

# Frequently Asked Questions

Dual/Concurrent Enrollment for High School Students Interested in Humanities Division Courses on Campus at El Camino College (ECC)

## Can I take a Humanities Division course at ECC while I am in high school? Which classes can I take?

- Students in 9<sup>th</sup> or 10<sup>th</sup> grade can only enroll in Foreign Language courses (Chinese, French, German, Italian, Japanese, and Spanish).
- Students who have completed the 11<sup>th</sup> grade, and some who have completed the 10<sup>th</sup> grade, can take select English courses.

## How do I apply?

- All dual enrollment students must complete the [Concurrent Enrollment Application](#). This form requires a parent/guardian signature and the signature of a high school principal or counselor.
- For English courses, students with three years of high school transcript data must complete the English/Math Placement Survey on MyECC. Students with two years must meet with a Humanities dean and bring high school transcripts.

## How do I obtain Humanities Division approval?

Students in 9<sup>th</sup> or 10<sup>th</sup> grade who wish to take a Foreign Language course must obtain approval from the instructor prior to meeting with a Humanities dean. The steps for instructor and dean approval are as follows:

- The student (not the parent) should schedule a day/time to meet with the instructor of the course to obtain their approval (if the instructor is not on campus or available, an alternative can be recommended by the division office staff).
- Approval by the instructor can be documented with a signature on the dual enrollment form, or the instructor can email it to the dean.
- Upon approval by the instructor, the student schedules a day/time to meet with the dean for approval.

11<sup>th</sup> and 12<sup>th</sup> grade students do not ordinarily require approval from a division dean, unless they are an 11<sup>th</sup> grader who wishes to take an English course. These students can schedule an appointment to meet with a Humanities dean, where they will discuss their high school transcripts, along with other factors relevant to the student's success.

## Is there anything else I should know?

Students given division approval are not guaranteed a seat in class, as registration priority is given to college students. The student is responsible for submitting all documents to the Admissions and Records Office and for completing registration in the proper class section.

Parents should plan on making appropriate transportation arrangements for their children to arrive safely on the El Camino College campus. Parents or other family members are not permitted to attend classes with their students.

## Reference and Contact Information

### Humanities Division

Humanities Building, 3<sup>rd</sup> Floor, Room 322

(310) 660-3316

Email: [humanities@elcamino.edu](mailto:humanities@elcamino.edu)

<http://www.elcamino.edu/academics/humanities/>

Students with questions can speak with the Dean, Associate Dean or division staff.

### Online Schedule

[www.elcamino.edu/admissions/schedule.asp](http://www.elcamino.edu/admissions/schedule.asp)

### Admissions and Records Office

Warrior Welcome Center

Student Services, First Floor

[WelcomeCenter@elcamino.edu](mailto:WelcomeCenter@elcamino.edu)

(310) 660-3405; (310) 660-3593 Ext. 3414

[www.elcamino.edu/admissions/](http://www.elcamino.edu/admissions/)

### Testing Center

Warrior Welcome Center

Student Services, First Floor

[WelcomeCenter@elcamino.edu](mailto:WelcomeCenter@elcamino.edu)

(310) 660-3405

[www.elcamino.edu/student-services/assessment-testing/](http://www.elcamino.edu/student-services/assessment-testing/)

### Office of Dual Enrollment

Warrior Welcome Center

Student Services

Staff contacts: <https://www.elcamino.edu/admissions/student/highschool/staff.aspx>

<http://www.elcamino.edu/admissions/student/highschool/dualenrollment.aspx>

### El Camino Community Education

Communications Building, 201-C

(310) 660-3593 Ext. 6460

Email: [CommEd@elcamino.edu](mailto:CommEd@elcamino.edu)

<https://www.elcamino.edu/community/communityed/#>

*Students and parents may wish to explore El Camino College's Community Education "College for Youth" program for grade-level enrichment opportunities.*