Steps for Dual Enrollment
at your High School

Application Process for 9th-12th Grade Students

NOTE: These steps are only for students enrolling in El Camino College courses offered through their high school. High school students looking to take other El Camino College courses, please visit www.elcamino.edu/highschool

1 **Apply for Admission** online at www.elcamino.edu/apply
   If this is your first time applying, you must first create an OpenCCC account. If you have previously applied, sign in with your OpenCCC username and password.
   After signing into OpenCCC, you can start a new application for El Camino College.

   **IMPORTANT!** Enter identifying information carefully. Do not submit your application with incorrect date of birth, social security number, taxpayer ID, etc.

2 Within one to two business days, you will receive a Welcome Email with your Student ID Number and MyECC login information. Follow the provided link or go to www.elcamino.edu/myecc to log into MyECC and create a new password.

3 Complete the paper **Dual Enrollment Application** (attached).

   **STUDENT**
   Read both front and back pages, then complete and **sign** front page.
   Include your El Camino College Student ID Number.
   Include the course name and number, e.g. History 102 or Engineering Technology 10A. You may include up to 2 courses per form.

   **PARENT**
   Read both front and back pages, then **sign** front page.

   **PRINCIPAL OR DESIGNEE**
   Read both front and back pages, then **sign** front page.
Submit completed Dual Enrollment Application with all signatures (student, parent, principal or designee) to your teacher or counselor.

Once received, the El Camino College Admissions Office will register you in the course.

NOTE: If you decide to drop a class, you must drop yourself in MyECC by the drop deadline. Instructions available at www.elcamino.edu/admissions/dropclass.aspx

Dual Enrollment in Future Terms

**It is important to remember your OpenCCC and MyECC login information, and ECC Student ID Number.**

You must complete a paper Dual Enrollment Application for every semester you wish to enroll in classes.

If you do not enroll in El Camino College classes for two semesters in a row (Fall/Spring), then you will also have to **Apply for Admission online again** using your OpenCCC account.

**OpenCCC Support (online application)**

For help to recover your OpenCCC account, click on the “Forgot?” tab when signing into OpenCCC, or contact technical support at 877-247-4836 or support@openccc.net.

**MyECC Support (El Camino College account)**

For help to recover your MyECC account, use the “Forgot My Password” feature, or click “Chat with us Live” or call the ITS Help Desk at 310-660-6571. Have your Student ID Number ready, along with the error message.
Section I: Student Information
Semester: Summer___ Fall ___ Winter ___ Spring ___ Year______

El Camino College ID # ____________________________

Name __________________________________________
Last First MI Birth Date __/__/____ Age ______

Address: ______________________________________ Email: __________________________

City: __________________________ State: ____ Zip: _________ Phone #: ________________

I have read and understand the expectations and responsibilities section on page 2 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: ___________________________ Grade: 9th/10th/11th / 12th

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

Registrar/Designee ____________________________ Date _____________

Division Dean Approval for Special K/10 Admits

ECC Admissions Office Us
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.