



Outreach Services Request Form

Thank you for your interest in our services. In order to accommodate your request, please fill out the following form neatly and completely. All requests should be received at least 2 weeks in advance of your first preferred service date. A representative from this office will contact you via phone or email to confirm your request. Please allow 5 business days to review our calendars and availability.

Please submit this form to the office of Outreach and School Relations.
Email to jortiz@elcamino.edu or fax to (310) 660-6786.

School Name:		
Mailing Address		
City	State	Zip
School Phone :		Your Extension:
Contact Name:		
Email:		Fax:

INFORMATION TABLE

An outreach representative and/or student ambassador will set up a table with literature about the services offered at El Camino College and will answer questions students may have. This service may also be provided on a scheduled basis (weekly, biweekly, and monthly) if requested. Please include any additional comments in the space provided at the end of this form.

Requested date and time:

1 st choice :	2 nd choice:	3 rd choice:
Location for set up:		

ECC INFORMATION SESSION

Your students will be given a brief overview by an outreach representative and/or a student ambassador of services provided at El Camino College and the steps of enrollment. Please include any additional dates requested in the space provided at the end of this form.

Requested date and time:

1 st choice :	2 nd choice:	3 rd choice:
Location of the session:		

APPLICATION WORKSHOP

An outreach representative and/or student ambassador will assist students who would like to apply to El Camino College for the upcoming semester in your internet-ready computer lab. A minimum of 10 students must be in attendance to provide an Application Workshop.

Requested date and time:

1 st choice :	2 nd choice:	3 rd choice:
Location of the session:		
Special needs and/or requests:		

ASSESSMENT/TESTING

This service is only offered to students who have completed the online application for admissions and have obtained an ECC student id number. The assessment test will be administered in your internet-ready computer lab. Please allot two hours for students to complete the assessment. Any re-takes will only be offered at the ECC Assessment Office. Note: A minimum of 20 students must be in attendance to provide the assessment at your facility.

Requested date and time:

1 st choice :	2 nd choice:	3 rd choice:
Location of Computer Lab:		
Special needs and/or requests:		

ECC CAMPUS TOURS

Please visit www.elcamino.edu/student-services/outreach for a link to our tour request form.

Additional Information or Comments:

MAIL, FAX OR EMAIL TO

Julieta Ortiz

Outreach and School Relations

16007 Crenshaw Boulevard | Torrance, CA 90506

Phone: (310) 660-3593 ext. 3430 | Fax: (310) 660-6786 | email: jortiz@elcamino.edu | www.elcamino.edu