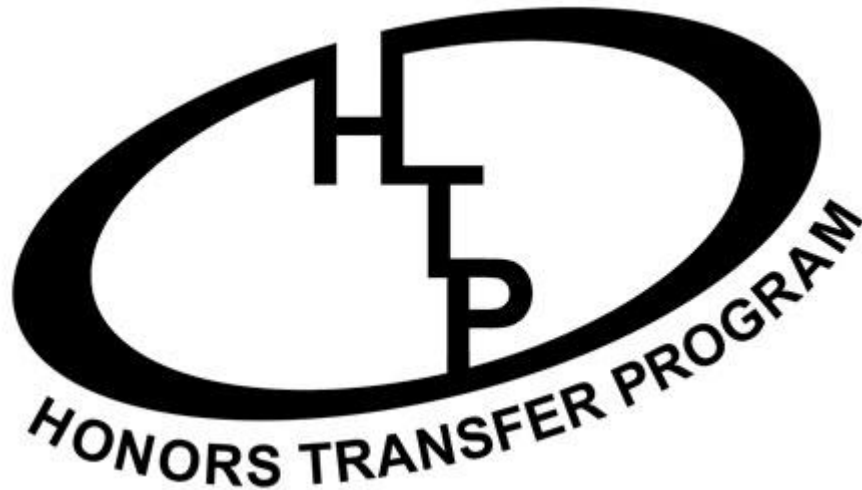


EL CAMINO COLLEGE



Student Handbook and Application

**For students beginning the
Honors Transfer Program in
Summer/Fall 2017**

c/o Natural Sciences Division

16007 Crenshaw Blvd.

Torrance, CA 90506

Phone: (310) 660-3815

Email: htp@elcamino.edu

Facebook: El Camino College Honors Transfer Program

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Information in this Handbook is subject to change.

Please read this entire Handbook before applying to the HTP. Reading and following instructions are very important in this program.

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Parents should not phone or email the HTP office. El Camino students are considered adults, and potential HTP members must be willing to take the initiative in contacting appropriate offices and taking care of business.

Honors Transfer Program Office SSC (SSVC) 102F
(Student Services Center, inside Counseling Division)
Hours: MTWTh 9:00–12:00 and 2:00–4:00
Friday 9:00–12:00

Joseph Holliday and Rachel Williams, Co-Directors
Kahealani Kamahele, Assistant

REASONS TO JOIN THE HONORS TRANSFER PROGRAM

The purpose of the Honors Transfer Program is to prepare highly motivated students for transfer to an excellent university. HTP requirements are similar to those required by the University of California. Honors courses focus on improving reading, writing, and study skills. These are the main benefits of the Honors Transfer Program:

- Priority registration for ECC classes each semester you are in the HTP
- “Completed Honors Transfer Program” designation on ECC transcript and degree, and a “T” (for transfer) next to each honors course
- Priority admission consideration for universities requiring a personal statement as part of the application process (about 90% get into the UC of their choice)*
- Variety of general-education honors courses available
- Honors courses with smaller class size, taught by specially selected faculty
- Increased chances of receiving scholarships
- Honors Transfer Club activities and newsletter-writing opportunities
- Interaction with other highly motivated students
- Enrichment workshops which provide information leading to academic and personal growth
- Special privileges at universities with which ECC has transfer agreements
- Honors Student Research Conference – an opportunity to give a presentation at a UC conference and have your abstract printed in a UC publication

*Completing the Honors Transfer Program gives you an advantage when applying for **admission to UC** or to any university that requires a personal statement as part of the application. At present, **admission to CSU** is based on GPA only. While the CSU system does not currently consider HTP completion when determining admission status, HTP is still a worthwhile endeavor for students who might decide to apply to a UC or private school, or plan someday to attend graduate school. Talk to a counselor about your future educational plans, and discuss the possible benefits of joining the HTP.

Alpha Gamma Sigma is the statewide honor and scholarship society for community college students. It is separate from the Honors Transfer Program and has its own benefits and requirements. If you are interested in joining AGS, apply for membership at the main counter in the Student Activities Center.

Honors Transfer Council of California (HTCC) Transfer Partners

Universities of California

UC Irvine

California State Universities

CSU Fullerton

San Diego State

Private Universities

Chapman University

Connecticut College

Gonzaga University

La Sierra University

Loyola Marymount University

Mills College

Occidental College

Pitzer College

Pomona College

University of La Verne

University of San Diego

Whittier College

Whitman College

The schools listed above have special transfer benefits for honors students. These transfer agreements are subject to change and are updated every year. The agreements are negotiated by the HTCC. For the most current information, please go to:

<http://htcca.org/directors-counselors-faculty/>

Transfer Agreements (tab on right)

HONORS TRANSFER PROGRAM REQUIREMENTS

(Requirements are subject to change in future semesters.)

To join the HTP, you must:

- Have at least 3.1 unweighted total academic GPA for grades 9-12 (you must be currently completing senior year) on your high school transcript; if in college, have at least 3.1 on all transferable college coursework (at least nine transferable units).
- Be eligible for (or have completed) English 1A. See page 16 for types of verification.
- Complete the Honors Transfer Program application and submit all required materials.

To remain active in the HTP, you must:

- Maintain a minimum 3.1 GPA on all transferable ECC coursework.
- Complete English 1A the first semester in the program (unless already completed).
- Complete at least one honors course each regular (fall and spring) semester, with a minimum grade of C. An honors course is not required during summer or winter, but honors courses taken during these sessions do count, and may be banked (see below).
- Attend at least one workshop each semester (or an option as described on page 7).

To complete the HTP, you must:

- Have at least 3.1 GPA on all transferable ECC coursework at the time of completion.
- Complete at least two regular (fall and spring) semesters in the HTP.
- Complete five honors courses, each with a minimum grade of C. We will count only one honors course completed at another college; submit an unofficial transcript.
- Attend at least four workshops (as described on page 7).
- Attend two scheduled counseling appointments and submit documentation to the HTP.

HTP does not require you to be a full-time student, but every semester you must meet all the requirements described above to remain active. If you do not, you will be suspended from the HTP and will not receive priority registration. If suspended, you may reinstate into the HTP as soon as you have corrected the deficiency. Reinstatement is allowed two times.

It is best to be in the HTP for two years. Although we require only two regular (fall and spring) semesters, you must be able to complete the five required honors courses. If you completed designated honors sections before joining the HTP, they will count.

Banking an Honors Course: If you take a summer or winter honors course, or more than one honors course during a regular semester, you may bank the “extra” course for a future semester in which you cannot take one. You may do this as many times as you wish. The form “Request to Bank an Honors Course” is available on the HTP information counter and on the HTP website. Attach a copy of your ECC unofficial transcript with your request.

Suspension and Reinstatement: If you do not fulfill the HTP requirements in any semester, you will be suspended from the program, and will not receive any program benefits. Once you correct the problem for which you were suspended, you can be reinstated in the program. In order to reinstate, you must fill out a “Reinstatement Form,” available on the HTP information counter and on the HTP website. You may be suspended and reinstated two times; after that, if you are suspended, you will not be able to rejoin the program.

When you have completed the required number of honors courses, workshops, or counseling appointments, you do not need any more to stay active in the program.

Grade Progress Report: If you are not eligible to join the HTP now, you may apply during the next application period to join for next semester. If you have completed fewer than nine transferable units of college coursework at that time, include a Grade Progress Report (available on the HTP information counter) with your application (instead of a high school transcript). This form should be filled out by all of your current professors after mid-term and must show at least nine transferable units in progress (or fewer, if some have already been completed).

COUNTDOWN to COMPLETION

5 honors courses

Complete one or more each semester, for a total of five. Be sure to take the honors sections.

4 HTP workshops

Attend one or more each semester, for a total of four. Record them on your HTP Completion Form on page 12, right after you attend.

3.1 transferable GPA

Be sure to maintain this minimum GPA on all transferable ECC coursework.

2 counseling appointments

Attend a total of two whenever you need them, bring documentation to the HTP office, and record them on your HTP Completion Form on page 12. (see page 10 for more details)

1 HTP Completion Form

Page 12 of this Handbook. Keep it up to date and submit it in November of your final year at ECC, right after you register for your fifth honors course.

THE HONORS CURRICULUM

Students in the HTP complete the same number of courses as other students planning to transfer. The HTP does not require you to take a minimum number of units per semester, but **you must complete at least one honors course each fall and spring** until you have completed the five required honors courses. You may take up to three honors courses per semester, except in your last spring just before transfer, when we limit you to two. If you do not register for an honors course during a fall or spring semester, or register for only one and then drop it, you will forfeit your priority registration for the next semester. You may “bank” courses as described on page 4. (NOTE: We will count one honors course completed at another college if you submit an unofficial transcript and a confirming letter from a professor or counselor at that college.)

Before you register, obtain a list of honors courses for the following semester. This list is available on the HTP website, the HTP information counter, and printed in the Schedule of Classes under the heading “Honors Transfer Program Courses.” **Be sure to register for the designated honors section.**

New HTP students are required to take **English 1A** (unless previously completed or waived by College Board AP exam) during their first semester in the program. We recommend that you take an honors section of English 1A.

Courses in the list below are regularly offered for honors credit, but not every course is offered every semester. **Be sure to register for a designated honors section.**

Limitation: Your total of five required honors courses may include only two courses in the same department, and only three courses in the same IGETC area.

Department:	Description:	IGETC area:
Art 102A	History of Western Art – Prehistoric to Gothic	3
Art 208	History of American Art	3
Astronomy 20	The Solar System	5
Astronomy 25	Stars and Galaxies	5
Biology 10	Fundamentals of Biology	5
Biology 101	Principles of Biology I	5
Chemistry 1A	General Chemistry I	5
Chemistry 1B	General Chemistry 11	5
Comm. Studies 1	Public Speaking	1
Comm. Studies 12	Interpersonal Communication	1
Contemporary Health 1	Personal and Community Health Issues	Elective
Economics 1	Principles of Economics: Macroeconomics	4
English 1AH	Honors Reading and Composition	1
English 1BH	Honors Literature and Composition	3
English 1CH	Honors Critical Thinking and Composition	1
Geography 5	World Regional Geography	4
History 102	US History from 1877 to the Present	4
History 122	United States Social History	4
Math 150	Elementary Statistics with Probability	2
Music 112	Music Cultures of the World	3
Oceanography 10	Introduction to Oceanography	5
Philosophy 120 (23)	Ethics and Society	3
Physics 2A	General Physics	5
Political Science 1	Governments of the United States and California	4
Political Science 10	Introduction to International Relations	4
Psychology 3	Critical Thinking and Psychology	1
Psychology 5	General Psychology	4
Sociology 101	Introduction to Sociology	4
Spanish 1	Elementary Spanish	UC only: Language other than English

HOW TO SUCCEED IN THE HONORS TRANSFER PROGRAM

The HTP is an “honors” program, and high standards are appropriate. Please read this Handbook thoroughly before applying to the program, keep it until you have completed the program, and review it regularly. You are expected to know and follow the requirements.

Keep your originals of your own official paperwork. Make photocopies to give to offices that request them.

The **HTP Completion Form** is page 12. Record the names and dates of honors courses, workshops, and counseling appointments as you complete them. Detach and submit this form in November of your final year at ECC, after you have registered for your fifth honors course, even if you have not yet attended all required workshops and counseling appointments by that time.

It is critical to read your ECC email every day. You should receive an email from the HTP assistant about once a week; this is how we tell you everything you need to know. Emails we send to the entire membership are posted on the bulletin board across from the assistant's desk, and some of them are also posted on our **Facebook** page, “El Camino College Honors Transfer Program.” Problems with your ECC email? Call the HELP DESK at (310) 660-6571.

Complete one or more honors courses each semester, until you have completed five. If you took honors courses before joining the HTP, these will count toward your five required. You may be allowed to “bank” an honors course, as described on page 4. **Any semester in which you do not complete an honors course with a C or better, and do not have anything to bank, you will forfeit priority registration for the next semester.**

Attend one or more workshops (one-hour meetings on a variety of topics) each semester, until you have attended four. Workshop credit is given only for planned HTP workshops; or for being a presenter at the HTCC Student Research Conference in the spring. If we offer anything else for workshop credit, we will let you know by email. Unless you bank a workshop (see below,) you must go to at least one workshop every semester until you have attended four. Transfer Center workshops are not HTP workshops. **Any semester, in which you do not earn at least one workshop credit, you will forfeit priority registration for the next semester.** (You may “bank a workshop” see page 4.)

Do not ask the HTP assistant to look up which workshops you have attended. If you do not keep a record, or lose your record, you will have to attend more workshops.

Attend at least two scheduled counseling appointments (Express Counseling does not count) while you are in the HTP. Attend at least one academic appointment (planning ECC courses) and one transfer appointment (discussing university plans). To receive HTP credit, obtain and submit proof of attending these two appointments --- a copy of the educational plan, or a note from the transfer counselor.

Each semester you will be notified of your **priority registration appointment** for the following semester. If you are not meeting HTP requirements each semester, you will be suspended from the HTP and will not be able to reinstate until you have corrected the deficiency. **While suspended, you will not receive emails from the HTP and will not receive priority registration.**

REGISTRATION

Subject to change by the Admissions Office

IMPORTANT: In order to be eligible for priority registration, **ALL** students must complete:

1. **An ECC application**
2. **An ECC orientation (either online or in person)**
3. **An education plan (EdPlan) with an ECC counselor**
4. **Assessment testing for Math/English placement**

When you apply to ECC online, you will declare your start date. If you need to change your start date, then talk to someone in the Admissions Office about the change.

ECC students will register online at www.elcamino.edu MyECC link. If you have any problems with MyECC, call the ITS Help Desk at (310) 660-6571 or send an email to networkservices@elcamino.edu.

The Schedule of Classes for each semester is posted online before the paper copies become available in the Bookstore. You will register online for summer (if attending) and fall at the same time, or for winter (if attending) and spring at the same time.

Talk to a counselor before your registration date for processing clearances and for help in planning your courses. Make an appointment with an academic counselor or sign up for a short conversation with an Express Counselor (no appointment required). All honors students must submit a copy of an educational plan to the HTP office sometime during their first semester in the HTP. See page 10 for important information about when to make your counseling appointments

Register at your appointment time or as soon thereafter as possible. **Register for at least one honors course** every fall and spring semester, unless you have completed a course you can bank (see page 4). You may choose to take summer and winter session honors courses also, and they will count. **Pay your fees by the stated deadline**, or you will be dropped from classes. Get a printout showing you are registered and have paid.

After you are accepted to the HTP, we will tell you via your ECC email when to look online at MyECC to confirm that you have received the appropriate priority registration.

New, out-of-district freshmen might have trouble getting into their first choice of classes. Be sure to have alternate choices ready before you go online to register. Next semester you will register as “continuing students,” and it will be easier to get the classes you want.

If a section is full, sign up on the waiting list, go to the first class meeting, and ask the professor to add you. There are always no-shows the first day of class, and students from the waiting list are added to almost every class. It is very important to be on time for the first class meeting, so arrive early and find the classroom in advance!

You might increase your chances of being added to a class by emailing the professor a few days before the class begins. Tell the professor you are in the HTP and will attend the first class meeting in hopes of adding. Professors might have some discretion in how many students they can add, and it doesn't hurt to ask.

IMPORTANT NOTES: Students with over 90 units completed **WILL NOT** get priority registration; this is an Admissions office policy that the HTP has no means of changing.

USEFUL DEPARTMENTS ON CAMPUS (hours are subject to change)

Become familiar with the campus web site, www.elcamino.edu, for up-to-date information about these offices and all other campus services. Read the first few pages of the **Schedule of Classes** each semester. The **El Camino College Catalog** describes all courses offered at this college. It is available for purchase in the bookstore, or can be browsed free in the Counseling Division. Versions of both the Schedule of Classes and the El Camino College Catalog are also available online.

Admissions/Records: Student Services Center, first floor. MTTh 9:00-5:30, W 9:00-6:30. File the "Intent to Graduate," request transcripts or IGETC, and solve application or registration problems.

Assessment Center (placement testing): Student Services Center, Second Floor, Room 217
Voice/Voice Mail: (310) 660-3405 (Staff). MTTh 10:00am-4:00pm; W 10:00am-5:00pm; F 9:00am-1:00pm. HTP requires eligibility for English 1A.

Financial Aid Office: Administration Building, first floor. Hours M-Th 8:00am -5:30pm, phone number (310) 660-3493. Apply online at MyECC, then visit the Financial Aid office to submit paperwork. The longest lines occur the two weeks before, and the two weeks after, each semester starts.

Scholarship Office: Administration Building, Rm.119. (310) 660-6541. Many scholarships are available for use at ECC and after transfer, and many go unclaimed! Find out if one is right for you!

Cashier's Office Location: Southeast corner of the Bookstore Building, ground level. **Phone Number:** 310-532-3670, Ext. 3142. **Hours:** Monday - Thursday 8:00 a.m. - 6:00 pm. Friday 8:00a.m. noon.
PAYMENT INFO: For your convenience, we offer three ways to pay your fees: 1) Pay online 24 hours a day at <http://www.elcamino.edu/mycc/>. 2) The Cashier's Office - we accept cash, checks, Visa, MasterCard, or Discover. 3) Mail a check or money order 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.**

Counseling: Student Services Center, first floor. MTTh 8:00-5:30, W 9:00-6:30, F 9:00-1:00. Page 10 of this Handbook describes the various types of counseling available. We encourage you to take advantage of the many services offered by the Career/Transfer Center.

Job Placement: The Job Placement Office is closed permanently. Job postings are available by logging into MyECC and clicking on the "Need a Job?" link on the right-hand side.

Student Development: Student Activities Center. M-TH 9:00am-5:45pm F 9-12:30. Headquarters for all student organizations, including Alpha Gamma Sigma Honor and Scholarship Society. Join a club, participate in social and service activities, or get elected to student government. Active participation looks good in your personal statement!

Library: MTTh 7:30am-9:00 pm, F 7:30-4:30, S 9:30-2:30. Learning Resources Center: (310) 660-3511. Departments: Learning Center, Basic Skills Study Center, LRC Tutorial Program, and LMTC Computer Commons. Take advantage of these valuable resources!

Writing Center: Humanities 122, M-Th 8:00-6:00, F 8:00-4:30. (310) 660-3873. Offers workshops and individual tutoring in reading and writing, including resumes and cover letters, and some computer instruction. No appointment necessary.

TYPES OF COUNSELING APPOINTMENTS AND WHERE TO MAKE THEM

- The HTP assistant cannot make any type of counseling appointments.
- You will receive HTP credit for an appointment with any ECC counselor when you submit documentation to the HTP office.
- For an educational plan (choosing ECC classes), make an appointment with an academic counselor in your major during your first semester at ECC.
- To discuss university transfer plans, make an appointment with a transfer counselor no later than October 1 of your final year at ECC.
- Transfer counselors are more familiar with HTP requirements than academic counselors, but don't ask for an appointment with an "HTP counselor." That confuses staff members and they will just send you to the HTP office.
- Counseling Division hours are posted on the double doors. They are always subject to change.

Express Counseling is available for ten-minute walk-in sessions (no appointment required). Express counselors answer quick questions only, and do not prepare educational plans. The express sign-up station is on a desk just inside the double doors into Counseling, under a big blue sign on the wall. The schedule of counselors assigned for that week is also posted.

Academic Counseling requires a half-hour appointment and assists students to develop an educational plan for meeting academic goals here at ECC, and/or meeting requirements for transfer to a bachelor's degree granting university. **Appointments with an academic counselor are made online through MyECC starting Thursday at 5pm, to meet the following week.** This procedure is subject to change.

Transfer Counseling requires a half-hour appointment and provides students with information specific to their intended transfer institutions. Appointments with a transfer counselor are made **in person in the Career/Transfer Center (that big round room behind the glassed-in counseling appointments counter)**, starting **Mondays at 8:00 a.m.** Do not ask for an "HTP counselor." Appointments are full usually by 8:30am.

Career Counseling helps students determine which field of study will assist them in preparing for a career. The process requires two counseling appointments and a series of interest assessments (small fee for assessments). Make an appointment with a career counselor at the desk in the Career/Transfer Center, or by calling (310) 660-3593 ext. 3408.

Documenting your attendance: The HTP assistant will give you counseling appointment credit when you bring the HTP office a copy of your educational plan, or a meeting verification note from a transfer counselor. You must also keep your own record of these requirements on the **HTP Completion Form** on page 12 of this Handbook.

TAP and TAG AGREEMENTS

TAP (Transfer Alliance Program) for HTP students who apply to UCLA:

All HTP students are automatically eligible for TAP, and completing the HTP doubles your chances of admission to UCLA. TAP certification gives HTP students priority admission consideration (this is an advantage, but not a guarantee). The minimum GPA needed to be TAP certified is currently at least 3.2 for UC transferable courses (from all colleges you have attended) and at least 3.0 for major prep courses, but is subject to change every year. To increase your chances of admission to UCLA, you are encouraged to **list an alternate (non-impacted) major in the College of Letters and Science when you apply to UCLA online**, and to prepare for the alternate major by taking several courses in that field. You will be required to list an alternate non-impacted major if your GPA is less than 3.4 and your major is impacted. **Impacted Majors:** *Biochemistry, Biology (all), Business Economics, Communication Studies, Economics, English, Global Studies, History, Human Biology and Society, International Development Studies, Life Sciences (all), Political Science, Psychology, and Sociology.*

TAP is an agreement with UCLA College of Letters and Science only and **does not** apply to majors in the School of Engineering & Applied Science, School of the Arts & Architecture, School of Theatre, Film & Television, and School of Nursing; **however, if you are willing to list an alternate (non-impacted) major which is in the College of Letters and Science**, you may be TAP certified and will increase your chances of admission to UCLA. Example: engineering majors may list mathematics as an alternate.

In late October, TAP details will be emailed to all HTP students, and those who apply to UCLA will sign up to attend a TAP certification workshop to be held in February. **Only two honors courses will be accepted during the final spring semester before transfer**, and all HTP requirements must be finished by the end of spring semester. It is recommended that you take **no more than two major prep courses** (especially for impacted majors) during your final spring. **UCLA will not accept courses taken during your final summer** to complete the requirements of the HTP and the admissions/selection criteria of the university.

At the end of spring semester, HTP notifies UCLA which students have successfully completed HTP requirements. Your final transcript is examined by UCLA evaluators to confirm completion of major prep and other transfer requirements. Even if you are TAP certified and admitted, **UCLA may rescind your admission** if you do not complete HTP and transfer requirements.

TAG for UCD, UCSD, UCSC, UCI, UCSB, UCR, UCM (for all ECC students):

TAG (Transfer Admission Guarantee) is a contract between you and a specific university. The Career/Transfer Center maintains an up-to-date list of campuses which offer TAG agreements. Since requirements vary among different campuses, it is important that you attend a TAG workshop and meet with a transfer counselor before the end of September. Make a counseling appointment by calling (310) 660-3593 x 3408.

CSUDH: Pathways to Success Enrollment Partnership is a contract between you and CSUDH, which guarantees to admit you as an upper-division transfer student* if you complete the stated requirements. You must meet with the university representative once each semester. For more details, make an appointment with a transfer counselor. Call (310) 660-3593 x 3408.

*Does not guarantee admission to impacted degree programs.

HTP COMPLETION FORM

Update this form each time you complete an HTP requirement, and submit it to the HTP office in November of your final year at ECC. Submit this form right after spring registration, listing your five honors courses, even if you have not yet completed all workshops and counseling appointments by that time.

PLEASE PRINT: ECC Student ID # _____ ECC Email _____

Last name First name Middle name

Mailing address: _____

City Zip Phone #

HONORS COURSES (you must complete five):

Courses Completed	Semester/Year	Grade	Courses In Progress	Semester
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	Courses Planned	Semester
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

WORKSHOPS (list accurate names and dates of those you have attended so far):

Topic _____ Date _____
Topic _____ Date _____
Topic _____ Date _____
Topic _____ Date _____

COUNSELING APPOINTMENTS (you must submit documentation as described on page 7):

Counselor _____ Date _____
Counselor _____ Date _____

Universities applied to (listed in order of preference):

First semester/year at university will be: _____ Planned university major: _____

Print your name exactly as you would like to see it printed on your HTP Award of Achievement:

Signature: _____ Date: _____

Personal Email Address: _____

THIS SIDE IS FOR HTP OFFICE USE ONLY

Transferable units and UC transferable GPA to be determined by transfer counselor.

<u>COLLEGE NAME</u>	<u>TRANSFERABLE NUMBER OF UNITS</u>					
	Completed	In Progress	Planned	Total	Overall GPA	UC GPA
<u>El Camino College</u>	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

The information below is current through _____:
(semester/year)

Semesters in HTP _____ UC Transferable GPA _____ Cumulative GPA _____

Total Number of Honors Courses _____ Non-Science/Math _____ Science/Math _____

No of Workshops/Alternative Activities _____ No of Counseling Appointments _____

Reviewed on: _____ (date):

Comments: _____

Program Completed: Yes _____ No _____

Semester/Year _____

Final GPA _____ Transfer University _____

HTP OPEN BOOK TEST

Submit this completed test as part of your HTP application. All of these topics are discussed in this Handbook. If you are unsure about the correct answers to any of these questions, please read this Handbook more carefully.

Circle the best answer:

To complete the HTP, how many honors courses must you take?

- a. One
- b. Two
- c. Three
- d. Four
- e. Five

To complete the HTP, how many workshops must you attend?

- a. One
- b. Two
- c. Three
- d. Four
- e. Five

To complete the HTP, how many counseling appointments must you attend?

- a. One
- b. Two
- c. Three
- d. Four
- e. Five

Which of these statements are true about workshops?

- a. You must earn at least one workshop credit every semester
- b. If you are late to a workshop, you will be locked out
- c. Transfer Center workshops are valuable, but do not count as workshops!
- d. All of the above

Which of these statements are true about counseling appointments?

- a. Academic (ECC educational plan) counseling appointments are made online at www.elcamino.edu
- b. Transfer (university preparation) counseling appointments are made at the desk in the Career/Transfer Center (the big round room behind the long curved counter)
- c. Express counseling is available just inside the door of the Counseling Division, and no appointment is required
- d. The HTP assistant cannot make any type of counseling appointments
- e. All of the above

Continued on reverse

Which of the following is true about TAP?

- a. "TAP" stands for Transfer Alliance Program.
- b. "TAP" is a special program for honors students applying to UCLA.
- c. Students applying to UCLA in an impacted major with a GPA of 3.4 or below are required to declare an alternate non-impacted major to be TAP certified.
- d. Students should meet with a transfer counselor for help selecting an alternate major.
- e. All of the above.

Which of the following is NOT true about TAG?

- a. "TAG" stands for Transfer Admission Guarantee.
- b. All UC's have the same TAG requirements.
- c. Students who are interested should attend a TAG workshop.
- d. Students who went to TAG should meet with a transfer counselor before the end of September.

Which of the following statements are true?

- a. You should read your El Camino email every day
- b. You should review your HTP Student Handbook frequently
- c. You must keep a record of your HTP requirements as you complete them
- d. You should get a copy of the Transfer Guide and read it thoroughly
- e. All of the above

To prepare for transfer to a university, which of these things should you do?

- a. Attend HTP workshops on appropriate topics
- b. Attend Transfer Center "application" and "personal statement" workshops
- c. Talk to university representatives when they visit ECC
- d. Apply to universities online, before the deadline (November 30)
- e. All of the above

Why do students get suspended from the HTP?

- a. they do not complete an honors course each semester
- b. they do not earn workshop credit each semester
- c. they do not maintain at least 3.1 transferable GPA
- d. all of the above

Failing to get 100% on this test may disqualify you from acceptance to the HTP. Reading and following instructions are very important in this program, so please check your work carefully.

HOW TO APPLY TO THE HONORS TRANSFER PROGRAM

Only complete application packets will be considered.

First: apply for admission to El Camino College online at www.elcamino.edu.

Second: take the English and math placement tests, and see a counselor about "Additional Notes" or "Additional Prerequisites" on the paperwork given to you by the Assessment Center.

Third: meet with an ECC counselor to complete an education plan (Ed Plan).

Fourth: complete an ECC orientation, either in person or online. (Note: placement testing, orientation, and Ed plans may be done in any order; they do NOT need to be completed in the order listed here.)

Fifth: apply to the HTP by the deadline, by submitting the following items in the following order:

1. **The application form** (last page of this handbook). Be sure to sign it!
2. **A typed, double-spaced essay of at least 600 words** that addresses the following:

What is your intended major? Discuss your interest in the subject and any experience you have had in the field (such as volunteer work, internships and employment, participation in student organizations and activities) and what you have gained from your involvement. Furthermore, explain a personal quality, accomplishment, life experience, or contribution that relates to your intended major.

OR

If you have not chosen a specific major, describe how you will search for and select a major while here at ECC. Discuss how you will pursue experiences that will help you determine your potential interest and success in that field. Discuss a personal quality, accomplishment, or life experiences that will contribute to your success in the Honors Transfer Program and in whatever major you eventually choose.

3. Your completed **HTP Open Book Test** (page 14).
4. **Verification of eligibility** for (or completion of) **English 1A**: qualifying scores on both parts of the English Placement Test, or College Board AP exam score of 3 or more, or a counselor clearance, or the Early Assessment Program document, or college transcript showing current enrollment in (or completion of) English 1A, or a college transcript showing current enrollment in (or completion of) prerequisite courses for English 1A.
5. **Your high school transcript: If you are a high school student**, you must include our high school unofficial transcript with your application. **NOTES:** You must be finishing high school in order to start the HTP. If you have been attending ECC while in high school, you must re-apply to ECC as a new student. If you are not yet 18 at the time you apply, you must include a letter from a high school official (on school letterhead) confirming your imminent graduation date. If you graduate high school after June 1st and wish to attend summer session at ECC you must also submit a letter from a high school official regardless of your age. Take the original letter to the Admissions Office after you apply to ECC online, and include a copy of that letter with your HTP application. If you are leaving high school early using the California High School Proficiency Certificate, you will not be accepted to the HTP your first semester at El Camino. Follow instructions on page 4 for submitting the Grade Progress Report.

El Camino College transcript(s): students who have completed some college courses must submit unofficial transcripts (showing the name of the student, name of the school, grades, and cumulative GPA) from all colleges attended, including ECC. Print your transcript from MyECC and look at your transfer unit summary; if it does not show at least nine transferable units completed, include a **Grade Progress Report** with your application. On your ECC transcript, highlight honors courses you have already completed.

6. Include a **Grade Progress Report** if you have less than 9 ECC transferable units or your transferable GPA is less than 3.1.

WHEN TO APPLY TO THE HONORS TRANSFER PROGRAM

This semester's application deadline to start the program in Summer/Fall 2017 vary:

The application deadline for CURRENT ECC students is: **Wednesday, April 26, 2017**

The **early application** deadline for INCOMING FRESHMEN NEW TO ECC, is: **Wednesday, April 19, 2017**

The **late application** deadline for INCOMING FRESHMEN NEW TO ECC is: **Monday, July 17, 2017**

Students who complete the application process by the deadline and are accepted to the program will receive priority registration. *Late applicants are not eligible for priority registration.*

***IMPORTANT INFORMATION FOR ALL APPLICANTS:** Students who are new to ECC will have to complete four crucial steps before **the HTP application deadline** in order to receive priority registration. The steps are:

1. **An ECC application**
2. **An ECC orientation (either online or in person)**
3. **An education plan (EdPlan) with an ECC counselor**
4. **Assessment testing for Math/English placement**

Submit only the following items (described in detail on page 16), in the following order:

1. Your completed and signed HTP application form (page 18)
2. Your essay as described on page 16
3. Your completed HTP Open Book Test, with all questions answered correctly (see page 14)
4. Verification of eligibility for English 1A, by one of the methods described on page 16
5. All appropriate transcripts (highlight completed college honors courses)
6. Grade Progress Report if applicable (see page 4)
7. Documentation if under age 18 (see page 16)

Staple these items together and bring the packet to Student Services Center during the hours that Counseling is open. Leave your packet in the plastic pocket on the HTP director's door, SSC 102F.

Your application will not be considered if:

- You miss the deadline
- Your application packet is not complete
- You do not meet the HTP requirements
- You did not follow the instructions in this Handbook
- You submit your entire Handbook

Your application status: you will be notified via your ECC email address within two weeks after the application deadline, followed by a letter mailed to your home address on your application.

Priority registration for the upcoming session and semester will be given to all students who apply on time and are accepted. Registration information will be emailed to your ECC email address.

Students are accepted at the discretion of the HTP directors.

HONORS TRANSFER PROGRAM APPLICATION

PLEASE PRINT: ECC Student ID # _____ ECC Email _____

_____ Birth date _____
Last name First name Middle name

Mailing address _____

_____ City ZIP Phone #

Transfer Plans: _____
Prospective university name(s) Semester and year you plan to transfer

My major or field of interest: _____

How I heard about the HTP: _____

I graduated (will graduate) from high school in: _____ (month/year)

I have completed and stapled together (in the following order):

1. This signed application form.
2. My typewritten essay.
3. My completed HTP Open Book Test.
4. Verification of eligibility for English 1A.
5. My current unofficial transcripts as appropriate:
If completing high school: a transcript through the end of the fall semester of the senior year.
If transferring from another college: transcripts from all colleges attended.
If currently enrolled at ECC: An unofficial ECC transcript.
6. Grade Progress Report if applicable (pg.4)
7. Documentation if under age 18.

I understand that my application to the Honors Transfer Program will not be considered until I have submitted all of the required materials to the HTP office by the deadline.

Signature Date

If admitted, I will allow the Honors Transfer Program to release my name and address to colleges and universities participating in honors transfer agreements with El Camino College.

☐ Yes ☐ No

Signature

Approved

Student Essay _____

English Placement Status:

Course completed _____

ECC Placement Score _____

AP Test Score _____

Passed Eng. 2R, 7, A, or AX _____

High School Transcript:

Name of High School: _____ GPA _____

College Transcript:

ECC (# of Units _____) GPA _____

Name(s) of other College(s)

Other colleges (# of Units _____) GPA _____

APPROVED _____

DENIED _____

DATE _____

REVIEWER'S COMMENTS:

FOR OFFICE USE ONLY

HTP Most Frequently Asked Questions

1. **When can I join the Honors Transfer Program?** There are two application periods (October and April). However, students who are currently enrolled in an HTP honors designated course can apply "late" during the first week of the fall or spring semester.
2. **How many honors courses do I have to take?** At least one each fall and spring semester, five altogether. Honors courses may be banked. Read your Handbook.
3. **How many workshops do I have to attend?** At least one each semester, four altogether.
Workshops can be banked. Read your Handbook.
4. **How do I make a counseling appointment?** Read the "Types of Counseling Appointments" page in the HTP Student Handbook and follow instructions for making the type of appointment you need.
5. **Where is the Career/Transfer Center?** It's that round room right behind the main appointments desk (the long curved counter with windows). Staff members at the small square desk make appointments for transfer counselors, university representatives, free bus tours, and many types of workshops.
6. **Where is room (office) number ____?** As you enter the Counseling Division, office numbers starting with 104 are to the right and numbers starting with 102 or 108 are to the left. Just follow the maze.
The HTP office and information counter are to the left, past the Express Counseling area.
7. **Where is my counselor?** Ask at the main appointments desk (the long curved counter with windows).
8. **Where is my university representative?** Ask at the Career/Transfer Center desk.
9. **Where is the list of workshops?** The Workshop Schedule will be emailed to you at the beginning of every fall and spring semester, but there are none in summer. Paper copies are on the HTP information counter.
10. **How many counseling appointments have I attended? How many workshops have I attended?**
We will not track your counseling appointments or workshops attended. You must keep your own records. Please refer to your Handbook.
11. **Are there any more workshops left this semester?** Please refer to the current Workshop Schedule sent to you via email or located at the HTP Information Counter.
12. **Wasn't that workshop I attended an HTP workshop?** Not unless it is on the HTP Workshop Schedule.
13. **You sent me an email, but I didn't understand it.** We send approximately two emails per week.
Please bring in a copy of the one in question.
14. **What is TAP?** The Transfer Alliance Program is our agreement with UCLA, which gives HTP students priority admission consideration. Detailed TAP information will be emailed to everyone in October.
15. **What is TAG?** A contract between an individual student and a specific university, a guarantee of admission. Read the Transfer Guide. Attend a workshop offered by the Career/Transfer Center.

HTP Most Frequently Asked Questions

(cont.)

16. **Do we have agreements with USC or UC Berkeley?** We do not have an official agreement; however both schools have told us that completion of the HTP is similar to being the president of a club.
17. **What is AGS?** It is an honors society at El Camino and is not part of HTP. Information about joining and where they meet is available at the Student Development Office in the Student Activities Center.
18. **Where do I find information on the Honors Transfer Club?** Ask the HTP Co-Directors or go to the Student Development Office to ask for the exact room number or contact information for club officers.
The Honors Transfer Club meets every other Thursday in the Humanities Building.
19. **When can I join the Honors Transfer Program?** There are two application periods, October and April.
If you miss the deadline and are currently enrolled in an HTP honors-designated course, you can apply "late," during the first week of the semester.
20. **If I have previously completed an honors course will it count towards my 5 HTP courses needed to complete the program?** Yes.
21. **What does it mean to "bank" an honors course, and how do I do it?** If you take an honors course in winter or summer or take more than one honors course during any semester, you will be able to BANK that course for a semester when you are NOT ABLE to take an honors class. To bank a course, you complete the "Bank an Honors Course" form located on the HTP counter and attach a copy of your unofficial transcript to show that you have completed the course with a passing grade. You turn in the paperwork during the first week of the semester in which you plan to bank your course.
22. **Can I still be in the HTP if I am not taking an HTP course during a specific semester?** Yes, if you have a course to bank. If you are unable to bank an honors course and are not currently enrolled in an honors course you are at risk being suspended from the program.
23. **When does priority registration begin for continuing HTP students?** Priority registration periods are determined by the Admissions Office. HTP finds out what the dates are about a week before priority registration for HTP students begins. The HTP office sends these dates to HTP students by email.
24. **I have been suspended from the program. How do I get back in?** Complete the Reinstatement form and attach a copy of your unofficial transcript. If you have been suspended by mistake for no workshop, provide the date of the workshop you attended to the office. If you did not attend a workshop, attend an extra one during the next semester.
25. **What happens if there is a conflict between an email and the HTP website?**
Emails from the HTP have the most current and updated information.
26. **What do I do if I met with a counselor but lost the paper that shows that I did?**
See any counselor, except for drop-in counseling, and ask for a printout of your counseling history.

SPECIAL NOTE: Three things you must do every semester to remain in the HTP:

1. Maintain a cumulative transferable GPA of 3.1 or higher, 2. Attend ONE workshop per semester and
3. Enroll and complete an honors designated course every semester (except for winter and summer). See HTP handbook for details pg. 4.

Grade Progress Report for Honors Transfer Program Application

Please use this form ONLY if you have **less than 9 transferable units** and **your transferrable GPA is not yet at least a 3.1**. If you **don't have any grades on your ECC transcript**, you must complete this form.

Directions:

- Complete this form **no earlier than Week 7 of the semester**. Only include your **UC/CSU transferrable classes**.
- Ask your instructors to fill this out for their respective classes and to provide their signature.
- Include this sheet with your application. We will use the grades provided here to calculate your GPA. (Don't forget to include your unofficial transcript with your application, too.)

Student Name _____ ECC Student ID _____

Course Name and Section Number	Units	Grade	Instructor's Name	Instructor's Signature	Date

