

# Distance Education Student Handbook



El Camino College  
Distance Education Office: Schauerman Library  
East Wing, Lower Level, Room 76  
(next to the Library Media Technology Center)  
(310) 660-6453 - [DistanceEd@elcamino.edu](mailto:DistanceEd@elcamino.edu)  
[www.elcamino.edu/DistanceEd](http://www.elcamino.edu/DistanceEd)  
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## Welcome to the Distance Education Program at El Camino College!

The **Student Handbook for Online Courses** is designed to acquaint you with our online program, and provide you with the information you will need to be successful in your course. You will find additional information about the College in the current *El Camino College Schedule of Classes*, on the ECC website at <http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.asp>

We offer a wide variety of courses in many subject areas. Many courses have been approved for Distance Education delivery, but are not offered every semester. Please visit our website <http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.asp> to see the current schedule of the courses.

Distance Education students are supported with the same services available to traditional students. Many of these services are provided to students online. For more information, please see “Student Support” on the [Distance Education website](#) contact our office (310) 660-6453, or email at [distanceed@elcamino.edu](mailto:distanceed@elcamino.edu). The Distance Education Office is located in the basement of the Schauerman Library, East Wing, Lower Level, Room 76.

### Distance Education Class Schedule

Many distance education courses have a first class meeting on campus. Details about the first meetings can be found in the Distance Education section of the printed schedule of classes and on the website [DE Class Schedule and Meeting Info](#).

Please note: **If your class has a first day class meeting and you do not attend the first class meeting, you may be dropped from the course!**

Some distance education courses are offered entirely online and do not have meetings on campus. Registered students must follow the instructions under the course listing in the Distance Education section of the printed Schedule of Classes, or may be dropped by the instructor.

Distance Education Course Schedule (For updates and changes see the Distance Education website at <http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.aspx>)

## Frequently Asked Questions about Distance Education at ECC

### **What is Distance Education?**

Distance Education courses are designed for students who desire flexibility and convenience in their studies. Our courses are fully accredited, and are equivalent to on-campus courses.

### **Can anyone take these classes?**

Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses. Consult the ECC Schedule of Classes or the college website for registration information.

### **How do these courses work?**

Students in online courses communicate with their instructor and classmates electronically via the course website, Canvas. Online courses are asynchronous, and all course materials can be found in the Canvas course site. (Asynchronous is not live, but may be scheduled or static.)

### **How will I interact with my instructor?**

The instructor posts such things as lectures, assignments, announcements, and other information to the site. All of our instructors use Canvas: <https://elcamino.instructure.com/login/saml> as their course management system, and others support with a publisher provided site along with Canvas.

### **Will I be required to attend class meetings on campus?**

Most of our courses are fully online, but this is determined by the instructor. Many instructors have on-campus meetings at the start of the semester, these class meetings are listed in the printed schedule of classes, and mostly are for hybrid courses. If you are registered for a course that has a scheduled first class meeting, your instructor will give you a course syllabus at that time. Instructors teaching entirely online will have all their material on Canvas including a syllabus. The syllabus will include the course requirements, and information about any optional on-campus sessions.

### **If my instructor holds a first class meeting, and plans to hold additional on-campus meetings later in the semester, will they be on the same day and at the same time as the first class meeting?**

Yes, all hybrid courses are listed with first and additional class meetings. Our instructors schedule all class meetings on the same day and at the same time as the first meeting.

### **The first class meeting conflicts with another course I want to take. What should I do?**

Contact both instructors to see if an alternate date and time will be offered; otherwise, do not enroll in both courses – choose only one.

### **How are examinations administered?**

This is determined by the course instructor. Some instructors administer exams at on-campus meetings, while others administer them online. Your instructor will provide you with details in the syllabus.

## What software and hardware do I need?

### You must have at a minimum:

#### Regular, reliable access to a computer.

##### Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor
- **Screen Size:** Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

##### Operating Systems:

- Current Windows, Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux – ChromeOS

#### Regular, reliable Internet access.

##### Internet Speed

Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.

Minimum of 512kbps

#### Supported Browsers

Canvas supports the current and first previous major releases of the following browsers:

- Safari (Macintosh only)
- Chrome
- Firefox (Extended Releases are not supported)
- Flash (used for recording or viewing audio/video and uploading files)

#### Mobile Operating System Native App Support

- Always update phone software first before updating App.
- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

#### Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

#### Student Email address “@elcamino.edu”.

Always use student email address to communicate with your faculty outside of Canvas “inbox/conversations” tool. Suggestion is to use Canvas first and then use your student email address for your message to not be overlooked or go into their spam/junk filter.

#### What other software as required by the instructor?

Some courses may have additional requirements. The course syllabus will detail additional requirements. Additional software may include: word processing, data entry/spreadsheet, and multimedia ready software like PDF.

**I don't have a computer at home. Can I still take an online course?**

Yes, as long as you're sure you'll have regular access to a computer that's connected to the Internet. Some of students use their work computers, and some use the computer labs on campus with Internet access. (For example, the Computer Commons in the Library Media Technology Center – more details later.)

**What kind of computer skills should I have?**

In order to succeed in an online course, you must be computer literate and have experience in computer communication; including good word processing skills, familiarity with sending and receiving email, and navigating the World Wide Web. These skills are very important to know before enrolling in an online course, as online courses can be fast-paced, and some time may be needed to become accustomed to the way they work. Check the "Skills You'll Need" section later in this Handbook. It will assist you in determining whether you're ready for an online course.

**I think I have the technical skills I need, but I've never taken a course like this. How do I know if this is right for me?**

In order to succeed in a Distance Education course, time management skills, self-motivation and the ability to work independently are important. Equally importantly, having strong reading and writing skills will allow you to succeed in an online course. (See the "Tips for Success" section later in this Handbook.)

Distance Education courses are every bit as challenging as on-campus courses. In fact, surveys we've conducted reveal that some students find Distance Education courses *more* difficult.

**Will I have to be online at a particular time?**

Some instructors require students to be online at a particular time to take quizzes, exams, office hours, or to participate in chat sessions. Mostly, the course syllabus will outline a schedule for work to be submitted over the course of the semester. Read syllabus and contact your instructor for clarification.

**How do I contact the instructor of the course?**

Once the course you are registered starts, you must log in to the course site and print the course syllabus, as it contains information on the instructor's preferred methods of contact. Our full-time instructors hold weekly office hours, and by appointment for in-person meetings. If you need to contact them by phone or by email, please visit Faculty Directory: <http://www.elcamino.edu/uportal/facsched/index.asp>.

**What do I do if I need help with course materials?**

For help with the course material, check out the Tutoring Program administered by the ECC Learning Resources Center (LRC). Tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. Free tutoring for ECC students is available each semester. All LRC tutors are highly trained and certified. Visit the Tutoring website for more information:

<http://www.elcamino.edu/library/lrc/tutoring/index.asp>

There is online tutoring via NetTutor link within Canvas for limited hours of 5pm to 9pm.

### **What do I do if I can't access my course online?**

Here are a few reasons why course access is not possible:

- You are not officially enrolled in the course.
- You added the course, but have not been processed by admissions.
- The course you signed up for starts later in the semester.
- Your instructor hasn't published the course site.
- You changed your password and forgot it.
- You have been blocked by the instructor.
- You have been dropped from the course.

If you still cannot access your course, you have registering for the course, you have been waiting for your add to be processed, or after resetting your password, please email or call the instructor and the Distance Education Office. Contact the Distance Education Office at [DistanceEd@elcamino.edu](mailto:DistanceEd@elcamino.edu) or telephone 310-660-6453. **We are here to help you!**

### **Will I have to buy books for the course?**

Yes. Textbooks and other materials you'll need for your course are available in the El Camino College Bookstore. The El Camino College Bookstore is now open online 24/7. They can ship your books to your home or you can pick them up in the store. Visit the online store at <http://elcamino.collegestoreonline.com/>. Some faculty also suggest other ways of getting books, or put books on reserve in the library.

### **Do Distance Education courses transfer to other schools?**

Always check with a counselor at the school you plan to transfer to be sure the courses will be accepted, regardless of modality. School transcripts do not specify that the course was delivered in a Distance Education format.

### **What if I find I can't continue in my course? Can I withdraw from it?**

Yes, you can withdraw from your classes at any time.

Withdrawing from a course can affect not only your grade point average, but also how many times you can retake the course. During the semester there are deadlines that affect the different types of withdrawals from a course, but in order to receive a "W" (Withdrawal), you must withdraw on or before the "Last Day to Drop with a 'W' deadline". Consult the current ECC Schedule of Classes or visit the ECC Web-Services site (<https://portal.elcamino.edu/portal/main.html>) for more information. Please note that dropping a course is your responsibility. Your instructor is not responsible for dropping you from your course!

### **I have more questions! Whom can I talk to?**

Contact the Distance Education Office at:

**online:** <http://www.elcamino.edu/library/distance-ed/index.asp>

**email:** [DistanceEd@elcamino.edu](mailto:DistanceEd@elcamino.edu)

**telephone:** 310-660-6453.

We are here to help you!

## Skills You Will Need for Distance Learning

Here's a list of computer and Internet skills to have before enrolling an online course.

### Computer Skills

**A successful online student should be able to:**

- Cut/copy and paste within and between documents
- Use spell check
- Set page numbers, headers, and footers in a document
- Attach a file to an email
- Paste text from your word processor into an email message
- Print documents
- Run two or more programs at once, and move between them
- Open and close files, as well as, directory windows
- Create, save, store, and find files on a hard drive or portable media

### Internet Skills

**A successful online student should be able to:**

- Send and receive email
- Open an attachment to a message
- Find a web page using its address or URL
- Follow links from one web page to another
- Use the forward and backward buttons on the browser
- Print a web page
- Bookmark pages to access them later
- Use a search engine on the Internet (e.g., Yahoo!, Google, etc.)
- Download documents or software from the Internet

ECC and ECC's Community Education program offer a variety of credit and "not-for-credit" courses to assist in improving your computer and Internet skills.

### Computers on Campus

The Library Media Technology Center is ECC's central computer center serving students of all academic programs. For more information about the Center:

- Computer Commons - Library Media Technology Center
- Schauerman Library, East Basement, 310.660.3593 x6715
- Website <http://www.elcamino.edu/Library/labs>

### Text Materials on Reserve

Every effort is made to place required text materials for online courses on reserve in the Library (Periodicals/Reserve Dept.) for your use. An ECC Photo ID is necessary to use; see the Library Circulation Desk if you haven't previously used your Photo ID to borrow library materials. These materials may only be used in the library – they cannot be checked out. Visit the

following links for more information: <http://eres.elcamino.edu/eres/default.aspx> and [http://www.elcamino.edu/library/library\\_ser/index.asp](http://www.elcamino.edu/library/library_ser/index.asp)

### **Tips from the Librarian**

If Distance Education students are close enough to get to campus, they are advised to get a student ID which acts as their library card. Students can use many online periodical databases; however, you need the ID card to log on. Students with ID can choose any database found on this link: [http://www.elcamino.edu/library/library\\_ser/liblinks/index.asp](http://www.elcamino.edu/library/library_ser/liblinks/index.asp) Students can also find useful resources such as Subject guides, MLA citation help, Ask-A-Librarian online reference help, E-Res, and more here: [http://www.elcamino.edu/library/library\\_ser/](http://www.elcamino.edu/library/library_ser/).

### **Accessibility**

El Camino College is committed to providing all students equal access to our program. In accordance with the American Disabilities Act, Distance Education courses, materials, and resources must be accessible to students with disabilities. Please contact the Special Resources Center (<http://www.elcamino.edu/academics/src/>) or the Distance Education office for information about alternative formats.

### **Communication**

It is very important that you communicate with your instructor and with your classmates. Log on to your course site regularly, check you Canvas inbox, and your student email inbox.

### **Don't Fall Behind**

Since you do not see your instructor as often as you would in a traditional on-campus class, it can be very tempting to procrastinate. Don't fall prey to this! Log on regularly and complete your readings and assignments in a timely manner.

### **Speak up if you are having problems**

If you are having technical difficulties or problems understanding something in the course, you need to let your instructor know, and if you feel comfortable doing so, post your question/concern for others to see. That way, if your classmates are having the same trouble they will benefit too. You can always contact the Distance Education office via email [distanced@elcamino.edu](mailto:distanced@elcamino.edu) or come and talk to someone in the office in person about your concerns.

### **Be Courteous**

Don't forget to be polite to your classmates and respectful of their opinions. Keep in mind that meanings can be misinterpreted in an online environment, so word your postings carefully.

## How to Access your Online Courses

The online courses at El Camino College use the Canvas Course Management System as a delivery method. Some instructors may supplement with other systems, such as book publisher websites.

## Canvas Course Management System

At El Camino College all of our online courses are delivered using the Canvas Course Management System. Within Canvas, your instructor has created and managed course content, performance assessments, and can communicate with students. Also, you will see announcements, the course syllabus, class discussions, assignments and grades posted.

### Canvas Login Instructions

Once you have **officially registered** for an online course class, you will be able to log into Canvas follow the steps below. Please note, you will not be able to log in to the course site until one week or the day the semester starts.

**STEP 1:** Go to <https://elcamino.instructure.com/login/saml>

**STEP 2:** Your User ID is: the same as your User ID used to login to *MyECC* .

Your User ID is the same as your ECC email address.  
ex. gperez OR gema\_perez OR gema\_perez1001\*  
DO NOT Put "@elcamino.edu"

If step 2 does not work, please visit this site to verify your ID:

<https://www3.elcamino.edu/uportal/E14Portal/Forgot.aspx>

\*Some ECC student ID numbers have been adjusted to accommodate multiple persons with the same name. If step 2 does not work, please visit this site to verify your ID:

<https://secure.elcamino.edu/portal/logininfo/main.aspx?item=forgot>

The Admissions office gives each student enrolled in El Camino College a Student Identification (ID) username. If you have never logged into you *MyECC* page you can recover your username via this link: <https://www3.elcamino.edu/uportal/E14Portal/Forgot.aspx>

**STEP 3:** Password is the same as the one used to log into *MyECC*.

Forgot your password? Go to: <https://www3.elcamino.edu/uportal/E14Portal/Reset.aspx>

You will be issued a temporary password, and you will need to log into *MyECC* to create a new password, then you can log into Canvas with your new password.

If all else fails, contact the Help Desk, 310-660-6571

**IMPORTANT:** Starting on the first day of the semester (and after waiting 24 hours after you registered for the class), log in to your class by going to the Canvas portal. (

<https://elcamino.instructure.com/login/saml> ).

**REMEMBER:**

**WRITE DOWN YOUR USER ID AND PASSWORD, AND STORE THEM IN A SAFE PLACE FOR FUTURE REFERENCE.**

**Canvas Login Tips**

Reasons why you may not be able to log on:

- Classes have not started yet. If the term has not started, this explains why you can't log on or access your class site. Typically, registration data is loaded on the first day of the semester.
- You have requested to add a class, but you are not officially enrolled in the Registrar's Office. You will be able to log into the Canvas system the morning after you are officially enrolled in Admissions and entered into the system.
- You are entering invalid login information.
- You are attempting to log on from an unsupported browser, such as AOL or MSN (see [system requirements](#) for information).
- You forgot your password or have the CAPS lock key on. You may request to have your password [reset](#).
- If your class is over and your instructor has disabled the site, you can no longer see a tab for the course.
- If you have been dropped from the course, you'll no longer have a tab to the class or access to Canvas.

**Canvas Technical Requirements****Computer and Internet Connectivity (PC and Mac)****General System Requirements:**

- Canvas is best viewed a minimum screen resolution set to 800 X 600.
- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Macs should have OS X 10.6 or newer.
- System should have at least 1G of RAM (for faculty/authors, 1G is preferred).
- 512Kbps minimum is required. DSL or cable modem strongly advised.

You must have regular, reliable Internet access for satisfactory performance. Many courses require high-speed connections for interactive multimedia such as PowerPoint, Digital Video, etc. These requirements should also be stated in the course syllabus. If your connectivity is slower than a 56K modem, you might experience frustration with slow response.

**Browsers for the PC**

The recommended web browsers for PC users are **Firefox and Google Chrome**.

**Internet Explorer 11 and Edge** (Windows only you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)

Both browsers are available as free downloads below:

Get Firefox: <http://www.mozilla.com/en-US/firefox/all.html>

Get Google Chrome: <https://www.google.com/intl/en/chrome/browser/>

*\* Note: Netscape, Opera, and any other browsers that are not listed here are not recommended.*

### **Browsers for the Mac**

For best experience with Canvas, use the latest version of Firefox. The latest version of Google Chrome and Safari are also supported. Mac users must be running OS X 10.6 or above. For more information, see: Mac Supported Browsers.

### **Browser Instructions for AOL and CompuServe (PC and Mac)**

AOL and CompuServe (AOL/CS) software includes an integrated browser-like feature that does not provide full access to the Internet. Students **MUST** minimize the AOL/CS Browser once their Internet connection is established and open one of the supported browsers. Do **NOT** attempt to use the AOL/CS versions of Netscape or Internet Explorer.

You must download a separate, complete, independent version of Internet Explorer, Firefox, or Google Chrome. This will alleviate frustration associated with many known problems caused by the AOL/CS quasi-browser and its inherent inability to access to a significant percent of the World Wide Web.

### **IMPORTANT note for AOL users!**

You cannot use the version of Internet Explorer that is provided with your AOL Account...Instead you must download and install a "real version" of Internet Explorer or Firefox. AOL will still be your "Internet Service Provider" or ISP.

There are three ways to use an External Browser while signed on to AOL:

#### ***Method One:***

1. Sign on to AOL as your connection.
2. Minimize the AOL screen.
3. Launch Internet Explorer or some other non-AOL browser from your computer's desktop.

### **Method Two:**

1. Sign on to AOL as your connection.
2. Launch Internet Explorer via Start > Programs > Internet Explorer (or other browser's name).

### **Method Three:**

1. Sign on to AOL as your connection.
2. Launch Internet Explorer (or some other non-AOL browser) from the toolbar next to your Start button (usually at the bottom left of your screen).

## **Your Computer's Cache**

### **For MAC**

#### **Safari**

To learn more about clearing your cache in Safari, visit [Apple Support](#).

1. In the Safari menu bar, click the Safari option.
2. Click the Clear History link.
3. In the Clear drop-down menu, select the time range where you want to clear browsing data.
4. Click the Clear History button.

#### **Chrome**

To learn more about clearing your cache in Chrome, visit [Google Support](#).

1. On the browser toolbar, click the Chrome menu icon.
2. Select the More Tools link.
3. Select the Clear browsing data link.
4. In the data drop-down menu, select the time range where you want to clear browsing data.
5. Select the Cookies and other site and plug-in data and Cached images and files checkboxes.
6. Click the Clear Browsing Data button.

#### **Firefox**

To learn more about clearing your cache in Firefox, visit [Firefox Support](#).

1. In the Firefox menu bar, click the Firefox option.
2. Select the Preferences link.
3. Click the Privacy tab.
4. Under the History heading, click the clear your recent history link.
5. Select the Cache checkbox.
6. Click the Clear Now button

### **For PC**

#### **Chrome**

To learn more about clearing your cache in Chrome, visit [Google Support](#).

1. In the Chrome browser toolbar, click the Chrome menu icon.
2. Click the More Tools link.
3. Click the Clear browsing data link.
4. Use the drop-down menu to select the time range you want to clear browsing data.
5. Clear browsing data by selecting checkboxes. Select the Cookies and other site and plug-in data and Cached images and files checkboxes.
6. Click the Clear Browsing Data button.

### Firefox

To learn more about clearing your cache in Firefox, visit [Firefox Support](#).

1. In the Firefox menu bar, click the Open menu icon.
2. Select the Options icon.
3. Select the Advanced icon, then select the Network tab.
4. Under the Cached Web Content heading, click the Clear Now button.

### Enable Cookies

You will need to enable cookies in order to log in to Canvas and maintain sessions (not get logged out).

#### Firefox - PC

1. From the Tools menu, select Options
2. Click on the Privacy icon
3. Check "Accept cookies from sites"
4. Click "OK"

#### Firefox - Mac

1. From the Firefox menu, select Preferences
2. Click on the Privacy icon
3. Check "Accept cookies from sites"
4. Close window

### 3. Disable Pop-Up Blocking for Canvas

While using Canvas, you may have to download and open files. If you are using pop-up blocking software, you may not be able to do this. You will need to disable pop-up blocking. Pop-up blockers work in the background while you browse the internet. When they detect a pop-up window that may be an unwanted advertisement, they automatically close the window. This can prevent Canvas from performing properly.

Depending on your pop-up blocking software, you may have to set the Canvas URL (<https://elcamino.instructure.com/login/saml>) as an allowed site, **OR** you may need to disable the pop-up blocker while using Canvas.

**To disable pop-up blockers for Canvas:**

a) Search your hard drive for any software with "pop-up" in the name. Disable it or set the Canvas URL (<https://elcamino.instructure.com/login/saml>) as an **allowed site**. Examples of popular pop-up blocking applications include:

- Pop-Up Stopper
- Pop-Up Defender
- Pop-Up Zapper

b) Pop-up blocking functions are included in some anti-virus, internet security, personal firewall, and browser programs. Disable the relevant setting in the program or set the Canvas URL (<https://elcamino.instructure.com/login/saml>) as an allowed site. If you don't set the latter, you may not be able to open documents or see instructions that get loaded in pop-up windows.

For more information regarding programs that include pop-ups, visit the Canvas System Requirements at: [https://community.canvaslms.com/docs/DOC-4121#jive\\_content\\_id\\_Computer\\_Specifications](https://community.canvaslms.com/docs/DOC-4121#jive_content_id_Computer_Specifications).

## How to Add an Online Class

You **must get approval from the instructor** to add a class. There are four (4) ways to contact the instructor:

1. **Attend the first class meeting (orientation) that is held on-campus.** Some online classes all hybrid courses, there will be the only **face-to-face meeting** you will have with your instructor. If space is available, the instructor will give you a **code** and instructions to login to the *MyECC* site for registration. **It is the student's responsibility to follow the directions to add the class.** For details, see below.
2. **Contact the instructor by email.** You can find contact information for the instructor by going to the Distance Education web-page at <http://www.elcamino.edu/library/distance-ed/> and clicking on The "DE Schedule of Classes" and seeing which faculty have listed their email address.
3. **Contact the instructor by telephone.** This can sometimes be challenging. The start of a semester can be very busy, and it is difficult for faculty to respond to a voicemail in a timely manner. **You can always check for office hours here:** <http://www.elcamino.edu/uportal/facsched/MainMenu.aspx>
4. **Contact the instructor in person.** You can try to catch full-time instructors in their offices. You can contact their Division office to acquire their office schedule. Please remember that at the start of a semester, instructors are busy preparing for the new semester and **may not be in their office.** **You can always check for office hours here:** <http://www.elcamino.edu/uportal/facsched/MainMenu.aspx>

**Online Add Procedure:** If you have met all the pre-requisites, have no time conflicts, have not had excessive repeats of the course, and/or do not owe fees, you will be added to the section. If you have questions about pre-requisites, consult the class schedule, school catalog, or speak with a counselor. Before adding the new section, drop the classes you are no longer taking. If you have a time conflict (e.g. a class you are enrolled in overlaps by one

minute or more with a course you are trying to add), you will not be able to add the new class and no one is able to override that requirement. *Note: the permission number only works for one student.*

Please use the permission number the instructor has given you and follow the steps below to register for your section.

1. Go to: <http://myecc.elcamino.edu>.
2. Login in with your username and password.
3. Under WebAdvisor, click on "Registration".
4. Click on "Online Add with Faculty Permission".
5. You will see the screen below and be asked to enter the two sets of numbers on the sticker.

**Online Add (Faculty Approval)**

Enter the section's reference number (6 digits)

Enter the authorization code (5 digits)

COURSE: MATH-105-0100  
TERM: 2009/WI  
SECTION REF #: 116683  
AUTHORIZATION #: 01685

6. Click on the "SUBMIT" button.
7. Once you successfully add the section, use the "Make a Payment" link at the left of the screen in the "Financial Information" section and pay the amount due.

You are now added to the class and you do not need to go to the Admissions Office. If you encounter problems adding online, write down the error message you receive, if any, and please take the permission slip to the Admissions Office. If you cannot come to campus, please email your instructor with the error information.

**Deadline to Add: You will not be able to add your class before the semester starts or after the add deadline.** The deadline for regular term courses is published in the class schedule. Ask your instructor for the short term add deadline or you may examine the Short Term Class Calendar available in the Admissions Office or in the Academic Division offices or here: **You can always check for office hours here:** <http://www.elcamino.edu/uportal/facsched/MainMenu.aspx>

### High School Students

High school students follow the same process outlined above. Please review the information on the admission process for high school students located on the El Camino College website at <http://www.elcamino.edu/studentervices/highschool/>



## Student Services and Campus Resources

Office	Location	Phone	Web Address
Admissions Office and Registration Information	Student Services Center, 1 <sup>st</sup> Floor	310.538.5700 or 310.660.6034	<a href="http://www.elcamino.edu/admissions/">http://www.elcamino.edu/admissions/</a>
Bookstore	Northwest of Student Services Center, Below Cafeteria	310.660.3380	<a href="http://elcamino.collegestoreonline.com/">http://elcamino.collegestoreonline.com/</a>
Cashiers Office	Bookstore Building, Ground level	310.660.3593 x3142	<a href="http://www.elcamino.edu/studentservices/cashiers/index.asp">http://www.elcamino.edu/studentservices/cashiers/index.asp</a>
Counseling Office	Student Services Center, 1 <sup>st</sup> Floor	310.660.3458	<a href="http://www.elcamino.edu/studentservices/co/">http://www.elcamino.edu/studentservices/co/</a>
Financial Aid Office	Administration Building, Room: 138	310.660.3493	<a href="http://www.elcamino.edu/studentservices/fao/">http://www.elcamino.edu/studentservices/fao/</a>
Library Media Technology Center (Computer Commons)	Schauerman Library, East Wing, Lower Level	310.660.3593 x6715	<a href="http://www.elcamino.edu/library/">http://www.elcamino.edu/library/</a>
Periodicals/Reserve Dept., Schauerman Library (Textbooks on Reserve)	Schauerman Library, East Wing, Main Level	310.660.3593 x3528	<a href="http://www.elcamino.edu/library/library_ser/index.asp">http://www.elcamino.edu/library/library_ser/index.asp</a>
Learning Resources Center (Free Tutoring) Basic Skills	Schauerman Library, 2 <sup>nd</sup> Floor, West Wing	310.660.3511 or 310.660.3593 x6012 or 310.660.3593 x7495	<a href="http://www.elcamino.edu/library/lrc/tutoring/index.asp">http://www.elcamino.edu/library/lrc/tutoring/index.asp</a>

## Some Helpful Information

Get connected with MyECC at <http://myecc.elcamino.edu>. El Camino College's new internet based service is the best way to get connected to the college and the numerous services available online. Once registered through MyECC, students can apply, register, add & drop classes; search for classes, make payments or view accounts; check financial aid and award letter status; check grades; locate faculty; and print unofficial transcripts.

Using your ECC Email, you will also receive the latest campus updates and information further from the to the El Camino College community. Your course instructor's *name*, telephone number, office hours and office location are in the course syllabus, which is *distributed* by the instructor.

All offices at ECC can be reached by calling 1.866.ELCAMINO or visiting the El Camino College Web Page: <http://www.elcamino.edu> . Do you have a quick question about classes or a question for a counselor? Research your questions with our new [Ask El Camino](#) to find your answer.

## Distance Education Class Schedule and Meeting Information

[www.elcamino.edu/DistanceEd/ClassScheduleAndMeetingInfo.asp](http://www.elcamino.edu/DistanceEd/ClassScheduleAndMeetingInfo.asp)



El Camino College  
Distance Education Office  
Schauerman Library  
East Wing, Lower Level, Room 76 (in the Library Media Technology Center)  
310.660.6453 - [DistanceEd@elcamino.edu](mailto:DistanceEd@elcamino.edu) - [www.elcamino.edu/DistanceEd](http://www.elcamino.edu/DistanceEd)