

HOW TO SUCCEED IN THE HONORS TRANSFER PROGRAM

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, seminars, 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 seminars and counseling appointments.

It is critical to read your ECC email every day. You should receive an email from HTP at least 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 secretary’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 sections before joining the HTP, these will count toward your five required honors courses. Highlight these courses on the transcript you submit with your application. **Any semester in which you do not complete an honors course with a C or better, you will forfeit priority registration for the next semester.** You may “bank” an honors course, as described on page 4.

Attend one or more seminars (one-hour meetings on a variety of topics) each semester, until you have attended four. Seminar credit is given only for planned HTP seminars or for Alternate Enrichment Activities (these lists are available on the HTP counter); or for being a presenter at the HTCC Student Research Conference in the spring. If we offer anything else for seminar credit, we will let you know by email. **Any semester in which you do not complete at least one of these activities, you will forfeit priority registration for the next semester.** You may not “bank” a seminar; you must go to at least one seminar every semester until you have attended four. Transfer Center workshops are not HTP seminars.

You must get to seminars on time. We lock the door when the presentation begins. Find the room in advance. We will go by the clock in that room.

Attend at least two scheduled counseling appointments (Express Counseling does not count) while you are in the HTP. We recommend at least one educational plan (choosing ECC courses) and one transfer discussion. To receive HTP credit, submit proof of attending two appointments: a copy of the educational plan or a note from the transfer counselor. Ask the counselor for something on paper that you can bring to the HTP office.

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.**

