore **Syllabus** and learn class expectations, calendar, deadlines, etc.
- Recommended to access class in Canvas on first day of class, students can be dropped by instructor for non-participation

On-Campus Classes

- Attend **first class meeting** or may be dropped by instructor for nonparticipation
- Explore **Syllabus** and learn class expectations, calendar, deadlines, etc.
- Class Meeting Days, Times, and Room Numbers available in Class Schedule and MyECC

First Day of Class

• <u>Campus Map</u>

Advanced Search Selection: HIST-102

Filters Applied: (Summer Session 2023 ×

Term	Status 🔨	Section Name	Title	Dates	Location	Instruction. Methods	\$	Meeting Information	Faculty 🔷	Availability
Summer Session 2023	Open	HIST-102-2429	U.S. History - 1877-PRESENT	6/20/2023-7/27/2023	On Campus At El Camino College	Lecture		M, T, W, Th 10:30 AM-12:45 PM 6/20/2023 - 7/27/2023 SOCS 207 (LEC)	Fraga, M	45/45/0
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Summer Session 2023	Open	HIST-102-2421	U.S. History - 1877-PRESENT	6/20/2023-8/10/2023	Online	Online Lec	ure	6/20/2023 - 8/10/2023 ONLI ONLI (ONLEC)	Jaaska, A	45/45/0

During the Class

- Keep up with assignments, discussion, quizzes, etc. as outlined in Syllabus
- Need to miss a class? Make sure instructor knows
- Need to Drop?
 - Students need to perform this action themselves in MyECC by drop deadline dates
 - After Last Day to Drop with a "W" instructors <u>must</u> submit a grade for every student on roster

Drop a Class

Drop Classes

- Same screen as Register for Classes
- Find a class section you wish to drop and click **Drop** button
- This action cannot be undone in MyECC
 - Students looking to be reinstated need to email their instructor
 - Only with instructor consent will Admissions & Records add student back to roster

Sel	Self-Service Menu -		
>	USER ACCOUNT		
>	FINANCIAL INFORMATION		
>	FINANCIAL AID		
>	COMMUNICATION		
~	REGISTRATION		
	Search for Classes		
	Register for Classes		
	Manage My Waitlist		
	Registration Appointment		
	Drop Classes		
	Add Class with Code		
	Online Add		
	Parking and ASO Menu		
	My class schedule		
	Course Search (View Only)		

End of Class

- Final grades submitted by instructor within 7 days after last date of class
- Final grades visible in both MyECC and Canvas

End of Class

- Self-Service Menu
 - Academic Profile > Grades
- Web Services A
 - Unofficial Student Transcript
 - Unofficial Transcript contents same as Official Transcript
 - Sometimes enough to show high school in order to receive any high school credit
 - High school credit given at determination of high school

Sel	f-Service Menu 👻
>	USER ACCOUNT
>	FINANCIAL INFORMATION
>	FINANCIAL AID
>	COMMUNICATION
>	REGISTRATION
>	ACADEMIC PLANNING
~	ACADEMIC PROFILE
	Grades
	Program Evaluation
	Test Summary
_	My educational plan
	My class schedule
	Student Gradebook

Web Services A

End of Class

Need Official Transcripts?

- Order online at Transcripts Webpage
- Uses Parchment vendor to send secure transcripts directly to desired institution(s)
 - Can send to your high school or universities/colleges
 - If your high school requires Official Transcripts, please confirm with them electronic vs. hard copy and the email or physical address where transcripts need to be sent
 - First two transcript copies are free, \$6 per transcript after that

Fall 2023

- Fall 2023 is next main term (16-Week Semester, some 8-Week classes)
- Class Schedule available now!
- Registration for Fall 2023 begins May 25 for K-12 students
 - Start on Step 2 to submit a new completed Dual Enrollment Form for <u>each term</u>

Dual Enrollment Website

- Steps for Dual Enrollment (and support with each step)
- Tips for Dual Enrollment
- Popular Classes for Dual Enrollment
- Dual Enrollment Form PDF
- Frequently Asked Questions
- Help & Events
- And more!

www.elcamino.edu/dualenrollment

Dual Enrollment Team

Michelle Arthur, Coordinator Brian Hayden, Student Services Specialist Megan Fisher, Dual Enrollment Professional Katlin Morales, Academic Counselor

dualenrollment@elcamino.edu

Dual Enrollment Zoom Help

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

Help & Events