



NAVIGATING El Camino College



2019 – 2020

Outreach and School Relations

Email: oasr@elcamino.edu

Tel: (310) 660-3487

16007 Crenshaw Blvd

Torrance, CA 90506

WELCOME TO EL CAMINO COLLEGE

About Us

El Camino College is a public community college located in Torrance, California, only a few miles from the beach. Founded in 1947, the college has an enrollment exceeding 26,000 of daytime and evening students and occupies a beautifully-landscaped 126-acre campus. Today, El Camino College students enjoy a broad curriculum featuring nearly 2,500 different classes offered in some 850 different programs.

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

Administration

The administration team is led by the college's president, who also serves as superintendent of the El Camino Community College District. The president is assisted directly by five vice presidents. Their areas of responsibility are academic affairs, administrative services, human resources, and student services.

Dena P. Maloney, Ed.D.

Superintendent/President

Brian Fahnestock, M.S.

Vice President, Administrative Services

Ross Miyashiro, M.A.

Vice President, Student Services

Jane Miyashiro, M.S.

Vice President, Human Resources

Jean Shankweiler, Ph.D.

Vice President, Academic Affairs



El Camino College Divisions

BEHAVIORAL & SOCIAL SCIENCES

Social Science Room 101
Dr. Christina Gold
[\(310\) 660-3735](tel:3106603735)
American Studies
Anthropology
Childhood Education
Economics
Ethnic Studies
General Studies
History
Liberal Studies
Philosophy
Political Science
Psychology
Sociology
Women's Studies

BUSINESS

Math Business Allied
Health Room 140
Dr. Virginia Rapp
[\(310\) 660-3770](tel:3106603770)
Accounting
Business
Business Administration
Business Management
Marketing
Office Administration
Computer Information
Systems
Law/Paralegal Studies
Real Estate
Supervision

MATHEMATICAL SCIENCES

Math Business Allied
Health Room 130
Ms. Jacquelyn Sims
[\(310\) 660-3200](tel:3106603200)
Computer Science
Mathematics
Pre-Engineering

HEALTH SCIENCES & ATHLETICS

Art and Behavioral Science
Room 101
-
[\(310\) 660-3545](tel:3106603545)
Nursing
Physical Education
Radiologic Technology
Recreation
Respiratory Care
Sign Language/Interpreter
Training
Special Resource Center

HUMANITIES

Humanities Room 322
Ms. Debra Breckheimer
[\(310\) 660-3316](tel:3106603316)
Chinese
English
ESL
French
Japanese
Journalism
Spanish

FINE ARTS

Music Room 101
Dr. Berkeley Price
[\(310\) 660-3715](tel:3106603715)
Art
Communication Studies
Dance
Film/Video
Music
Photography
Theatre

INDUSTRY & TECHNOLOGY

Industry Technology
Education Center Rm 102
Mr. David Gonzales
[\(310\) 660-3600](tel:3106603600)
Administration of Justice
Air Conditioning and
Refrigeration
Architecture
Automotive Collision
Repair/Painting
Automotive Technology
Computer Aided
Design/Drafting
Construction Technology
Cosmetology
Electronics
Engineering Technology
Environmental Technology
Fashion
Fire and Emergency
Technology
Machine Tool Technology
Manufacturing Technology
Welding

NATURAL SCIENCES

Life Science Room 101
Dr. Amy Grant
[\(310\) 660-3343](tel:3106603343)
Anatomy
Astronomy
Biology
Chemistry
Environmental Horticulture
General Science
Geography
Geology
Oceanography
Physical Science
Physics

COUNSELING AND STUDENT SUCCESS

Student Services Center
First Floor
Dr. Dipte Patel
[\(310\) 660-3442](tel:3106603442)

ENROLLMENT SERVICES

Student Services Center
First Floor
Mr. Robin Dreizler
[\(310\) 660-3414](tel:3106603414)
Admissions
Assessment
Financial Aid
International Student
Program
Outreach and School
Relations

STUDENT SUPPORT SERVICES

Student Services Center
Room 200
Ms. Idania Reyes
[\(310\) 660-3484](tel:3106603484)

LIBRARY & LEARNING RESOURCES

Library Room 110
Ms. Crystle Martin, Director
[\(310\) 660-3525](tel:3106603525)
Computer Labs
Distance Education
Learning Resources Center
Library Online Catalog
Media Services
Music Library
Schauerman Library
Tutoring

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GETTING STARTED

Apply for Admission*

Date Completed: ____/____/____

Take the first step – it's fast and easy! Complete and submit your free application online. On the admissions application, you will be asked about your educational goal. Are you going to complete a certificate program and/or do you want to complete an associate's degree? Take some time to think about your educational goal while at El Camino College.

New and returning students (those with an absence of two consecutive primary terms: fall or spring semesters; excluding summer and winter terms) must complete an online application for admission.

For first time students, a student ID number will be issued and emailed 24 – 48 hours after completion of the online application.

Financial Aid

Date Completed: ____/____/____

Need help paying for college? Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) online. The school code for ECC is 001197.

English and Mathematics Placement Survey*

Date Completed: ____/____/____

Assessment allows ECC counselors to match your current skill level in English and Mathematics to the right classes to ensure your success. Proper placement helps save time and money in meeting your educational goal.

Orientation*

Date Completed: ____/____/____

Online and in-person orientations are available to familiarize you with ECC and its resources. The Online Student Orientation can be completed online by logging in to MyECC (click the link under Web Services).

Educational Planning*

Date Completed: ____/____/____

Complete an Educational Plan by scheduling an appointment with an ECC Counselor. Be sure to bring a copy of any AP Test Scores and unofficial high school transcript (if available). Counseling appointments become available every Thursday at 1:00 p.m. To schedule a counseling appointment, log in to MyECC. Under the Web Services tab, click on "Online Counseling Appointments."

Once you have an educational plan, look out for your registration appointment. This is the date and time that you can begin registering for classes.

*** Required to be completed by April 30, 2019 for
Priority Registration Eligibility.**

Math Placement Chart

There are many course options in math. The most appropriate mathematics course depends on your future goals, including major preparatory requirements by transfer institutions. This table includes some of your options, but it is best to verify with a counselor which course is most appropriate for you.

Area of study	You are eligible to take these courses:
General Education Math Courses	<p>MATH 150 – Elementary Statistics with Probability MATH MATH 120 – Nature of Mathematics MATH 140 – Finite Mathematics for Business and Social Sciences MATH 110 – Structures and Concepts in Mathematics Note: For the CSU system, other options may exist, depending upon your major. Your counselor can share these options with you.</p>
Math, Science and Engineering Majors Economics for Transfer Majors	<p>MATH 170 – Trigonometry* Requirement: Completion of geometry in high school or Math 60 (for Math 170) Note: If you did not complete Intermediate Algebra, Algebra II or Integrated Math III, it is recommended that you take Math 80 before taking Math 170 or Math 180.</p> <p>MATH 180 – Pre-Calculus Requirement: Completion of trigonometry in high school or Math 170 (for Math 180) Note: If you did not complete Intermediate Algebra, Algebra II or Integrated Math III, it is recommended that you take Math 80 before taking Math 170 or Math 180.</p>
Business Majors	<p>MATH 150 – Elementary Statistics with Probability Note: This course is recommended for most, but not all, transfer institutions as a minimum major prep requirement. or MATH 130 – College Algebra Note: If you did not complete Intermediate Algebra, Algebra II or Integrated Math III, it is recommended that you take Math 80 before taking Math 130. This course is a prerequisite for Math 165 – Calculus for Business and Social Sciences, which is required by some schools. or MATH 170 – Trigonometry* Requirement: Completion of geometry in high school or Math 60. This course is a prerequisite for the calculus sequence that is required by some UCs for major specific requirements. Note: If you did not complete Intermediate Algebra, Algebra II, or Integrated Math III, it is recommended to take MATH 80 before taking MATH 170.</p>

Some additional information regarding mathematics courses in the future due to AB 705:

1. Developmental courses like MATH 12, 23, 37, 40, 67, and 73 are still being offered in the Spring 2019 semester if you prefer to take any of them.
2. Starting in the Fall 2019 semester, additional support courses called ‘corequisites’ will be available for the MATH 80, 130, 150, 170 and 180 courses. These corequisite courses will link to some of the established courses (example: Math 150 & Math 150S) and provide more time to review topics and practice skills from the developmental courses that will be helpful for mastering the concepts in the transfer-level courses.

English Placement Chart

This chart is designed to help you understand your English placement.



High School GPA of 2.6 and above:
ENGL 1A

This is a college-level English course that is designed to teach academic reading and writing skills. In this 4-hour/week class, you will read challenging books and articles, and you will write multiple academic essays. The biggest assignment is an essay that is at least 2,000-words long, where you do your own research and find a minimum of 5 sources. This is a challenging course, but you can succeed if you commit your time and effort, and if you seek out the support of others.



High School GPA of 2.59 and below:
ENGL 1A + ENGL 1AS

If your high school GPA is 2.59 and below, you will be required to take ENGL 1AS with ENGL 1A. This is a great deal because you will spend an extra 2 hours a week with your instructor, and you will have a tutor and a counselor dedicated to your class. **The work you do in ENGL 1AS is tailored to help you succeed in ENGL 1A. Even if you have a 2.6 or higher, you can still choose to enroll in ENGL 1A + ENGL 1AS.**



Optional but recommended for High School GPA of 1.9 and below:
ENGL RWE

This is **an optional course for students who would like an extra semester of preparation** before starting ENGL 1A or ENGL 1A + ENGL 1AS. It is especially recommended for students with GPAs of 1.9 or lower. However, it is open to any student. Consider this course a **“bridge”** into college-level English, where you will be able to brush up on your reading and writing skills before starting ENGL 1A or ENGL 1A + 1AS. ENGL RWE is a more low-stakes class where students can adjust to the expectations of college and boost their confidence and skills.



A.A and A.S. DEGREES OFFERED

ASSOCIATE OF ARTS DEGREES

Administration of Justice*
Anthropology
Anthropology for Transfer (AA-T)
Art:
 Art History
 Studio Art
Art History for Transfer (AA-T)
Child Development*
Communication Studies for Transfer (AA-T)
Dance
Economics
Economics for Transfer (AA-T)
Elementary Teacher Education (AA-T)
English
English for Transfer (AA-T)
Ethnic Studies:
 African American Studies
 American Cultures
 Asian American Studies
 Chicano Studies
 Native American Studies
Film/Video*
French
General Studies
Geography for Transfer (AA-T)
History
History for Transfer (AA-T)
Japanese
Journalism*
Journalism for Transfer (AA-T)*
Kinesiology for Transfer (AA-T)
Liberal Studies:
 Elementary Teaching
 Teacher Preparation
Music
Paralegal Studies*
Philosophy
Philosophy for Transfer (AA-T)
Physical Education
Political Science
Political Science for Transfer (AA-T)
Psychology for Transfer (AA-T)
Real Estate:
 Mortgage Brokerage*
 Real Estate*
 Real Estate Appraisal*
Recreation
Sign Language/Interpreter Training*
Sociology for Transfer (AA-T)
Spanish
Spanish for Transfer (AA-T)
Studio Arts for Transfer (AA-T)
Theatre
Theatre Arts for Transfer (AA-T)

ASSOCIATE OF SCIENCE DEGREES

Administration of Justice for Transfer (AS-T)*
Air Conditioning and Refrigeration*
Architecture*
Astronomy
Automotive Collision Repair/Painting*
Automotive Technology*
Biology
Business:
 Accounting*
 Business Administration*
 Business Management*
 Marketing*
 Office Administration Management*
 Office Administration Office Systems*
Business Administration for Transfer (AS-T)
Chemistry
Computer Aided Design/Drafting*
Computer Information Systems*
Construction Technology:
 Cabinet and Fine Woodworking*
 Construction Technology*
Cosmetology*
Early Childhood Education for Transfer (AS-T)*
Electronics and Computer Hardware Technology:
 Computer Technology*
 Electronics Technology*
Engineering Technology:
 Engineering Technician*
 Engineering Technology*
Environmental Horticulture*
Fashion:
 Fashion Design and Production*
 Fashion Merchandising*
Fire and Emergency Technology:
 Fire and Emergency Technology*
 Paramedical Technician*
General Science
Geography
Geology for Transfer (AS-T)
Machine Tool Technology:
 Machinist*
 Numerical Control Programmer*
Manufacturing Technology*
Mathematics
Mathematics for Transfer (AS-T)
Nursing*
Photography*
Physical Science
Physics
Physics for Transfer (AS-T)
Pre-Engineering
Pre-Nursing*
Radiologic Technology*
Respiratory Care*
Welding*

* Indicates Career and Technical
Education (CTE) Program
www.elcamino.edu/academics/cte

CERTIFICATES OFFERED

CERTIFICATES OF ACHIEVEMENT

Administration of Justice:
Administration of Justice
Forensics

Air Conditioning and Refrigeration:
Air Conditioning
Air Conditioning and Refrigeration
Electric Controls
Heating, Ventilation, and Air
Conditioning (HVAC) and
Refrigeration

Refrigeration

Architecture

Art:
Digital Arts
Gallery Management
Jewelry Design and Fabrication
Visual Communications

Automotive Collision Repair/Painting:
Automotive Collision Repair/
Painting I
Automotive Collision Repair/
Painting II

Automotive Technology:
Automotive Brakes/Suspension
Transmission/Drive Train
Technician
Automotive Engine Rebuilding/
Repair Technician
Automotive Technician I
Automotive Technician II
Automotive Tune-Up Technician

Business:
Accounting
Business Management
Marketing
Office Administration: Office
Applications Specialist
Retail Management

Child Development:
Early Childhood Education
Early Intervention Assistant
Special Education Assistant

Computer Aided Design/Drafting

Computer Information Systems:
Business Programming
Computer Systems Applications
Database Management
Computer Science

Construction Technology:
Construction Technology
Cabinet and Fine Woodworking

Cosmetology Level II

Electronics and Computer Hardware
Technology:
Computer Hardware Electronics
Technician
Electronics Engineering Technician

Engineering Technology:
Engineering Technology
Engineering Technician

Environmental Horticulture

Fashion:
Fashion Design and Production
Fashion Merchandising
Fashion Stylist

Film/Video:
Film/Video Production

Fire and Emergency Technology:
Fire and Emergency Technology
Fire Academy
Paramedical Technician

Journalism

Machine Tool Technology:
CNC Machine Operator
Machinist
Numerical Control Programmer

Manufacturing Technology

Music:
Commercial Music

Paralegal Studies

Photography

Real Estate:
Mortgage Loan Brokerage
Real Estate
Real Estate Appraisal

Respiratory Care

Sign Language/Interpreter Training

Transfer Studies:
CSU General Education Breadth
Intersegmental General Education
Transfer Curriculum (IGETC)

Welding

CERTIFICATES OF ACCOMPLISHMENT

Administration of Justice:
Homeland Security Essentials

Air Conditioning and Refrigeration:
Automation Fundamentals
HVACR Electrical Fundamentals
HVACR Fundamentals
Heating Technologies
Refrigeration Fundamentals

Automotive Collision Repair/Painting:
Automotive Accident
Reconstruction

Automotive Collision Investigation
Damage Estimating

Automotive Technology:
Automotive Air Conditioning
Technician
Automotive Brakes and
Suspension Technician
Automotive Engine Rebuilding and
Repair Technician
Automotive Transmission and
Drive Train Technician

Computer Aided Design/Drafting:
AutoCAD Mechanical Drafting
Trainee

Construction Technology:
Cabinet and Millwork
Euro Hardware
Furniture Design and Fabrication
Residential Construction Trainee
Residential Electrical Trainee
Residential Plumbing Trainee
Residential Remodeling Trainee

Cosmetology:
Cosmetology Level I

Creative Writing

Electronics and Computer Hardware
Technology:
CompTIA Computer Hardware
Technician
Computer Hardware Technician
Electronics Technician
Robotics

Engineering Technology:
Electrical and Electronics
Engineering Technician
Mechanical Engineering Design
Technician

English as a Second Language

Environmental Technology

Fire and Emergency Technology:
Fire Explorer

Physical Education:
Fitness Trainer

Radiologic Technology

Recreation:
Recreation Leadership

Welding:
Gas Tungsten Arc Welding (GTAW)
Ferrous and Non-Ferrous Metals
Semi-Automatic Welding
Shielded Metal Arc Welding
(SMAW)
Structural Steel
Structural Steel Fabrication

AB 540 & UNDOCUMENTED STUDENTS

AB 540 / RESIDENCY

AB 540 is a law that provides in-state tuition benefits for undocumented and out-of-state students who attend or will attend a public university in California. Under California law AB 540, certain nonresident students are exempt from paying nonresident supplemental tuition. SB 68 expands AB 540 to enable students to count years spent at a California Community College and Adult School towards AB 540 eligibility. If you are granted an AB 540 exemption, you will be charged in-state tuition and fees, and not the supplemental tuition charged to nonresidents.

RESIDENT (IN-STATE) TUITION:

(Applies to AB 540 eligible students)

\$46 per unit

NON-RESIDENT (OUT-OF-STATE) TUITION:

\$285 + \$46 per unit

Who is Eligible?

Students (including undocumented students) who, for various reasons, are classified as nonresidents may be eligible.

To qualify for AB 540 status, students must also meet the following eligibility requirements:

- Student must have attended a high school (public or private) in California for three or more years*
- Student must have graduated from a California high school or attained the equivalent (GED or CA HS Proficiency exam)
- Student must be enrolled in an accredited California Institution of Higher Education
- Student must file an AB 540 California Nonresident Tuition Exemption Request Form that includes an affidavit stating they have filed (or will file) an application to legalize as soon as they are able to do so. Completed forms must be submitted to the Admissions and Records Office located in the Student Services Center
- Submit a copy of your high school diploma and sealed high school transcripts to the El Camino College Admissions office for verification.

*For more information, please visit the [AB540 & Undocumented Student Resources Webpage](#)

California Dream Act Application

The California Dream Act allows undocumented and nonresident documented students who meet certain provisions to apply for and receive private scholarships funded through public universities, state administered financial aid, University grants, community college fee waivers, and Cal Grants. Please note: student information obtained in this process is strictly confidential unless law requires disclosure.

For more info, visit our webpage: bit.ly/eccdreamact

What Type Of Financial Aid Can Dreamers Receive?

- California Community College (CCC) California College Promise Grant (formerly known as the BOG Fee Waiver), EOP&S Book Vouchers/Grants
- Cal Grants, Chafee Grant, Middle Class Scholarship
- UC Grants, State University Grants
- University Scholarships
- Private Scholarships ([Click Here for a list of Scholarships](#))
- CA DREAM Loan Program at UC and CSU

YOU MET WITH A COUNSELOR FOR YOUR EDUCATION PLAN

WHAT'S NEXT?

FINANCIAL AID

Complete your financial aid application by the priority deadline, **March 2**.

- **FAFSA** (fafsa.ed.gov)
- **CA Dream Act** (dream.csac.ca.gov)

In **May**, check your **Award Letter** in MyECC (under Financial Aid > Financial Aid Checklist). Then "Review and Sign Your Award Letter". If you have been selected for verification, submit any "Required Documents" by following the steps on the screen. For in-person help you can stop by the **Financial Aid Lab** in the Student Services Center.

www.elcamino.edu/student/studentservices/financialaid

CLASS REGISTRATION

In **May**, check your Fall **Registration Appointment** (under Registration > Registration Appointment). Use *MyECC* to **register for the courses on your Educational Plan** on your Registration Appointment Date & Time or any time after that – the sooner, the better!

Also use *MyECC* to **pay any fees** by the appropriate due date (under Financial Information > View and Pay on My Account).

SUPPORT PROGRAMS

Consider joining a Student Support Program to help you meet your educational goals at ECC. Here are some programs to consider (check the ECC website for more info):

Athletics • CalWORKS • CARE • EOPS • First Year Experience (FYE) • Guardian Scholars • Honors Transfer Program (HTP) • Knowledgeable, Engaged & Aspiring Students (KEAS) • Puente Project • Project Success • South Bay Promise • Special Resource Center (SRC) • STEM/MESA/ASEM • Women in Technology (WIT)

ORIENTATION

- If you have not already done so, complete the online orientation by **April 30** to be eligible for priority registration. You can also call the RISE Center for available in-person orientations: 310-660-3593 x7800.



Menu

Student Home

Home

Self-Service Menu

- > USER ACCOUNT
- > FINANCIAL INFORMATION
- > FINANCIAL AID
- > COMMUNICATION
- > REGISTRATION
- > ACADEMIC PLANNING
- > ACADEMIC PROFILE

Web Services A

ECC Library
Faculty Office Hours
Online Counseling Appointments
Online Student Orientation
Scholarship Application
Tax Form - 1098T
Unofficial Student Transcript
Voter Registration form

STUDENT PORTAL

All students receive an email with their El Camino College student ID number and login information to access MyECC, student email, utilize campus wifi, and more.

What is MyECC?

El Camino College's gateway to information about academic and financial aid records, as well as general information about the college. Students may access MyECC from the convenience of their home, from a computer lab, or by using one of the college's computers at the Welcome Desk or Library.

MyECC can be accessed at: myecc.elcamino.edu

Inside MyECC

- Access to ECC Email
- Office 365 (Microsoft) Student Access
- Registering for classes
- View Financial Aid Records
- Pay for classes, parking pass and ASB
- Withdraw (Drop) classes
- Job postings
- View Unofficial Transcripts
- Scholarship Application
- Access Tax Form 1098T
- Much more!

Student Email Accounts

You will be assigned an El Camino College email account to use. This email account is a tool used to communicate with faculty and ECC divisions and for ECC to communicate with students.

Who Can Email You?

- Financial Aid
- Campus Staff
- Student Support Programs
- Teachers
- Counselors
- Admission & Records

ECC Connect

ECC Connect is an online forum where you can connect with professors, counselors, and support services. You can access through MyECC or Canvas.

Inside ECC Connect	
My Success Network	See your connections: professors, counselors, campus staff and services.
Degree Planner	Create your own Educational Plan by choosing a program, rearranging the classes throughout the semesters and sending it to a counselor for approval.
Raise Your Hand	Contact your professors directly if you have any questions about the class.
Success Plans	Your counselor will upload your Educational Plan here.
Dashboard	See upcoming schedule events for your classes.

Canvas

Canvas is an online platform your professors will use to:

- Post the class Syllabus
- Post documents and handouts
- Have class discussions
- Post your grades
- Quizzes and tests and much more

Once you have **officially registered** for a class, you will be able to log into Canvas.

Please note, you will not be able to log in to the course site until one week **or** the day the semester starts. Your Canvas password is the same as your MyECC password. If you are having trouble with your MyECC password, please follow the password reset steps at the bottom of this page.

Logging into Canvas

Step 1 Go to <https://elcamino.instructure.com/login/saml>

Your User ID is the first part of your ECC email address.*

Step 2 Example: gperez OR gema_perez OR gema_perez1001
DO NOT PUT @elcamino.edu

Step 3 Password is the same as the one used to log into *MyECC*.

*The Admissions office assigns each student enrolled in El Camino College a Student Identification (ID) username.

*Some ECC student ID numbers have been adjusted to accommodate multiple persons with the same name. If step 2 does not work, please visit this site to verify your ID: <https://secure.elcamino.edu/portal/logininfo/main.aspx?item=forgot>

If you receive the error message "Canvas does not have an account for my username" please contact the Distance Education office at (310) 660-6453 or at distanced@elcamino.edu



REGISTRATION

Log in to MyECC and register for classes online on or after your Registration Appointment date and time (in the Self-Service menu, click Registration, then Registration Appointment). Before you register, make sure all prerequisites have been met.

College Catalog

The College Catalog is a detailed publication of college policies, regulations, El Camino College major requirements and course descriptions of every class offered at El Camino College. NOTE: Major Requirements will be based on the college catalog year you have enrolled.

Class Schedule

The Schedule of Classes provides information about courses being taught during a specific semester, including time, day, units, etc.

Registration Appointment

- A registration appointment is a specific time and date in which the student is permitted to start registering for classes.
- They are available to qualified students who complete the admission requirements.
- They are issued prior to the start of the registration cycle for continuing students and on a first-come, first-serve basis for new and returning students.
- To find your registration appointment, log on to MyECC: Click *Self-Service Menu* → *Registration* → *Registration Appointment*

Pre-requisites

Prerequisites are a condition of enrollment that a student is required to meet before enrolling in a course. A student can clear a prerequisite by earning a passing grade on the course labeled as the prerequisite or get a clearance.

To clear a prerequisite, you must go to the Counseling and Student Success Office and bring transcripts from an accredited college demonstrating you met the prerequisite course with a "C" or better grade, and the course(s) are equivalent to ECC courses.

Co-requisites

A required course taken simultaneously in order to enroll in another course (I.E English 1A & English 1AS).

Units

A student needs to take 15 units per semester, 30 semester units, per academic year, in order to graduate within four years (2 years at ECC and 2 years at transfer institution).



Registration Priority

Students within a continuing student priority level will be prioritized by units earned at or through El Camino College. The more units earned, the higher priority up to an earned unit limit of 100. Continuing students with the same earned unit value will be prioritized randomly. Students within a new/returning student priority level will be prioritized by the submission date of their application for admissions. New/Returning students who applied on the same day will be prioritized randomly.

Two Ways to Register for Classes

Students can register for classes through MyECC. There are two ways to register for classes, adding to shopping cart via MyECC class registration or using Schedule Builder.

Method 1: MyECC Class Registration

Before you register, make sure all prerequisites have been met and/or cleared by a counselor.

Register for Classes through MyECC

- Step 1** Log in to MyECC and click on the Self-Service Menu.
- Step 2** Under Self-Service Menu, click on Registration
- Step 3** Under the Registration tab, students can choose either of the following tabs:
 - Add to shopping cart if you know Section #
 - Add to shopping cart by searching for sections.
- Step 4** Search for your classes by using the specific section number or by searching by subject.

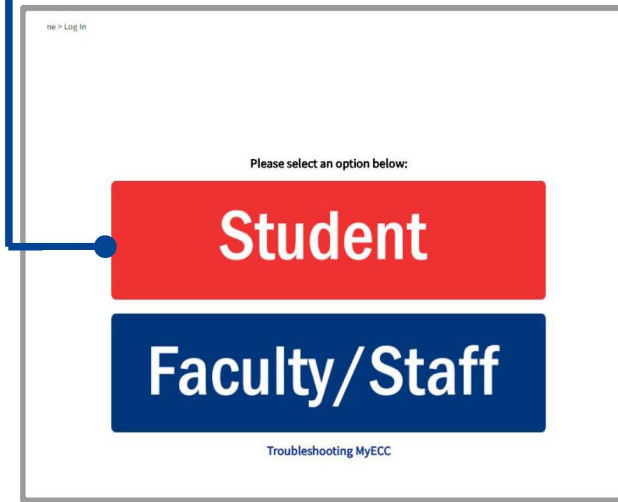
The screenshot shows the MyECC student portal home page. At the top, there is a navigation bar with a 'Menu' icon, 'Student Home', and 'Home' links. A search bar is located in the top right corner. Below the navigation bar, there are several main sections:

- Email:** A section with a dropdown menu showing 'You Have Unread Messages' and a button for 'Exchange Email'.
- Self-Service Menu:** A vertical list of menu items including 'USER ACCOUNT', 'FINANCIAL INFORMATION', 'FINANCIAL AID', 'COMMUNICATION', 'REGISTRATION', 'ACADEMIC PLANNING', and 'ACADEMIC PROFILE'.
- Web Services A:** A section with links to 'ECC Library', 'Faculty Office Hours', 'Online Counseling Appointments', 'Online Student Orientation', 'Scholarship Application', 'Tax Form - 1098T', 'Unofficial Student Transcript', and 'Voter Registration form'.
- Campus Announcements:** A section stating 'There were no announcements found.'
- My Week:** A calendar view for December 2017, showing class schedules for Tuesday, December 5th and Thursday, December 7th. The schedule lists classes for ART-274-5224 Jewelry Fabricati in ARTN Art Building - North wing, Room 133, taught by Ms. Irene S. Mori.
- Academic Planning:** A section with tabs for 'Academic P...', 'Employment', and 'ECC Email'. It includes links for 'Online Academic Planning' and 'ECC Connect (Starfish)'.
- Title IX - Sexual or Gender based misconduct:** A section with a link for 'ECC Connect' and a brief description of the service.
- ECC Links:** A section with a list of 'CAMPUS LINKS' including 'ECC Email', 'ECC Financial Aid Information', 'ECC Online Bookstore', 'ECC-Connect', and 'Need a Job?'.

Student Schedule Builder

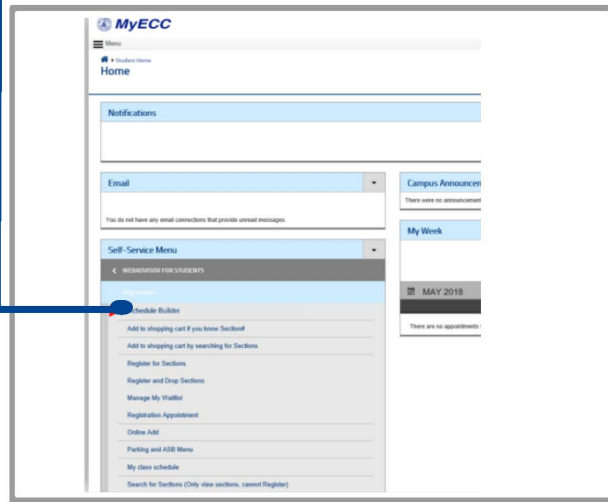
1 Sign Into MyECC

Go to <http://www.elcamino.edu/myecc/>
Login
Navigate to the Self Service Menu



2 Launch Schedule Builder

Select Schedule Builder from the Self Service-Menu



3 ADD COURSES

To Take Next Term

4 ADD BREAKS

To Block Off Times For No Class

5 GENERATE

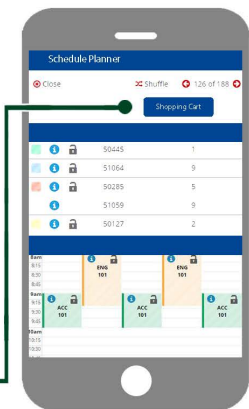
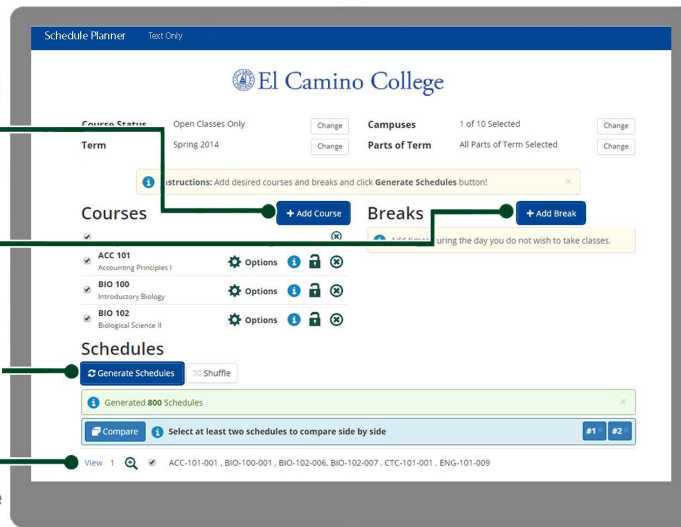
All Possible Schedules

6 VIEW

To See Each Schedule

7 SEND TO SHOPPING CART

From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!



Could Not Register for a Class?

- **Waitlist** – When the class is full, you might have the option to waitlist for the class. Prior to the start of the semester, students will be notified via MyECC if they were moved from the waitlist into the class. If the student is still on the waitlist when the semester starts, the student can attend the class and try to add the class.
- **“Crashing” Classes:** During the first two weeks of the semester, you can show up to the class you couldn’t get in and ask the professor if you can be added to the class.
- **Adding Classes:** After the registration period is over and the term begins, the only way become enrolled in a class is with an Add Code from the instructor.

How To Add A Class

- Step 1** Obtain an Add Code from the instructor.
- Step 2** Go to myecc.elcamino.edu
- Step 3** Log into MyECC with your ECC email and password.
- Step 4** On the Left, in the self-service Menu, click on “Registration” then “Online Add”.
- Step 5** On the next screen, enter the reference number and authorization code from the Add Code slip.
- Step 6** Click the Submit button.
- Step 7** Once you have successfully added the section, pay any fees by returning to the Self-Service Menu. Click on “Financial Information” and “View Account and Make Payments.”



IMPORTANT DATES

SUMMER SESSIONS 2019

Registration Begins	Mid-May
Six-Week Session Begins	Monday, June 17, 2019
Last Day to Drop and be Eligible for a Refund	Thursday, June 20, 2019
Last Day to Add	Thursday, June 20, 2019
Last Day to Drop without Notation on Permanent Record	Thursday, June 20, 2019
Last Day to Drop with a "W"	Tuesday, July 16, 2019
Six-Week Session Ends	Thursday, July 25, 2019
Eight-Week Session Begins	Monday, June 17, 2019
Last Day to Drop and be Eligible for a Refund	Monday, June 24, 2019
Last Day to Add	Monday, June 24, 2019
Last Day to Drop without Notation on Permanent Record	Monday, June 24, 2019
Last Day to Drop with a "W"	Thursday, July 25, 2019
Eight-Week Session Ends	Thursday, August 8, 2019
Second Six-Week Session Begins	Monday, July 1, 2019
Last Day to Drop and be Eligible for a Refund	Monday, July 8, 2019
Last Day to Add	Monday, July 8, 2019
Last Day to Drop without Notation on Permanent Record	Monday, July 8, 2019
Last Day to Drop with a "W"	Monday, July 8, 2019
Six-Week Session Ends	Thursday, August 8, 2019

FALL SEMESTER 2019

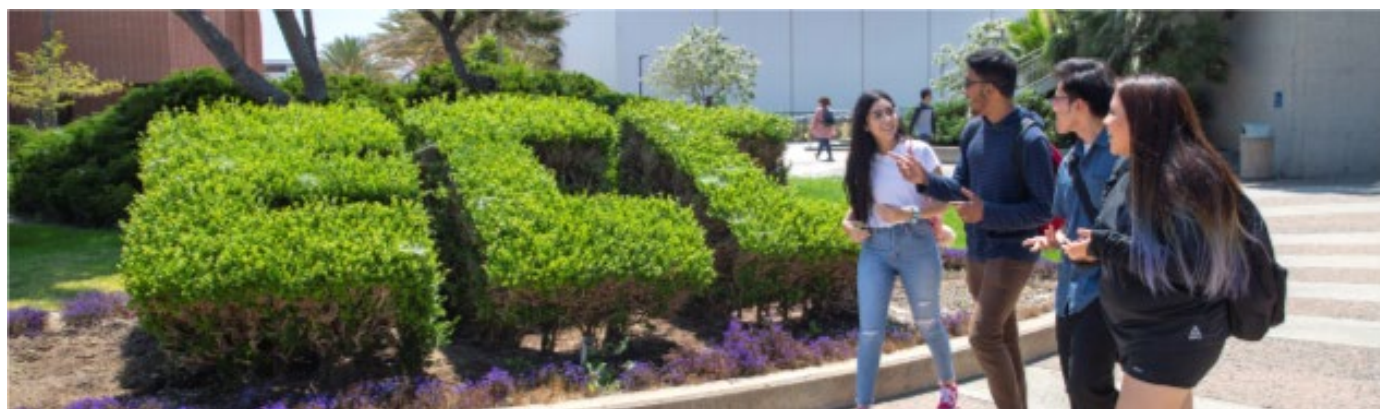
Registration Begins	End of May
Saturday Classes Begin	Saturday, August 24, 2019
Weekday Classes Begin	Monday, August 26, 2019
Mid-Term Classes Begin	Saturday, October 19, 2019
Last Day to Drop with a "W"	Friday, November 15, 2019
Fall Semester Ends	Friday, December 13, 2019

WINTER SESSION 2020

Registration begins	Mid-November
Classes Begin	Thursday, January 2, 2020
Last Day to Add	Thursday, January 9, 2020
Last Day to Drop Without Notation on Permanent Record	Thursday, January 9, 2020
Last Day to Drop and Be Eligible for a Refund	Thursday, January 9, 2020
Last Day to Drop with a "W"	Wednesday, January 29, 2020
Winter Session Ends	Thursday, February 6, 2020

SPRING SEMESTER 2020

Registration Begins	Early December
Spring Semester Classes Begin	Saturday, February 15, 2020
Weekday Classes Begin	Tuesday, February 18, 2020
Last Day to Add	Friday, February 21, 2020
Last Day to Drop Without Notation on Permanent Record	Friday, February 21, 2020
Last Day to Drop and Be Eligible for a Refund	Friday, February 21, 2020
Last Day to Challenge Residency Status for Semester	Friday, February 21, 2020
Spring Recess (Faculty and Students)	Sat-Fri, April 11-17, 2020
Mid-Term Classes Begin	Saturday, April 18, 2020
Last Day to Drop with a "W"	Friday, May 15, 2020
Spring Semester Ends	Friday, June 12, 2020



Important Dates for High School Seniors class of 2020

Financial Aid Award Letter available in MyECC	2nd Week of April
Priority Registration Deadline	April 30, 2020
Summer 2020 Registration Appointment available in MyECC	May 5, 2020
Fall 2020 Registration Appointment available in MyECC	May 19, 2020
Campus Closed on Fridays	June 26 - August 14
Summer 2020 Registration begins	May 13, 2020
Summer 2020 Fee Payment Deadlines	<i>Last day to pay in person</i> June 13, 2020 <i>Last day to pay online</i> June 15, 2020
Summer 2020 Sessions begin	<i>1st 6 Week Session</i> June 22 - July 30 <i>8 Week Session</i> June 22 - August 13 <i>2nd 6 Week Session</i> July 6 - August 13
Fall 2019 Registration begins	May 22, 2020
Fall 2019 Fee Payment Deadlines	<i>Last day to pay in person</i> August 15, 2020 <i>Last day to pay online</i> August 17, 2020
Fall 2019 Semester begins	August 23, 2020

For up-to-date information, visit our website www.elcamino.edu/academics/calendar.aspx

PAYING FOR COLLEGE

El Camino College has a strong commitment to ensuring accessibility to all of its program and services to all students who are capable of benefiting from such programs and services. Enrollment fees are only \$46 per unit for California residents.

Part-Time Student = 1 to 11 units, **Full-Time Student** = 12 units or more

FINANCIAL AID LAB

For general questions regarding Financial Aid or to receive assistance with the application, please visit the Financial Aid Computer Lab,
Student Services Center, Room 204G.

FINANCIAL AID OFFICE

If you need to submit Financial Aid documents, please visit the Financial Aid Office, (Valid photo ID required.)
Student Services Center, 2nd Floor
310-660-3493
eccfaid@elcamino.edu

Free Application for Federal Student Aid (FAFSA)

Completing the Free Application for Federal Student Aid (FAFSA) is the first step toward applying and receiving federal aid for college. El Camino College will use FAFSA data to determine eligibility for state and school aid. The deadline to submit to qualify for a Cal Grant is March 2, 2019.

Apply at fafsa.ed.gov

California Dream Act

The California Dream Act became law through the passage of two Assembly Bills: AB 130 allows students who meet AB 540 criteria to apply for and receive non-state funded scholarships for public colleges and universities. AB 131 allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as grants, community college fee waivers (like the CA College Promise Grant), Cal Grant, and Chafee Grant. The deadline to submit to qualify for a Cal Grant is March 2, 2019.

Apply at dream.csac.ca.gov

California College Promise Grant

For eligible California residents, the California College Promise Grant (formerly known as the BOG Fee Waiver) permits the \$46 per unit enrollment fee to be waived. (Assistance for the purchase of books and supplies must be applied for separately.) Students who meet income and residency criteria may qualify.

Cal Grant Note

A Cal Grant award is limited to four academic years, except for students enrolled in an institutionally required five-year undergraduate program or for students with baccalaureate degrees admitted to and enrolled in a program of

professional teacher preparation. A student needs to take 15 units per semester or the equivalent quarter units, or 30 semester units or the equivalent quarter units per academic year, in order to graduate within four years.

Semester Fees

The enrollment fee is state mandated. Students concurrently enrolled in high school are not required to pay the enrollment fee.

Health Fees

All students enrolled in classes held on campus, either at El Camino College or Compton Center, are required to pay the health fee.	\$17 per summer terms \$20 per fall and spring semesters
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Student Activities Fee (Optional)

The optional Student Activities Fee funds student activities and services.	\$15.00
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Student Representation Fee

The Student Government is funded by the Auxiliary Services Board (ASB) and the Student Representation Fee.	50¢
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Instructional Materials Fee

Certain courses require a nominal fee for materials provided to students during the course of the semester. Please refer to Schedule of Classes.	
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Parking Fee (Optional)

Daily permits are available at the yellow permit dispenser machines. \$3.00 per day	Semester Pass Automobiles: \$35 - Fall/Spring \$20 - Winter/Summer Motorcycles: \$20 - Fall/Spring \$20 - Winter/Summer
---	---

How to Pay Fees (Online or In-Person)

For your convenience, we offer three ways to pay your fees:

- Pay online 24 hours a day at <http://www.elcamino.edu/myecc/>
 - Self Service Menu > Financial Information > View Account and Make Payments > Proceed to Payment
- The Cashier's Office - we accept cash, checks, Visa, MasterCard, or Discover.
- Mail a check or money order payable to:
 - El Camino College Cashier's Office
16007 Crenshaw Blvd.
Torrance, CA 90506.
- Be sure to mail your payment 7 days before the deadline. Your check must be received in the Cashier's Office on or before the deadline date.

Scholarships

The El Camino College Foundation Scholarship Office

El Camino College offers more than 500 scholarships totaling nearly \$600,000 are awarded annually to incoming high school students, students attending El Camino College and students transferring to the four-year University of their Dreams.

We have a diverse scholarship program with criteria including:

- Honors and academic achievement
- Financial need
- Leadership and community service
- Organizational and campus club affiliation
- International students*

The Application

The El Camino College Foundation Online Scholarship Application is open and available for completion June through December of every year. Simply apply online via MyECC and click on "Scholarship Application."

Requirements are:

- A minimum cumulative GPA of 2.0 or better
- At least six graded units of El Camino College coursework.
- Students must be enrolled in at least six units to qualify for a scholarship.

Please note: All incoming freshman enrolled in the fall semester with a minimum of six units for college credit are eligible to apply, as your coursework will have been completed at the time of the review process.

* Note to International Students

- While International students are not eligible for state based or federal financial aid, there are private and institutional resources that you may wish to consider:
 - Apply for an ECC Scholarship or
 - Learn about financial assistance available for International Students by visiting the International Education Financial Aid (IEFA) website at www.iefaf.org

FOUNDATION SCHOLARSHIP OFFICE

310-660-6541

Communications Bldg., Room 206

WHERE YOU BELONG. WHERE YOU SUCCEED.

SOUTH BAY PROMISE

EL CAMINO COLLEGE

The **South Bay Promise** offers personal support to get students to and through El Camino College. Benefits include paying for the first two year's enrollment fees (Fall, Winter, and Spring terms), priority registration, and access to counselors.

New for 2019! The South Bay Promise is available to all first-time, full-time college students who complete the steps below (including join an eligible student support program) and attend El Camino the fall after their senior year.



Complete the Steps to Enroll

by April 30, 2019

www.elcamino.edu/steps

- **Apply for Admission**
- **Financial Aid** (FAFSA or CA Dream Act)
- **Assessment**
- **Orientation**
- **Educational Planning**



Submit a South Bay Promise Application

by April 30, 2019

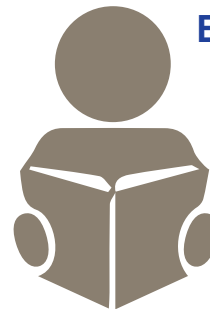
www.elcamino.edu/southbaypromise



Get Engaged! Connect with a Student Support Program

Eligible programs include:

- First Year Experience
- Athletics
- Extended Opportunity Programs & Services
- Honors Transfer Program
- Project Success
- Puente Program
- Warrior-Toro Computer Science Pathway



Enroll as a Full-Time Student

- Register for at least 12 units during each Fall 2019 & Spring 2020 semesters (9 units for SRC students)
- Attend South Bay Promise Reception before start of fall semester
- Maintain satisfactory academic progress

WWW.ELCAMINO.EDU/SOUTHBAYPROMISE

Questions? Contact the Office of Outreach & School Relations

southbaypromise@elcamino.edu | 310-660-6464



El Camino College

www.elcamino.edu



The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

Semester Preparation Check list

Print out Class Schedule and Tour Campus

- Log-in to MyECC. Go to the Self-Service Menu and click on *Registration* → *My Class Schedule*.
- Schedule an individual campus tour to find your classes. To schedule a tour visit, www.elcamino.edu/outreach

Purchase Textbooks

- You can buy your books at the El Camino College Bookstore. Bring a copy of your class schedule and a friendly bookstore staff member can assist you.
- Visit online to see what books are required for your class: <http://bookstore.elcamino.edu/>

Obtain a Parking Permit

Students can purchase a parking permit online through MyECC or in person at the Cashiers Office.

- Online
 - Log in to MyECC. Go to Self-Service Menu and click on *Financial Information* → *Parking and ASB Menu*. After ordering online, it will be sent via postal service mail.
- Cashiers Office
 - Location: Southeast Corner of the Bookstore Building, Ground Level.
 - Accept cash, checks, Visa, MasterCard or Discover.
 - Can pick up permit in person.

Parking Permit Fees

Fall & Spring Semester	Car - \$35 Motorcycle - \$20
Summer & Winter Sessions	Car & Motorcycle - \$20

- Students with a handicapped placard/plate must also purchase an El Camino College Semester or daily parking permit. Both the handicapped placard and El Camino College Permit must be displayed.
- Students who are awarded a CA College Promise Grant may be eligible to pay \$20 a semester.

Photo ID

All students are required to obtain a free El Camino College identification card. These cards are available in the Student Activities Center photo ID booth. These cards serve as photo identification, and are required for Library services, campus activities and to verify attendance in certain classes.

To Acquire your Photo ID – New Students Must:

- Be registered in a class for at least 48 hours.
- Bring a current, valid driver's license or another form of photo ID (Example: Passport or High School ID)
- Know your 7-digit ECC Student ID Number (retrieve this number at Admissions Office, Counseling Office, Cashiers Window or MyECC under "My Class Schedule")

Week of Welcome (WOW) Tents

- During the first week of the semesters, there will be Welcome Tents around campus to guide and answer any questions you might have.

ACADEMIC EXPECTATIONS & PROBATION

What Is Academic Probation?

A student, who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade-point average for total units attempted at El Camino College is less than 2.0.

What Can I Do To Be Removed From Academic Probation?

A student will be removed from Academic Probation when the cumulative grade-point average is 2.0 or higher in total units attempted at El Camino College. *The student must do the following in order to return to good academic standing:*

1. **Repeat:** Students may repeat a course in which they have received a substandard grade (that is, D, F, or NC/NP) only once. Upon completion of those courses, the student's cumulative GPA will be recalculated. The new cumulative GPA will reflect only the passing grades of C or better. However, the student's transcript will show all grades earned.
2. **Academic Renewal:** The student can file a petition to have up to 24 units of D or F grades omitted on the cumulative GPA. You may file for Academic Renewal if you meet the following criteria:
 - The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work completed at any regionally accredited college or university, or a GPA of 2.5 or higher in the last 24 units of grades work, completed at any regionally accredited college or university. Finally, at least two years must have elapsed since the standard semester.
3. The student's remaining units must be completed with grades of C or better to reduce the effect of D's or F's in the cumulative GPA.

What is "CR", "NC", a "W" and an "I"?

"P/CR"	The student will receive unit <i>pass/credit</i> toward graduation and/or full-time status but is not calculated into the G.P.A.
"NP/NC"	The student receives a "no pass" for the courses taken.
"W"	<i>Withdrawal</i> from class.
"I"	<i>Incomplete</i> academic work for unforeseeable, emergency and justifiable reasons that included circumstance beyond the student's control. The work must be completed by the sixth week of the regular semester following the receipt of the "I" mark; otherwise, a letter grade will be assigned depending on the completed work.

What Is Progress Probation?

A student who has enrolled 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of "W," "I," "NC" and/or "NP" account for 50 percent of the total units attempted. Courses dropped prior to the "No Notation" deadline are not considered "units attempted" and do not receive entries as "W," "I," and/or "NC/NP."

What can I do to be removed from Progress Probation?

A student will be removed from Progress Probation when the percentage of entries of "W," "I," "NC" and/or "NP" is below 50 percent of the total units attempted.

What Is Dismissal?

Dismissal Due to Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 2.0 in all graded credit units attempted in each of three consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (fall, spring,) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

Dismissal Due to Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and/or "NP" remains at or above 50 percent for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

<i>Appeal of Probation or Dismissal</i>	<i>Readmission Following Dismissal</i>
A student who believes that there were extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.	A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of "W", "I" and "NC/NP" entries is below 50%.

Loss of Enrollment Priority and California College Promise Grant

In accordance with the Student Success Act of 2012, El Camino College and Compton College require all students to meet academic standards, progress standards, and adhere to a unit cap in order to receive enrollment priority (priority registration) and the California College Promise Grant (formerly known as the BOG Fee Wavier). Academic and progress standards will apply once a student has attempted at least 12 semester units, as shown by the academic record. [Former foster youth up to 24 years of age are exempt from this regulation.](#)

Academic & Progress Standards

<i>Academic Standard</i>	Cumulative grade-point average (GPA) of least 2.0
<i>Progress Standard</i>	Cumulative satisfactory completion of more than 50% of attempted units.
<i>Unit Cap</i>	Completion of 100 or more units

Contact Information

Counseling and Student Success Division Office
Student Services Building – First Floor
310-660-3458

Grade Change Policy

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was posted. Upon determination by the District that a grade in a course was given as a result of fraud, the District may change or remove the fraudulent grade from the student's transcript of record based on the recommendation of a faculty committee. Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions. Procedures for changing or removing grades in accordance with this policy have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.



GETTING INVOLVED ON CAMPUS

Student Clubs and Organizations

Join a Club

- Are you looking for other students at ECC who share your interests? Join a club at El Camino. Club reps will be available to recruit new members and provide information about their organizations. Club Rush is during the 3rd week of the fall and spring semesters from 10:00am to 2:00pm on the Library Lawn.

Charter a New Club

- Are you interested in starting a new club at El Camino? New clubs are required to file a constitution and petition to become a club. The petition must be signed by 10 currently enrolled ECC students who have paid the \$15 fee for a current VALID ASB sticker and at least one faculty member who agrees to serve as the club's adviser.

Reactivate an Existing Club

- Do you want to reactivate a club that hasn't had meetings or activities for the past year? Fill out the paperwork required to reactivate your club before the semester deadline.

Inter-Club Council

- The Inter-Club Council (I.C.C.) consists of one representative from each of the existing clubs on campus. They have weekly meetings during the Fall and Spring semesters and sponsor activities that provide involvement in college and community service. The motto of the Inter-Club Council is "By the clubs, for the clubs".

Auxiliary Services Board (ASB) Sticker

About the ASB Sticker

- Enjoy great discounts for only \$15 during the spring and fall semesters. Have the ASB Sticker placed on your ECC ID to use while your sticker is valid.
- When you register for classes, the \$15 ASB sticker fee will be added to your account automatically. However, you can opt out by logging into your *MY ECC* account and choose to opt out of the ASB Sticker. You can also go in-person to the cashier's office to opt out. You will need to do this within the first 2 weeks of the semester.
- You may purchase the sticker online via MyECC, at the Marsee Auditorium Ticket Office or the Cashier's Windows.
- Questions about tickets and ticket prices call 1 (800) 832-ARTS. All Other ASB concerns contact the ASB Headquarters located in the Student Development Office, Activities Center, room AC160, (310) 660-3593 ext. 3502. Imoreno@elcamino.edu

What Kinds of Discounts Can You receive with ASB?

- FREE admission to all home El Camino College athletic events.
- Admission to the ECC fitness center if you are enrolled in a P.E. class. Bring a towel!
- Discount admission up to 50% on selected El Camino College music concerts, dance recitals, vocal performances and theatre productions at the Marsee Auditorium, Haag Recital Hall and the Campus Theatre plus.
- Special campus bookstore clothing discounts 10% off certain apparel.

- FREE ASB drawings you are automatically entered into the major ASB spring/fall semester drawings to win amusement park tickets, AMC movie tickets, gift certificates and other valuable prizes.
- Also, random giveaway and drawings throughout the year. When you spot the roving ASB promotions table anywhere on campus come by and you might win or receive a gift instantly. Just show your ASB sticker... it's that easy!

OTHER DISCOUNTS GIVEN	
Amusement & attractions	Auto services
Books	Child care
Clothing	Shoes & accessories
Computers & accessories	El Camino college
Food & beverage	Hair stylist/salon & body care
Home improvement	Insurance
Medical services	Movie theaters
Notary printers	Sporting goods
Sports & fitness	Trophies & awards

The merchandise and services offered by the following businesses are not specifically endorsed by El Camino College. Prices and discounts are subject to change without notice. Discounts provided only with current ASB sticker. Discounts may not be redeemed for cash.



STUDENT SUPPORT PROGRAMS

Consider taking advantage of one of the following programs and services to help assist you through your journey at El Camino College. We have arraigned the services & programs into four themes:

- **Enrollment Process:** Help you get started and address any issues with your account/record
- **Academic Support & Tutoring:** Provide classroom & academic support
- **Health and Safety:** Services to keep you safe and to provide basic needs
- **Student Success and Support Programs:** Services and programs to provide comprehensive support

Enrollment Process	
Admissions And Records	Financial Aid Lab
Assessment	Outreach & School Relations
Cashier's Office	Bookstore
Financial Aid	

Academic Support & Tutoring	
Basic Skills Study Center	Reading Success Center
Career & Technical Education Program (CTE)	RISE Center
Childhood Education Teacher Resource Room	Schauerman Library
Community Education	Scholarship Office
Distance Education	Student Development Office
Learning Resource Center (LRC) Tutorial Program	Student Success Program (SSP)
LMTC Computer Commons	Supplemental Instruction (SI)
Math Study Center	Writing Center & Computer Lab
Music Library	

Health & Safety	
Assessment, Intervention, & Management Of Safety (AIMS) Team	Student Grievances
Campus Police	Warrior Food Pantry
Health Center	

Student Success & Support Program	
CalWORKs	Mathematics, Engineering, Science Achievement (MESA) Program
Career Center	Project Success Program
Counseling Services	Puente Project Program
EOPS/CARE	Special Resource Center
First Year Experience (FYE)/ Learning Communities	Student Athlete Independent Learning (SAIL)
Guardian Scholars	Student Job Listings
Honors Transfer Program	The Opportunity Project (TOP)
International Student Programs (ISP)	Transfer Center
ITEC START Center	Veteran Services
KEAS Program	Women In Industry & Technology (WIT)

Student Success & Support Program Comparison

Program	Academic Counseling	Tutoring	Financial Support	Priority Registration	Classes Offered	Mentors
CalWORKs	✓	✓	✓	✓		✓
Career Center	✓					
Counseling Services	✓					
EOPS/CARE	✓	✓	✓	✓		✓
First Year Experience (FYE)/ Learning Communities	✓	✓		✓	✓	
Guardian Scholars	✓	✓	✓	✓		✓
Honors Transfer Program	✓			✓	✓	
International Student Programs (ISP)	✓				✓	
ITEC START Center	✓					
KEAS Program	✓	✓	✓		✓	✓
Mathematics, Engineering, Science Achievement (MESA) Program	✓	✓	✓		✓	✓
Project Success Program	✓	✓		✓	✓	✓
Puente Project Program	✓	✓		✓	✓	✓
Special Resource Center	✓	✓		✓	✓	
Student Athlete Independent Learning (SAIL)	✓			✓	✓	
The Opportunity Project (TOP)	✓				✓	
Transfer Center	✓					
Veteran Services	✓	✓	✓	✓		
Women In Industry & Technology (WIT)	✓					

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

Extended Opportunity Programs & Services (EOPS) at El Camino College is dedicated to the delivery of a comprehensive program that encourages the enrollment, retention, and transfer of students who are challenged by language, social, economic, and educational disadvantages.

As a comprehensive program, EOPS is driven by a philosophy of providing services that are “over, above and in addition to” services available to all students. EOPS strives for innovative and creative ways to enhance and encourage students' academic success and excellence, while fostering the student's personal growth and development.

Services

- Priority Registration
- Book vouchers
- EOPS Grants
- Counseling

Eligibility Requirements

- Be a California resident or AB540 or AB1899
- Be enrolled full-time
- Complete a FAFSA or CA Dream Act and be eligible for CA College Promise Grant (A, B, or C with 0 EFC)
- Have an educational need (see website)

FIRST YEAR EXPERIENCE (FYE)

The First Year Experience program is designed to help you be successful in your first year of college life by providing a supportive, caring environment of educational and career services. Through FYE, you will gain knowledge of how to study and learn in groups, have access to vital campus and college resources, be able to explore a chosen major and create a career plan, interact in a multicultural environment, develop important study skills, and learn how to access and manage electronic information, such as e-mail, Internet, and library databases.

Services

- Priority Registration
- FYE Counselors
- Field Trips
- Free Printing
- Learning Community Courses, and more

Eligibility Requirements

- Cohort placement depends on assessment
- Submit FYE application online
- Attend an FYE Information Session (bring high school transcript)
- Meet with an FYE Counselor



HONORS TRANSFER PROGRAM (HTP)

The Honors Transfer Program (HTP) at El Camino College is designed to better prepare the highly motivated student to transfer successfully to a university and complete a Bachelor's degree.

HTP provides a unique learning environment that stresses academic excellence and develops the awareness necessary to achieve this goal. Honors courses are academically enriched to stimulate students intellectually, encourage independent critical thinking, and promote close interaction between students and faculty.

Services

- Priority Registration
- Smaller class sizes, excellent committed professors
- Increased opportunity of receiving scholarships and internships
- • Special opportunities offered by universities, and more!

Eligibility Requirements

- Have at least 3.1 unweighted total GPA for grades 9-12; if in college, have at least 3.1 on all transferable college coursework (at least 9 units).
- Be eligible for English 1A
- Complete an HTP Application and submit all required materials

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

MESA is based on a rigorous academic program that uses various components to support students pursuing math and science based degrees. Program components build an academically based peer community to provide student support and motivation. This community of learners, with a very specialized focus, is what sets MESA apart from other student success programs.

Services

- Enrichment in mathematics, physics, chemistry, biology, and other related sciences
- Academic Excellence workshops, leadership training
- Enhancement of study skills
- Academic advisement, career planning, and assistance with the transfer process

Eligibility Requirements

- Enrollment in trigonometry or above
- Declare a transfer major in a math or science-based field
- Maintain GPA of 2.5 or above
- Proof of financial need
- Educationally under-served

KNOWLEDGEABLE, ENGAGED, AND ASPIRING STUDENTS (KEAS) PROGRAM

The KEAS Program is designed to provide support to students who have placed into pre-college level coursework at El Camino College. Under the Student Equity Program, we combine learning communities and dedicated instructors with support services outside of the classroom. KEAS staff, faculty, and counselors are committed to providing equitable support services to reduce the academic achievement gap and increase persistence rates among our college community.

Services

- Priority KEAS class registration
- Counseling and academic advising
- Access to the KEAS study lounge
- KEAS computer lab and printing
- Math and English tutoring
- Free book & calculator loans

Eligibility Requirements

- Enroll in at least one KEAS Class
 - Submit KEAS Program Application online
 - Attend KEAS Information Session, 2 KEAS Counseling appointments per semester, 2 KEAS Workshops per semester
 - Submit semester KEAS Progress Report
-

PROJECT SUCCESS

Project Success is a program designed to increase the retention rate and to improve the academic performance of students who meet the Project Success admission criteria. The mission of Project Success is to aid the successful transition of students from high school to El Camino College and beyond in order to achieve educational and career goals. Students who complete the program transfer to universities at a much higher rate and complete their bachelor degrees in less than three years after graduation from ECC.

Services

- Mentoring
- Book loans and vouchers
- Academic and career counseling
- Learning communities
- Priority registration
- Cultural and university field trips

Eligibility Requirements

- Be a recent high school graduate or current El Camino College student
- Complete steps to enroll
- Be highly motivated and possess the desire to earn a college degree
- Submit a Project Success Application (PDF online)

PUENTE PROJECT

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations.

Services

- English Instruction (English 1AS & 1C) builds writing skills, explore Mexican American/Latino experience and multicultural literature
- Puente counseling
- Each Puente student is matched with a mentor
- Conferences and university visits

Eligibility Requirements

- Students only accepted during the fall semester
- Must be eligible for English 1AS
- Be committed to transfer to a four-year college or university
- Attend a Puente Information Session
- Take Human Development 101 and 105 courses with the Puente Program

SPECIAL RESOURCE CENTER

In 1972 El Camino College established a program to assist students with disabilities in their pursuit of a post-secondary education. The purpose of this program is to assist students with disabilities to perform on an equal basis with non-disabled students in an integrated campus setting. In the first year, this program served a total of 65 students. Today, well over 1900 students are currently receiving services.

Populations Include:

Deaf & Hard of Hearing	Physically Disabled
Learning Disability	Psychological Disabilities
Visually Impaired	Other Disabilities

Services Provided:

Priority Registration	Academic Counseling
Learning Disability Testing	Orientation
Liaison Services	Test Accommodations
Learning Strategies	Instruction
Interpreting Servicing	Alternate Media
Assistive Technology	Mobility Assistance
Note Taking Support	High Tech Center (HTC)

Location and Contact Info

Southeast Wing of the Student Services Center
Phone: (310) 660-3295 TDD: (310) 660-3445

Transfer Center

The Transfer Center provides services and activities to help you through the process of transferring to a university. Understanding university admission requirements can sometimes seem complicated and overwhelming, but we can help you prepare and work towards becoming an eligible applicant. We can help you look at all of your university options, make a good decision on where to transfer, and plan a road map to the university of your choice.

By utilizing Transfer Center services and attending our activities, you will become aware of potential transfer institutions, gain knowledge of transfer admission requirements, and will increase your motivation and intent to transfer.

The Transfer Center offers an array of services and activities such as:

- Counseling and Advising
- University Tours
- University Representative Visits

For more information, visit us in the Student Services Center (in the **Counseling Office, first floor**) or call (310) 660-3593 Ext. 3408.

- University Fairs
- Transfer Information Workshops
- Transfer Admission Guarantees

Students who intend to transfer to a four-year college or university must complete admission requirements at community college prior to transferring. Requirements vary among institutions. Therefore, students should become familiar with courses for the following:

- General Education
- Major Preparation
- Admission Requirements to meet minimum eligibility and selective majors, and
- Grade Point Average (GPA) needed for admission

Admission requirements may change from year to year, so it is to the student's advantage to select a transfer institution as early as possible and meet with an academic counselor, transfer center adviser, university representative, and/or articulation officer for updated information.



ITEC START Center *(Student - Technology - Achievement - Resource - Training)*

The ITEC START Center is a pathway for students interested in technology and have interest in becoming part of Industry and Technology division programs. The center provides students with many valuable tools to be guided in achieving their career goals.

Services provided:

Counseling	Advisement
Mentorship	Workshops
Industry Tours	Computer Stations
Networking	Student Clubs & Organizations

Servicing students in the following programs:

Administration of Justice	Computer Aided Design/Drafting
Air Conditioning & Refrigeration	Construction Technology
Architecture	Cosmetology
Automation Robotics Manufacturing Center	Electronics & Computer Hardware Technology
Engineering Technology	Environmental Technology
Machine Tool Technology	Fashion
Manufacturing Technology	Fire & Emergency Technology
Automotive Collision Repair/Painting	Nutrition & Foods
Automotive Technology	Welding

The START Center offers counseling specific to CTE programs, as well as computer usage for registration and course work.

Located in the Industry and Technology Education Center (ITEC), Room 209.

www.elcamino.edu/academics/indtech/itecstartcenter



Support for Undocumented Students

El Camino College's AB540 & Undocumented Resource Webpage

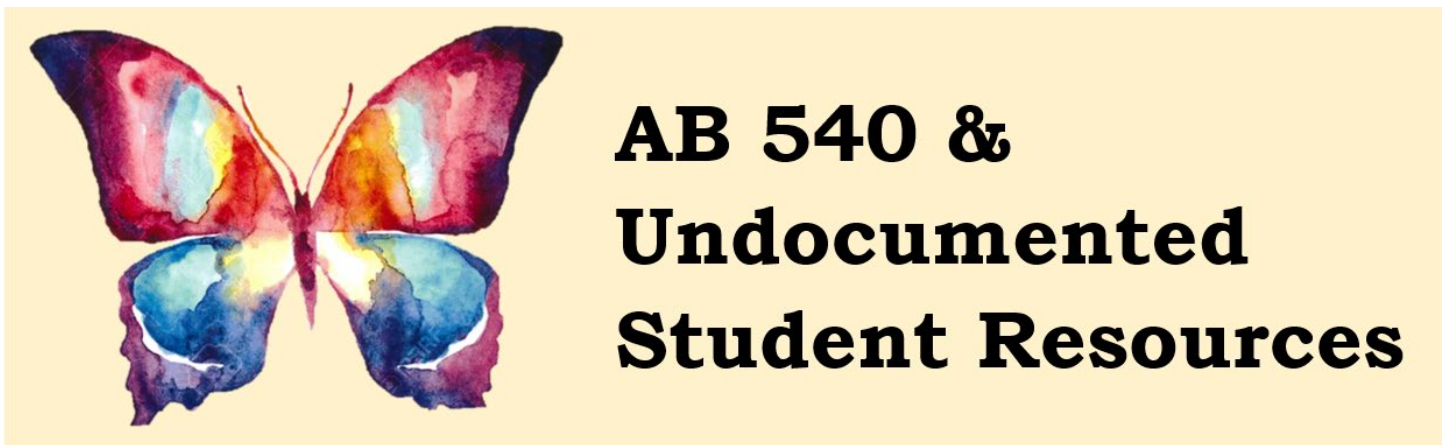
- AB540 & Undocumented Student Resources Webpage – <http://bit.ly/eccundocumented>
This page can help you understand how to access and request financial aid at El Camino College, locate scholarships, university grants and outside resources. You can sign up to receive updates, information, register for events, and to see a list of El Camino College allies.

A.H.E.A.D DREAMers Club @ El Camino College

- A.H.E.A.D. DREAMers – This Club aims to preserve the ethnic and cultural diversity that nourishes and strengthens this community and the nation. Get involved in the DREAMer movement at the ECC campus, meet fellow DREAMer students for support, learn about updates regarding DACA, undocumented and AB-540 student issues.

California Community College Chancellor's Office Resource for Undocumented Students Webpage

- <http://www.cccco.edu/resourcesforundocumentedstudents.aspx>



Warrior Athletics

El Camino College offers 22 intercollegiate sports that serve over 400 student-athletes each year. Coaches strongly represent and model the college's mission and that of the CCCAA, while providing strong knowledge, technical skills, and personal experiences that equate to a successful athletic experience. In addition to Warrior Athletics' strong history of success in the California Community Colleges system, El Camino College proudly demonstrates a strong commitment to educational success, sportsmanship, excellence, and service.

- ❖ More than 425 student-athletes participate in 22 intercollegiate athletic programs.
- ❖ For 2017-18, El Camino College recognized 138 student athletes as Warrior Scholar Athletes who achieved a 3.0 grade point average or higher.

Students interesting in joining an athletic team should submit a Prospective Student Athlete Information Request form on the ECC Warriors website (under *Recruits*):

www.eccwarriors.com

For more information, please call the Health Sciences & Athletics division office at 310-660-3550.



WOMEN'S TEAMS

Badminton
Basketball
Beach Volleyball
Cross Country
Soccer
Softball
Swimming & Diving
Tennis
Track & Field
Volleyball
Water Polo

MEN'S TEAMS

Baseball
Basketball
Cross Country
Football
Golf
Soccer
Swimming & Diving
Tennis
Track & Field
Volleyball
Water Polo



EL CAMINO COLLEGE FALL 2018 TUTORING SERVICES MAP

1 HUMANITIES

Foreign Language Lab..... H114
Provides support for those enrolled in foreign language classes.
Monday, Wednesday..... 9:00 a.m.-12:00 p.m.
Tuesday, Thursday, and Friday..... 9:00 a.m.-1:00 p.m.
(310) 660-3593 x7114

Writing Center..... H122
One-on-one assistance with writing a college essay.
Monday-Thursday..... 7:00 a.m.-12:40 p.m., 1:30 p.m.-5:10 p.m.
Friday..... 7:00 a.m.-12:40 p.m., 1:30 p.m.-4:10 p.m.
(310) 660-3873

2 MATH BUSINESS ALLIED HEALTH

Math Study Center..... MBA119
One-on-one tutoring and access to software for mathematics courses.
Monday-Thursday..... 9:00 a.m.-9:00 p.m.
Friday..... 9:00 a.m.-4:00 p.m.
Saturday..... 10:00 a.m.-4:00 p.m.
(310) 660-3593 x6591

Business and Math Computer Lab..... MBA115
Access to software for business and mathematics students.
Monday-Thursday..... 9:00 a.m.-6:00 p.m.
Friday..... 8:00 a.m.-12:00 p.m., 12:45-4:30 p.m.
(310) 660-3593 x6591

CIS Computer Lab..... MBA108
Access to software for business students.
Call or visit the CIS Computer Lab for current hours.
(310) 660-3593 x6591

3 MUSIC LIBRARY

Music Tutoring..... MU126
Free Music tutoring. No appointment needed.
Call or visit the Music Library for current hours and tutoring availability.
(310) 660-3593 x5024

4 NATURAL SCIENCE

MESA..... Natural Sciences Basement
Tutoring available for MESA Students.
Call or visit the MESA|STEM Center for current hours and tutoring availability.
(310) 660-3593 x3887

5 SCHAUERMAN LIBRARY

Learning Resources Center..... West Wing, 2nd Floor
Tutoring for more than twenty-five different subjects.
Call or visit the Learning Resource Center for current hours and tutoring subjects.
(310) 660-3593 x3511

Reading Success Center..... East Wing Basement, LIB36
Tutoring for the English placement test and all reading assignments.
Monday-Thursday..... 9:00 a.m.-3:00 p.m.
(310) 660-3593 x6729

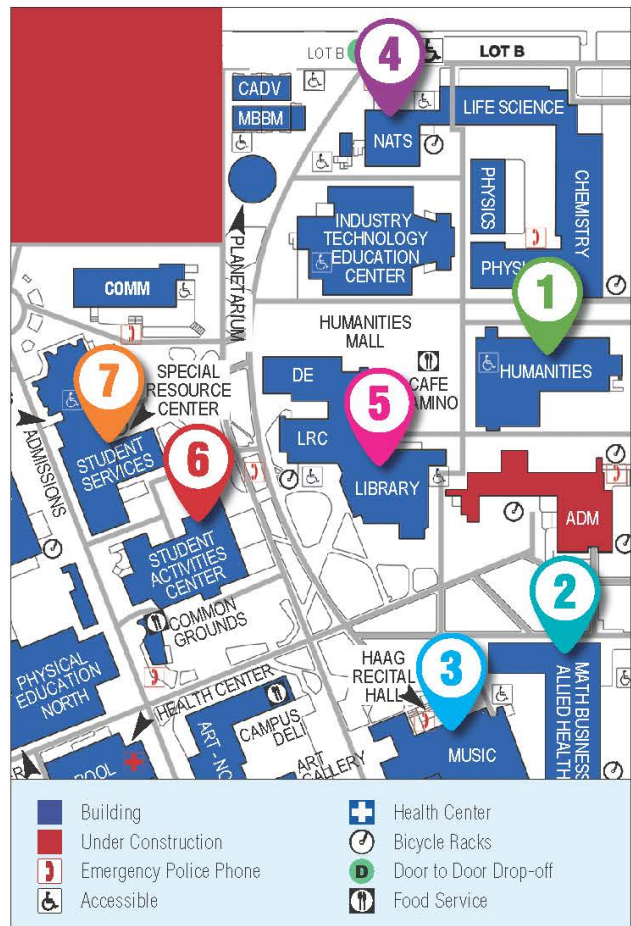
6 STUDENT ACTIVITIES CENTER

KEAS Program..... AC170
Math and English tutoring for KEAS students.
Monday-Thursday..... 8:30 a.m.-4:00 p.m.
(310) 660-3593 x3812

7 STUDENT SERVICES CENTER

EOPS/CARE & CalWORKs Tutoring Lab..... 2nd Floor, SSC202
Provides computer access and tutoring for a variety of subjects for EOPS, CARE, CalWORKs and Guardian Scholars students.
Monday, Tuesday, and Thursday..... 8:00 a.m.-5:30 p.m.
Wednesday..... 8:00 a.m.-6:30 p.m.
Friday..... 9:00 a.m.-1:00 p.m.
(310) 660-3593 x7088

Math Placement Test Preparation..... 2nd Floor, SSC217
Tutoring and access to software to prepare for the math placement test.
Call or visit Assessment & Testing for current hours and tutoring availability.
(310) 660-3593 x3405



El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
www.elcamino.edu
1-(866)-ELCAMINO

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

Updated: 9/05/18

HEALTH AND SAFETY

HEALTH CENTER

Our goal is that students will utilize medical services, workshops and community outreach programs sponsored by the Student Health Services (SHS) throughout the academic calendar year to help maintain optimum mental and physical wellness.

- The Student Health Center is solely supported by your student health fee.
- Provides students with first aid, health counseling, referrals, psychological counseling, and educational materials.
- Located on the South side of the campus, next to Pool
- Want to attend a workshop? Participants are asked to sign up in the Health Center 15 minutes before the workshop begins.
- The Health Center also offers a variety of free and low-cost services. Go to www.elcamino.edu/studentservices/health/ for more information.

Any questions please call: (310) 660-3593 Ext. 6936

OFFICE OF STAFF AND STUDENT DIVERSITY

Student and Teacher Safety

The Office of Staff and Student Diversity receives, investigates, compiles reports and makes recommendations for the resolution of both employee and student discrimination and sexual harassment complaints. It develops, maintains and monitors the District's Equal Employment Opportunity Plan and insures equal employment opportunity and compliance with rules, regulations and laws.

Major services and programs offered and coordinated

- Assist in the planning, coordination and monitoring of recruitment, selection and hiring processes to ensure equity and consistency in the recruitment of diverse faculty and staff.
- Maintain relationships with various community resources to promote equity and diversity within our college community.
- Monitor programs and activities to ensure compliance with state and federal laws and District policies regarding equal employment, sexual harassment, unlawful discrimination, and Americans with Disabilities Act (ADA).
- Conduct investigations regarding complaints of unlawful discrimination (including sexual harassment)
- Facilitate training for administration, faculty and staff regarding hiring procedures, equal employment opportunity, prevention of unlawful discrimination and sexual harassment in the academic setting/work environment.
- Support and promote diversity events and programs on campus
- Provide counseling for District students and employees

Contact Information

Phone: (310) 660-3813

Fax: 310-660-3794

Communications Building – Room 201-D (second floor)

Office Hours: 9:30 a.m. – 3:30 p.m Monday through Friday

CAMPUS POLICE

Mission

Our mission is to provide a safe and secure environment while respecting the rights and dignity of all persons utilizing the facilities and programs of El Camino College.

Vision

- Establish a cohesive and supportive work environment; one that encourages innovation with an emphasis on quality customer service
- Protect the campus community through proactive police services
- Develop public awareness, support and involvement in our community policing efforts
- Become an integral part of the campus community; a department that is widely respected and trusted
- Achieve voluntary compliance with the rules, regulations and laws through equal application of enforcement
- Maintain a commitment to excellence!

NIXLE Alert

Receive community information instantly! Sign up at Nixle.com today! It's quick, easy and secure. Follow these simple instructions to receive Nixle text messages:

1. Compose a text message to: **888777** (no dashes)
2. Text the following message:
ECCPD to receive alerts from El Camino College or
CECPD to receive alerts from ECC Compton Center
3. You will receive the following text message: "Thank you for signing up for El Camino College Police Department Alerts."



Contact Information

The El Camino College Police Department is located at 16007 South Crenshaw Blvd. at the corner of Redondo Beach Blvd. and Crenshaw Blvd. in Parking Lot K. The Police Department is open 24 hours a day:

310-660-3100

In an emergency, dial 9-1-1 from a landline phone, 310-660-3100 from a cell phone, or use a campus "Code Blue" emergency phone.

ACADEMIC HONESTY AND STANDARDS OF CONDUCT

Academic Honesty

El Camino College is dedicated to maintaining an optimal learning environment and insist upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff, and students, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty.

It is the responsibility of all members of the academic community to behave in a manner that encourages learning, promotes honesty, and to act with fairness towards others. Students should not seek an unfair advantage over other students when completing an assignment, taking an examination, or engaging in any other kind of academic activity.

Standards of Conduct

Conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining a positive learning environment. Optimal standards for behavior are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college-sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

The following misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student allowing another student to copy from one's work
 - iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Changing answers on a previously scored test, assignment or experiment with the intent to defraud.
 - v. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - vi. Obtaining or copying exams or test questions when prohibited by the instructor.
 - vii. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.

- viii. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
 - ix. Handing in the same paper or other assignments in more than one class when prohibited by the instructor.
 - x. Any other action which is not an honest reflection of a student's own academic work.
- a. Other forms of dishonesty, including but not limited to, forgery or attempted forgery of any academic record; alteration or misuse of the college documents, records or identification; or knowingly furnishing false information to the District.
 - b. Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administration procedures.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION

- a. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.
- b. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.
- c. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

Family Education Rights Privacy Act (FERPA)

All education records of students who enroll at El Camino College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her education record which personally identifies the student and may challenge the accuracy of the record or the appropriateness of its retention.

Student consent is needed for the release of records covered by the act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the act (e.g., campus officials, other schools, federal educational and auditing officials, and requests in connection with the application or receipt of financial aid). These provisions apply to records received and used after Nov. 19, 1974.

Students may request a copy of a record that the student has requested or consented to be released. The full text of the Family Educational Rights and Privacy Act of 1974 is in the United States Code Annotated, Title 20, 1232g, pocket part, in the campus library reference room. Particular questions with respect to a student's prerogative under the Family Educational Right and Privacy Act of 1974 should be directed to the office of the Director, Admissions and Records.

PREPARING TO GRADUATE

Checklist to Graduate

- Meet with a counselor
- Receive/fill out/turn in *intent to graduate* forms
- Check deadlines for *intent to graduate* forms
- Complete all Courses
- Send Transcripts to El Camino College from other colleges or universities attended

Meet with a Counselor

<p>Counseling and Student Success Division Office Student Services Center - first floor</p> <p>Counseling Appointment Center (310) 660-3458</p>	<p>Transfer Center Student Services Center (first floor, in the Counseling Office) (310) 660-3593 ext. 3408</p>
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Any questions please visit the website, <http://www.elcamino.edu/student/student-services/counseling/>

Submit Intent to Graduate

- Usually January through March
- Forms will be available online and in the Admissions & Records Office during the filing period.
- Intent to Graduate and Petition for a Certificate must be filed in the Admissions & Records Office by deadline. Late requests will not be considered.
- Prior to filing the Intent to Graduate and/or the Petition for a Certificate, **it is highly advisable you meet with a counselor before your final term at El Camino College.** This will ensure that you are on track for meeting the requirements for your degree and/or certificate.

Check Important Dates & Deadlines

Students must submit the intent to graduate form by the day instructed in the Class Schedule. If you don't, it will cause a delay, and result in you not graduating in the semester you want.

Fall Semester intent forms due: September-October

Spring Semester in intent forms due: January- March

Submit Transcripts from Other Institutions

Sending Transcripts to El Camino College from Other Colleges

Physical Copies

If you plan to graduate from El Camino College with a degree or certificate and wish to have coursework taken at other colleges considered for graduation, you may request official transcripts to be mailed from the other colleges to the El Camino College Admissions Office, Attn: Records. You may also bring your transcripts into the Admissions Office. Transcripts must still be sealed in the envelope from the originating school.

Note: Hand carried transcripts brought in by a third party will not be accepted unless accompanied with a signed letter from the student giving the third party explicit permission to submit transcripts on their behalf.

Electronic Copies

El Camino College only accepts electronic transcripts from **Credentials, Inc. TranscriptsPlus** or **eTranscript California**. Before sending transcripts to El Camino College electronically, please make sure that your college is part of one of those networks. **If your college sends transcripts through any service other than one of those services El Camino will not accept them.**

If you have further questions, email: transcripthelp@elcamino.edu

ADMISSIONS OFFICE REGULAR BUSINESS HOURS:

MONDAY AND THURSDAY: 8:00 A.M. - 5:00 P.M.

TUESDAY AND WEDNESDAY: 8:00 A.M. - 7:00 P.M.

FRIDAY: 9:00 A.M. - 1:00 P.M.

STUDENT SERVICES CENTER

310-660-3414

Commencement

When Is Commencement?

The graduation ceremony is on the last Friday of Spring Semester at 4 p.m. in Murdock Stadium.

Graduation vs. Commencement

Graduation is the act of receiving a diploma or degree from a school, college, or university. El Camino College confers degrees and certificates to students who have officially and successfully completed all graduation requirements. Commencement is a ceremony often referred to as "graduation." El Camino College's annual commencement is scheduled at the end of each spring semester, in celebration of students who are expected to successfully complete all graduation requirements by the end of the term. Students who complete requirements by the end of the previous summer or fall may also participate in the spring ceremony.

Commencement Student Speaker

Want to Speak at your Graduation?

- Be a member of the graduating class
- Submit and audition your speech to the selection committee (a speech of up to three minutes will be allowed, on a topic appropriate to the occasion).

The speaker must be available for a brief rehearsal the morning of Commencement at about 10 a.m.

#ECCGRAD - Use this hashtag to tag all your pics & posts! Or follow & see more commencement memories.

For further information involving the student speaker application, call 310-660-3593, ext. 3394.



ECC ALUMNI

El Camino College Foundation

Distinguished Alumni Awards

The El Camino College Foundation is pleased to recognize the accomplishments of our alumni through the Distinguished Alumni program. Many of our alumni are highly respected in the community and have achieved great success in their careers and lives. We are honored to acknowledge these individuals and remember the strong educational foundation El Camino College provided them as they embarked on their professional journey. Nominations for induction into the Distinguished Alumni of El Camino College are accepted throughout the year. Awards are presented every other year and active solicitation of names occurs for several months during the spring of an award year. Anyone who wishes to nominate a former student for this award may do so by completing a nomination form. Please include any supporting information such as resume, featured publications, certifications, awards received, etc.

Ways of Giving

Outright Gifts

You can support the work of the Foundation with a gift of cash or securities (stocks or bonds), real estate or other personal assets.

Charitable Gift Annuity

A charitable gift annuity is an extraordinary way to make a gift, increase your income and slice your tax bill – all in one transaction! A charitable gift annuity is a contract in which you exchange a gift of cash or securities for a fixed income each year for the rest of your life (or for the lives of two people). Your gift annuity offers five distinct advantages:

- Income for Life – at attractive payout rates for one or two lives
- Tax Deductible Savings – a large part of what you transfer is a deductible charitable gift
- Tax-Free Payout – a large part of your annual payment is tax-free return of principal
- Capital Gains Tax Savings – when you contribute securities for a gift annuity, you minimize any taxes on your "paper profit"
- Personal Satisfaction – from making a gift of lasting significance

You can choose how frequently payments will be made – quarterly, semiannually, annually; single-life or two-life annuity; cash or securities to fund your gift. Cash gifts allow maximum tax-free payments; gifts of securities allow you to minimize capital gains taxes.

Library Benefits

Friends of the Library membership is available for non-students in the community who wish to utilize some of the resources available from the ECC Library. Annual membership is \$25.00 and can be requested from the library's Circulation desk. Members receive an affiliate library card and have borrowing privileges for our general circulation materials.

OUTREACH AND SCHOOL RELATIONS

The Office of Outreach and School Relations (OASR) is committed to serving prospective students from a wide array of locations, education levels, socioeconomic strata, ethnicities, races, experiences, and beliefs. Through our office, knowledgeable ECC Ambassadors conduct campus tours, highlight student services, and perform visits with prospective students, school sites, and the community. Our office is here to answer any questions you may have about El Camino College and the enrollment process, including applying for admission and registering for classes.

CONTACT INFORMATION

PHONE (310) 660-3487

EMAIL oasr@elcamino.edu

WEBSITE www.elcamino.edu/outreach

MAILING ADDRESS Outreach and School Relations
16007 Crenshaw Blvd.
Torrance, CA 90506

Stay up to receive updates on all things

El Camino College!

Sign Up For Text Reminds!

Text @2020ecc to 81010

DIRECTORY

ADMISSIONS AND RECORDS

Assists students with applications, residency, veteran services, transcripts, graduation intents, and petitions.

Student Services Center, SSV 101
(310) 660-3593 Ext. 3414

ASSESSMENT

The Assessment Office works, in collaboration with academic and counseling divisions, to ensure students are placed in the right classes for their educational and career paths.

Student Services Center, SSV 217
(310) 660-3593 Ext. 3405

ASSESSMENT, INTERVENTION, & MANAGEMENT OF SAFETY (AIMS)

A multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors and intervening before behaviors reach a critical level.

aimsteam@elcamino.edu

BASIC SKILLS STUDY CENTER

Consists of networked computer workstations that students use to access individualized computer assisted instruction programs in basic reading and basic math.

Learning Resource Center,
Schauerman Library 2nd Floor
(310) 660-3593 Ext. 7495

BOOKSTORE

Purchase books, study aids, gift items, and supplies.

North side of campus along
Manhattan Beach Blvd.
(310) 660-3593 Ext. 3380

CALWORKS

Provides support services that include counseling, case management, work study/job placement, tutoring to low-income families receiving TANF.

Student Services Center, SSV 205B
(310) 660-6057

CAMPUS POLICE

Provides law enforcement services to the El Camino College Community.

Corner of Crenshaw and Redondo Beach Blvd. Parking Lot K
(310) 660-3593 Ext. 3100

CAREER CENTER

Provides career counseling, workshops, assessments, and resources.

Student Services Center, 1st Floor
inside Counseling Services
(310) 660-3593 Ext. 6137

CAREER & TECHNICAL EDUCATION PROGRAM (CTE)

Provides services for technical education and women in non-traditional careers linking employers with students seeking high skills and high wage jobs.

Industry & Technology, ITEC 102
(310) 660-3593 Ext. 3589

CASHIER'S OFFICE

Pay fees, obtain class printouts, pay for parking/pick up parking permit, pay for ASB sticker and more.

Southeast corner of Bookstore Bldg.
(310) 660-3593 Ext. 3142

CHILD DEVELOPMENT CAREERS (CDC) WORKS PROGRAM

Student support services for TANF/CalWORKs students who need to obtain their permits for career advancement and/or placement.

Art & Behavioral Science, ARTB 311
(310) 660-3593 Ext. 3755

CHILD DEVELOPMENT PERMIT ASSISTANCE

Provides guidance and advice through the child development permit application process.

Art & Behavioral Science, ARTB 340E
(310) 660-3593 Ext. 3755

CHILDHOOD EDUCATION TEACHER RESOURCE ROOM

Assists students with tutoring in CD courses. Provide computers (WIFI), printing, and materials for CD courses.

Art & Behavioral Science, ARTB 313
(310) 660-3593 Ext. 5589

COUNSELING SERVICES

Academic counseling for educational planning, career and transfer services.

Student Services Center, 1st Floor
(310) 660-3593 Ext. 3458

DISTANCE EDUCATION

On-line courses offered in a variety of subject areas.

Schauerman Library East Basement, LIB 76
(310) 660-3593 Ext. 6453

EOPS/CARE

CARE provides additional services to single head-of-household parents receiving county assistance. Services include supplemental grants, transportation and meal assistance, and community resources.

Student Services Center, SSV 203
(310) 660-3466

HEALTH CENTER

Provides students with first aid, health counseling, referrals, psychological counseling, and educational materials.

South side of campus, next to Pool
(310) 660-3593 Ext. 6936

INTERNATIONAL STUDENT PROGRAMS (ISP)

Assists F-1 visa students adjust to life in U.S., complete their educational & career goals.

Student Services Center, South End
SSVC 104
(310) 660-3593 Ext. 3431

LEARNING RESOURCE CENTER (LRC)

Houses an extensive media collection to supplement academic instruction. Provides free drop-in tutoring for students in various academic subjects.

Schauerman Library, West Wing 2nd Floor
(310) 660-3593 Ext. 3511

LMTCC COMPUTER COMMONS

Central computer facility serving students in academic programs.

Schauerman Library East Basement
(310) 660-3593 Ext. 6715

MATH STUDY CENTER

Math students are provided assistance through computerized tutorial programs and one-on-one tutoring.

Math Business Allied Health, MBA 119
(310) 660-3593 Ext. 6591

MUSIC LIBRARY

Serves all students, faculty and staff of the ECC community with listening facilities, practice room assignments, Macintosh computer music applications and library material.

Music Building, MUSI 126
(310) 660-3593 Ext. 3722

READING SUCCESS CENTER

Provides students with reading support and assistance with assignments in any course.

Schauerman Library East Basement, LIB 36
(310) 660-3593 Ext. 6729

RISE CENTER

RISE Center offers a variety of services and activities to support student success such as workshops, academic counseling, a computer lab and referrals to on- or off-campus resources.

Student Services Center, SSVc 213
(310) 660-3593 Ext. 7800

SCHAUERMAN LIBRARY

Books, reference materials, periodicals, library databases available to students with valid ID card.

Schauerman Library
(310) 660-3593 Ext. 3519

STUDENT ATHLETE INDEPENDENT LEARNING (SAIL)

Committed to the welfare of student athletes by providing the skills needed to balance academics and athletics.

Student Services Center, SSVc 104C
(310) 660-3593 Ext. 3531

STUDENT DEVELOPMENT OFFICE

Services include advisement of various student organizations and clubs, housing referral, overseeing the use of the Activities Center and Game Room and issuing ECC student ID cards.

Student Activities Center
(310) 660-3593 Ext. 3500

STUDENT GRIEVANCES

Assists students with matters related to students rights & grievances involving informal and formal complaints and grievances; in consultation with student(s), makes recommendations and referrals to campus and community resources when appropriate.

Student Services Center, SSVc 200
(310) 660-3593 Ext. 3484

STUDENT JOB LISTINGS

Access from any computer using a current ECC ID number via your *MyECC* login. Job listings are entry level to full time career positions and are submitted to El Camino College by employers who want to hire ECC students.

Counseling & Student Success
(310) 660-3593 Ext. 7810

STUDENT SUCCESS PROGRAM (SSP)

SSP helps at-risk students to return to good academic standing through workshops, counseling, advising and follow-up services.

Student Services Center, SSVc 213
(310) 660-3593 Ext. 7800

SUPPLEMENTAL INSTRUCTION (SI)

Provides students with additional academic assistance through student led study groups. Improves course understanding and student performance.

Math Business Allied Health,
MBA 329
(310) 660-3593 Ext. 3612

THE OPPORTUNITY PROJECT (TOP)

The Opportunity Project links students in select math and English classes with a counselor for proactive support in the classroom during the semester.

Student Services Center, SSVc 213
(310) 660-3593 Ext. 7809

VETERAN SERVICES

Provides veterans with assistance in obtaining education benefits paid by the Veterans Administration. Also provides veterans with access to computers, computer assistance, a study area, and other services.

Student Services Center, South End, SSVc 105
(310) 660-3593 Ext. 3486

WOMEN IN INDUSTRY & TECHNOLOGY (WIT)

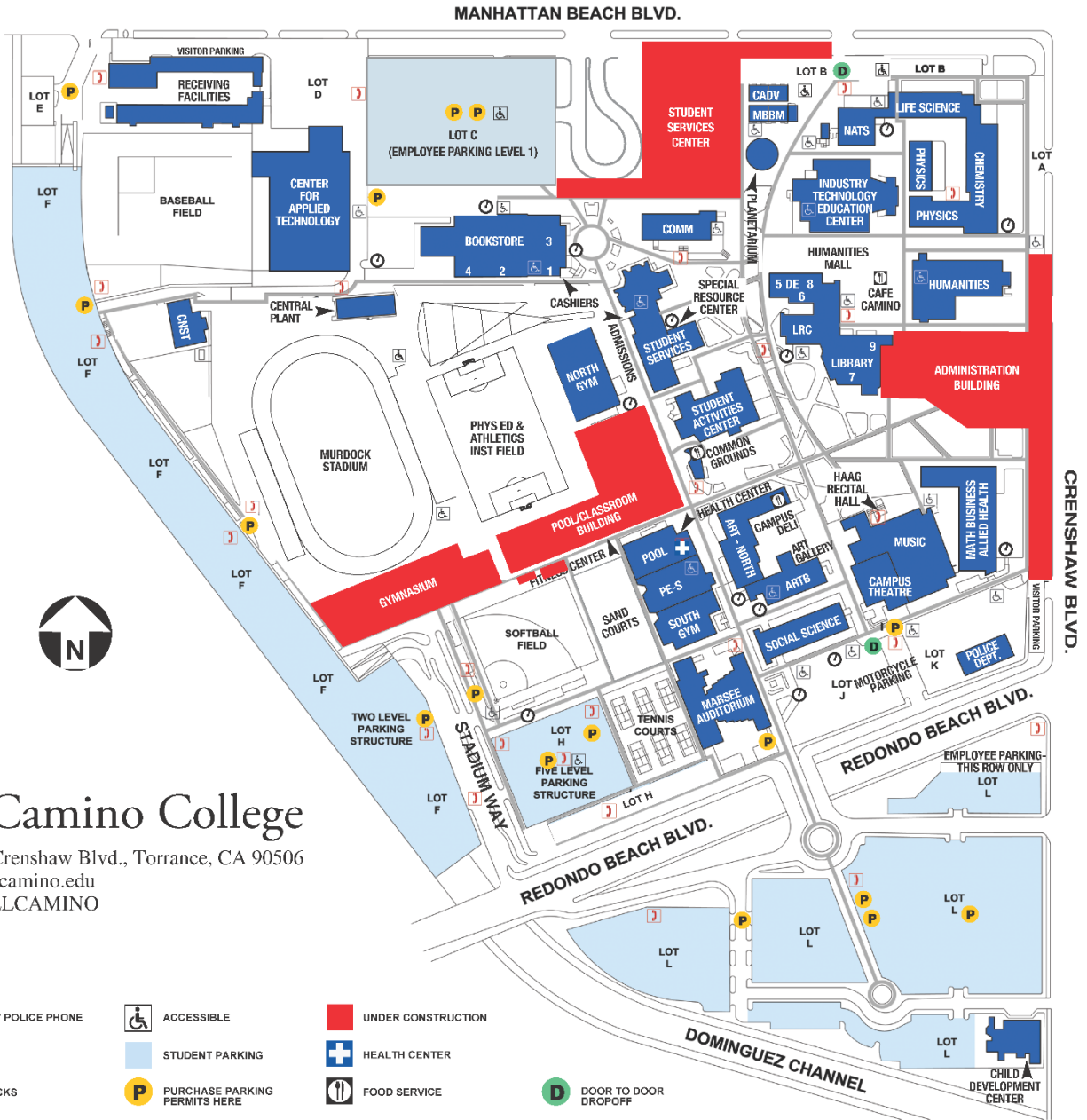
Empowers women for economic success by pursuing high skill- high wage majors and career fields in Industry & Technology.

Industry & Technology Education Center, ITEC 109
(310) 660-3593 Ext. 6780

WRITING CENTER & COMPUTER LAB

Provides drop-in tutoring for students enrolled in English composition or other classes in need of assistance in writing assignments.

Humanities Building, H122
(310) 660-3593 Ext. 3873



 **El Camino College**
 16007 Crenshaw Blvd., Torrance, CA 90506
 www.elcamino.edu
 1-866-ELCAMINO

EL CAMINO COLLEGE

BUILDING / LOCATION	ABBREVIATION	BUILDING / LOCATION	ABBREVIATION
ADMINISTRATION	ADM	MATH BUSINESS ALLIED HEALTH	MBA
ART AND BEHAVIORAL SCIENCE	ARTB	MURDOCK STADIUM	STAD
ART BUILDING - NORTH	ARTN	MUSIC	MUSI
BASEBALL FIELD	BBFL	NATURAL SCIENCE	NATS
BOOKSTORE	BKST	NORTH GYM	NGYM
CAMPUS THEATRE	TH	PHYS ED & ATHLETICS INST FIELD	PEFD
CENTER FOR APPLIED TECHNOLOGY	CAT	PHYSICAL EDUCATION NORTH	PE-N
CENTRAL PLANT	CP	PHYSICAL EDUCATION SOUTH	PE-S
CHEMISTRY	CHEM	PHYSICS	PHYS
CHILD DEVELOPMENT CENTER	CDC	PLANETARIUM	PLAN
COMMUNICATIONS	COMM	POLICE DEPARTMENT	ECPD
COMMUNITY EDUCATION	CADV	POOL	POOL
CONSTRUCTION TECHNOLOGY	CNST	SAND COURTS	SAND
DISTANCE EDUCATION CENTER	DE	SOFTBALL FIELD	SBFL
HUMANITIES	H	SOCIAL SCIENCE	SOCS
INDUSTRY TECHNOLOGY EDUCATION CENTER	ITEC	SOUTH GYM	SGYM
LEARNING RESOURCES CENTER	LRC	SPECIAL RESOURCE CENTER	SRC
LIBRARY	LIB	STUDENT ACTIVITIES CENTER	ACTC
LIFE SCIENCE	LS	STUDENT SERVICES CENTER	SSVC
MANHATTAN BEACH BLVD. MODULES	MBBM	TENNIS COURTS	TENN
MARSEE AUDITORIUM	AUD	YARD	YARD

CONFERENCE ROOMS:	
BOOKSTORE:	
ALONDRA	1
DECATHLON	2
EAST DINING	3
STADIUM	4
LIBRARY/LRC:	
DISTANCE ED	5
ARCHIVES	6
LIBRARY 202	7
BASIC SKILLS LAB	8
LMTC - COMPUTER COMMONS	9

