

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.

Admissions: Student Services Center, first floor. MTTh 9:00-6:00, W 9:00-7:00. File the "Intent to Graduate," get verification of enrollment, or solve application or registration problems.

Records: Student Services Center, a window on the outside of the building, under the stairs. MTTh 9:00-6:00, W 9:00-7:00. Go to the window to request transcripts and certifications such as IGETC.

Assessment Center (placement testing): Student Services Center 217. (310) 660-3405. MTTh 10:00-4:00; W 10:00-5:00. HTP requires eligibility for English 1A.

Financial Aid Office: Student Services Center 215. MTTh 9:00-6:00, W 9:00-7:00. (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 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: Administration Building, first floor. M-Th 9:00-6:00, F 9:00-12:00. Pay fees, obtain class printouts, and buy discounted theatre and amusement park tickets.

Counseling: Student Services Center, first floor. MTTh 9:00-5:30, 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-F 8:00-5:00. 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.