

# Steps for Concurrent Enrollment

## Application Process for 9th and 10th Grade Students

NOTE: Students are considered to be in 11<sup>th</sup> grade when enrolling for the summer following 10<sup>th</sup> grade.

Division approval is required for all 9<sup>th</sup>-10<sup>th</sup> grade concurrent enrollment and often requires supporting documentation. A list of [9th-10th Grade Concurrent Enrollment Restrictions](#) can be found on the High School Students web page.

Completing these steps does not guarantee a seat in a class – students must still complete the registration process (page 3).

1. Apply for Admission online at [www.elcamino.edu/apply/](http://www.elcamino.edu/apply/)
2. Download and print the [Concurrent Enrollment Application](#) at [www.elcamino.edu/student-services/highschool/](http://www.elcamino.edu/student-services/highschool/)

### STUDENT

Read both front and back pages, complete and sign the front page.

Include the course name and number, e.g. English 1A or Astronomy 25.

Students may include up to 2 courses (permission must be obtained from El Camino College Admissions and Records for more than 2 courses). To change course selections, students must complete and submit another Concurrent Enrollment Application.

### PARENT

Read both front and back pages, sign the front page.

### PRINCIPAL OR DESIGNEE

Read both front and back pages, sign the front page.

## SUPPORTING DOCUMENTATION

Contact the El Camino College division of the course you want to enroll to determine if that division allows concurrent enrollment for 9<sup>th</sup>-10<sup>th</sup> grade students and what supporting documentation is required for division approval. Many divisions do not allow 9<sup>th</sup>-10<sup>th</sup> grade concurrent enrollment. A list of [Division Office Phone Numbers](#) can be found on the High School Students web page.

Submitting supporting documentation does not guarantee division approval. Division approval does not guarantee a seat in a class.

Often, divisions require:

- A letter of support from the school principal explaining how the student will benefit from enrollment
  - A letter of support from the parent or guardian explaining how the student will benefit from enrollment
  - A copy of current school transcripts (unofficial ok)
  - English and/or math placement scores may be required by some divisions
3. Bring completed Concurrent Enrollment Application, with a signature of division approval, to the Admissions Office or mail to:

K-12 Concurrent Enrollment  
El Camino College Admissions and Records  
16007 Crenshaw Blvd.  
Torrance, CA 90506

## Registration Process for Concurrent Enrollment Students

Prior to registration, be sure all prerequisites for the classes you wish to enroll are cleared by taking the [Math or English placement exam](#) or by [meeting with an ECC counselor](#). Registration for Concurrent Enrollment students will generally begin about 2 weeks prior to the start of the semester.

1. Go to [MyECC](#) and log in.
2. In the "WebAdvisor" area, click "WebAdvisor for Students," then "Registration - Add & Drop," then "Registration Appointment Date and Time" to view your registration appointment date and time.
3. Use one of the "Add to shopping cart" tools to add course sections to your shopping cart. Be sure to only include your approved courses.
4. On or after your registration appointment date and time, register for class(es) in your shopping cart by returning to "Register and Drop Sections."

WebAdvisor
WebAdvisor for Prospective Students
WebAdvisor for Students
User Account
Make Payment & Account Info
Financial Aid
Communication
Registration - Add & Drop
Add to shopping cart if you know Section#
Add to shopping cart by searching for Sections
Register and Drop Sections
Drop Class OR Remove section from waitlist
Registration Appointment Date and Time
Online Add
Parking and ASB Menu
My class schedule

If you are added to a waitlist, check MyECC regularly to see if you have been registered automatically.

If a class and waitlist are full when attempting to register, you may still be able to enroll in the class by attending the first class meeting and asking the instructor's permission to add the class using an Add Code provided by the instructor. It is the student's responsibility to process the Add Code within the allotted timeframe through their MyECC account.

## REMINDER

To change course selections, students must complete and submit another Concurrent Enrollment Application to the Admissions and Records Office and declare which courses to remove from the original submitted Concurrent Enrollment Application. If you are trying to change course selections after the semester has started, be sure to obtain an "Add Code" from the instructor prior to submitting the new Concurrent Enrollment Application.

## Future Concurrent Enrollment

The above steps for concurrent enrollment must be completed every semester the student will enroll as a concurrent enrollment student. Concurrently enrolled students are not considered continuing students for registration purposes. Students may apply for multiple semesters at one time as the online Application for Admission permits. For example, a senior in high school may apply to enroll as a concurrent student for the spring semester and as a high school graduate for the fall semester.