El Camino College

Spring 2023 Information Session

Dual Enrollment

Michelle Arthur
Brian Hayden
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Overview

- Why Dual Enrollment?
- Types of Dual Enrollment
- Spring 2023 Semester
- Class Schedule
- Application for Admission
- MyECC
- Dual Enrollment Form
- Register for Classes
- Waitlist/Add Classes
- Canvas LMS
- First Day of Class
- During the Class
- End of Class
- Future Terms

Why Dual Enrollment?

A. **Get ahead** – Earn high school and college credit at the same time, one semester usually equals one year
B. **Save time** – Earn a college degree faster by starting early
C. **Save money** – Enrollment fees are waived!
D. **Build confidence** – Experience and succeed in college-level courses, become familiar with college admission and registration processes
E. **Stand out** on university/college applications
F. **Follow a passion** or interest
G. **Explore careers** and majors

Why Dual Enrollment?

H. All of the above!

Two Types of Dual Enrollment

- **Dual Enrollment in El Camino College Classes**
  - Traditional college classes (on-campus and online)
  - Open to public, students **register themselves** to save their seat
  - K-12 students complete all Steps for Dual Enrollment and purchase required textbooks/materials

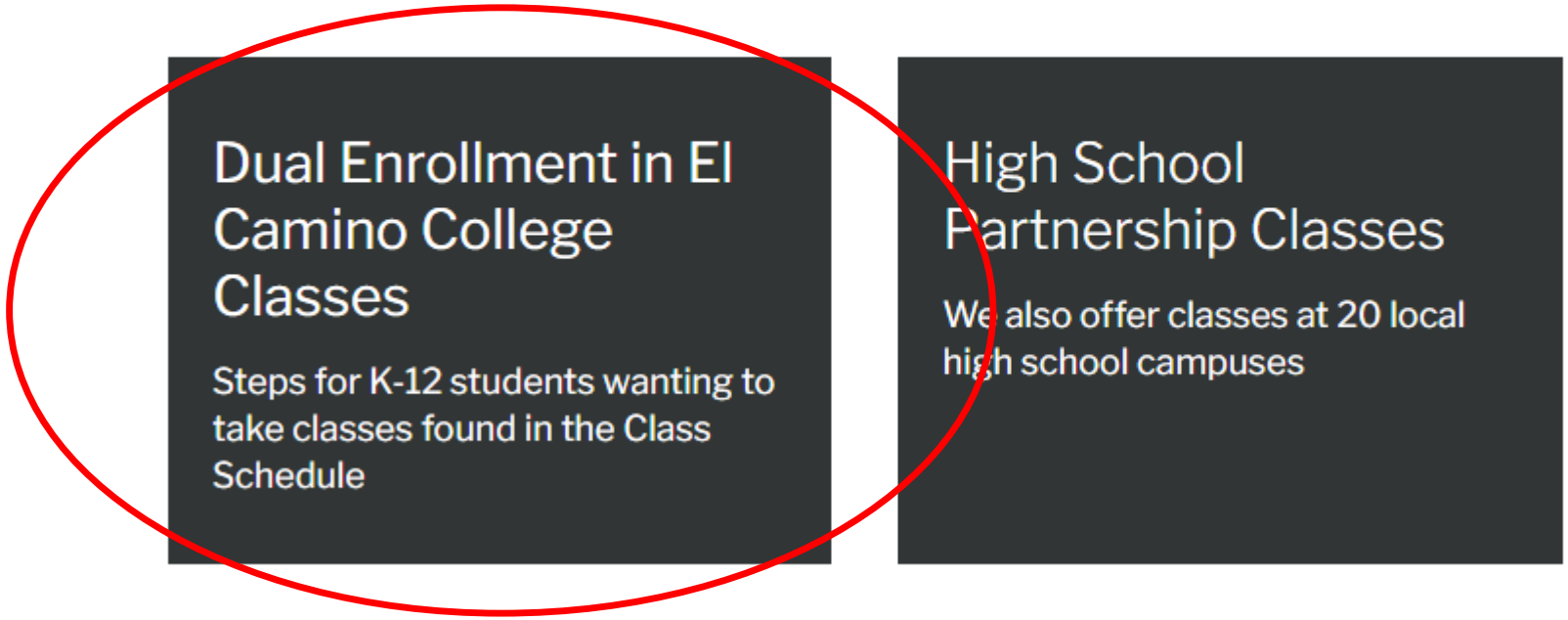
- **Dual Enrollment in High School Partnership Classes**
  - A.k.a. *Dual Enrollment*, *Career Pathways*, or *Early College*
  - Not open to public, just for students at local high school/district
  - K-12 students complete Steps 1-2 only, are **manually registered** by ECC staff, high school provides textbooks/materials

Two Types of Dual Enrollment

- **For both types**
  - **Enrollment fees (and other misc. fees) are waived!**
  - Classes count for **college credit** (on college transcript) and **high school credit** (as determined by high school)
  - **Same steps** (but Steps 3-4 done for students in Partnership Classes)

Two Types of Dual Enrollment

www.elcamino.edu/dualenrollment



Spring 2023 Term

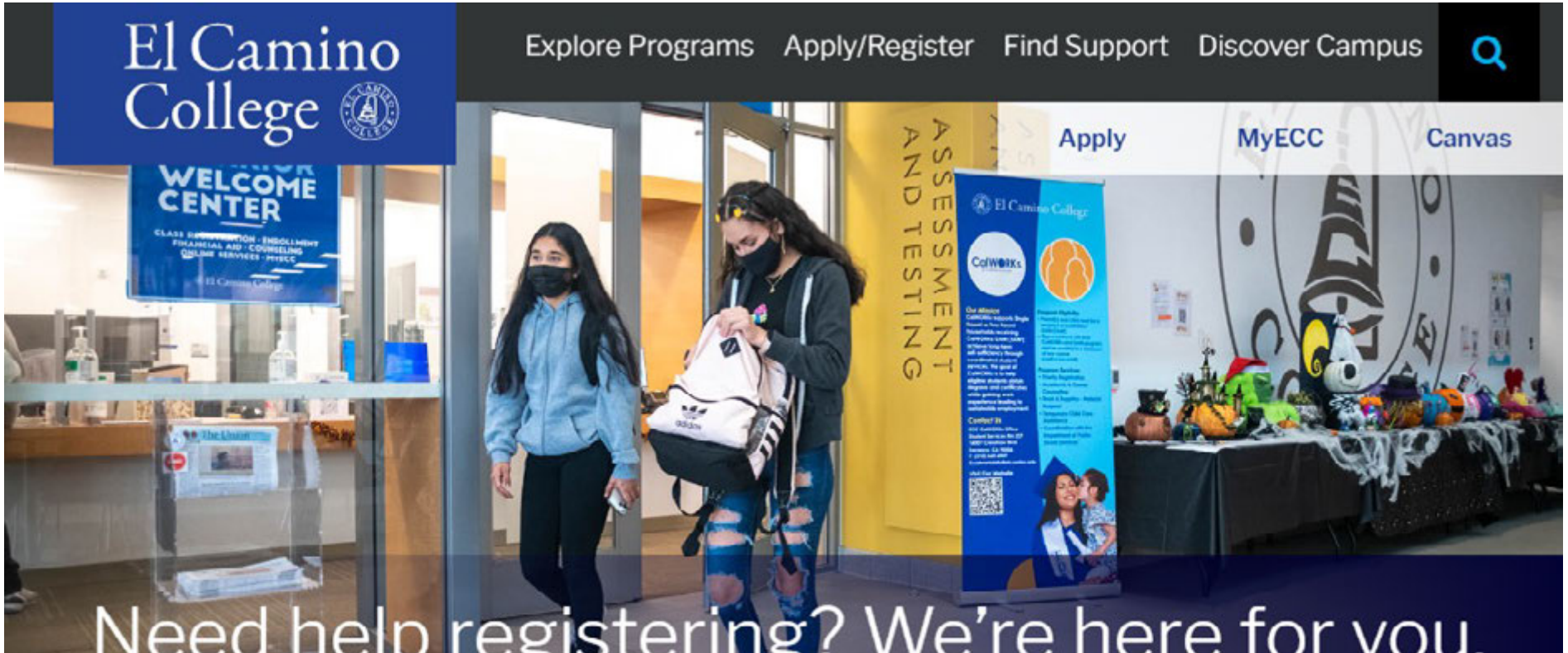
- **16-Week Semester**
  - Saturday, February 11, to Friday, June 9
  - Weekday classes begin week of Monday, February 13
  - Most classes meet twice a week (Mon/Wed or Tues/Thur)
  - El Camino's Spring Recess is April 8-14
- Some 8-Week Classes
  - First 8-Week Session – February 11 to April 7
  - Second 8-Week Session ("Mid-Term Classes") – start April 15

Looking for Important Dates and Deadlines?

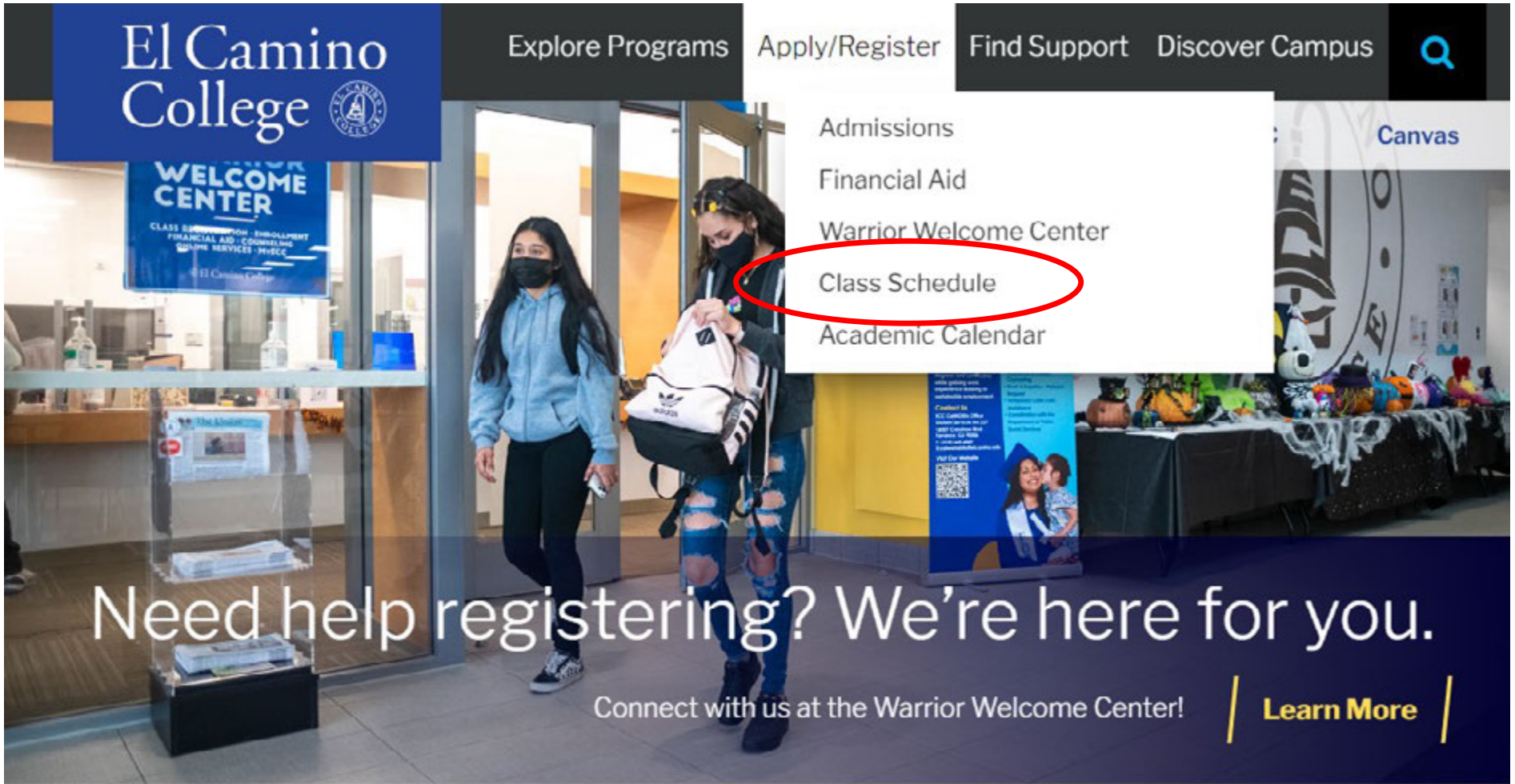
- **Academic Calendar**

El Camino College Website

www.elcamino.edu



Class Schedule



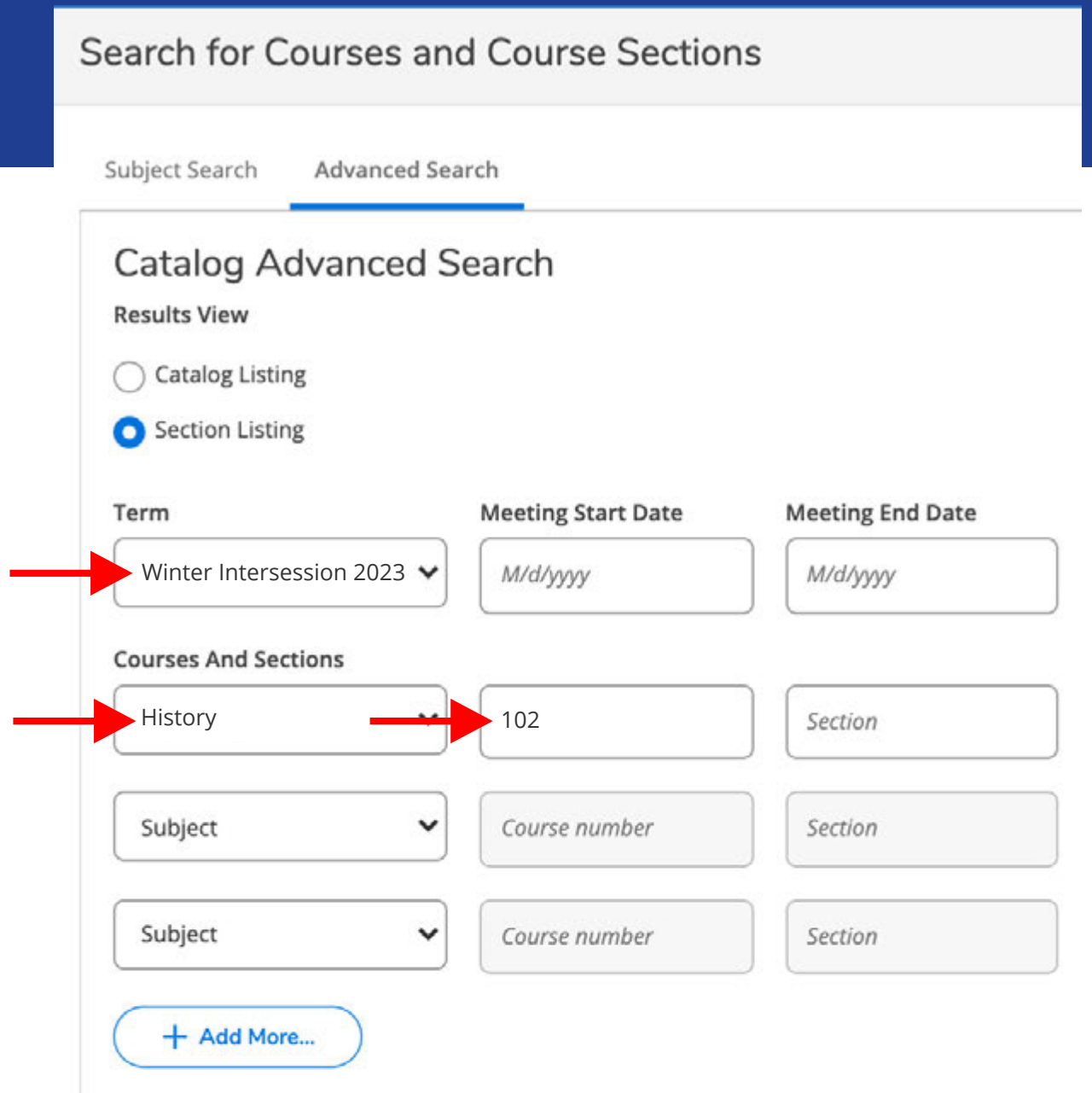
Class Schedule

- A list of classes offered by El Camino College during Spring 2023 Semester
- Each class section shows Start and End Dates
- Each class section shows a Class Type
  - **On Campus at El Camino College**
  - **Online** (no meeting days/times)
  - **Hybrid** (online and on-campus)
  - **Live Online** (with online meeting days/times)
  - × **Dual Enrollment** – these are High School Partnership Classes, should not appear in Class Schedule
- **PDF** or **Online Searchable Schedule**

Class Schedule

Search Classes Online

- Select a **Term**
- Select a **Subject**
- Optional:
  - **Course Number**
  - Days of Week
  - Class Type
  - Time of Day
  - Zero Textbook Cost



Class Schedule

Open, Waitlisted, or Closed

Click link to view Section Details

Seats Available / Capacity / Number Waitlisted

Advanced Search Selection: HIST-102

Filters Applied: Winter Intersession 2023 ×

Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability
Winter Intersession 2023	Open	HIST-102-2426	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	On Campus At El Camino College	Lecture	M, T, W, Th, F 10:30 AM-12:40 PM 1/5/2023 - 2/7/2023 ARTB 354 (LEC)	Verge, A	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2430	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Black, D	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2432	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Black, D	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2440	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Hybrid	Lecture Lecture	M 8:00-10:10 AM 1/5/2023 - 2/7/2023 SOCS 211 (LEC) 1/5/2023 - 2/7/2023 ONLI ONLI (LEC)	Smith, L	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2442	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Fraga, M	45 / 45 / 0

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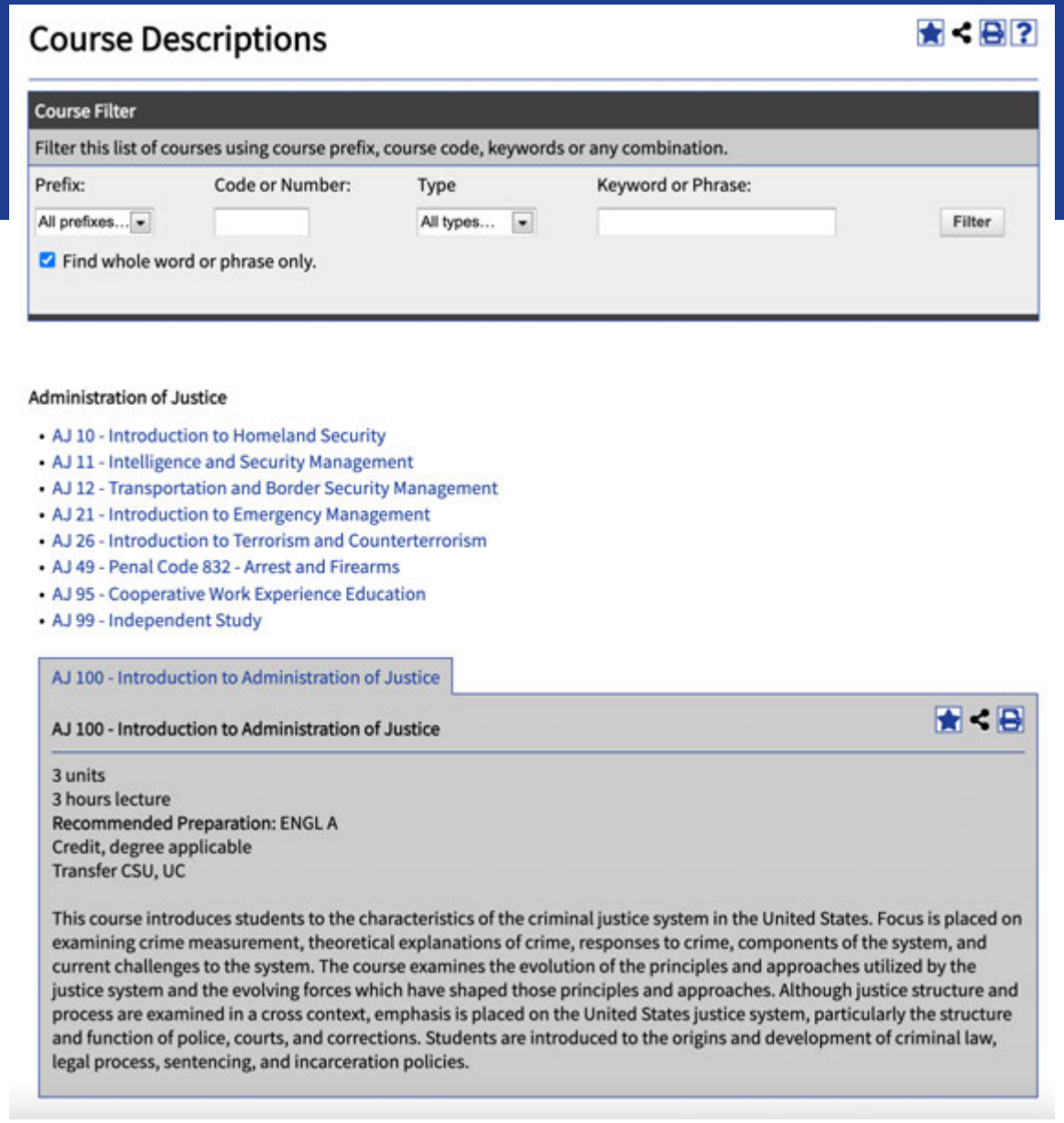
Catalog

Want to learn more about El Camino College courses?

- **View Course Descriptions in Catalog**
  - Text summary
  - Number of units
  - Lecture/Lab
  - Transfers to CSU/UC
  - Prerequisite or Recommended Preparation (if any)

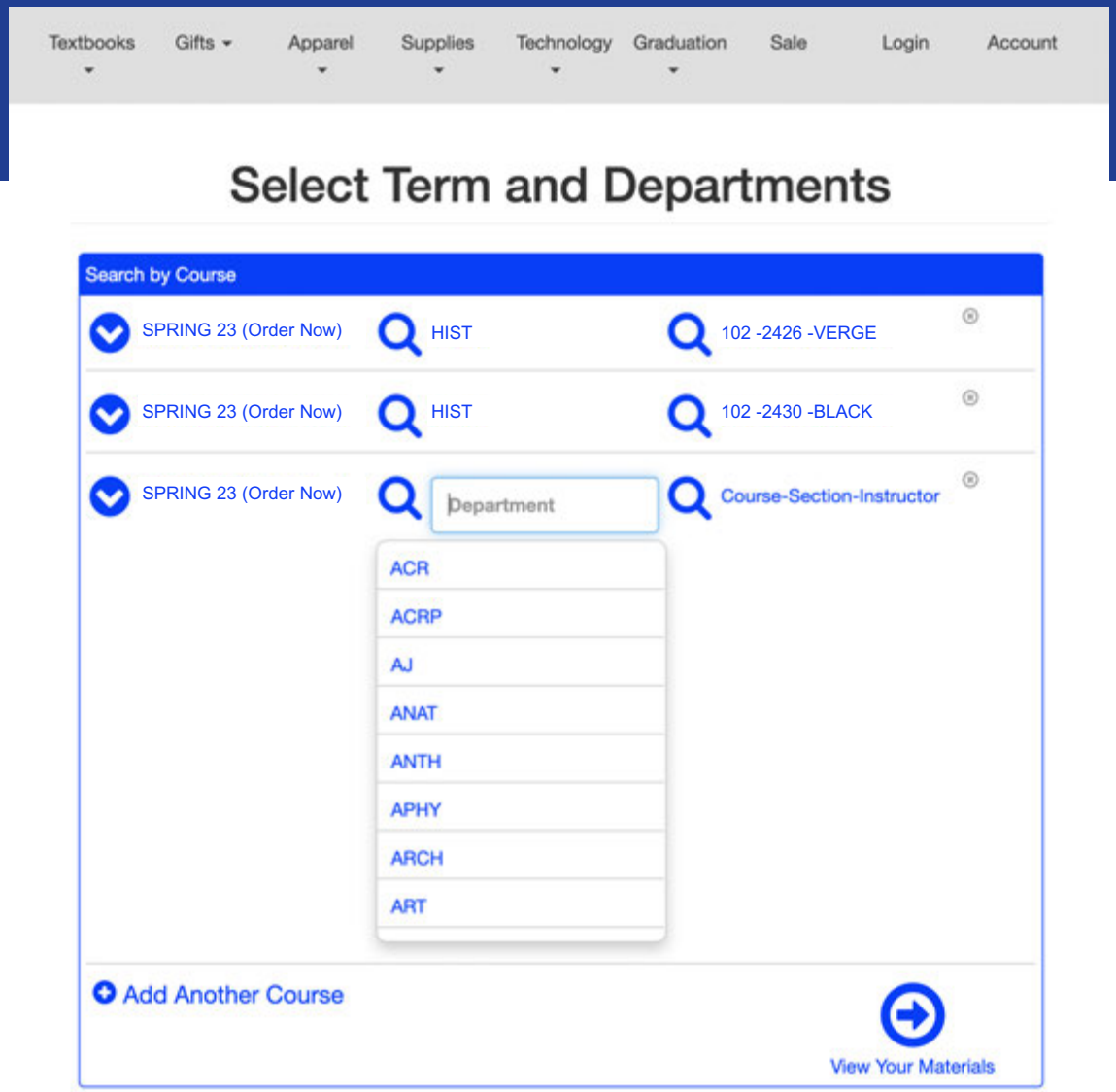


Bookstore

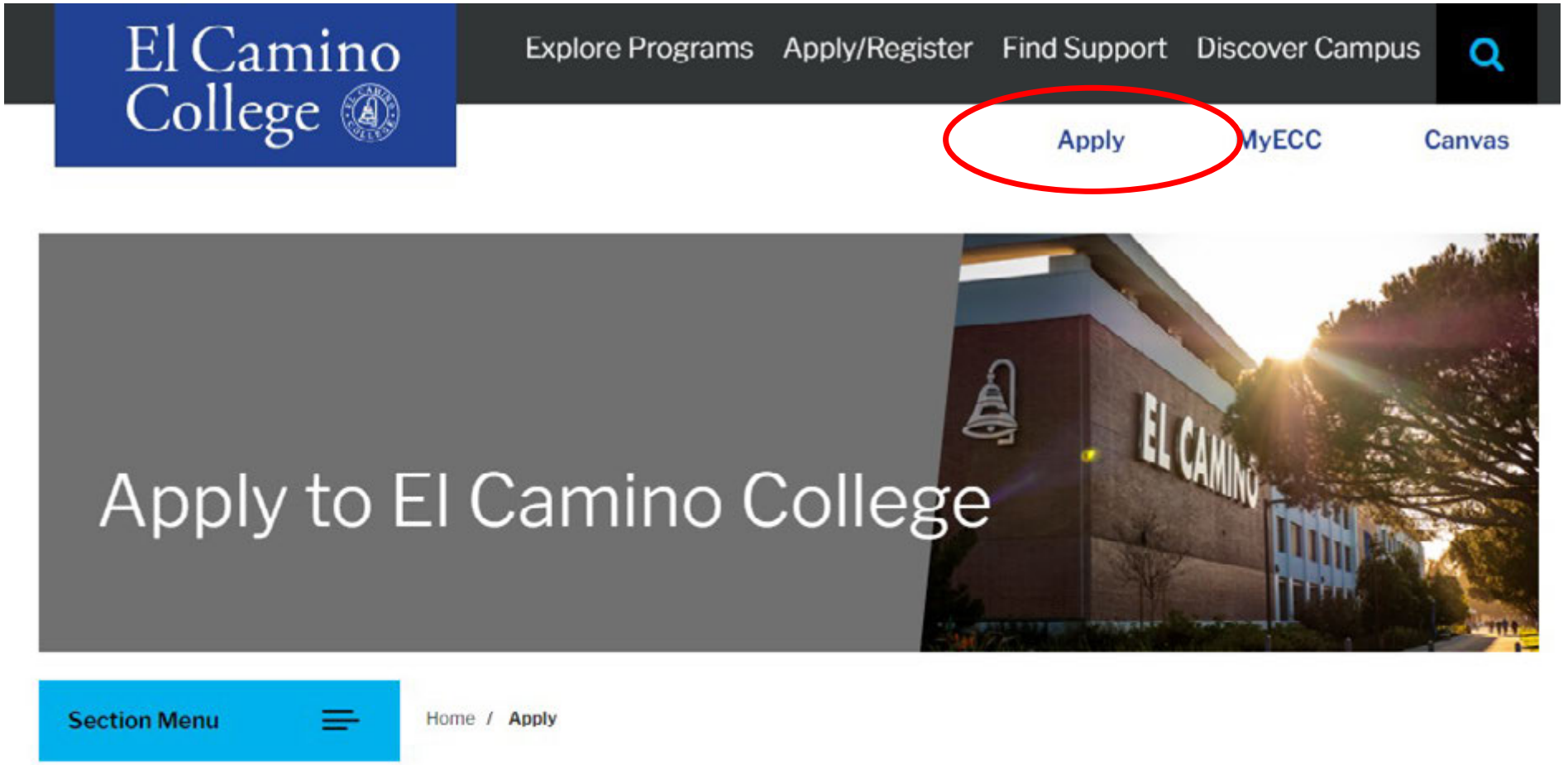
Use the **Online Bookstore** to look up required textbooks/instructional materials for any section.

Purchase through the El Camino College Bookstore or a third-party vendor.

- New or Used
- Print or Digital
- Rentals (return by end of term)
- Shipping or pick-up in store



Apply for Admission



Apply for Admission

California Community Colleges | CCCApply

Cambiar a Español

EL CAMINO COLLEGE

Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

First time only

Create an Account or Sign In

Apply to El Camino again, or to other California Community Colleges

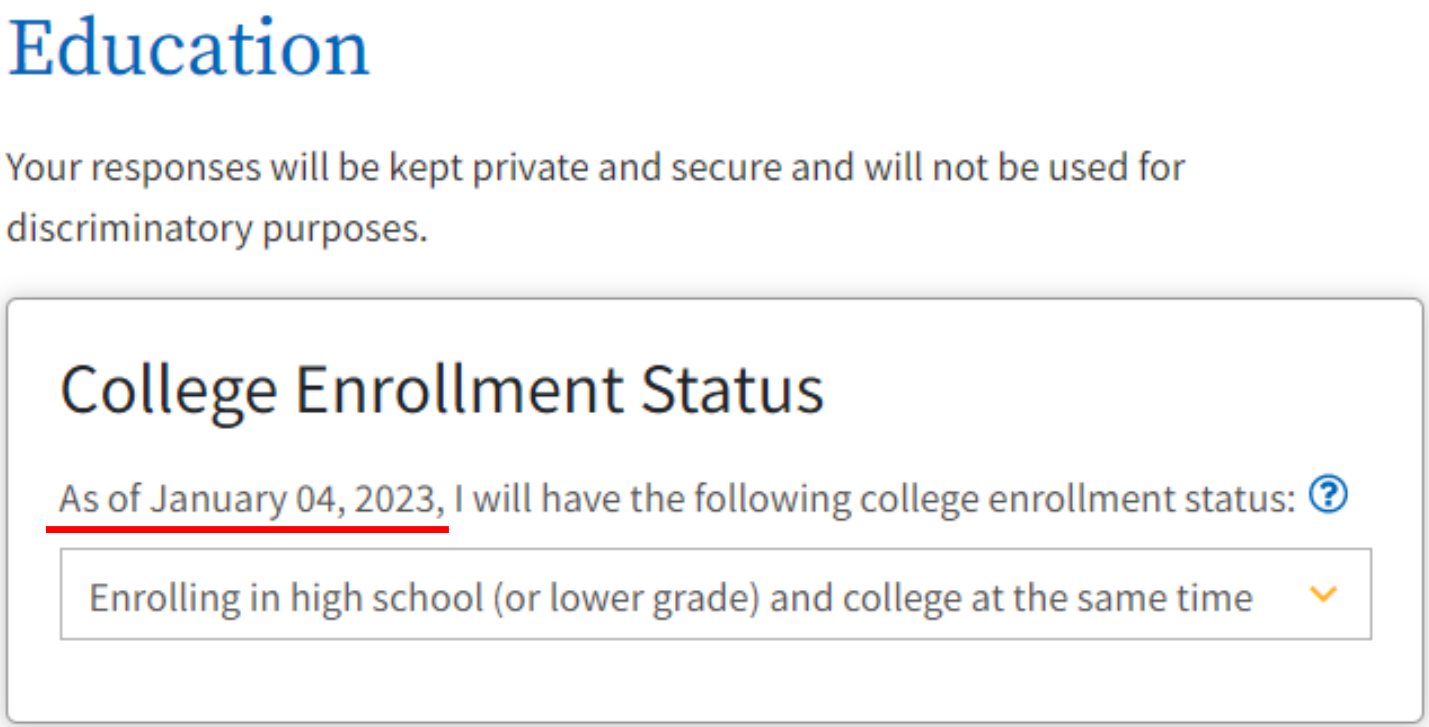
Apply for Admission

1. Create your **OpenCCC Account**
   - Provide accurate personal identifying information
   - **Legal Name**
   - **Personal Email Address** (school email address not recommended)
   - **Social Security Number** (recommended if you have one)
   - Create a **Username and Password** for OpenCCC (not MyECC)

2. **Start a New Application**
   - Select the first Term taking classes (e.g. Spring Semester 2023)
   - Select your Educational Goal and Intended Major
   - Answer all questions as best as you can at this time

Apply for Admission

Important for K-12 Students!



Apply for Admission

Right after you submit your application for admission…

- Email #1 with your **CCCID** (for CCCApply)
- Email #2 with your **Confirmation Number**

After 1-3 Business Days…

- El Camino Student Account is created
- Email #3 (Welcome Email) with **El Camino Student ID Number**, @elcamino.edu email address, and MyECC Username and Default Password

Apply for Admission

Need to apply again?

- Students need to submit a new application for admission if they do not register **for consecutive fall and spring terms**
  - Sign into existing OpenCCC account
  - Re-activates same El Camino student account

- Graduating seniors also apply again to attend El Camino as a **First-Time College Student** after high school
  - Sign into existing OpenCCC account
  - Updates same El Camino student account

Apply for Admission

Do not create another OpenCCC Account!

- Can result in multiple El Camino student accounts
- Possible hold on all accounts

Did not receive your Welcome Email? Can't sign into MyECC?

- Email dualenrollment@elcamino.edu
- **New!** Virtual Admissions & Records Help Desk on Zoom

Your Student Account

Account created using the information you provide the **first time** you apply for admission.

Need to change information on your student account?

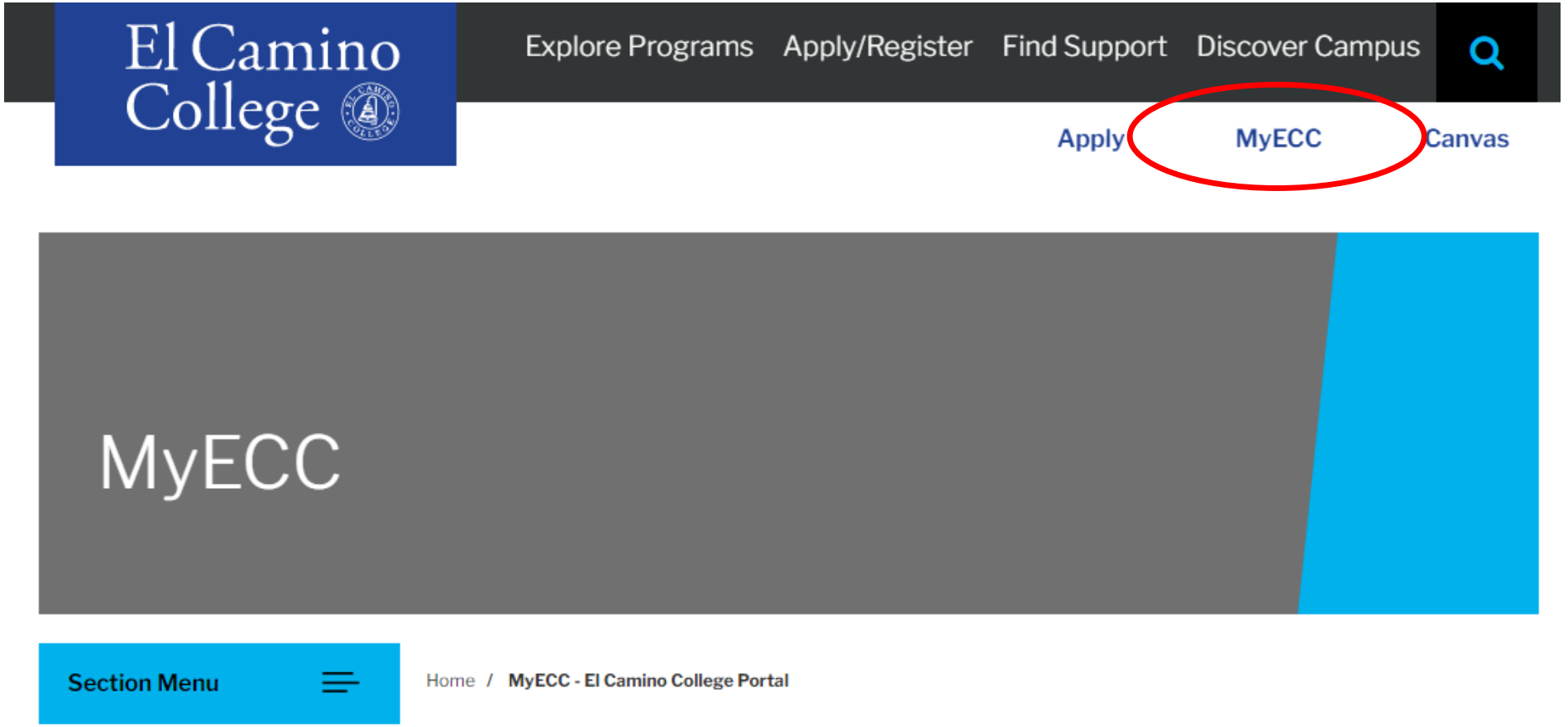
- Complete an **Admissions Form**
  - Change of Address/Phone Number Request (also to change Personal Email Address)
  - Name/Gender/Pronoun/Date of Birth Change or Correction
  - Residency Reclassification Questionnaire
  - Social Security Number Correction
  - Please provide verification documents for requested changes

MyECC

El Camino College's Online Student Portal

- Register for Classes
- Add or Drop Classes
- Pay fees (waived for K-12 students who complete Steps for Dual Enrollment)
- View Registered and Waitlisted Classes
- View Grades and Unofficial Transcripts

MyECC


El Camino College
Explore Programs
Apply/Register
Find Support
Discover Campus
Apply
MyECC
Canvas
MyECC
Section Menu
Home / MyECC - El Camino College Portal

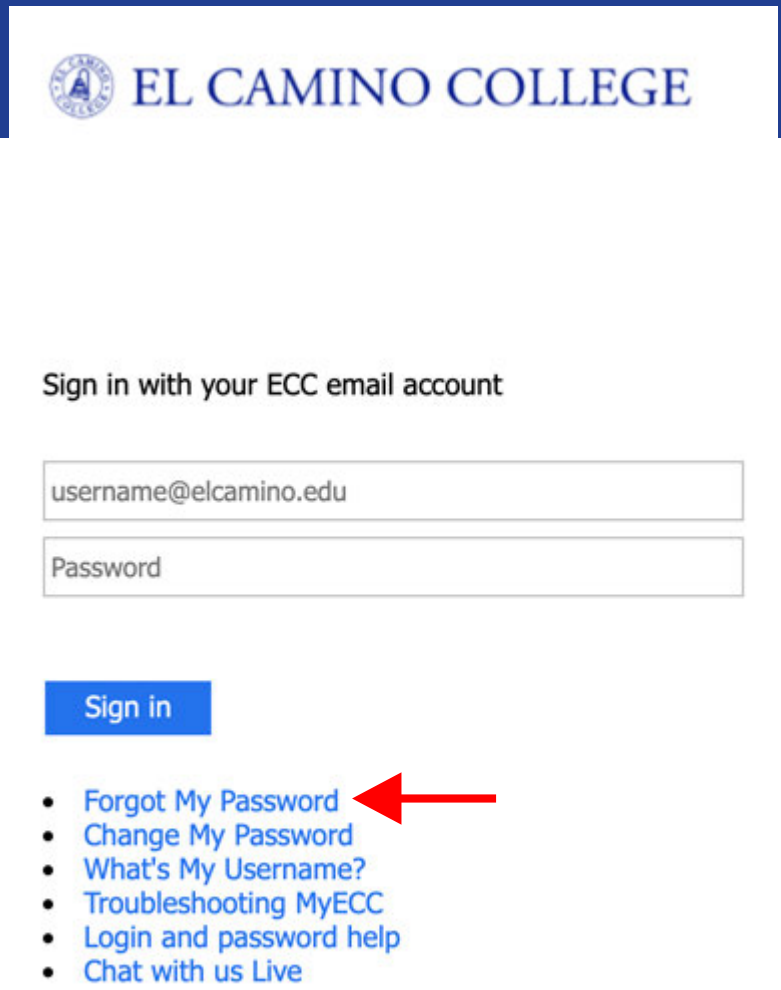
MyECC

First time signing in?

- Enter your Username (**@elcamino.edu email address**)
  - firstname_lastname@elcamino.edu
  - firstname_lastname####@elcamino.edu
- Enter your **Default Password**
  - Last 4 digits of social security number if provided
- You will be prompted to create a new secure password

Forgot password?

- Use **Forgot My Password** tool to reset to Default Password



Email and Office 365

- **El Camino students (including K-12 students) have access to Microsoft Office 365 apps!**
  - Including **Word**, **Excel**, **PowerPoint**, **Outlook**, **OneDrive**, and more
- Go directly to:
  - **outlook.com/elcamino.edu** – access @elcamino.edu email address using Outlook in your web browser
  - **office.com** – sign in using your @elcamino.edu email address to access Office 365
  - Use apps in web browser or select "**Install Office**" to download apps
- **Add your El Camino email address to your smart phone or mobile device** (Exchange or Office 365 account type)

Dual Enrollment Form

- PDF available on Dual Enrollment webpage under Step 2.
- Submit new completed form for **each term** (Spring 2023, Summer 2023, etc.)
- Form must include:
  - **Term and Year** (e.g. Spring 2023)
  - *Drawn* **Student Signature**
  - *Drawn* **Parent Signature**
  - *Drawn* **Authorized Signature** from principal or counselor
  - Your **Grade Level** and **High School Graduation** year
  - **Course #1** and **Course #2** you would like to register for
  - Additional Signature(s) for students in grades K-10

Dual Enrollment Form

El Camino College

Dual Enrollment Application

El Camino College
16007 Crenshaw Blvd.,
Torrance, CA 90506-0001
Admissions Office 310-660-3414

The El Camino Community College District is committed to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, martial status, sexual orientation, handicap, age, and Vietnam-era status.

PLEASE PRINT ALL INFORMATION CLEARLY

Section I: Student Information **Semester:** Summer___ Fall ___ Winter ___ Spring ___ **Year**_____

El Camino College ID # ☐☐☐☐☐☐☐

Name_____ **Birth Date**____/____/____ Age ____
Last First MI

Address: _____ **Email:** _____

City: _____ **State**: _____ **Zip**: _____ **Phone #** _____

I have read and understand the expectations and responsibilities section on page the back of this application.

Student Signature_____ **Date** _____

High School: _____ (Students enrolled in a **Home Study Program** must provide proof that the **Home Study Program** is registered with the State of California).

At the time of ECC enrollment, I will be in **grade 9th/10th/11th / 12th** (circle one) and in the HS **Graduating Class of 20**____

Section II: Parent Consent

Dual Enrollment Form

- **Grade Level** for summer term is the same as next fall
- Example: current 10th Grade students would circle 11th Grade if submitting a form for Summer 2023 or Fall 2023
  - Few course restrictions
  - No more Division Dean Approval

Dual Enrollment Form

- **Submitting your completed form(s)?**
  - Email to dualenrollment@elcamino.edu OR
  - Bring in-person to Admissions & Records Office during open hours
- Takes 1-2 business days to process
- Once processed, you receive permission to register for **any class section** of your approved Course #1 and Course #2
  - **Only register for courses listed on your form**
  - Want to change course permission(s)? Email us to change course number, submit new form to change course subject.

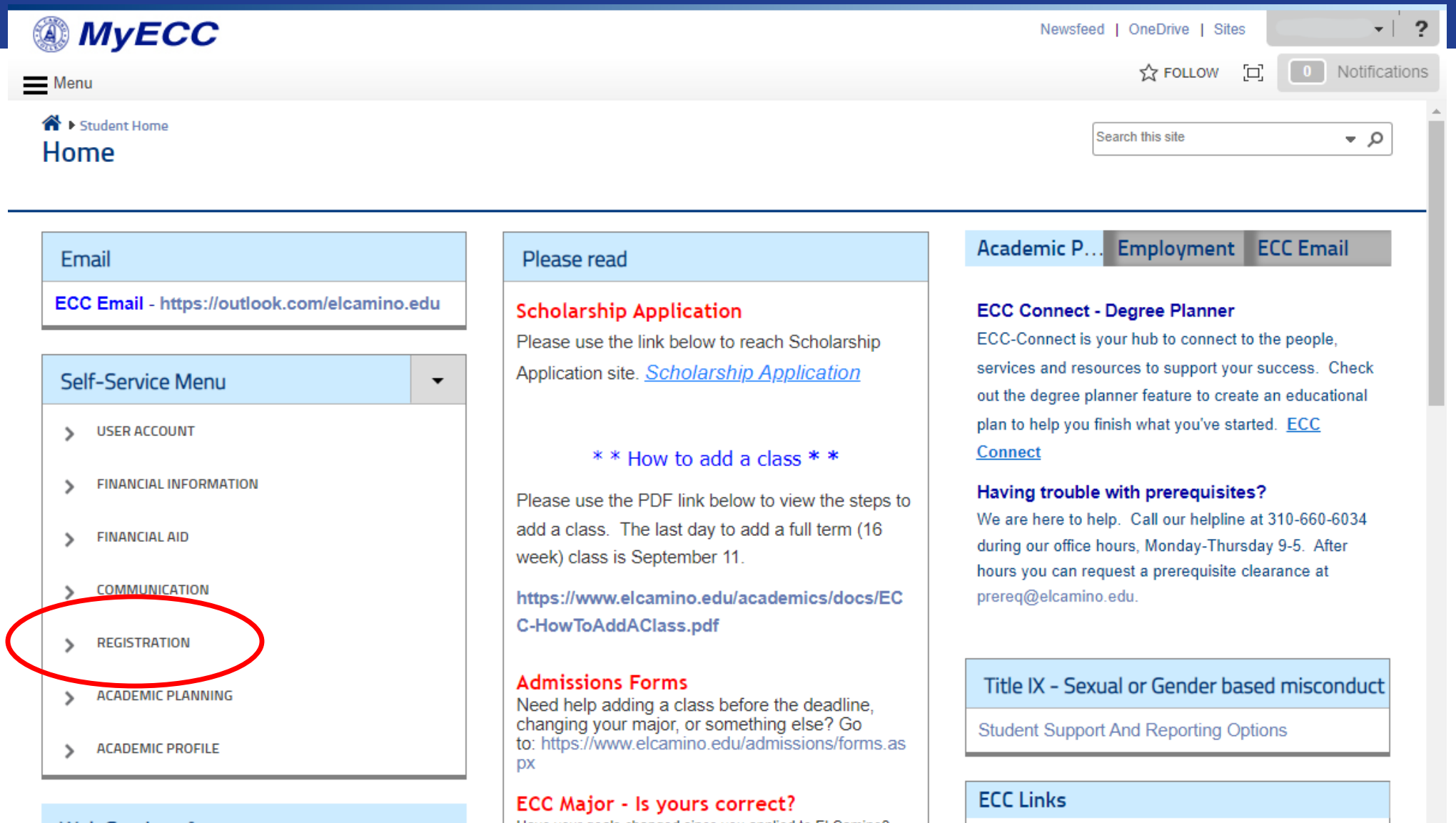
Dual Enrollment Form

- **Submitting for High School Partnership Classes?**
  - Submit to your high school contact.
- High schools submit forms and roster for each partnership class to Dual Enrollment together as a batch
  - Students then **manually registered** by El Camino College into these classes (only)

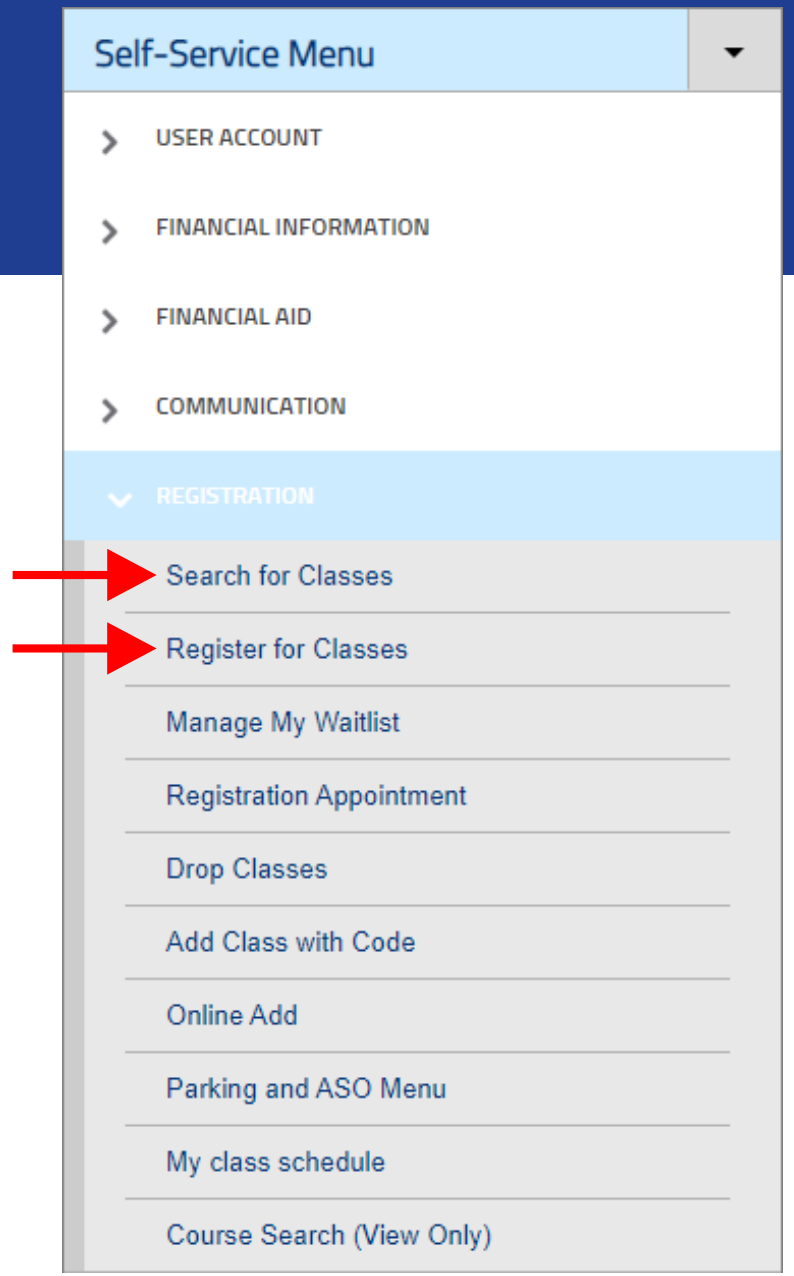
Register for Classes

- **Search for Classes** and **Register for Classes** using MyECC
- Register anytime on or after your **Registration Appointment** (first date/time you can register)
- Students need to **Clear any Prerequisites** before they can register themselves for a course with a Prerequisite
  - All Mathematics courses
  - Computer Science courses
  - Most English courses
  - Sociology 101
  - Chemistry & Physics courses
  - Language courses higher than 1

Register for Classes

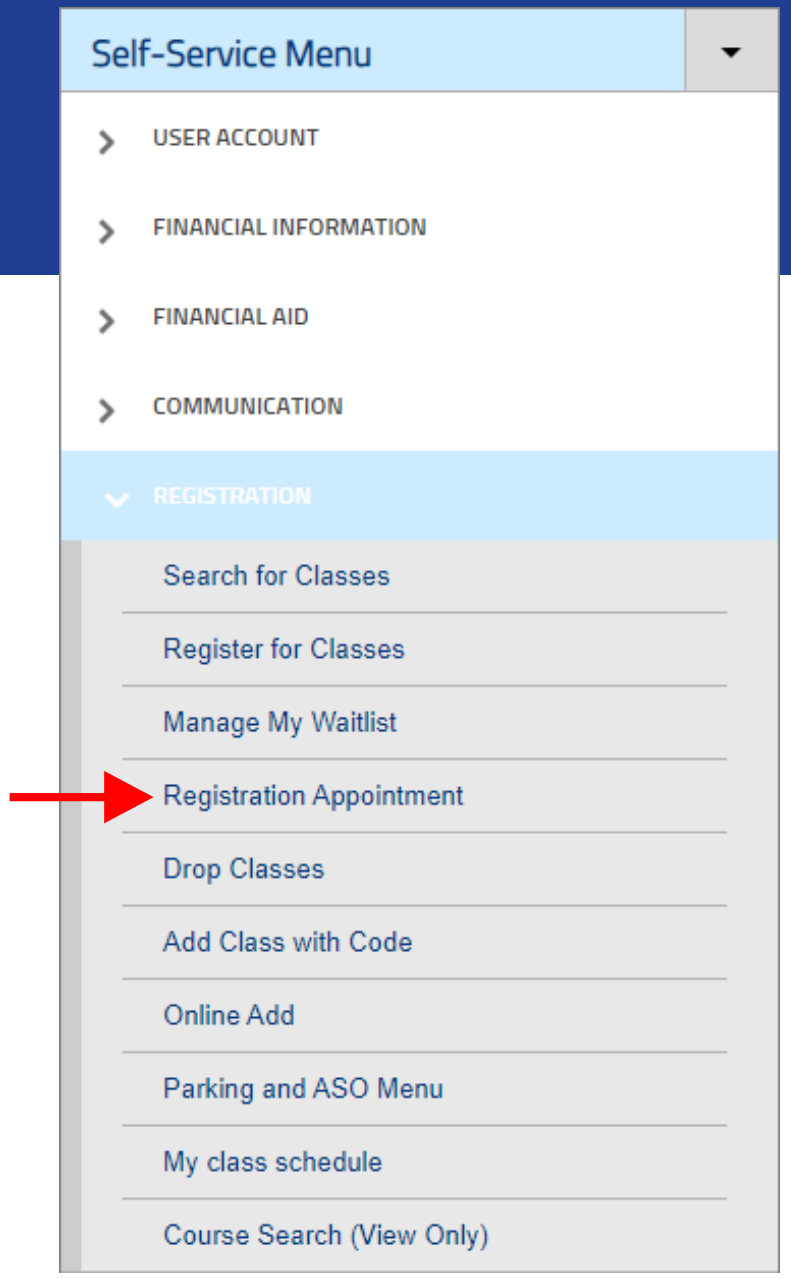


Register for Classes



- **Search for Classes**
  - Same as Online Searchable Schedule
  - Use to add sections to your "Schedule" **(not yet registered!)**
  - Can add multiple sections to visualize meeting days/times
- **Register for Classes**
  - Use buttons to **Register** or **Waitlist** the sections you've added to your Schedule

Register for Classes



- **Registration Appointment** is simply the earliest date/time you can register for classes
  - K-12 students will receive Spring Registration Appointments for a time on **Friday, December 9**
  - **Open registration** after this date

Register for Classes

Error Messages

- "As a high school student, you do not have a permission to take this course" = Dual Enrollment Form not processed yet or this course was not listed on your form
- "This is not your scheduled appointment" = It is before your Registration Appointment date/time
- "Registration not allowed for UG courses without academic program" = Possible error on your student account, ***let us know!***
- "The following required prerequisite for course _____ is not started" = Prerequisite not yet cleared in our system

Waitlist Classes

- After class section reaches capacity…
  - Can no longer register
  - Instead join waitlist (usually 10 students)
- If seats become available **before term begins**, then waitlisted students are moved to roster automatically (in waitlist order)
- **After term begins**, only way to register is with **Authorization to Add provided by the instructor**
- K-12 students must have a Dual Enrollment Form on file for the term and have cleared any course Prerequisites

Add Classes

- **On-Campus at El Camino College?** Show up to first class meeting to ask for an Add Code
- **Online or Hybrid?** Email instructor for authorization to add
  - Find email addresses by searching **www.elcamino.edu** or view Section Details using **Search for Classes** tool in MyECC
  - Make sure to include the **Section Number** of the class you are wanting to add
- Identify if you are on the waitlist (priority for adds)
- Authorization to add provided at instructor's discretion
- Students authorized to add must then register in MyECC before the **Last Day to Add**. K-12 students must have a Dual Enrollment Form on file and have cleared any Prerequisites

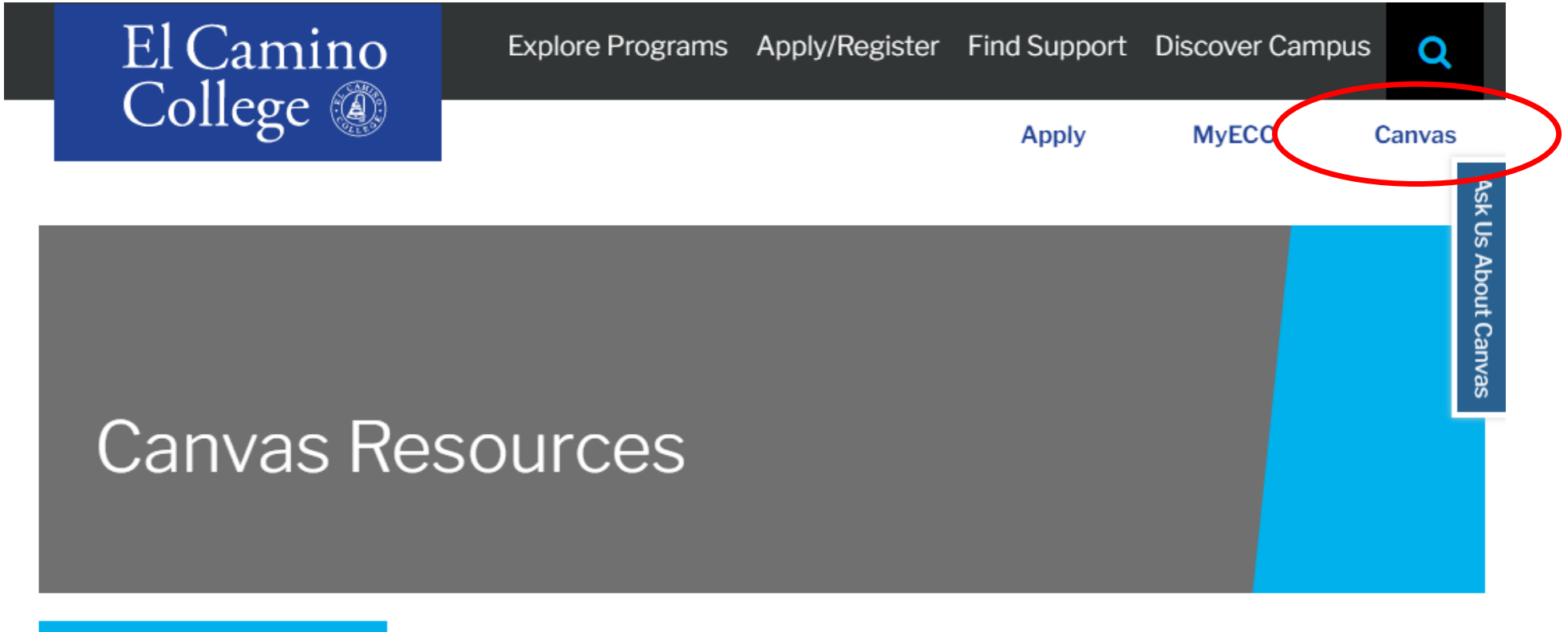
Spring Deadlines

- Depends on class length and start date:

Last Day to…	16-Week	First 8-Week	Second 8-Week
Register	Friday, Feb. 10	Friday, Feb. 10	Friday, April 14
Add	Sunday, Feb. 26	Friday , Feb. 17	Friday, April 21
Drop without Notation on Permanent Record	Sunday, Feb. 26	Friday , Feb. 17	Friday, April 21
Drop with a “W”	Friday, May 12	…	…

Canvas

- El Camino's Learning Management System (LMS) for **Online/Hybrid** teaching and learning

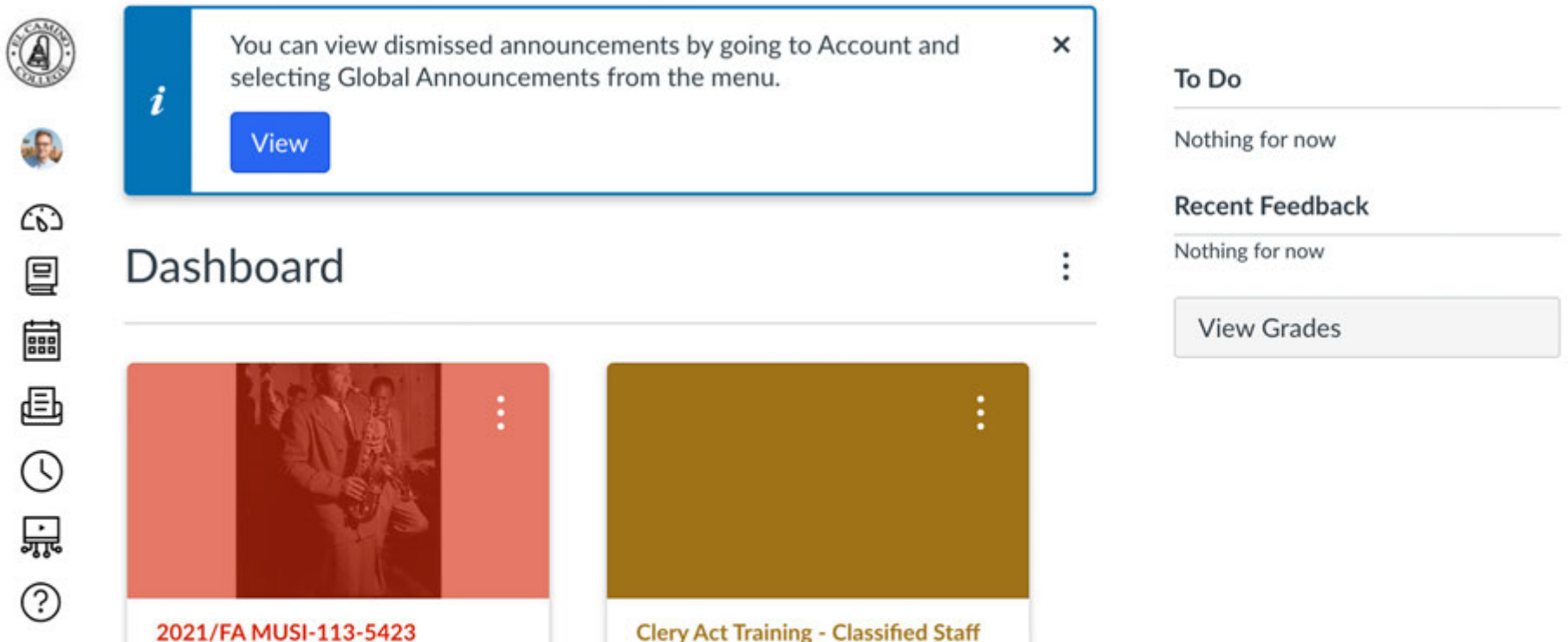


Canvas

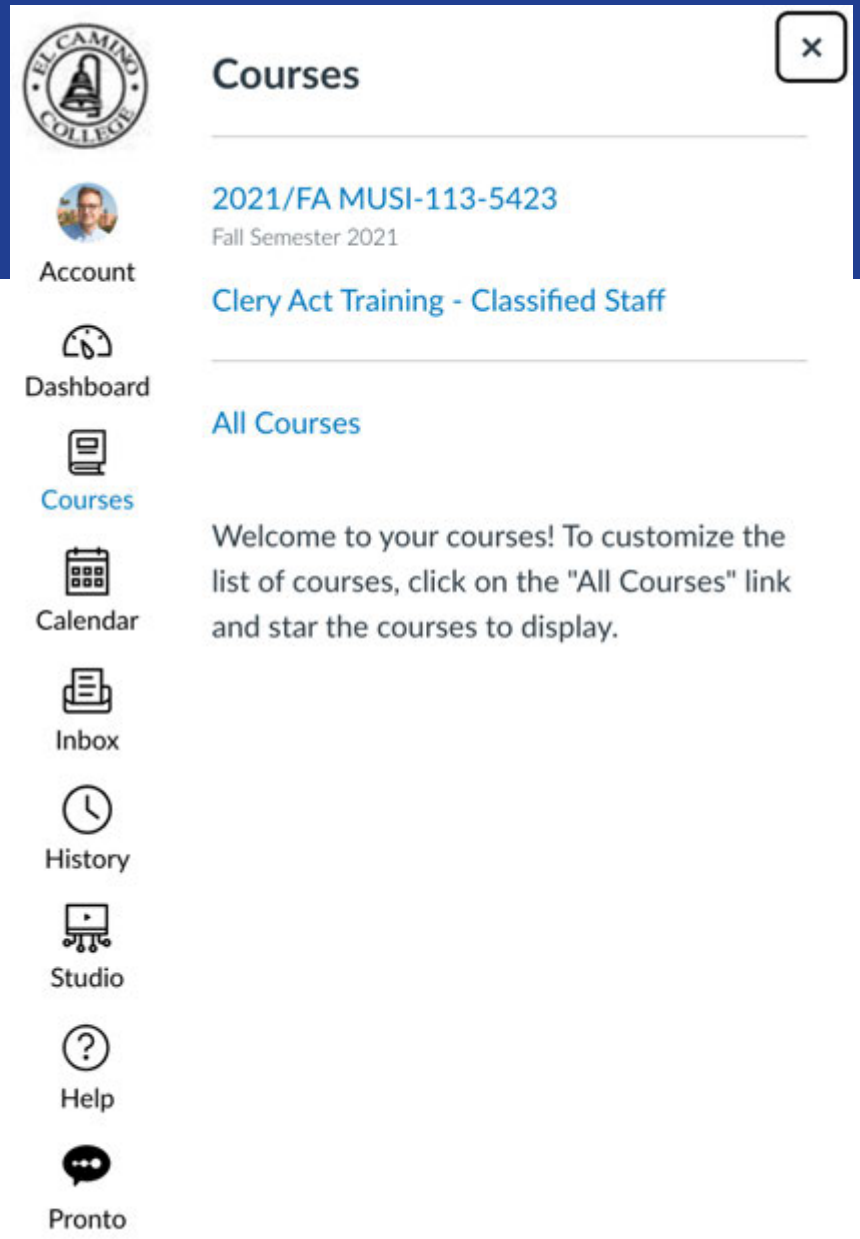
- **First Online Class?** Canvas account created only after registering for first online class
  - Usually created within 24 hours (overnight)
- Sign in using El Camino's **Canvas Login Page** link only
  - Some high schools also use Canvas, but El Camino classes will only appear if you sign in using link on El Camino webpage
- Canvas Login Page will direct you to sign in using same **MyECC Username and Password**
- Make sure you can sign into Canvas prior to start of class

Canvas

- Signing in takes you to **Dashboard**
  - **Important and recent announcements** will appear at top

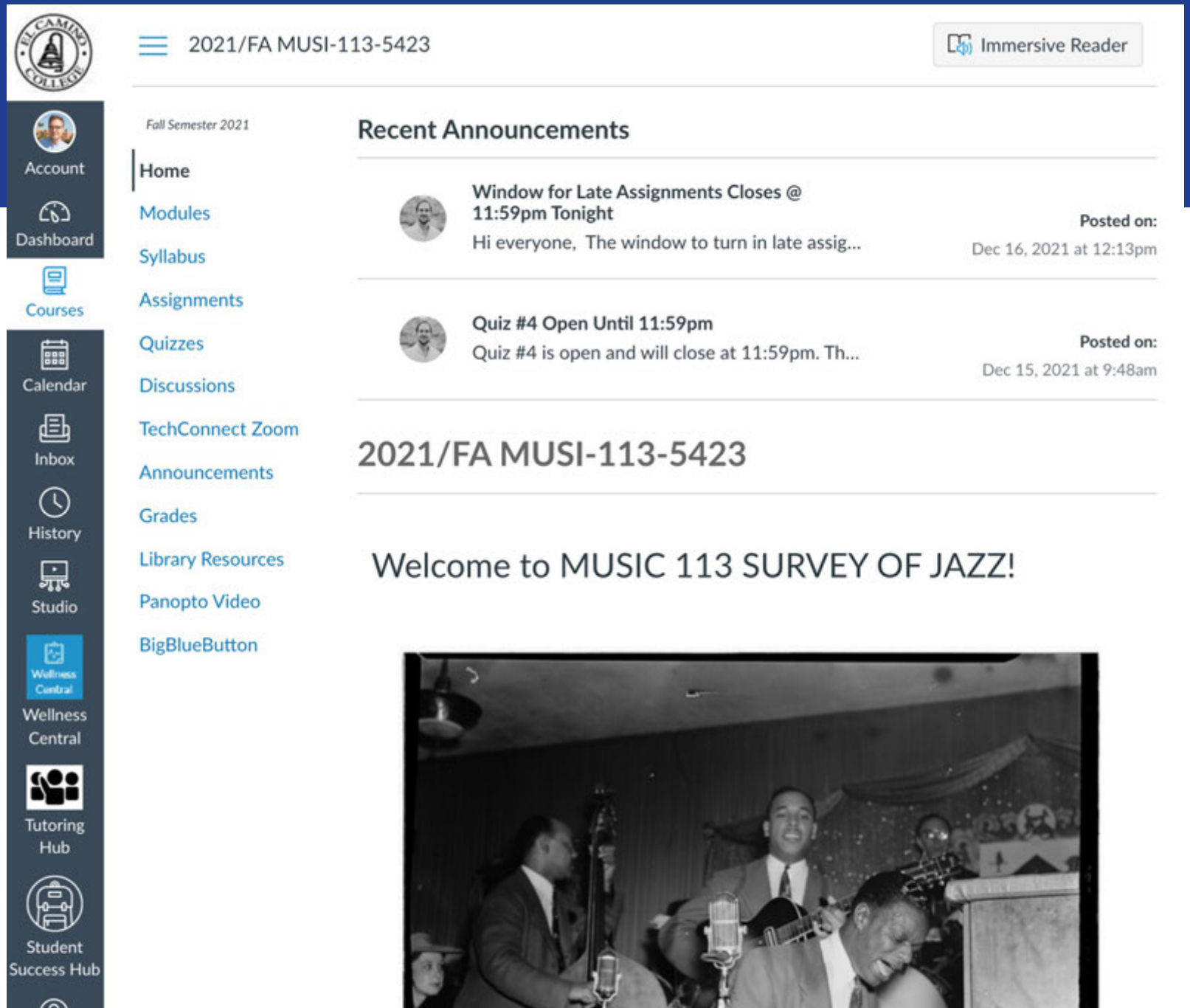


Canvas

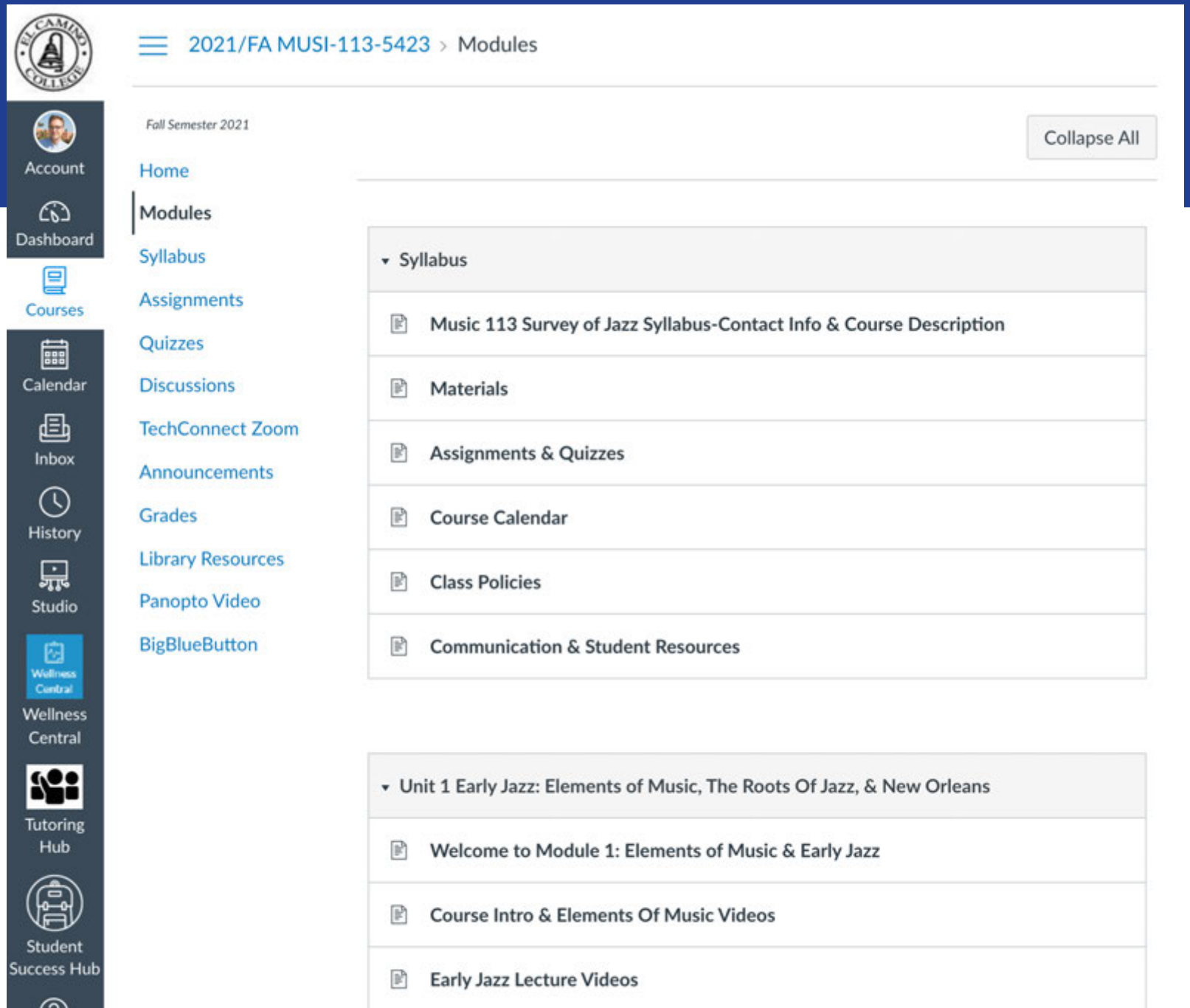


- Registered classes will appear under **Courses** **on or near the start of the class**
  - Classes appear in Canvas only after the instructor has published the class
  - Some instructors may do this up to a week before the class begins
  - Others publish on first date of the class

Canvas


2021/FA MUSI-113-5423
Immersive Reader
Account
Dashboard
Courses
Calendar
Inbox
History
Studio
Wellness Central
Tutoring Hub
Student Success Hub
Fall Semester 2021
Home
Modules
Syllabus
Assignments
Quizzes
Discussions
TechConnect Zoom
Announcements
Grades
Library Resources
Panopto Video
BigBlueButton
Recent Announcements
Window for Late Assignments Closes @ 11:59pm Tonight
Hi everyone, The window to turn in late assig...
Posted on:
Dec 16, 2021 at 12:13pm
Quiz #4 Open Until 11:59pm
Quiz #4 is open and will close at 11:59pm. Th...
Posted on:
Dec 15, 2021 at 9:48am
2021/FA MUSI-113-5423
Welcome to MUSIC 113 SURVEY OF JAZZ!

Canvas


2021/FA MUSI-113-5423 › Modules
Account
Dashboard
Courses
Calendar
Inbox
History
Studio
Wellness Central
Tutoring Hub
Student Success Hub
Fall Semester 2021
Home
Modules
Syllabus
Assignments
Quizzes
Discussions
TechConnect Zoom
Announcements
Grades
Library Resources
Panopto Video
BigBlueButton
Collapse All
Syllabus
Music 113 Survey of Jazz Syllabus-Contact Info & Course Description
Materials
Assignments & Quizzes
Course Calendar
Class Policies
Communication & Student Resources
Unit 1 Early Jazz: Elements of Music, The Roots Of Jazz, & New Orleans
Welcome to Module 1: Elements of Music & Early Jazz
Course Intro & Elements Of Music Videos
Early Jazz Lecture Videos

First Day of Class

- **Online/Hybrid Classes**
  - Classes available in Canvas
  - Explore **Syllabus** and learn class expectations, calendar, deadlines, etc.
  - Recommended to access class in Canvas on first day of class, students can be dropped by instructor for non-participation
- **On-Campus Classes**
  - Attend **first class meeting** or may be dropped by instructor for non-participation
  - Explore **Syllabus** and learn class expectations, calendar, deadlines, etc.
  - **Class Meeting Days, Times, and Room Numbers** available in Class Schedule and MyECC

First Day of Class

- [Campus Map]

Advanced Search Selection: HIST-102

Filters Applied: Winter Intersession 2023 ×

Term	Status	Section Name	Title	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability
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Winter Intersession 2023	Open	HIST-102-2430	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Black, D	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2432	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Black, D	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2440	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Hybrid	Lecture Lecture	M 8:00-10:10 AM 1/5/2023 - 2/7/2023 SOCS 211 (LEC) 1/5/2023 - 2/7/2023 ONLI ONLI (LEC)	Smith, L	45 / 45 / 0
Winter Intersession 2023	Open	HIST-102-2442	U.S. History - 1877-PRESENT	1/5/2023-2/7/2023	Online	Online Lecture	1/5/2023 - 2/7/2023 ONLI ONLI (ONLEC)	Fraga, M	45 / 45 / 0

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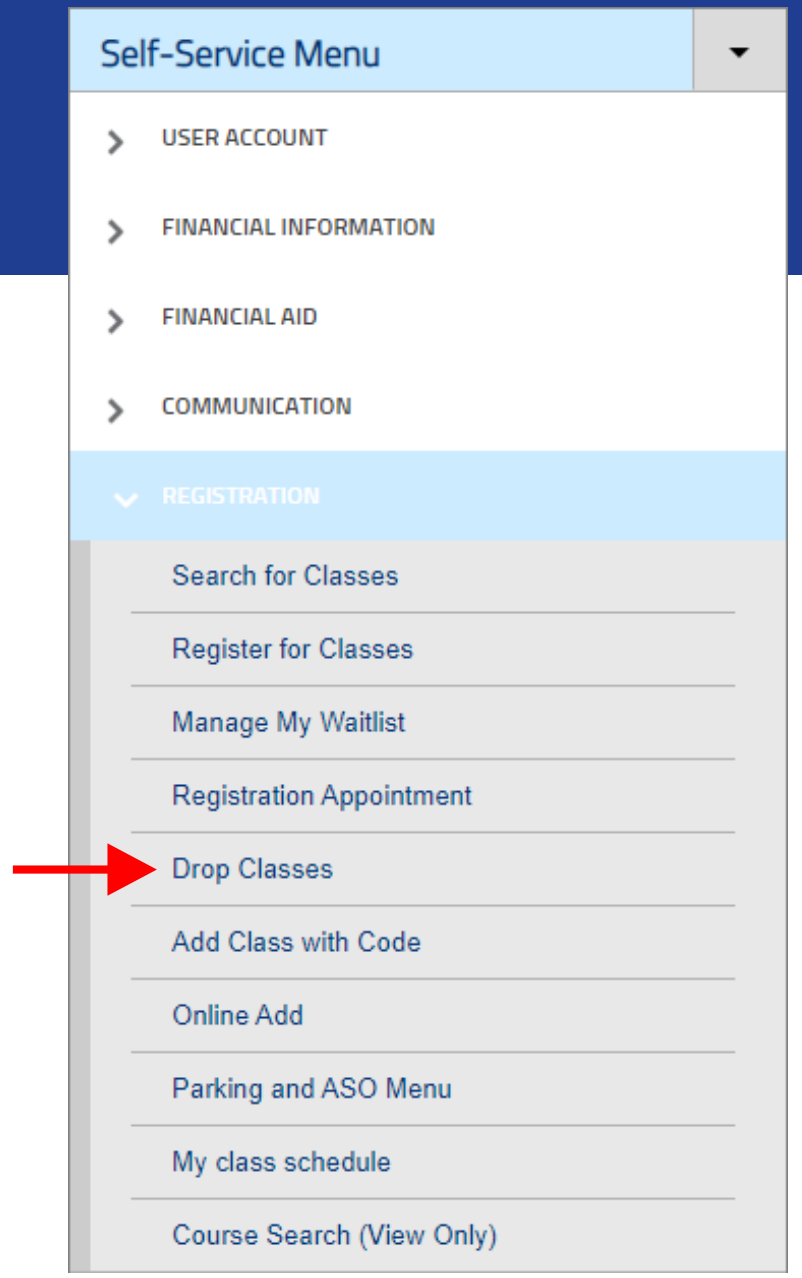
During the Class

- Keep up with assignments, discussion, quizzes, etc. as outlined in Syllabus
- **Need to miss a class?** Make sure instructor knows
- **Need to Drop?**
  - **Students need to perform this action themselves in MyECC by drop deadline dates**
  - After *Last Day to Drop with* a "*W*" instructors must submit a grade for every student on roster

Drop a Class

- **Drop Classes**
  - Same screen as Register for Classes
  - Find a class section you wish to drop and click **Drop** button
  - **This action cannot be undone in MyECC**
    - Students looking to be reinstated need to email their instructor
    - Only with instructor consent will Admissions & Records add student back to roster

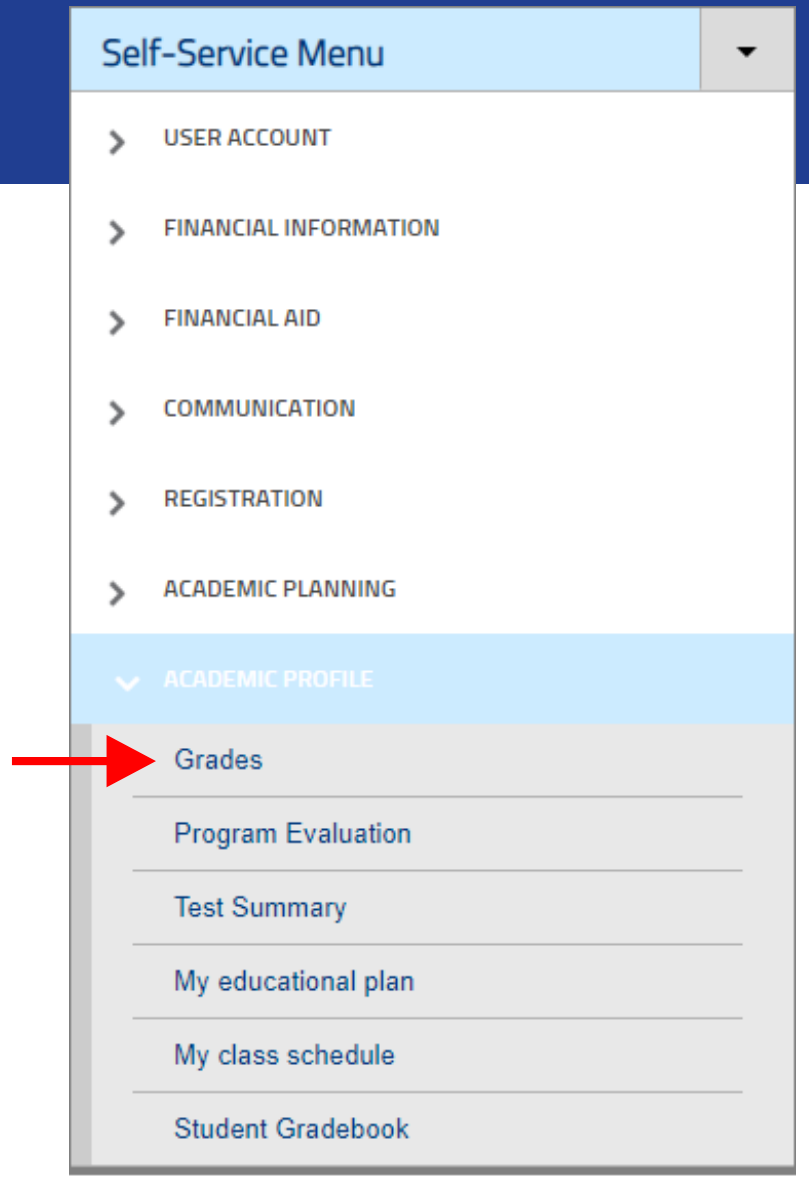


End of Class

- Final grades submitted by instructor within 7 days after last date of class
- Final grades visible in MyECC and Canvas

End of Class

- Self-Service Menu
  - ***Academic Profile*** > ***Grades***
- Web Services A
  - ***Unofficial Student Transcript***
  - Unofficial Transcript contents same as Official Transcript
  - Sometimes enough to show high school in order to receive any high school credit
    - High school credit given at determination of high school



End of Class

Need Official Transcripts?

- Order online at **Transcripts Webpage**
- Uses Parchment vendor to send secure transcripts directly to desired institution(s)
  - Can send to your high school or universities/colleges
  - If your high school requires Official Transcripts, please confirm with them PDF vs. hard copy and the email or physical address where transcripts need to be sent
  - First two transcript copies are free, $6 per transcript after that

Summer & Fall 2023

- **Summer 2023** has two 6-Week Sessions, one 8-Week Session
- **Fall 2023** is next main term (16-Week Semester)
- Class Schedules won't be available until March/April
- Registration for Summer 2023 begins **late May**
- Registration for Fall 2023 begins **early June**
  - Start on Step 2 to submit a new completed Dual Enrollment Form for **each term**

Dual Enrollment Website

- Steps for Dual Enrollment (and support with each step)
- Tips for Dual Enrollment
- Popular Classes for Dual Enrollment
- Dual Enrollment Form PDF
- Frequently Asked Questions
- Online Help & Events
- And more!

www.elcamino.edu/dualenrollment

Dual Enrollment Team

Michelle Arthur, Coordinator
Brian Hayden, Student Services Specialist
Megan Fisher, Dual Enrollment Professional
Katlin Morales, Academic Counselor

dualenrollment@elcamino.edu

Drop-In Help Online via Zoom

Every Tuesday, Wednesday, and Thursday
from 4:00-5:00 p.m.

Online Help & Events