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How to Register for Classes
Check your registration appointment and register for classes online at www.elcamino.edu
Log in to MyECC and then click on “Registration” (see page 5 for more information).

How to Reach Us: (Area code is 310)
Academic Division Office Telephone Numbers
Behavioral & Social Sciences ............................................ 660-3735
Business ......................................................................... 660-3770
Fine Arts .......................................................................... 660-3715
Health Sciences & Athletics ............................................ 660-3545
Humanities ................................................................. 660-3316
Industry & Technology .................................................. 660-3600
Library & Learning Resources ........................................... 660-3525
Mathematical Sciences .................................................... 660-3200
Natural Sciences .......................................................... 660-3343
Nursing ............................................................................ 660-3281
Student Services Telephone Numbers
Admissions Office ............................................................... 660-3414
Assessment ....................................................................... 660-3405
Bookstore ......................................................................... 660-3380
Campus Police ................................................................. 660-3100
Career Center Appointments .......................................... 660-6137
Cashier’s Office ................................................................. 660-3142
Counseling Appointment Center ...................................... 660-3458
El Camino Language Academy (ECLA) .............................. 660-6473
Extended Opportunity Programs & Services (EOPS) ............... 660-3464
Financial Aid ................................................................. 660-3493
First Year Experience/Learning Communities .................... 660-6936
Inter-Club Council ......................................................... 660-6399
International Student Program ......................................... 660-3431
Library Circulation ......................................................... 660-3519
Library Reference ............................................................ 660-6483
Library Reference ............................................................ 660-6483
Parking Services .............................................................. 660-6769
Records Office ................................................................. 660-3436
Scholarship Office ............................................................ 660-6541
Special Resource Center .................................................. 660-3295
Student Development ...................................................... 660-3500
Student Government (ASO) ............................................. 660-3507
Student Health Services .................................................. 660-3643
Supplemental Instruction .................................................. 660-3612
Transfer Center Appointments ......................................... 660-3408
Tutoring Center ............................................................... 660-3511
Veterans Resource Center ............................................... 660-3486
Warrior Welcome Center ................................................ 660-3405

*Monday-Thursday 16-week classes only; please see your syllabus for all other deadlines. Some deadlines fall on the weekend; please come to Admissions & Records the Thursday before if you need assistance.
Fees
You are liable for all fees unless you drop the class by the refund deadline date. Fees are due by fee payment deadlines.

ALL FEES SUBJECT TO CHANGE

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46 for each credit unit</td>
</tr>
<tr>
<td>Parking Permit - Car</td>
<td>$35 fall semester</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>$21 fall semester</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>$315 per unit plus $46 per unit</td>
</tr>
<tr>
<td>F1 Visa Student Health Insurance</td>
<td>$631.48 per fall semester</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Auditing</td>
<td>$15 per unit</td>
</tr>
<tr>
<td>Transcripts (first two free)</td>
<td>$6 each, $9 for next day or hand-carry</td>
</tr>
<tr>
<td>Student Activities Fee**</td>
<td>$15 per fall semester (optional)</td>
</tr>
<tr>
<td>Student Representation Fee**</td>
<td>$2 per fall semester (optional)</td>
</tr>
</tbody>
</table>

For your convenience, we offer three ways to pay your fees:

- Pay online! Go to www.elcamino.edu and click on MyECC;
- Bring Visa, MasterCard, Discover, cash or check to the Cashier’s Office; or
- Mail a check or money order to:
  El Camino College; Cashier’s Office
  16007 Crenshaw Blvd., Torrance, CA 90506.

Mailed checks must be received in the Cashier’s Office on or before the deadline date.

Cashier’s Office - Bookstore building, southeast corner, 1st floor
Regular Hours: Monday - Thursday, 8 a.m. - 5 p.m.; Friday 8 a.m. - 1 p.m.
Possible extended hours during the first week of each term.

**Students may opt-out of the Student Activities Fee and Student Representation Fee online, via MyECC within the first two weeks of the semester.

Drop for Non-Payment
All student fees must be paid in full by the following deadlines or you may be dropped from all of your classes:

- **Last day to pay in person:** Thursday, August 6, 2020
- **Last day to pay online:** Sunday, August 9, 2020
- **Drop Date for Non-Payment:** Monday, August 10, 2020

Students on a waitlist for a class must check their El Camino College email daily to find out if they have been admitted to the class. Waitlisted students admitted to the class must pay those class fees by the same deadlines listed above or they will be dropped from all classes. For questions about the fee payment deadlines, call 310-660-3142.

Refunds
Students must drop their classes through the online system at MyECC according to the following schedule: Full-semester classes must be dropped by Sunday, September 6, 2020.

- To receive a refund for a parking permit, return the permit to the cashier’s window by the refund deadlines stated below.
- Refund checks will be mailed by the midpoint of the semester.
- Address changes should be promptly updated in the Admissions Office or through the online system at MyECC.
- First eight-week classes starting at the beginning of the semester must be dropped by **Friday, August 28, 2020** in order to receive a refund.
- Second eight-week classes beginning mid semester (October 17, 2020) must be dropped by **Friday, October 23, 2020** in order to receive a refund.
- The Student Activities Fee (collected during fall and spring) is non-refundable after the second week of the semester.

Non-Resident Refunds
To receive a refund of your non-resident tuition, you must drop your full-semester classes through the online system at MyECC or in person with Admissions & Records by the following schedule:

- **100%** Sunday, September 6, 2020
- **75%** Sunday, September 13, 2020
- **50%** Sunday, September 20, 2020
- **25%** Sunday, September 27, 2020
Financial Aid Programs

Federal School Code 001197

El Camino College offers financial assistance to students through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grants B and C, Student Success Completion Grant (SSCG), Federal Work-Study, Chafee Grant, and the California College Promise Grant (formerly known as the BOG Fee Waiver), and other state grants.

Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. If you are a California Dream Act student (AB 540), complete the California Dream Act Application (CADA), in lieu of the FAFSA at https://dream.csac.ca.gov.

The best times to apply are October 1 to March 2; however, you may apply anytime.

Follow the application process listed at www.elcamino.edu/financialaid to apply for financial aid.

Apply for the California College Promise Grant by completing the FAFSA or CADA. Please note that the California College Promise Grant only covers enrollment fees; students may be responsible for paying other fees, including the student health fee, student representation fee, and the ASO sticker fee.

Ensure that you are also meeting the Satisfactory Academic Progress (SAP) policy. (SAP is determined at the end of each semester for the subsequent semester.)

To maintain eligibility for the California College Promise Grant, students must meet academic and progress standards by maintaining a cumulative grade-point average (GPA) of 2.0 and completing more than 50% of units attempted.

For assistance and additional information, contact the Financial Aid Office.

Student Health Fee

Students pay $21 per fall semester to cover the operation, supervision, programs and services of the Student Health Center. Students must have paid the health fee and be currently enrolled and attending at least one for-credit course to access the services provided by Student Health Services.

There are exceptions under these conditions:
1. Low-income students who meet the California College Promise Grant (Method A) criteria as demonstrated by appropriate support documentation of eligibility or income tax forms as they relate to qualifying income levels:
   • CalWORKs;
   • Temporary Assistance for Needy Families (TANF);
   • College Tuition Fee Waiver for the Dependents of Veterans (CalVet Fee Waiver);
   • General Assistance;
   • Supplemental Security Income (SSI); or
   • State Supplementary Payment (SSP)
2. Students who depend exclusively upon prayer for healing in accordance with the tenets of a bona fide religious sect, denomination or organization. Students who qualify for this exception may obtain a Health Services Fee Waiver form in the Student Support Services Division Office.

All fee-waiver requests must be submitted by the second week of the term.

Students will not be required to pay the student health fee if they are enrolled only in noncredit classes or work site classes. High school students or students enrolled in contract classes only are also exempt. High school students or students enrolled in contract classes only are also exempt.

All of the above students exempted from paying the Health Services Fee may choose to pay the fee at any time during the exempted term in order to access Student Health Services.

Student health services are provided for students 18 years of age or older who pay the mandatory fee. High school students permitted to attend the college on a concurrent enrollment basis are not eligible for student health services.

College students under 18 years of age who are subject to other admissions criteria must pay the student health fee and submit a parental or guardian consent form to receive health services.

Children, including children of students, are not permitted in the Student Health Center.

Admission Requirements

Any person over the age of 18 or possessing a high school diploma or its equivalent from the USA or other nation shall be admitted unless prohibited by law. If under the age of 18, students will qualify if they have 1) graduated from high school or 2) passed the California High School Proficiency Examination (CHSPE). El Camino College may admit as a special part-time or special full-time student anyone in grades 11 or 12 who, in the opinion of the college president, may benefit from instruction. Concurrently enrolled 11th- and 12th-grade students must comply with all policies, follow all procedures, and meet all requirements by the published deadlines for each semester and/or term.

Attendance

Students who enroll in a class and do not attend the first scheduled meeting of the class may be dropped from the roster and their place may be given to a waitlisted student. During the course of the term, students may be dropped by the instructor for excessive absences. It is ultimately the student’s responsibility to drop a course.

California Nonresident Tuition Exemption Request

(Formerly AB 540 Affidavit)

California State Assembly Bills 540 and 2000 (AB 540 and AB 2000) and California Senate Bill 68 (SB 68) allow any student who meets all of the following requirements to be exempt from paying nonresident tuition at California Community Colleges, the California State University (CSU), and the University of California (UC).

1. Attendance at California schools. This requirement may be met in either of the following two ways:
   • Total attendance (or attainment of credits earned) in a California high school or equivalent to three or more years of full-time attendance at California high schools.
   • California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district office, or an independent school district), or a private high school.

If you are eligible for and receiving a Cal Grant award, keep in mind that you need to take at least 15 semester units per fall/spring semester or 30 semester units per academic year (fall, winter, spring, summer) in order to complete an associate degree within two years at El Camino College and/or to complete your bachelor’s degree within four years. Cal Grant awards are limited to four academic years, except for students enrolled in an institutionally required five-year undergraduate program or for students with bachelor’s degrees admitted to and enrolled in a professional teacher-preparation program.
school, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges or a combination of these; or
- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.
2. Completion of a course of study. This requirement may be met in any of the following ways:
- Graduation from a California high school or equivalent;
- Attainment of an associate degree from a California Community College or
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California Community College.
A student who meets the above requirements must file an affidavit with the Admissions & Records Office at El Camino College stating that he/she has an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so. In addition to the affidavit, the student must also provide official high school and/or college transcripts that clearly show attendance in all semesters and the date of high school graduation and/or completion of transfer requirements or graduation from a California Community College. If the student attended more than one California high school and/or California Community College, then official transcripts from all high schools and/or California Community Colleges must be provided. If the student graduated through equivalency as mentioned above, then proof must be provided.
Student information obtained in this process is strictly confidential unless disclosure is required under law. Students who meet the criteria will be exempt from the payment of nonresident tuition but will not be classified as “California residents.” Students will continue to be classified as “nonresidents.” Students who are in the United States under a student or visitor visa are not eligible.

**Registration Procedure**

Each student is required to have a registration appointment before being permitted to register. Registration appointments are issued by the Admissions & Records Office and indicate the day and hour after which students may register. Students who complete the admission requirements may check their appointment time on MyECC.

Students must enroll on the date and time indicated or any time thereafter in accordance with the published registration schedule.

**Limitations**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and corequisites and for other reasons outlined in El Camino College Administrative Procedure 5055.

**Schedule of Classes**

Before the registration period for each semester or term, the college publishes a Schedule of Classes listing the courses offered and general registration procedures. Schedules are available online at www.elcamino.edu/admissions/schedule.asp and may also be obtained at the Bookstore for a nominal fee. A searchable class schedule showing open and available classes is also available online.

**Priority Registration**

In compliance with Section 58108 of Title 5, California Code of Regulations, priority registration will be implemented as follows:

**Registration Time Allowance**

A. All students may register on or after their scheduled registration appointment time, but not before.

B. All students must register by the published deadlines and in accordance with the policies and procedures of the District. If a student fails to meet these deadlines or to follow the District’s policies and/or procedures, the student will not be allowed to register for the course. A student who attends and participates in a course without proper registration will neither receive credit nor a grade for that course, and the backdating of registration will not be considered by the District unless the student can prove that he/she properly registered in a timely manner and it was a college error that caused the registration to fail.

A hold against a student (dean, fee, dismissal, etc.), a failure by the student to apply for admissions, or a failure by the student to meet prerequisites or corequisites, an unapproved course overload, a K-12 form or process not properly executed, an admissions hold (residency, AB 540, missing data, etc.) not resolved by the student in the manner and timeframe prescribed by the District shall not be considered to be college error. A student will not be allowed to enroll in a class if there is any time overlap with another class.

A student may not be allowed to enroll in a course if the enrollment violates any of the repeat rules as set forth in Title 5 of the California Code of Regulations or in the El Camino College policy and procedure on repeats. Attending and participating in a course without registration does not constitute college error.

For the complete El Camino College Board Policy and Procedure for Priority Registration, please see Board Policy 5055 and Administrative Procedure 5055.

**Registration Priorities**

During registration periods, the following registration priority shall be followed:

1. **Priority Level 1:** Eligible in-District new students
2. **Priority Level 2:** Eligible continuing students
3. **Priority Level 3:** Eligible in-District new students
4. **Priority Level 4:** Eligible non-District new or returning students
5. **Priority Level 5:** Eligible District-designated groups
6. **Priority Level 6:** Eligible students in veterans, foster youth, homeless youth, Disabled Students Programs & Services (DSPS)/Special Resource Center (SRC), Extended Opportunity Programs and Services (EOPS), and CalWORKs groups
7. **Priority Level 7:** Other new or returning students
8. **Priority Level 8:** K-12 concurrently enrolled students
9. **Priority Level 9:** Continuing students on probation for two consecutive terms and/or continuing students with 100 or more earned units
10. **Priority Level 10:** Reinstated dismissed students

Students within a continuing student priority level will be prioritized by units earned, at or through El Camino College. The more units earned, the higher the priority up to an earned unit limit of 100. Continuing students with the same earned unit value will be prioritized randomly.

Students within a new/returning student priority level will be prioritized by the submission date of their application for admissions. New/returning students who applied on the same day will be prioritized randomly.

Eligible new students in Priority Levels 1, 2, 3, 4, and 6 must have completed orientation, assessment, and developed an educational plan. Students should contact Veterans Services, Foster Youth, DSPS/SRC, EOPS, CalWORKs or one of the District-designated groups to receive information on qualifications for those programs and eligibility for priority registration.
Continuous Enrollment for Priority Registration

Continuous enrollment at El Camino College constitutes enrollment in the most recent previous semester per academic year, excluding summer and winter terms. A student must remain enrolled in at least one course for sufficient time to receive a grade of “W” or a letter grade.

For the complete El Camino College Administrative Procedure 5055, Enrollment Priorities, please go to www.elcamino.edu/administration/board/boarddocs/AP%205055%20-%20Enrollment%20Priorities.pdf.

Unit Limitations

A student’s program of study will vary according to individual needs and objectives. There is no minimum, but the maximum program for a semester is 18 units without a physical education class and 19 units with a physical education class. The maximum program of study for the winter term is seven units. The maximum program of study for the summer session is 10 units if at least one unit is in physical education. The minimum full-time student program is 12 units per semester. A student wishing to take more than the maximum units may file a petition through the Counseling and Student Success Division. Students must have completed at least 15 transferable units in one semester at El Camino College with a 2.75 grade-point average and an overall grade-point average of 2.5 or higher to be eligible for an overload.

In addition to scheduled class hours, students should include in their weekly schedule the time necessary to study and prepare for classes. Each student is expected to spend two hours per week in study and preparation for each class hour per week in lecture courses. Students who work in business or industry should reduce their total study programs in proportion to the demands of their employment and personal activities. If employment requires 40 hours or more per week, students should limit their study program to seven units or fewer each semester.

Children in Classrooms

Children are not permitted in classrooms while class is in session. Attendance in class is limited to officially enrolled students and authorized visitors or guests only. In addition, students shall not allow children to be left unattended or unsupervised anywhere on campus. It is the responsibility of each faculty member to inform students of this requirement.

Student Records

Congress has provided in the Family Educational Rights and Privacy Act (FERPA) that students have certain rights of access to their education records. Please contact the Admissions & Records Office for any information regarding your rights under FERPA.

High School Students

By law, El Camino College may restrict K-12 enrollment based on any of the following: age, grade, academic preparation, seat availability or registration priority. District policy restricts concurrent enrollment to students who have completed the 10th grade.

El Camino College will grant college credit for completed coursework. Students should consult their school counselor and/or school district policy on enrolling in college classes to earn high school credits or dual credit.

Students - when you enroll in classes at El Camino College, you are considered a college student and are expected to act accordingly. Please familiarize yourself with El Camino College policies, procedures, the college calendar, and your rights as a student by reading the class schedule and catalog. Both are available online.

Eleventh- and 12th-grade students must submit an up-to-date application for admissions online, have a fully completed and signed concurrent enrollment form on file in Admissions, and have turned in any supporting documentation to the Admissions Office prior to the start of a semester or term. Failure to meet the admissions deadline will preclude the student from registering in any classes for that term. Late admissions and late registration will not be considered for concurrently enrolled high school students.

Parents - when your child enrolls in classes at El Camino College, you lose some rights afforded you by the K-12 system.

As per the Family Educational Rights and Privacy Act (FERPA), any business you conduct on behalf of your college student must be with the student’s written consent. You, the parent, will need a note from your child to access private educational records or to act on his or her behalf.

Applying to El Camino College does not guarantee a seat in a class. Registration priority is given to continuing students first, followed by new and returning students, and then concurrently enrolled high school students. These students must go through the application process each semester or term that they are enrolled as a concurrently enrolled student.

Equivalent Courses

Courses completed at other colleges and universities may be used to meet a prerequisite. Some high school courses, as stated in the college catalog, may also be used to meet a prerequisite.

Students who have completed equivalent courses at another college or in high school must have copies of necessary transcripts. Unofficial copies of transcripts are acceptable for this process. Do not delay, clear prerequisites prior to registration. Clearance for an equivalent course may be obtained online at www.elcamino.edu/student/student-services/counseling/prerequisite.aspx, in the Counseling and Student Success Office or in the appropriate academic division office.

Transcripts

Students who plan to attend under veterans or Social Security benefits, receive academic advisement to become matriculated, or need to have coursework at other colleges reviewed for prerequisite clearance must request that college transcripts from all schools attended are sent to the El Camino College Admissions & Records Office.

Students who plan to graduate from El Camino College with a degree or certificate and wish to have coursework taken at other colleges considered for graduation must request that official transcripts are sent from the other colleges to the El Camino College Admissions & Records Office.

Ordering transcripts is easy. Go online at any time to www.elcamino.edu/admissions/transcripts.asp and follow the instructions.

The first two El Camino College transcripts are free. Additional transcripts incur a fee as determined by college policy and are payable at the time of the transcript request. Transcripts are processed on a first-in, first-out basis.

Cross Enrollment at CSU Dominguez Hills

El Camino College students who are eligible may cross-enroll at CSU Dominguez Hills without formal admission and without payment of state university tuition in a maximum of one baccalaureate-level course per semester on a space-available basis for $10. Such enrollment would be at the discretion of the appropriate campus authorities on each of the campuses.

A student must meet the requirements of cross enrollment to be eligible. Additional information on requirements and procedures may be obtained at the El Camino College Admissions & Records Office.
Academic Dishonesty

Academic dishonesty violates El Camino College's Administrative Procedure 5500, Standards of Student Conduct.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty.

Examples of academic dishonesty include but are not limited to:

- Representing the words, ideas, or work of another as one’s own in any academic exercise, including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
- Copying from another student or former student or allowing another student to copy from one’s work.
- Allowing another individual to assume one's identity or assuming the identity of another individual.
- Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
- Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
- Obtaining or copying exams or test questions when prohibited by the instructor.
- Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes or through the use of any electronic device.
- Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
- Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
- Any other action that is not an honest reflection of a student’s own academic work.
- Other forms of dishonesty, including, but not limited to, forgery or attempted forgery of any academic record; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Responsibility of El Camino College Students

It is the responsibility of each student to conduct him/herself in a manner that encourages learning and promotes honesty and to act with fairness toward other students in the classroom. This incorporates the notion that students should not seek an unfair advantage over other students when completing an assignment, taking an examination or engaging in any other kind of academic activity.

Consequences for Academic Dishonesty

When there is evidence or knowledge of academic dishonesty occurring, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.
2. The instructor may dismiss the student from the class or activity for the present and/or following class session(s) as stipulated in AP 5520.
3. The instructor completes the online Incident Report and Referral Form (IRRF). The form may be accessed at: https://cm.maxient.com/reportingform.php?ElcaminoCollege&layout_id=5. The instructor will copy the division office when submitting the IRRF.
4. The student may need to meet with the instructor and/or the division administrator.
5. The student may also need to meet with the director of student development or designee to investigate the allegations of academic dishonesty. Sanctions for academic dishonesty and/or other violations of the Standards of Student Conduct, AP 5500, may include suspension and/or expulsion.

Photo ID Card

All students are encouraged to obtain a free El Camino College identification card. These cards are available in the Student Activities Center, serve as photo identification and are required for library services, campus activities, computer labs, and to verify attendance in certain classes/workshops.
ASO Student Discounts & Student Activities Fee

All students who pay the Student Activities Fee will receive the Associated Students Organization (ASO) sticker for their photo ID cards at the Cashier’s Office.

The ASO sticker offers a variety of benefits, including discounted movie theater and amusement park tickets. Movie theater and amusement park discount tickets can be purchased at the Marsee Auditorium Ticket Office during its regular operating hours. On-campus benefits include access to Student Activities Center events, free admission to all campus athletic events and a discount on tickets at District-sponsored Center for the Arts events.

Funds from the Student Activities Fee help support cocurricular activities of the college. Such activities include, but are not limited to, student government, clubs, The Union newspaper, plays, athletic teams and the debate team.

The $15 Student Activities Fee will be collected during primary terms (fall and spring). A student may decline the Student Activities Fee when enrolling for classes. If the student does not decline during enrollment, the Student Activities Fee will be assessed and collected. The Student Activities Fee is non-refundable after the second week of the semester.

Student Representation Fee

The Student Representation Fee supports both the El Camino College Associated Students Organization (ASO) and Student Senate for California Community Colleges (SSCCC) to advocate for California Community College students. Both organizations provide students the opportunity to take an active role in higher education advocacy and policy development.

The ASO serves as your elected representative and acts as your liaison to the college. ASO applies leadership knowledge and skills to stay informed and advocate for students. ASO is committed to improving the quality of education and involvement of students at El Camino College.

The SSCCC works to promote and safeguard access for current and future students to California public higher education in accordance with the Master Plan for Higher Education through system Participatory governance, legislative and policy advocacy, and regional support and development.

ASO and SSCCC have lobbied to increase support for students’ basic needs such as health, food security and increased financial aid. Legislative priorities have also included advocacy for more affordable California Community College education.

The $2 Student Representation Fee will be collected during the primary terms (fall and spring). A student may decline the Student Representation Fee when enrolling for classes. If the student does not decline during enrollment, the Student Representation Fee will be assessed and collected. The Student Representation Fee is non-refundable after the second week of the semester.

Bookstore

Hours:
Monday - Thursday: 7:30 a.m. to 6 p.m.
Friday: 7:30 a.m. to 4 p.m.
Phone: 310-660-3380

Refund Policy

Merchandise must be in new condition, in sealed package, clean and free of all markings and bearing all original tags. A 10% restocking fee may be assessed on all refunds.

Textbooks can be returned for a full refund within the first week of the fall and spring semesters. Textbooks purchased for summer and winter terms have three days from the start of classes to return for a full refund. Textbooks must be in the same condition as purchased and must be accompanied by a register receipt for a full refund. See the Bookstore webpage for further refund information: www.elcamino.edu/student/studentservices/bookstore/.

Book Buyback

The Bookstore provides daily book buybacks. Students who buy and sell used books realize the best value for their money. The best time to sell books is during finals.

The Bookstore will pay up to 50% back on textbooks if:
A. The book has been requested for an upcoming semester.
B. The Bookstore needs additional stock.
C. There is absolutely no moisture damage on the book.
D. The only markings on the book are from a highlighter.
E. No pages have been removed.
F. There are no new editions pending.

Any student purchasing a used book understands that the life of a used book is limited and that the Bookstore may determine that a book purchased at the beginning of the semester in used condition may not be in condition to be resold by the end of that semester.

Online Bookstore

The Bookstore has textbook information available online. Look up title and prices for the textbooks. In addition, textbooks may be purchased online at bookstore.elcamino.edu/home.aspx. You may order textbooks for home delivery or in-store pickup.

Career & Transfer Center

Career and transfer services are offered in the Student Services building.

The Career Center offers opportunities for extensive career planning and evaluation of interests, personality, strengths and skills. Value assessments are also available. In addition, career exploration and workshops are offered as they are related to career education and pre-professional planning and job success. For more information, call 310-660-3593, ext. 6137.

Appointments for career exploration, assessments and counseling are available to current students and alumni. Career fairs, tours, workshops, and career orientations are scheduled throughout the year.

The Career Center has reference books, internet career resources, career pamphlets, occupational files, and online career information that describes jobs and provides information on regional, state, and national job markets.

The Transfer Center offers a wide range of activities designed to assist students in transferring successfully to the four-year college or university of their choice.
Among the transfer services offered are professional transfer counseling and advisement, regularly scheduled visits by recruiting and admissions officers from four-year colleges and universities, and workshops on major steps in the transfer process. Other services offered include university fairs at El Camino College and frequent field trips to an array of major universities.

Visit www.elcamino.edu/student/student-services/transfercenter/index.aspx to find the latest information on fairs, tours and workshops. In addition, find the latest information about the benefits of earning an Associate of Arts/Associate of Science for Transfer degree (AA-T/AS-T) and Transfer Admission Guarantee (TAG) Programs.

Counseling/Advisement

Counseling services are available to students through scheduled appointments, virtual appointments and drop-in counseling. Appointments are scheduled online one week in advance. Go to www.elcamino.edu/student/student-services/counseling/appointments.aspx. Appointments for some special support programs are not available to schedule online.

A student who has selected a major field of study is strongly encouraged to see one of the counselors assigned to that major. Undeclared and undecided students may schedule an appointment with any counselor.

Counseling services assist students in clarifying career and life goals and in developing an appropriate course of study based on goals, aptitudes and interests.

Office Hours (subject to change):
Monday - Thursday: 8 a.m. to 5 p.m.
Friday: 9 a.m. to 1 p.m.

Library & Learning Resources

Check https://libguides.elcamino.edu/libraryonline for hours and latest Library & Learning Resources (LLR) information. Parents and children are welcome to co-study in the LLR; please ask for our recommended areas.

Schauerman Library is a hub for research, study space, and learning that supports student success with a wealth of resources. The Library collections include online articles, ebooks, online films, and online databases to help students complete research while campus reopens.

At the Reference Desk on the main floor, librarians work with students on research skills and citations while also providing guidance in navigating a college library environment. Ask a librarian where to locate any one of thousands of books, periodicals, newspapers, or online databases that the Library provides for the ECC community. Librarians are also always available to help students anytime the library is open, including evenings and weekends. A Virtual Library Reference chat is available on our website, www.elcamino.edu/library.

The Circulation and Reserves Desk, located in the main lobby, is where students can check out textbooks on Reserve and books from the general collection. The Library does not have every textbook for all ECC courses. Textbooks may be borrowed for two hours at a time, and copy machines are located nearby so that students may replicate portions of text for homework purposes. Make sure to bring your ECC ID to check out materials and for making copies.

The Learning Resources Center has two computer labs with printers for students to use during regular library hours. Students may print in black and white for 10 cents per page and in color for 50 cents per page. Computers may be reserved for classes and campus programs. https://www.elcamino.edu/library/lrc

The Study Center, located on the second floor of the Library, has computers and printing. The Study Center also offers collaborative study space and computer access for students who are studying with children present.

Tutoring is free, and no appointment is necessary for online and face-to-face tutoring. For the most up-to-date schedule, visit www.elcamino.edu/library/lrc/tutoring/index.aspx. Along with online and face-to-face tutoring, students can get help with using Canvas and ask technical questions through Canvas Assist. It is available here, www.elcamino.edu/library/lrc and on the Distance Education webpage.

The Music Library contains a thriving sheet music collection as well as books and ebooks about music theory, performance, history, and technique. For hours, check https://libguides.elcamino.edu/libraryonline. Virtual music tutoring is offered as well; check https://www.elcamino.edu/library/lrc/tutoring/ for tutoring schedules.

Online and Digital Education supports online and hybrid courses, as well as face-to-face classes using Canvas. Go to www.elcamino.edu/library/distance-ed.

Orientation

All students are highly encouraged to complete orientation to become familiar with the college and its resources. Orientation is offered online via Canvas and in person throughout the year. Specialized orientations are also arranged for students who participate in various academic support programs. For more details, visit www.elcamino.edu/admissions/orientation.aspx

Special Resource Center

The mission of the Special Resource Center (SRC) is to facilitate academic success for verified students with disabilities by providing equal access to educational opportunities in an integrated campus setting. The SRC provides support services, adapted physical education, computer technology, and specialized instruction designed to meet the educational needs of students with disabilities.

In order to be eligible for support services or accommodations, a student must provide documentation of his/her disability. Eligibility is determined by specially trained, highly skilled professional staff. Specific educational needs are identified on an individual basis, and a plan is developed with each student. Examples of services or accommodations include, but are not limited to, American Sign Language interpreters, testing accommodations, access technologies, and printed materials made available in alternate formats.

Students with verifiable disabilities who do not wish to avail themselves of the services of the SRC may still be eligible for reasonable accommodation(s) and service(s) through the District by contacting the dean of student support services at 310-660-3484.

El Camino College recognizes its responsibility to provide an equal opportunity for education for all students. Board Policy 1600 of the El Camino Community College District encourages full inclusion in all programs and services. Accommodations and alternate formats are available upon request. The Special Resource Center is located in the Student Services building. Please visit the SRC in person, contact us by phone at 310-660-3295, or visit www.elcamino.edu/student/studentservices/src/.
Reading Success Center

The Reading Success Center (RSC) supports all ECC students with the reading load in all their classes. The RSC aims to provide an atmosphere that is academic, professional, secure, and confidential. The RSC offers free one-on-one tutoring, a computer center, topic-specific workshops, and a warm and welcoming environment for students to study and work on their assignments.

Our trained specialists work with students individually to instill reading strategies and comprehension techniques that will benefit them throughout their academic career. No appointment is needed to use the services; simply drop in and remember to bring your student ID.

For more information about the RSC, visit the Schauerman Library, east basement room 36, call 310-660-3593, ext. 6729 or go to www.elcamino.edu/student/academic-support/rsc/.

Veterans Services

The Veterans Services Office at El Camino College provides academic and personal counseling for students who are veterans, service members and eligible dependents. Veteran Services links students to supportive services and provides students the benefits of campus, community and veterans programs and events. The U.S. Department of Veterans Affairs (VA) pays education benefits to veterans, service persons, those in the National Guard or active reserves, and eligible dependents and survivors of totally disabled or deceased veterans under a number of benefit programs. Students eligible for these benefits must apply for them each semester through the El Camino College Veterans Services Office, located in the Student Services building; the telephone number is 310-660-3486.

With a counselor-approved educational plan, the El Camino College Veterans Services Program certifies courses required for a certificate program, an associate degree and transferable four-year degrees on behalf of the VA. Students collecting VA educational benefits must achieve satisfactory progress. If the student falls below graduation standards (2.0 GPA) or is on probation for two consecutive semesters, El Camino College is required to notify the VA. The VA will terminate benefits unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen program.

Veterans with service-related disabilities may be eligible for a special vocational rehabilitation program offered by the VA. For more information, contact the VA at 1-800-827-1000. The California Department of Veterans Affairs (CalVet) provides a tuition-waiver program to eligible dependents and survivors of disabled and deceased veterans. Additional information may be obtained by visiting the El Camino College Veterans Services Office, by calling the California Department of Veterans Affairs at 213-744-8285, and by visiting www.calvet.ca.gov. El Camino College has been authorized by the Department of Defense to offer the Tuition Assistance Program to eligible active duty services members.

Veterans Benefits and Transition Act of 2018 (Public Law 115-407), Section 103

Beginning August 1, 2019, El Camino College policy regarding GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) does not hold VA-certified students accountable for payment in attending a course of education or training for up to 90 days from the date the beneficiary provides certificate of eligibility, or valid VAF 28-1905. The new legislative change allows a student to attend courses until the VA provides payment to the institution. El Camino College has implemented this policy to NOT impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. Section 103 requires a State Approving Agency (SAA) or the Department of Veterans Affairs (VA) when acting in the role of the SAA to disapprove certain courses of education.

The VA can grant a waiver to these requirements. Education and VR&E Services are developing a timeline to implement additional provisions regarding student participation in courses pending receipt of educational or training assistance from the VA, which are contained in sections 103 and 104 of Public Law 115-407.

Warrior Welcome Center

The Warrior Welcome Center is located on the first floor of the Student Services building and assists new, continuing and returning students with the enrollment process. Express services are also offered during the fall and spring semesters, and services include application assistance, new student orientations, registration support, MyECC navigation, and much more. For more information, contact the Welcome Center staff in person, via email at WelcomeCenter@elcamino.edu, via phone at 310-660-3405, or visit http://www.elcamino.edu/student/student-services/welcomecenter/index.aspx.

The Writing Center

The Writing Center, located in the Humanities building, room 122, serves all El Camino College students who need assistance with writing. The Writing Center offers one-on-one conferences or computer-assisted instruction. In addition, the Writing Center offers tutorials on grammar, documentation, and specialized writing tasks such as cover letters and personal statements.

To receive services, students must bring their El Camino College identification card, a flash drive to save their work, and a writing assignment from class if they intend to request a writing conference. All services are drop-in; no appointment is necessary. You may learn more by calling The Writing Center at 310-660-3873 or by visiting www.elcamino.edu/academics/humanities/writingcenter/.
Campus Police Department

Parking, Traffic and Safety

The mission of the El Camino College Police Department is to provide a safe and secure environment while respecting the rights and dignity of all students, employees and visitors. Please visit our website for more detailed information: www.elcamino.edu/police.

The vehicle code laws of the state of California, the ordinances of Los Angeles County and the traffic and parking regulations of the El Camino Community College District are in effect 24 hours per day, seven days per week and are enforced by the El Camino College Police Department pursuant to section 21113 (a) (c) (f) of the California Vehicle Code.

Anyone parking in District parking lots, including staff parking areas, is required to display a valid El Camino College parking permit in his/her vehicle. Semester parking permits are available for purchase from the Cashier’s Office located in the Bookstore building. Daily parking permits are available for $3 from parking permit machines located in the parking lots. Daily motorcycle permits are available at Campus Police.

Parking regulations are enforced seven days per week, 24 hours per day throughout the year, including weekends and holidays, unless otherwise specified. Students, visitors and the general public may park in staff parking areas after the posted times and on weekends and holidays with a valid El Camino College student semester permit or daily parking permit. Parking availability is subject to change, and parking lots may be closed or restricted for special events.

All motor vehicles shall be parked within and parallel to painted space boundary lines. Motor vehicles shall not be parked/stopped: 1) overnight on campus (except by special permission granted by the El Camino College Police Department); 2) in a space painted with multiple diagonal markings; 3) in driving lanes within parking lots; 4) on campus roads, service roads or driveways; or 5) along curbs that are painted red or are painted to restrict zones, exclusive of loading passenger zones, which must be used for the purposes intended.

Electric vehicle charging stations are available in Parking Lot C to anyone with a valid El Camino College parking permit, but only electric vehicles using the charging stations may park in the designated spots. For more information, visit www.elcamino.edu/about/charging-stations/

Traffic and parking regulations are posted throughout campus. The basic campus speed limit is 15 mph in all posted areas. Campus Police will issue citations to violators of these regulations. Parking violations are a minimum of $40.

The El Camino Community College District shall not be liable for the loss or damage caused to any vehicle parked in a District parking lot. Parking regulations can be viewed at www.elcamino.edu/about/depts/police/ParkingSvc/parkingregulations.aspx.

The use of skateboards, scooters, roller skates and bicycles is not permitted on campus. It is a violation of California Vehicle Code section 21113(F) to operate those items (motorized or non-motorized) on campus. See California Vehicle Code – Title 5, Section 54100; Ed Code 67301(a); https://govt.westlaw.com/calregs/Document/I94155090D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default).

Disabled Persons Parking

Students and visitors with disabilities who have been issued a DMV Disabled Person (DP) placard may park in any designated disabled person stall. Disabled persons may park in faculty/staff/student spaces and MUST DISPLAY the DMV DP placard/plates AND a valid El Camino College semester or daily parking permit when parked. Failure to display the DP placard and a valid El Camino College permit (when parked in faculty/staff/student space) will result in the issuance of a citation. See California Code of Regulations – Title 5, Section 54100. Visit www.elcamino.edu/about/depts/police/ParkingSvc/parkingregulations.aspx for more information.

Drug & Alcohol Abuse Prevention Program (DAAPP)

The El Camino Community College District has standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities (Board Policy 3550 and Board Policy/Administrative Procedure 3560). Any student or employee who violates these policies will be subject to disciplinary action. The District will distribute to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989. A copy of this publication can be obtained at www.elcamino.edu/about/depts/police/cleryact/DrugAlcoholAbuse.aspx or in select locations on campus in print form.

Annual Security Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College publishes Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.
Sexual and Gender-Based Misconduct

Including Sexual Assault, Sexual Harassment, and Dating Violence

It is the policy of the El Camino Community College District to provide an educational, employment, and business environment free of sexual and gender-based misconduct, including sexual assault, domestic and dating violence, stalking, and sexual harassment, such as unwelcome sexual advances, requests for sexual favors, as well as any other unlawful sexual or gender-based verbal or physical conduct or communications as defined and otherwise prohibited by state and federal law.

Sexual and gender-based misconduct violates the policy of the District and provisions of the California Fair Employment and Housing Act (FEHA), California Education Code and federal rules, regulations and laws prohibiting sexual and gender-based misconduct, including sexual assault, sexual harassment, domestic and dating violence, and stalking. Sexual and gender-based misconduct shall be immediately reported to the District’s Title IX coordinator, or designee, or to any dean, director, or manager for immediate reporting to the Title IX coordinator.

Detailed information, including resources and Title IX procedures, is available online at www.elcamino.edu/about/depts/diversity/misconduct.aspx and in the Office of Title IX, Diversity, and Inclusion, Administration building, room 140.

Unlawful Discrimination Complaints

The College affirms its policy to provide an educational and employment environment in which no person shall be unlawfully denied admission, access or benefit to, nor employment in any program or activity that is administered, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges on the basis of race, color, national origin, sex and gender (including sexual harassment, sexual orientation, and gender identity), disability, and age as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967. Students or employees with questions, concerns or complaints of unlawful discrimination may contact and/or file a complaint with the following offices. Detailed information is available online at www.elcamino.edu/about/depts/diversity/unlawful-discrimination.aspx and in the Office of Title IX, Diversity, and Inclusion, Administration building, room 140.

Quejas con carácter de discriminación ilegal

El Colegio reafirma su póliza de ofrecer una educación en un entorno laboral seguro, en el que ninguna persona podrá ser negada al acceso de beneficios, de empleo o cualquier otra actividad o programas como ayuda financiera del estado o la junta de gobernadores de California de los colegios comunitarios. La ley prohíbe la discriminación basada en raza, color, origen nacionalidad y género (como el acoso sexual, orientación sexual, y la identidad de género), la discapacidad, o por edad, de acuerdo al Título VI, Título IX, Sección 504, el acto de discriminación por edad. Estudiantes o empleados que tengan preguntas sobre este tema o alguna queja de discriminación puede comunicarse con las oficinas citadas:

Students
- El Camino College Director of Title IX, Diversity, and Inclusion Jaynie Ishikawa Administration building, room 140 310-660-3593, ext. 3813
- California Community Colleges Chancellor’s Office Attention: Legal Affairs Division 1102 Q Street, Sacramento, CA 95811-6549 916-445-4826
- U.S. Department of Education Office for Civil Rights San Francisco Office 50 United Nations Plaza San Francisco, CA 94102 415-486-5555 OCR.SanFrancisco@ed.gov

Employees
- El Camino College Director of Title IX, Diversity, and Inclusion Jaynie Ishikawa Administration building, room 140 310-660-3593, ext. 3813
- California Community Colleges Chancellor’s Office Attention: Legal Affairs Division 1102 Q Street, Sacramento, CA 95814-6511 916-445-8742
- California Department of Fair Employment and Housing 20 West 4th Street, 10th Floor Los Angeles, CA 90013 213-439-6799
- U.S. Equal Employment Opportunity Commission Los Angeles District Office 255 E. Temple Street, 4th Floor Los Angeles, CA 90012 800-669-4000

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The Schedule of Classes is published three times per year by the Office of Marketing and Communications.

El Camino College is a two-year public community college, officially and fully accredited by the Western Association of Schools and Colleges. The UC and CSU systems, as well as independent colleges and universities, give full credit for appropriate courses completed at El Camino College. We are approved for veterans by the California State Approving Agency for Veterans Education (CSAAAVE) and the U.S. Department of Veterans Affairs (VA).

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.
Fall 2020
Registration appointment information available online, via MyECC.

**SOUTH BAY PROMISE**

College is expensive. We want to help! The South Bay Promise offers an affordable pathway directly from high school for students coming to El Camino College. Students receive free enrollment for two years, priority registration, access to a laptop loan program, and specialized support services.

The South Bay Promise is available to all first-time, full-time college students (regardless of school district) who attend El Camino College the fall after their senior year. Complete the following steps to enroll:

- Apply for Admission
- Financial Aid (FAFSA or CA Dream Act)
- Assessment
- Orientation
- Educational Planning
- South Bay Promise Application
- Join a support program
- Register for 12 units

Visit www.elcamino.edu/SouthBayPromise for more information.