



EL CAMINO COLLEGE

16007 Crenshaw Boulevard, Torrance, California 90506

(310) 660-3593 or 1-866-ELCAMINO

www.elcamino.edu

Dear Parents and/or Guardians;

Your student is enrolling in an El Camino College dual enrollment course at their high school. This course is a college-level course, which means students can earn college credits by completing the class. The college credit will be issued by El Camino College. Students may earn both college credit and high school credit by successfully completing a dual enrollment course or sequence of courses.

There are no additional fees or supplies required for the class. The high school will provide any required textbooks and/or materials at *no cost* to the student.

El Camino classes offered at your student's high school are the same as those taught at the college. The grade they earned will be listed on their permanent college transcript and may impact their future college grade point average (GPA).

In order to earn college credit, the student must complete the two steps to enrollment listed below:

- 1) **Online Application** – Students can complete the application online at www.elcamino.edu/apply. Some students may do this in class. This is required, so be sure to ask your student.
- 2) **Paper Registration** - Please fill out the attached Dual Enrollment Application. *Complete all items in Section I and II.* Remember to sign Sections I & II.

Section I – Student signature

Section II – Parent/Guardian signature

Please complete all attached forms and bring them to class on: _____

If you have any questions or concerns, please contact the Office of Dual Enrollment at 310-660-3593 ext. 6755 or email dualenrollment@elcamino.edu.

Sincere Regards,

Michelle Arthur
Director of Dual Enrollment



El Camino College

Dual Enrollment Application

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

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

PLEASE PRINT ALL INFORMATION CLEARLY

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

El Camino College ID #

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

Address: _____ Email: _____

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

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

Student Signature _____ Date _____

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

High School: _____

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

Section II: Parent Consent

I have read and understand the expectations and responsibilities on page 2 this application and agree to all the conditions. I hereby give my consent to my son/daughter to attend El Camino College and enroll in the classes for which a recommendation has been made. ***She/He does does not need accommodations at El Camino College due to disability.** (*Students who need accommodations due to disability should make arrangements for these through their school districts in consultation with the Special Resource Center at El Camino College).

Parent Signature _____ **Print Name** _____ **Date** _____

Section III: Principal or Designee Course Recommendation

I recommend that the above named student enroll in the course(s) listed below. **For summer only: I certify the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance, and his/her participation does not cause our school to exceed the 5 percent statutory limit.** (Enrollment is limited to 2 classes. Written permission from your school is required, along with approval from El Camino College's Director of Admissions, to enroll in more than two classes).

Course #1 _____ Course #2 _____

Authorized Signature _____ Print Name _____ Date _____

Section IV: Additional Approvals if Required

Registrar / Designee Approval Required To Enroll in More Than Two Classes

_____ Date _____
Registrar/Designee

Division Dean Approval for Special K/10 Admits

_____ Date _____

_____ Date _____

_____ Date _____

Dual Enrollment Expectations and Responsibilities

Student, Parent or Guardian and principal or designee, by signing this Dual Enrollment Application you acknowledge that you have read and understand the following

1. Before deciding to dually enroll at El Camino, students should review course offerings in the schedule of classes and current ECC Catalog noting dates, prerequisites, locations and times of class(es). Courses with a credit/no-credit grade option only, such as English A, B, R and 2R, may not be used for high school credit.
2. **Applying for dual enrollment does not guarantee a seat in a class!**
3. Enrollment fees are waived for California residents. Non-residents, out-of-country and out-of-state students will pay the appropriate tuition. Please consult a current class schedule for tuition requirements.
4. **PROCESS TO ENROLL and REGISTER** – Complete the El Camino application online at www.elcamino.edu. You must also complete this Dual Enrollment Application form and submit it to your high school teacher or counselor, OR the Admissions Office at El Camino College located on the first floor of the Student Services Center. Apply early, the applications for the winter and spring are accepted beginning Sept. 1 and the applications for the summer and fall are accepted beginning March 1.
5. It is the student's responsibility to take care of any prerequisites and/or arrange for assessment and testing if necessary.
6. Review the Registration Information section of the current class schedule to find out how and when to register for classes.
7. Students will register **only** for the approved class(es). Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
8. Students may not enroll in more than 11.5 units per semester.
9. Students not attending the first day **may** be dropped from the class.
10. Students must conduct themselves in a responsible and appropriate manner for a college environment (ECC Board Policy 5138).
11. All students are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures.
12. Students attending El Camino College are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (or their family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student.
13. Ensure that the student meets all academic deadlines outlined in the semester calendar located in the ECC Schedule of Classes – add and drop deadlines, and deadlines for withdrawing from a class with a "W" on the transcript.
14. Students must request transcripts if the high school requires transcripts for allowing high school credit. This can be completed at the Records Window in the Student Services Center.
15. Students must apply for dual enrollment each semester. Dually enrolled students do not receive continuing student status.
16. **Student's grade(s) will become part of their permanent academic record.** Classes are taught at the college level – ensure that your maturity level and academic preparation is appropriate to the level of the class.
17. Ensure that the student has access to a parent, adult (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, black-out or any non-planned event.
18. Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.
19. Health Center fees are not charged and therefore students are not eligible for Health Center services.
20. Students are required to purchase textbooks and/or other materials required in the course syllabus or outline. Parking permits are also required if students intend to park on campus.
21. Content in some classes may not be suitable for minors. El Camino College reserves the right and has the responsibility to restrict dual enrollment if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of the course, preparedness of the student, seat availability, registration priority, or college policy.
22. All documents submitted to El Camino College become the property of El Camino College.



El Camino College

Dual Enrollment Application

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Torrance, CA 90506-0001
Admissions Office 310-660-3414

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Name of School: _____

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Parent Signature _____ **Print Name** _____ **Date** _____

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Date _____

Date _____

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EL CAMINO COLLEGE COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard, Torrance, California 90506-0001

Telephone (310) 532-3670 or 1-866-ELCAMINO

www.elcamino.edu

DUAL ENROLLMENT STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION

(Telephone, Email and In-Person)

PRINT IN BLACK OR BLUE INK.

First Name	Last Name	MI	Date of Birth
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Student ID Number (if known): _____	() _____ - _____ Phone Number
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Email	High School
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The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits agencies and educational institutions from releasing confidential information about a student without the student's consent. Records may be released to a third party, including a parent or guardian, only after receiving student written authorization.

By completing and signing this form, you authorize El Camino College's Career Pathways Department to discuss your information with your designee (parent, spouse, partner, relative, guardian, etc.). By signing this form, Career Pathways personnel may disclose any information pertaining to your records including but not limited to: online application status, concurrent enrollment form status, residency status, and any fees owing. This authorization will remain in effect until you submit written notice terminating this consent to the Career Pathways Office.

STUDENT AUTHORIZATION:

Check One: Release Information to: Cancel Release to:

AUTHORIZED PERSON

FULL NAME (FIRST, LAST, MI)	RELATIONSHIP TO STUDENT
1. _____	_____
2. _____	_____
<b style="background-color: yellow;">Student Signature to Authorize Request	/ / _____ Date

Sign

OFFICE USE ONLY:

Student Signature to Cancel Request: _____ Date: _____

Staff Initial: _____ Date: _____

Questions? Please Contact:

Dual Enrollment Office
(310) 660-3593 ext. 6755

dualenrollment@elcamino.edu

OpenCCC Account Information

Steps to Apply to El Camino College

1. Go to: www.elcamino.edu
2. Click "Apply Online" (*little purple box in right hand corner of website*)
3. Click "Begin Application for El Camino College" (*large blue box in the middle of the page*)
4. Create and Account or SIGN IN (if you already have an account)

Account Information

Username: _____

Password: _____

Email used when you signed up: _____ @ _____

Security Questions

Security Question #1: _____

Answer to Security Question #1: _____

Security Question #2: _____

Answer to Security Question #2: _____

Security Question #3: _____

Answer to Security Question #3: _____