



## EL CAMINO COLLEGE ACADEMIC RESOURCES & SUPPORT PROGRAMS

PROGRAMS/SERVICES	SERVICES PROVIDED	LOCATION/TELEPHONE NO.
<b>ADMISSIONS AND RECORDS</b>	Assist students with applications, residency, veteran services, transcripts, graduation intents, petitions	Student Services Center, 101 (310) 660-3593 x3414
<b>ASSESSMENT/TESTING</b>	Placement testing for English, Math, and ESL offered on a drop-in (first-come, first-served) basis.	Student Services Center 217 (310) 660-3593 x3405
<b>ASSESSMENT, INTERVENTION, and MANAGEMENT of SAFETY (AIMS) TEAM</b>	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.	Email: <a href="mailto:aimsteam@elcamino.edu">aimsteam@elcamino.edu</a>
<b>BASIC SKILLS STUDY CENTER</b>	Provides individualized computer-assisted instruction in basic reading and math.	Learning Resources Center, 2nd Floor (310) 660-3593 x3511
<b>BOOKSTORE</b>	Purchase books, study aids, gift items, supplies.	North side of campus, Manhattan Beach. Blvd. (310) 660-3593 x3380
<b>CAMPUS POLICE</b>	Provides law enforcement services to the El Camino College Community.	Crenshaw/Redondo Beach Blvd.-Parking Lot K (310)660-3593 x3100
<b>CAREER CENTER</b>	Provides career counseling, workshops, assessment and resources.	Student Services Center, 1st Floor inside Counseling Office (310) 660-3593 x6137
<b>CAREER &amp; TECHNICAL EDUCATION PROGRAM (CTE)</b>	Provides services for technical education and women in non-traditional careers linking employers with students seeking high skill and high wage jobs.	Industry Technology Education Center ITEC 102 (310) 660-3600
<b>CASHIER'S OFFICE</b>	Pay fees, obtain class printouts, pay for parking & pick up permit, pay for ASB sticker.	Southeast Corner of Bookstore (310) 660-3593 x3142
<b>CHILDHOOD EDUCATION DEPARTMENT</b>	Student support services for TNF/CalWORKs students who need to obtain their permits for career advancement and/or placement.	Art Behavioral Sciences (ARTB) 311 (310) 660-3593 x3755
<b>COMMUNITY EDUCATION</b>	Provides a variety of short-term, <b>not for credit</b> day, evening & weekend classes for the community.	(310) 660-6460 <a href="http://www.eccommunityed.com">www.eccommunityed.com</a>
<b>COUNSELING SERVICES</b>	Academic counseling for educational planning and career and transfer services.	Student Services Center, 1st Floor (310) 660-3593 x3458 <a href="http://www.elcamino.edu/counseling">www.elcamino.edu/counseling</a>
<b>DISTANCE EDUCATION</b>	On-line courses offered in a variety of subject areas.	Schauerman Library, East Basement, Room 76 (310) 660-3593 x6453
<b>EOPS / CARE / CalWORKs</b>	EOPS/CARE: Provides socioeconomic and educationally disadvantaged students with additional support services. CalWORKs: Child care assistance, educational and career counseling, employment retention skills, job development.	Student Services Center 203/205B (310) 660-3593 x3466 or x6057
<b>FINANCIAL AID</b>	Financial aid programs offered and funded by federal and state government, including grants, work-study, scholarships; workshops and advising are available.	Administration Building 138 (310) 660-3493
<b>FINANCIAL AID LAB</b>	Assistance completing financial aid application and checking financial aid status.	Student Services Center, 204G (310) 660-3493
<b>FIRST YEAR EXPERIENCE (FYE) / Learning Communities</b>	Assists first year students with support services, develop student and peer relationships and linked courses, counseling and early registration.	Student Services Center 204, 2nd Floor (310) 660-3593 x6936
<b>FOSTER AND KINSHIP EDUCATION PROGRAM</b>	Provides classes and resources for former and current foster students and caregivers.	Student Services Center 213 – RISE Center (310) 660-3593 x3585
<b>HEALTH CENTER</b>	Provides students with first aid, health counseling, referrals, and educational materials.	South side of campus next to Pool (310) 660-3593 x3643
<b>HONORS TRANSFER PROGRAM</b>	Designed to better prepare the highly motivated student to transfer successfully.	Student Services Center 102F (310) 660-3593 x3815
<b>INTERNATIONAL STUDENT PROGRAMS (ISP)</b>	Assists F-1 VISA students adjust to life in the United States and complete their educational and career goals.	Student Services Center 101D (310) 660-3593 x3431 <a href="http://www.elcamino.edu/academics/is">www.elcamino.edu/academics/is</a>
<b>KEAS Program</b>	Provides support services for African-American, Latino and Pacific Islander students through book loans, Math & English tutoring, learning community courses, workshops, field trips and orientation.	Administration 202 (310) 660-3593 x3812
<b>LEARNING RESOURCE CENTER</b>	Houses an extensive media collection to supplement academic instruction.	Schauerman Library, 2nd Floor (310) 660-3593 x3511
<b>LIBRARY</b>	Books, reference materials, periodicals, library databases available to students with valid ID card.	Schauerman Library (310) 660-3593 x3519
<b>LMTC COMPUTER COMMONS</b>	Central computer facility serving students in academic programs.	Schauerman Library-East Lower Level (310) 660-3593 x6715



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<b>MATH PLACEMENT TEST</b>	In person tutoring during peak times and free access to MyMathTest.com to prepare for the math placement test.	Student Services Center 217 (310) 660-3405 <a href="http://www.elcamino.edu/academics/mathsciences/MathPlacementtest_practice.asp">www.elcamino.edu/academics/mathsciences/MathPlacementtest_practice.asp</a>
<b>MATH STUDY CENTER</b>	Math students are provided assistance through computerized tutorial programs and one-on-one tutoring.	Math Business Allied Health (MBA), 119 (310) 660-3593 x6591
<b>MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM</b>	Academic program supports students pursuing math, engineering or science degrees. Offers assistance with the transfer process and obtaining internships and scholarships.	Natural Science basement (310) 660-3887
<b>MUSIC LIBRARY</b>	Printed music, sound recordings, practice rooms, DVD's, laserdiscs available for student use.	Music Building (MU) 126 (310) 660-3593 x3722
<b>OUTREACH &amp; SCHOOL RELATIONS</b>	Outreach office is a clearinghouse for all recruitment activities in the local high schools and community.	Student Services Center 206 (310) 660-3593 x5487 <a href="http://www.elcamino.edu/student-services/outreach/">www.elcamino.edu/student-services/outreach/</a>
<b>OFFICE OF STAFF &amp; STUDENT DIVERSITY</b>	Receives, investigates, compiles reports and makes recommendations for the resolution of both employee and student discrimination and sexual harassment complaints.	Administration Building, 210 (310) 660-3593 x3813
<b>PROJECT SUCCESS</b>	Support services for at-risk students, including academic counseling, pre-registration workshops, mentoring, cultural and university field trips, book loans, scholarships, and academic courses.	Student Services Center 104G (310) 660-3593 x6037
<b>PUNTE PROJECT</b>	Support services including English instruction, mentors and counseling help prepare the Puente student to transfer to 4- year universities and colleges.	Student Services Center 108F (310) 660-3593 x3403
<b>READING SUCCESS CENTER</b>	Provides students with reading support and assistance with assignments in any course.	Schauerman Library-East Basement E36 (310) 660-3593 x6729
<b>RISE Center / STUDENT SUCCESS PROGRAM (SSP)</b>	Orientation helps students define and achieve their academic goals; SSP helps at-risk students to return to good academic standing.	Student Services Center 213 (310) 660-3593 x7800
<b>SCHOLARSHIP OFFICE</b>	Provides information, scholarship applications, and scholarship resources.	Administration Bldg. (ADM) 119 (310) 660-3593 x6149
<b>SPECIAL RESOURCE CENTER</b>	Provides services to assist students with disabilities in their pursuit of a post-secondary education and perform on an equal basis with non-disabled students in an integrated campus setting.	Southeast wing of the Student Services Center (310) 660-3593 x3295
<b>STUDENT ATHLETE INDEPENDENT LEARNING (SAIL)</b>	Providing the skills needed to balance academics and athletics through workshops, registration assistance, and tutoring for student athletes.	Student Services Center 104C (310) 660-3593 x3531
<b>STUDENT DEVELOPMENT</b>	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 x3500
<b>STUDENT GRIEVANCES</b>	Assists students with matters related to student 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, 200 (310) 660-3593 x3484
<b>STUDENT JOB LISTINGS</b>	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 Student Services Center, 101 (310) 660-3593 x3442
<b>SUPPLEMENTAL INSTRUCTION (SI)</b>	Provides students with additional academic assistance through student lead study groups. Improves course understanding and student performance.	Math Business Allied Health (MBA) 329 (310) 660-3593 x3612
<b>TEACHER RESOURCE ROOM</b>	Teacher resource and materials for working and prospective preschool and elementary teachers.	Art Behavioral (ARTB) 313
<b>TRANSFER CENTER</b>	Activities and services offered to students to assist in transferring successfully to the four-year college or university of their choice.	Student Services Center, 1st Floor (310) 660-3593 x3408
<b>TUTORIAL PROGRAM</b>	Provides free drop-in tutoring for students in various academic subjects.	Learning Resource Center, 2nd Floor (310) 660-3593 x3511
<b>VETERAN'S OFFICE</b>	Provides veterans with assistance in obtaining education benefits paid by the Veterans Administration.	Admissions Office, Student Services Center 105 (310) 660-3593 x3486
<b>VETERAN'S RESOURCE CENTER</b>	Provides veterans with a quiet place to study, network with other veteran students and other select services.	Admissions Office, Student Services Center 105A (310) 660-3593 x3486
<b>WOMEN IN INDUSTRY &amp; TECHNOLOGY (WIT)</b>	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 x6780
<b>WRITING CENTER &amp; COMPUTER LAB</b>	Provides drop-in tutoring for students enrolled in English composition or other classes in need of assistance in writing assignments.	Humanities Bldg. (H) 122 (310) 660-3873