STUDENT ORIENTATION HANDBOOK

El Camino College

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WELCOME TO EL CAMINO COLLEGE

About Us

El Camino College is a public community college located in Torrance, California, only a few miles from the beach. Founded in 1947, the college has an enrollment exceeding 26,000 daytime and evening students and occupies a beautifully- landscaped 126-acre campus. Today, El Camino College students enjoy a broad curriculum featuring nearly 2,500 different classes offered in 850 various programs.

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

Administration

The administration team is led by the college's president, who also serves as superintendent of the El Camino Community College District. The president is assisted directly by five vice presidents. Their areas of responsibility are academic affairs, administrative services, human resources, and student services.

Brenda Thames, Ph.D.
Superintendent/President

Robert E. Suppelsa, MBA
Vice President, Administrative Services

Jane Miyashiro, M.S.
Vice President, Human Resources

Ross Miyashiro, M.A.
Vice President, Student Services

Carlos Lopez, M.S.
Vice President, Academic Affairs

EL CAMINO COLLEGE DIVISIONS

BEHAVIORAL & SOCIAL SCIENCES
Social Science Room 101
(310) 660-3735

American Studies
Anthropology
Art History
Childhood Education
Economics
Education
Ethnic Studies
General Studies
History
Human Development
Liberal Studies
Philosophy
Political Science
Psychology
Social Justice and Social Science
Sociology
Women's Studies

BUSINESS
Math Business Allied Health Room 140
(310) 660-3770

Accounting
Business
Business Administration
Business Management
Computer Information Systems
Entrepreneurial Studies
Marketing
Office Administration
Paralegal Studies/ Law
Real Estate
Retail Management

MATHEMATICAL SCIENCES
Math Business Allied Health Room 130
(310) 660-3200

Computer Science
Mathematics
Engineering

HEALTH SCIENCES & ATHLETICS
Art and Behavioral Science Room 101
(310) 660-3545

Administration of Justice
Athletics
Emergency Medical Technician (EMT)
Nursing
Paramedic Training
Radiologic Technology
Respiratory Care
Sign Language/Interpreter Training
Special Education

HUMANITIES
Humanities Room 322
(310) 660-3316

Journalism
Foreign Languages Department
English as a Second Language (ESL)
Chinese
English
French
German
Italian
Japanese
Journalism
Spanish

FINE ARTS
Music Room 101
(310) 660-3715

Art
Communication Studies
Dance
Film/Video
Music
Photography
Theater

EL CAMINO COLLEGE DIVISIONS

INDUSTRY & TECHNOLOGY
Industry Technology Education Center Room 102
(310) 660-3600

Air Conditioning and Refrigeration
Architecture
Automotive Collision Repair/Painting
Automotive Technology
Computer Aided
Design/Drafting
Construction Technology
Cosmetology
Electronics and Computer Hardware Technology
Engineering Technology
Environmental Technology
Fashion
Machine Tool Technology
Manufacturing Technology
Nutrition and Foods
Welding

NATURAL SCIENCES
Life Science Room 101
(310) 660-3343

Astronomy
Biology
Chemistry
Earth Sciences
Environmental Horticulture
Life Sciences General Science
Geography
Geology
Physical Science
Physics

COUNSELING AND STUDENT SUCCESS
Student Services Building Room 286
(310) 660-3442
Career Center
First Year Experience
General Counseling
Transfer Center
Warrior Jobs

ENROLLMENT SERVICES
Student Services Building Room 148
(310) 660-3419

Admissions & Records
Financial Aid
International Student Program
Outreach and School Relations
Warrior Welcome Center

STUDENT SUPPORT SERVICES
Student Services Building Room 231
(310) 660-3484

EOPS, CARE, CalWORKs & Guardian Scholars
Student Development
Veteran Services

LIBRARY & LEARNING RESOURCES
Library Room 110
(310) 660-3525

American Sign Language (ASL)
Computer Labs
Distance Education
Dual Enrollment
Learning Resources Center
Library Online Catalog Media Services
Music Library
Schauerman Library
Tutoring

DEGREES & CERTIFICATES OFFERED

ASSOCIATE OF ARTS (AA)
Two-year general applied arts degree that can provide students with skills to become more marketable in the workforce

> Administration of Justice
> Art
> Child Development
> Dance
> Economics
> English
> Ethnic Studies
> Film/Video
> French
> General Studies
> Japanese
> Journalism
> Liberal Studies (Elementary Teaching)
> Music
> Paralegal Studies
> Physical Education
> Real Estate
> Recreation
> Sign Language/Interpreter Training
> Spanish
> Theater
> Women's, Gender and Sexual Studies

ASSOCIATE OF ARTS - TRANSFER (AA-T)
A transfer degree awarded upon the completion of 60 transferable units, including general education, major requirements, and electives. You will also gain skills needed to enter a specialized career.

> Anthropology
> Art History
> Communication Studies
> Economics
> Elementary Teacher Education
> English
> Geography
> History
> Journalism
> Kinesiology
> Philosophy
> Physical Education: Kinesiology
> Political Science

> Psychology
> Sociology
> Spanish
> Studio Arts
> Theater Arts

ASSOCIATE OF SCIENCE (AS)
Two-year general applied science degree that can provide students with skills to become more marketable in the workforce.

> Accounting
> Air Conditioning and Refrigeration Architecture
> Astronomy
> Automotive Collision Repair/Painting
> Automotive Technology
> Biology
> Business
> Business Management
> Business Office Administration
> Chemistry
> Computer Aided Design/Drafting
> Computer Information Systems Construction Technology
> Cosmetology
> Electronics and Computer Hardware Technology
> Engineering Technology
> Entrepreneurial Studies
> Environmental Horticulture Fashion
> Fire and Emergency Technology
> General Science Geography
> Machine Tool Technology Manufacturing Technology
> Marketing
> Mathematics
> Nursing
> Photography
> Physical Science Physics
> Pre-Engineering
> Pre-Nursing
> Radiologic Technology
> Respiratory Care
> Welding

DEGREES & CERTIFICATES OFFERED

ASSOCIATE OF SCIENCE - TRANSFER (AS-T)
A transfer degree awarded upon the completion of 60 transferable units, including general education, major requirements, and electives. You will also gain skills needed to enter a specialized career.

Administration of Justice
Business Administration
Early Childhood Education
Geology
Mathematics
Physics

CERTIFICATES OF ACHIEVEMENT
Certificates designed for students who would like a high degree of specialization in a particular area to enhance skills for advancement in a job. Recorded on a student's transcript.

Accounting
Administration of Justice
Air Conditioning and Refrigeration Electric Controls
Air Conditioning
Architecture
Automotive Brakes/Suspension Transmission/Drive Train Technician
Automotive Collision Repair
Automotive Engine Rebuilding/Repair Technician
Automotive Painting and Refinishing
Automotive Technician I
Automotive Technician II
Automotive Tune-Up Technician
Business Information Worker
Business Management
Business Office Applications
Business Programming
Cabinet and Fine Woodworking
Cisco Networking Administration
Cloud Computing and Programming with Amazon Web Services
CNC Machine Operator
Commercial Music
Communication Studies
Computer Aided Design/Drafting
Computer Hardware Electronics Technician
Computer Science
Computer Systems Applications

Computer User Support Specialist
Construction Technology
Cosmetology Level II
Cybersecurity
Database Management
Digital Arts
Early Childhood Education
Early Intervention Assistant
Electronics Engineering Technician
Engineering Technician
Engineering Technology
Entrepreneurial Studies
Environmental Horticulture
Fashion Design and Production
Fashion Merchandising
Fashion Stylist
Film/Video Production
Fire Academy
Fire and Emergency Technology
Forensics
Gallery Management
Heating, Ventilation, and Air Conditioning (HVAC) and
Jewelry Design and Fabrication
Journalism
Machinist
Manufacturing Technology
Marketing
Mortgage Loan Brokerage
Numerical Control Programmer
Paralegal Studies
Paramedical Technician
Photography
Real Estate Appraisal
Real Estate
Refrigeration
Respiratory Care
Retail Management
Sign Language/Interpreter Training
Special Education Assistant
Transfer Studies
Visual Communications
Welding

DEGREES & CERTIFICATES OFFERED

CERTIFICATES OF ACCOMPLISHMENT

Certificates encompassing courses in a particular field. Not recorded on a student' transcript.

> Administration of Justice: Homeland
> Air Conditioning and Refrigeration:
> > -Automation Fundamentals
> > -Energy Efficiency
> > -Heating Technologies
> > -HVACR Electrical Fundamentals
> > -HVACR Fundamentals
> > -Refrigeration Fundamentals
>
> Athletic Coaching
> AutoCAD Mechanical Drafting Trainee
> Automotive Accident Reconstruction
> Automotive Air Conditioning Technician
> Automotive Brakes and Suspension Technician
> Automotive Collision Investigation Certificate of Accomplishment
> Automotive Collision Repair/Painting: Automotive Collision Investigation
> Automotive Collision Repair/Painting: Damage Estimating
> Automotive Engine Management
> Automotive Engine Rebuilding/Repair Technician
> Automotive Transmission and Drive Train Technician
> Business Fundamentals
> Cabinet and Millwork
> Cloud Computing with Amazon Web Services
> CompTIA Computer Hardware Technician
> Computer Hardware Technician
> Cosmetology Level I
> Creative Writing
> Electronics Technician
> Engineering Technology: Electrical and Electronics Engineering Technician
> Engineering Technology: Mechanical Engineering Design Technician
> English as a Second Language
> Environmental Technology
> Euro Hardware

> Fire Explorer
> Fitness Trainer
> Furniture Design and Fabrication
> Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous
> Hybrid, Electric and Alternative Fuels
> Radiologic Technology
> Recreation Leadership
> Residential Construction Trainee
> Residential Electrical Trainee
> Residential Plumbing Trainee
> Residential Remodeling Trainee
> Robotics
> Semi-Automatic Welding
> Shielded Metal Arc Welding (SMAW) Structural Steel
> Structural Steel Fabrication

CERTIFICATES OF COMPETENCY

Certificates of study to develop proficiency.

> ESL for Childhood Educators
> ESL for Healthcare
> ESL for Healthcare II
> ESL for Math
> ESL Listening and Speaking

META MAJORS

Meta-majors are groups of related majors with similar requirements, outcomes, or methodologies. Meta-majors were determined through group card-sorting activities scheduled throughout Spring 2019. In all 130 groups of 680 faculty, staff, administrators, and students completed a card-sorting activity; 75% were students.

How do meta-majors help students?

- Grouping majors into broad categories (meta-majors) helps guide student choice. Instead of being confronted with a list of over 200 degree and certificate programs to choose from, students can first select one of the seven meta-majors based on their general interest. Then, as they start their educational journey, they can have some time to explore the general interest area, be provided with "program maps," which outline which courses to take semester by semester, and then make a more informed choice about their specific major.

What is the difference between a meta-major and an academic division?

- El Camino College organizes its administration and facilities around academic divisions. Each academic division has a dean, and each academic division is housed within a particular building. Academic divisions, however, are mostly separate from student support services, including tutoring and counseling, which are housed in separate buildings and have different and distinct administration.

- The idea of meta-majors is more student-centered. Majors were placed into meta-majors based not only on input from faculty, staff, and administrators but, most importantly, on input from students. Therefore, while the meta-majors, by and large, look a lot like the academic division structure (with exceptions), the process for determining the groupings was notably unique and student-centered. In addition, at the center of each meta-major is a success team, which is tasked with improving the experience for students in that meta-major. Finally, support services are being organized around meta-majors, starting with general counseling, which has assigned each counselor to a specific meta-major (see more information here).

Success Teams

- Currently, El Camino College has seven success teams, one for each meta-major. Success teams are working to improve outcomes for students in the following areas: Increase fall-to-spring retention; Increase the number of units students complete per year; Increase the number of students completing college-level math and English in their first year; Decrease the number of excess units students accumulate while earning their degree or certificate.

Meta Major	Success Team Lead	Email
Behavioral and Social Sciences	David Reed, Political Science Faculty Lucy Alamillo, Art History Faculty	dreed@elcamino.edu lalamillo@elcamino.edu
Business	Jay Siddiqui, CIS Faculty John Mufich, Business Faculty	jsiddiqui@elcamino.edu jmufich@elcamino.edu
Creative Arts	Daniel Berney, Dance Faculty David Moyer, Music Faculty	dberney@elcamino.edu dmoyer@elcamino.edu
Health and Community Wellness	Ryan Carey, Fire Tech Faculty	rcarey@elcamino.edu
Industry and Technology	Ed Matykiewicz, Auto Tech Faculty Ricardo Gonzalez, Program Coordinator FIRST and Success Coaches	ematykiewicz@elcamino.edu rigonzalez@elcamino.edu
Languages, Composition, and Journalism	Chris Page, English Faculty	cpage@elcamino.edu
Science Technology Engineering Mathematics (STEM)	Polly Parks, Biological Science Arturo Hernandez, MESA/ ASEM Director	pparks@elcamino.edu ahernandez@elcamino.edu

META-MAJORS

BEHAVIORAL AND SOCIAL SCIENCES

- Anthropology
- Art History
- Child Development
- Communications Studies
- Economics
- Ethnic Studies
- History
- Liberal Studies
- Philosophy
- Political Science
- Psychology
- Sociology

BUSINESS

- Business
- CIS
- Paralegal Studies
- Real Estate

CREATIVE ARTS

- Cosmetology
- Dance
- Fashion
- Film / Video
- Music
- Photography
- Studio Art
- Theater

HEALTH AND COMMUNITY WELLNESS

- Administration of Justice
- Fire and Emergency Tech
- Nursing
- Physical Education
- Rad Tech
- Recreation
- Respiratory Care

INDUSTRY AND TECHNOLOGY

- ACR
- Architecture
- ACRP
- Auto Tech
- CADD
- Construction Tech
- ECHT
- Eng. Tech
- Env. Tech
- MTT
- Manu Tech
- Welding

LANGUAGES, COMPOSITION AND JOURNALISM

- English
- ESL
- French
- Japanese
- Journalism
- Sign Language / Interpreter Training
- Spanish

STEM

- Astronomy
- Biology
- Chemistry
- Computer Science
- General Science
- Geography
- Geology
- Math
- Physical Science
- Physics
- Pre-Engineering

Meta-Majors: Groups of related majors with similar requirements, outcomes, or methodologies

Note 1: This is the final version of the meta-major groupings after the "meta-major appeals" process has been completed. This version has been approved by the President.

Note 2: These groupings were determined using data from "meta-major card-sorting" events in Spring 2019. 130 groups made up of various combinations of faculty, staff administrators and students were involved. Students comprised 75% of the sample.

El Camino College

ACADEMIC CALENDAR

Fall Semester 2023

Fall Semester Classes Begin (1st 8 Week Session and Full Semester Courses)	August 26
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	August 28
First Day to Apply for Degrees and Certificates (Fall)	August 28
Last Day to Drop for a Refund/No Notation (1st 8 Week Session)	September 01
Labor Day Holiday (Campus Closed)	*September 04*
Last Day to Add with an Add Code (Full Semester Courses)	September 10
Last Day to Drop and be Eligible for a Refund (Full Semester Courses)	September 10
Last Day to Drop Without Notation on Permanent Record	September 10
Last Day to Apply for Degrees and Certificates (Fall)	October 13
Mid-Term Classes Begin (2nd 8 Week Session)	October 21
Last Day to Drop for a Refund/No Notation (2nd 8 Week Session)	October 27
Veterans Day Holiday (Campus Closed)	*November 10*
Last Day to Drop with a "W" (Full Semester Courses)	November 18
Thanksgiving Day Holiday/Weekend (Campus Closed)	*November 23–24*
Fall Semester Ends	December 15
Winter Recess (Campus Closed)	*December 22 - 29*
New Year's Holiday (Campus Closed)	*January 01*

ACADEMIC CALENDAR

Winter Semester 2024

First Day to Apply for Graduation and Certificates (Spring)	January 03
Winter Classes Begin	January 04
Last Day to Add (*M-F)	January 09
Last Day to Drop for a Refund/No Notation (*M-F)	January 09
Martin Luther King Holiday Observed (Campus Closed)	*January 15*
Last Day to Drop with a "W" (Full Semester Courses)	January 29
Winter Session End	February 26

Spring Semester 2024

Lincoln's Day Holiday Observed (Campus Closed)	*February 09*
Spring Semester Classes Begin	February 10
Weekday Classes Begin (1st 8 Week Session and Full Semester Courses)	February 12
Last Day to Add (w and Add Code) (1st 8 Week Session)	February 16
Last Day to Drop for a Refund/ No Notation (1st 8 Week Session)	February 16
Washington's Day Holiday Observed (Campus Closed)	*February 19*
Last Day to Apply for Degrees and Certificates (Spring)	February 23
Last Day to Add with an Add Code (Full Semester Courses)	February 25
Last Day to Drop for a Refund (Full Semester Courses)	February 25
Last Day to Drop Without Notation on Permanent Record	February 25
Spring Recess (Faculty and students)	April 06 - 12

ACADEMIC CALENDAR

Mid-Term Classes Begin (2nd 8 Week Session)	April 13
Weekday Classes Begin (2nd 8 Week Session)	April 15
Last Day to Add (w and Add Code) (2nd 8 Week Session)	April 19
Last Day to Drop for a Refund/No Notation (2nd 8 Week Session)	April 19
Last Day to Drop with a "W" (Full Semester Courses)	May 10
Memorial Day Holiday (Campus Closed)	*May 27*
El Camino College Graduation	June 07
Spring Semester Ends	June 07

Summer Session 2024

First Six Week Session Begins	June 17
Eight Week Session Begins	June 17
Second Six Week Session Begins	July 01
Independence Day Holiday Observed (Campus Closed)	*July 04*
First Six Weeks Ends	July 25
Second Six Week Session Ends	August 08
Eight Week Session Ends	August 08

To view different academic calendars, please visit: https://bit.ly/3NkRf0K

GETTING STARTED

☐ **Apply for Admission***   **Date Completed: ____/ ____/ 20__**

Take the first step – it's fast and easy! Complete and submit your free application online. On the admissions application, you will be asked about your educational goal. Are you going to complete a certificate program, and/or do you want to complete an associate's degree? Take some time to think about your educational goal while at El Camino College.

New and returning students (those with an absence of two consecutive primary terms: fall or spring semesters, excluding summer and winter terms) must complete an online application for admission.

For first time students, a student ID number will be issued and emailed 24 – 48 business hours after completing the online application.

☐ **Financial Aid***   **Date Completed: ____/ ____/ 20__**

Need help paying for college? Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) online. The school code for ECC is 001197.

☐ **English and Mathematics Placement Survey***   **Date Completed: ____/ ____/ 20__**

Assessment allows ECC counselors to match your current skill level in English and Mathematics to the right classes to ensure your success. Proper placement helps save time and money in meeting your educational goal. If English is not your first language, you may need to begin with the English as a Second Language (ESL) placement process. You can learn more details about ESL placement options, as per Title 5 §55522.5 (f), by visiting the Warrior Welcome Center.

☐ **New Student Orientation***   **Date Completed: ____/ ____/ 20__**

Online and in-person orientations are available to familiarize you with ECC and its resources. The Online Student Orientation can be completed online by logging in to MyECC (click the link under Web Services).

☐ **Educational Planning***   **Date Completed: ____/ ____/ 20__**

Complete an Educational Plan by scheduling an appointment with an ECC Counselor. Be sure to bring a copy of any AP Test Scores and unofficial high school transcript (if available). Counseling appointments become available every day at 9:00 a.m. To schedule a counseling appointment, log in to MyECC. Under the Web Services tab, click on "Online Counseling Appointments."

Once you have an educational plan, look out for your registration appointment. This is the date and time that you can begin registering for classes.

*** Required to be completed by April 30, 2023, for Fall 2023 Priority Registration Eligibility**

MATH PLACEMENT CHART

The appropriate mathematics course to take depends on your future goals, including major preparatory requirements by transfer institutions. It is always best to verify which course is most appropriate for you.

Liberal Arts, Education, and other majors	
$GPA_{HS} \geq 3.00$	(no corequisite required) MATH 110- Structures and Concepts in Mathematics MATH 115- Probability and Statistics for Teachers MATH 120- Nature of Mathematics MATH 140- Finite Mathematics or MATH 150- Elementary Statistics with Probability
$GPA_{HS} < 3.00$	MATH 110, 115, or 140 or MATH 120 + 120S (corequisite required) or MATH 150 + 150S (corequisite required)

Business and STEM majors – no corequisite required	
$GPA_{HS} \geq 3.40$ **AND** Algebra II (or equivalent)	MATH 130- College Algebra or MATH 170- Trigonometry†
$GPA_{HS} \geq 2.60$ **AND** Trigonometry or $GPA_{HS} \geq 2.30$ **AND** Pre-Calculus	MATH 130- College Algebra or MATH 180- Pre-Calculus††
$GPA_{HS} \geq 3.50$ **AND** Trigonometry or $GPA_{HS} \geq 3.10$ **AND** Pre-Calculus or $GPA_{HS} \geq 2.60$ **AND** Calculus	MATH 165- Business Calculus I or MATH 190- Calculus I†††

Business and STEM majors – corequisite required	
$GPA_{HS} < 3.40$ **AND** Algebra II (or equivalent)	MATH 130 + 130S or MATH 170 + 170S
$GPA_{HS} < 2.60$ **AND** Trigonometry or $GPA_{HS} < 2.30$ **AND** Pre-Calculus or $GPA_{HS} < 1.90$ **AND** Calculus	MATH 130 + 130S or MATH 180 + 180S

Students who have not completed Algebra II (or equivalent) in high school are strongly recommended to enroll in MATH 80 (Intermediate Algebra for STEM) or MATH 80 + 80S.

Note: MATH 12, 23, 37, 40, 60, 67, and 73 courses will continue to be offered.

Student must show completion of:
- Geometry in high school (min grade C-) or MATH 60 (min. grade of C) to enroll into MATH 170;
- Trigonometry in high school (min grade C-) or MATH 170 (min. grade of C) to enroll into MATH 180; and
- Pre- Calculus in high school (min grade C-) or MATH 180 (min. grade of C) to enroll into MATH 190.

English Placement Chart

After filling out the placement survey at MyECC, you will be directed toward a particular English course. This chart is designed to help you understand your English placement.

HS GPA of 2.6 and above: ENGL 1A

This is a college-level English course that is designed to teach academic reading and writing skills. In this 4-hour/week class, you will read challenging books and articles, and you will write multiple academic essays. The biggest assignment is an essay that is at least 2,000-words long, where you do your own research and find a minimum of 5 sources. This is a challenging course, but you can succeed if you commit your time and effort, and if you seek out the support of others.

### HS GPA of 2.59 and below: ENGL 1A + ENGL 1AS

If your high school GPA is 2.59 and below, you will be required to take ENGL 1AS with ENGL 1A. This is a great deal because you will spend an extra 2 hours a week with your instructor, and you will have a tutor and a counselor dedicated to your class. The work you do in ENGL 1AS is tailored to help you succeed in ENGL 1A. Even if you have a 2.6 or higher, you can still choose to enroll in ENGL 1A + ENGL 1AS.

Optional but Recommended for HS GPA of 1.89 and below:

ENGL 1

This is an optional course for students who would like an extra semester of preparation before starting ENGL 1A or ENGL 1A + ENGL 1AS. It is especially recommended for students with GPAs of 1.89 or lower. However, it is open to any student. Consider this course a "bridge" into college-level English, where you will be able to brush up on your reading and writing skills before starting ENGL 1A or ENGL 1A + 1AS. ENGL 1 is a more low-stakes class where students can adjust to the expectations of college and boost their confidence and skills.
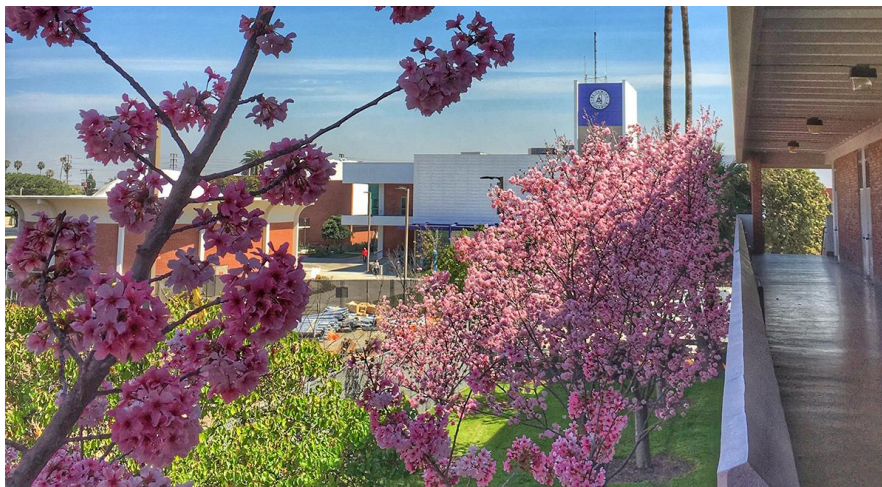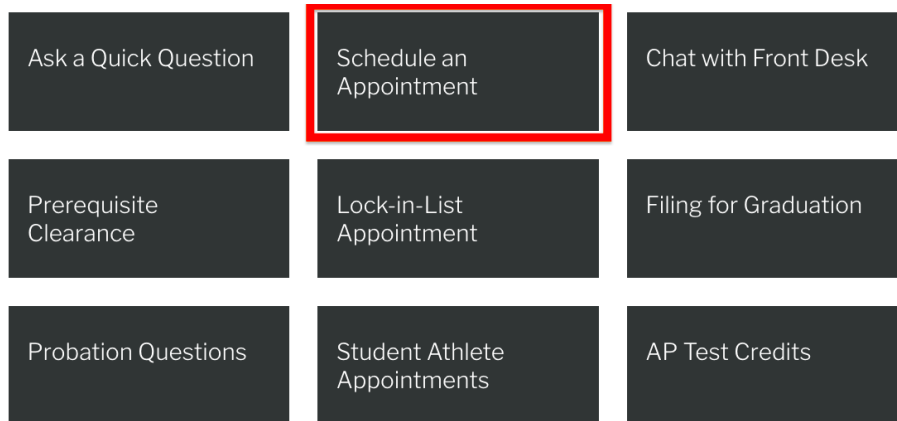
COUNSELING AND STUDENT SUCCESS

Our Academic Counseling team offers the one-on-one support you need to succeed in the classroom, manage all the decision-making, and keep your future in focus.

How to Book a Counseling Appointment

Step One
- Go to the Counseling home page on the El Camino College website using the link below and select "Request to Schedule an Appointment"
  - https://www.elcamino.edu/student/studentservices/counseling

Ask a Quick Question	Schedule an Appointment	Chat with Front Desk
Prerequisite Clearance	Lock-in-List Appointment	Filing for Graduation
Probation Questions	Student Athlete Appointments	AP Test Credits

Step Two
- Once you've selected to make an appointment with a counselor, you can request to meet with a counselor based on your specific Meta Major. Appointments can be in person, by phone, or Zoom.

  - Click on the "**+**" sign next to a Meta Major on the orange bar to view all majors listed per category

Meet with a Behavioral and Social Sciences Counselor	+
Meet with a Business Counselor	+
Meet with a Creative Arts Counselor	+
Meet with a Health and Community Wellness Counselor	+
Meet with an Industry and Technology Counselor	+
Meet with a Languages, Composition, and Journalism Counselor	+
Meet with a STEM Counselor	+
Meet with a Program or Department Counselor	+

COUNSELING AND STUDENT SUCCESS

Step Three

- Select the option that states "***Click here to request an appointment with a (Meta- Major)***" and you will be taken to the Counseling Appointment Request Form
  - The more days/times options you select, the better chance you may have at acquiring an appointment.
  - Include your El Camino ID number and El Camino email, and a current contact phone number.
    - Your request will **NOT** be granted if you do not have them.
  - Duplicate requests will not be responded to, and/or deleted.
  - Appointment requests are responded to Monday - Thursday, 9:00am to 4:00pm, and Friday, 9:00am to 12:30pm. Requests sent after business hours or during holidays will be reviewed the next business day.

What day(s) are you available to meet with a counselor? (Selecting multiple days will assist staff in finding availability): *

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday (Limited Availability 9am-1pm)

What times are you available to meet with a counselor? (Selecting multiple times will assist staff in finding availability): *

☐ 8 am - 10 am

☐ 10 am - 12 pm

☐ 12 pm - 3 pm

☐ 3 pm - 5 pm

☐ 5 pm - 7 pm (limited availability)

☐ Check All

- NOTE: All of the appointment confirmations and other appointment correspondence are sent to your El Camino email address. If you need help with your email, click here to access the IT Services webpage for troubleshooting links and other technology assistance.

If you can't find a counseling appointment

If you have trouble finding a counseling appointment on the form, you may reach out to the Counseling Front Desk Staff via phone to help you schedule a counseling appointment. You may contact the Counseling Front Desk on Monday - Thursday, 9:00 am to 5:00 pm at (310) - 660-3458.

YOU MET WITH A COUNSELOR, WHAT'S NEXT?

FINANCIAL AID

Complete your financial aid application by the priority deadline, March 2

- **FAFSA** (fafsa.ed.gov)
- **CA Dream Act** (dream.csac.ca.gov)

In **May,** check your **Award Letter** in MyECC (under Financial Aid > Financial Aid Checklist). Then "Review and Sign Your Award Letter." If you have been selected for verification, submit any "Required Documents" by following the steps on the screen. For in-person help, you can stop by the **Financial Aid Lab** in the Student Services Center.
www.elcamino.edu/student/studentservices/financialaid

CLASS REGISTRATION

In **May**, check your Fall **Registration Appointment** (under Registration > Registration Appointment). Use MyECC to register for the courses on your Educational Plan on your Registration Appointment Date & Time or any time after that – the sooner, the better!
Also, use MyECC to pay any fees by the appropriate due date (under Financial Information > View and Pay on My Account).

ORIENTATION

If you have not already done so, complete the online orientation by **April 30** to be eligible for priority registration. You can also visit the Warrior Welcome Center website for more information on how to complete orientation via Canvas, Zoom, or in-person.
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SUPPORT PROGRAMS

Consider joining a Student Support Program to help you meet your educational goals at ECC. Here are some programs to consider (check the ECC website for more info):

Athletics • CalWORKs • CARE • EOPS • First Year Experience (FYE) • Guardian Scholars • Puente Project • Project Success • South Bay Promise • Special Resource Center (SRC) • STEM/MESA/ASEM FIRST • Warrior Toro Program and much more!
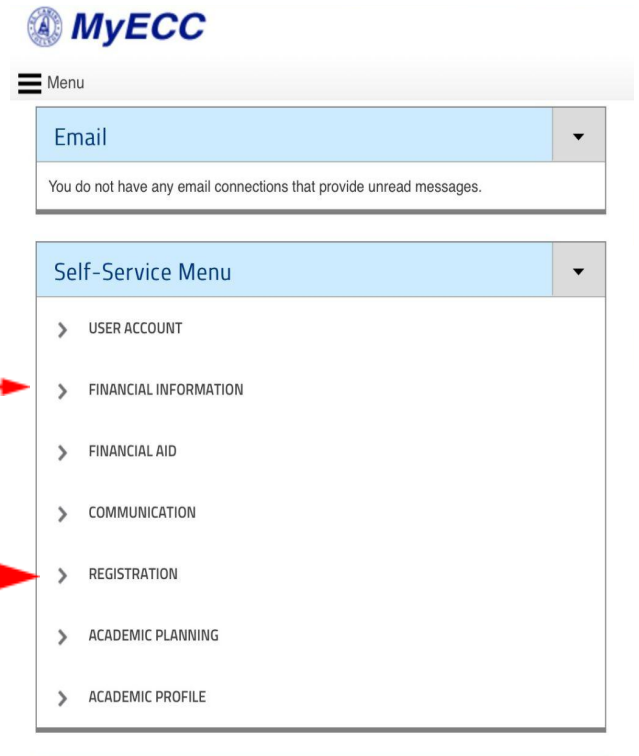
STUDENT PORTAL

All students receive an email with their El Camino College student ID number and login information to access MyECC, student email, utilize campus Wi-Fi, and more.

What is MyECC?

MyECC is the gateway to information about academic and financial aid records. Students may access MyECC from the convenience of their home, from a computer lab, or by using one of the college's computers at the Information Desk or Library.

MyECC can be accessed at myecc.elcamino.edu

Inside MyECC

- Access to ECC Email
- Registering for classes
- View Financial Aid Records
- Pay for classes, parking pass, and ASB
- Withdraw (Drop) classes

- Warrior Jobs
- View Unofficial Transcripts
- Scholarship Application
- Access Tax Form 1098 T
- Much more!

Student Email Accounts

You will be given an El Camino College email account. This email account is a tool used to communicate with faculty and ECC divisions and for ECC to communicate with students. Be sure to check your ECC email a couple times a week to stay informed with campus, counseling, and course updates.

Who Can Email You?

- Financial Aid
- Campus Staff
- Student Support Programs

- Teachers
- Counselors
- Admission & Records

ECC Connect

ECC Connect is a web-based forum where you can connect with instructors, counselors, and support services. You can access your account through MyECC, Canvas, or at http://www.elcamino.edu/student/studentservices/ecc-connect/.

Inside ECC Connect	
My Success Network	See your connections: instructors, counselors, and other service providers. Also, view information about a host of campus programs and services.
Degree Planner	Use it as a tool to view requirements for a degree program. View educational plans created and approved by your counselor.
Raise Your Hand	Contact your instructors directly if you have any questions about the class.
Dashboard	See any flags, kudos, referrals, or to-do items that have been raised by members of your Success Network.
Courses	View your current schedule and grades from previous classes. You may be able to see grades for current courses if an instructor uses Canvas, or you are part of a special program that participates in Midterm Grade Reports.

STUDENT PORTAL

Canvas

Canvas is the online space El Camino College uses for distance education classes. Many of your professors also use it for on-campus courses to:
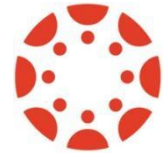
- Post the class Syllabus
- Post documents and handouts
- Have class discussions
- Post your grades
- Quizzes and tests, and much more!

Once you have **officially registered** for a class, you will be able to get to it on Canvas if your professor uses it for that course. Please note, even when your professor is using Canvas, you won't see your course in Canvas until one week before the term starts, and you typically won't be able to log into the course until the first day of the term.

Logging into Canvas

Step 1 Go to https://elcamino.instructure.com/login/saml.
You can also get there by following the link for Canvas at https://elcamino.edu.

Step 2 Enter your Canvas User ID, which is your ECC email address.* Examples: nstudent@elcamino.edu, new_student@elcamino.edu, new_student1001@elcamino.edu.

Step 3 Enter your Canvas password, which is the same as your MyECC password.

If you are having trouble with your MyECC password, please contact the ITS help desk by calling (310)660-6751 or by emailing helpdesk@elcamino.edu. They can help you reset your MyECC password, which will also reset your password for Canvas.

If you receive the error message, "Canvas does not have an account for that username," please contact the Distance Education office or by email at distanceed@elcamino.edu. Please have your student ID number ready when contacting the Distance Education office.

*The Admissions office assigns each student enrolled in El Camino College, a Student Identification (ID) username. Some ECC student ID numbers have been adjusted to accommodate multiple persons with the same name. If step 2 does not work, please visit this site to verify your ID: https://secure.elcamino.edu/portal/loginino/main.aspx?item=forgot

CLASS REGISTRATION

What is Registration?
Registration is the process by which you enroll into classes at El Camino College. Log in to MyECC and register for classes online on or after your Registration Appointment date and time (in the Self- Service menu, click Registration, then Registration Appointment). Before you register, make sure all prerequisites have been met.

College Catalog
The College Catalog is a detailed publication of college policies, regulations, major requirements, and course descriptions of every class offered at El Camino College. NOTE: Major Requirements will be based on the college catalog year you are enrolled in.

Class Schedule
The Schedule of Classes provides information about courses being taught during a specific semester, including time, day, units, instructor, method of instruction, and so forth.

Registration Appointment

- A registration appointment is a specific time and date in which the student can start registering for classes.
- They are available to qualified students who complete the admission requirements.
- They are issued before starting the registration cycle for continuing students and on a first-come, first-serve basis for new and returning students.
- To find your registration appointment, log on to MyECC: Click *Self-Service Menu -> Registration -> Registration Appointment*

Pre-requisites
Prerequisites are a condition of enrollment that a student is required to meet before enrolling in a course. A student can clear a prerequisite by earning a passing grade on the course labeled as the prerequisite or receive a clearance by a counselor

To clear a prerequisite, you must go to the Counseling website and complete an Online Prerequisite Clearance Process Form and include all supporting documents to support your request. Please allow 3-5 business days for a counselor to process online clearance requests.

Co-requisites
A required course taken simultaneously to enroll in another class (English 1A & English 1AS).

Units
A student needs to take 15 units per semester, 30-semester units per academic year, to graduate within four years (2 years at ECC and 2 years at a transfer institution).

CLASS REGISTRATION

Registration Priority

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 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.

Two Ways to Register for Classes

Students can register for classes through MyECC. There are two ways to register for classes, adding to the shopping cart via MyECC class registration or using Schedule Builder.

Method 1: MyECC Class Registration

Before you register, make sure all prerequisites have been met and cleared by a counselor.

Register for Classes through MyECC

Step 1	Log in to MyECC and click on the Self-Service Menu.
Step 2	Under Self-Service Menu, click on Registration
Step 3	Under the Registration tab, students can choose either of the following tabs: →Add to the shopping cart if you know Section # →Add to the shopping cart by searching for sections.
Step 4	Search for your classes by using the specific section number or by searching by subject.

CLASS REGISTRATION

What is the Difference between Online, Online LIVE, and Hybrid Classes?

Online (Asynchronous)
These classes are entirely online without mandatory class meetings. You don't have to be online at a fixed day and time with your classmates and instructor. Your instructor and your classmates will communicate through Canvas, and you can interact with them and access class resources on your own time. You complete all the assignments and meet the deadlines set by your instructor. Your classmates and instructor are not necessarily online at the same time.

Live Online (Synchronous)
These classes are entirely online, with your instructor and your classmates meeting together at the same time. You attend live interactive class meetings facilitated by your instructor in Canvas. You also do additional work outside of class, just as you would your homework.

Hybrid
Hybrid Courses are partially online — meaning there are some on-campus meetings along with online instruction with assignments and deadlines. Hybrid Courses use ECC's Learning Management System, CANVAS, to deliver content and assess your learning. For hybrid classes, look for the class footnote in the Schedule of Classes for on-campus meeting dates and times

Flexible
Online, with no on campus requirement, but some required live, synchronous class meetings or required proctored testing. Limited meeting days. Please see the schedule notes for dates and times.

What Do Classes Look Like?
In online classes, you will have regular lessons each week, usually split up into different modules following along with chapters in your books or videos your instructor posts. Class lesson material and instruction will vary based on the instructor. You log in to the online learning management system, Canvas, and complete your class lectures, assignments, interactive activities, and tests to fulfill the course learning objectives. Your instructors will post their course materials, assignments, and announcements. The same learning objectives are used for all ECC classes, whether fully online, hybrid, or on-campus.

Could Not Register for a Class?
- **Waitlist** – When the class is full, you might have the option to waitlist for the course. Before the start of the semester, students will be notified via MyECC if they were moved from the waitlist into the class. If the student is still on the waitlist when the semester starts, the student can attend the course and try to add the class.
- **"Crashing" Classes** – During the first two weeks of the semester, you can show up to the class you couldn't get into and ask the professor if you can be added.
- **Adding Classes** – After the registration period is over and the term begins, the only way to become enrolled in a class is with an Add Code from the instructor.

How to Add a Class AFTER the term has started
Step 1	Obtain an Add Code from the instructor.
Step 2	Go to myecc.elcamino.edu
Step 3	Log into MyECC with your ECC email and password.
Step 4	On the Left, in the self-service Menu, click on "Registration" then "Online Add".
Step 5	On the next screen, enter the reference number and authorization code from the Add Code slip.
Step 6	Click the Submit button.
Step 7	Once you have successfully added the section, pay any fees by returning to the Self-Service Menu. Click on "Financial Information" and "View Account and Make Payments."

ACADEMIC EXPECTATIONS AND PROBATION

What is Academic Probation?

A student, who has attempted at least 12-semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

What can I do to be removed from Academic Probation?

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College. The student must do the following to return to good academic standing:

1. **Repeat:** Students may repeat a course in which they have received a substandard grade (that is, D, F, or NC/NP) only once. Upon completion of those courses, the student's cumulative GPA will be recalculated. The new cumulative GPA will reflect only the passing grades of C or better. However, the student's transcript will show all grades earned.
2. **Academic Renewal:** The student can file a petition to have up to 24 units of D or F grades omitted from the cumulative GPA. You may file for Academic Renewal at the Admissions and Records Office if you meet the following criteria:
   - The student must have earned a GPA of 2.25 or higher in the last 30 units of graded work completed at any regionally accredited college or university, or a GPA of 2.5 or higher in the last 24 units of graded work completed at any regionally accredited college or university. Finally, at least two years must have elapsed since the substandard semester.
3. The student's remaining units must be completed with grades of C or better to reduce the effect of D's or F's in the cumulative GPA.

What is Progress Probation?

A student who has enrolled 12 or more semester units, as shown by the official academic record, will be placed on Progress Probation if entries of "W," "I," "NC" and "NP" account for 50 percent of the total units attempted. Courses dropped before the "No Notation" deadline are not considered "units attempted" and do not receive entries as "W," "I," and "NC/NP."

What is "CR","NC", a "W" and an "I"?

"P/CR"	The student will receive unit credit toward graduation and/or full-time status but is not calculated into the G.P.A.
"NP/NC"	The student receives no credit for the courses taken.
"W"	Withdrawal from class.
"I"	Incomplete academic work for unforeseeable, emergency, and justifiable reasons that included circumstance beyond the student's control. The work must be completed by the the sixth week of the regular semester following the "I" mark; otherwise, a letter grade will be assigned depending on the finished work.

What can I do to be removed from Progress Probation?

A student will be removed from Progress Probation when the percentage of entries of "W","I","NC" or "NP" is below 50 percent of the total units attempted.

ACADEMIC EXPECTATIONS AND PROBATION

What is Dismissal?

Dismissal Due to Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 2.0 in all graded credit units attempted in each of three consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (fall, spring) semester while on probation, the student will continue on probation but will not be subject to dismissal. Terms shorter than 16 weeks (i.e. winter, summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

Dismissal Due to Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and/or "NP" remains at or above 50 percent for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

Appeal of Probation or Dismissal	Readmission Following Dismissal
A student who believes that there were extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.	A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of "W", "I" and "NC/NP" entries is below 50%.

Contact Information
Student Success Program
Email: studentsuccess@elcamino.edu
Website: https://www.elcamino.edu/student/studentservices/student-success-program/studentsuccessprogram.aspx

Loss of Enrollment Priority and California College Promise Grant

El Camino College requires all students to meet academic standards, progress standards, and adhere to a unit cap to receive enrollment priority (priority registration) and the California College Promise Grant (formerly known as the BOG Fee Waiver). Academic and progress standards will apply once a student has attempted at least 12-semester units, as shown by the academic record. Former foster youth up to 24 years of age are exempt from this regulation.

Academic & Progress Standards	
Academic Standard	Cumulative grade point average (GPA) of at least 2.0
Progress Standard	Cumulative satisfactory completion of more than 50% of attempted units.
Unit Cap	Completion of 100 or more units

Contact Information
Financial Aid Office
Student Services Building – Second Floor, Room 248
Phone: 310-660-3493
Email: eccfaid@elcamino.edu
Website: https://www.elcamino.edu/student/studentservices/financialaid/

ACADEMIC EXPECTATIONS AND PROBATIONS

Grade Change Policy

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. A student who alleges that a grade in a course was given as a result of a mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the class was posted. Upon determination by the District that a grade in a course was given as a result of fraud, the District may change or remove the fraudulent grade from the student's transcript of record based on the recommendation of a faculty committee. Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions. Procedures for changing or removing grades in accordance with this policy have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

Tutoring Hub

You can access the Tutoring Hub on Canvas! There you can access all the tutoring programs at El Camino College. Tutoring is provided entirely free to ECC students by multiple different centers such as the following:

Math Study Center
The Math Study Center provides drop-in online tutoring through Zoom for Math and Computer Science courses.

Learning Resource Center
The Learning Resource Center provides drop-in online tutoring through Zoom for a variety of subjects.

The Writing Center
The Writing Center is dedicated to helping students improve their writing, research, and presentation skills for all their classes.

Peer Assisted Study Sessions
PASS aims to provide a learning atmosphere that differs from the traditional tutorial environment. The focus is on integrating the course content (what to learn) with academic reasoning and study skill (how to learn).

SEA Village
The Student Equity and Achievement Village will continue to provide students with online tutoring support via Zoom. They offer drop-in online tutoring in Math & English.

SEA Success Center
The SEA Success Center offers free one-on-one tutoring in all subjects. Our trained specialists will work with students individually to instill reading strategies and comprehension techniques to benefit them throughout their academic careers.

Supplemental Instruction
The Supplemental Instruction (SI) Program provides peer-led review sessions through Zoom. Please visit the SI webpage for the current SI schedule and detailed information on the SI Program. SI support is provided during fall and spring semesters.

CIS Online Open Lab
The CIS Online Open Lab provides drop-in and appointment-based tutoring in CIS classes through Zoom. The CIS Online Open Lab is open Mon-Friday.

ACADEMIC HONESTY AND STANDARDS OF CONDUCT

Academic Honesty

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

It is the responsibility of all members of the academic community to behave in a manner that encourages learning, promotes honesty, and to act with fairness towards others. 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.

Standards of Conduct

Conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining a positive learning environment. Optimal standards for behavior are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college-sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

The following misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

Dishonesty

Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:

1. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
2. Copying from another student or former student allowing another student to copy from one's work
3. Allowing another individual to assume one's identity or assuming the identity of another individual.
4. Changing answers on a previously scored test, assignment or experiment with the intent to defraud.
5. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
6. Obtaining or copying exams or test questions when prohibited by the instructor.
7. 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.
8. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
9. Handing in the same paper or other assignments in more than one class when prohibited by the instructor.
10. Any other action which is not an honest reflection of a student's own academic work.

ACADEMIC HONESTY AND STANDARDS OF CONDUCT

Other forms of dishonesty, including but not limited to, forgery or attempted forgery of any academic record; alteration or misuse of the 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 administration procedures.

Disruptive Behavior, Inappropriate Conduct and Expression

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.
2. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.
3. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

Family Education Rights Privacy Act (FERPA)

All education records of students who enroll at El Camino College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her education record which personally identifies the student and may challenge the accuracy of the record or the appropriateness of its retention.

Student consent is needed for the release of records covered by the act to outside parties (e.g., prospective employers) except for those agencies entitled to access under the provisions of the act (e.g., campus officials, other schools, federal educational and auditing officials, and requests in connection with the application or receipt of financial aid). These provisions apply to records received and used after Nov. 19, 1974.

Students may request a copy of a record that the student has requested or consented to be released. The full text of the Family Educational Rights and Privacy Act of 1974 is in the United States Code Annotated, Title 20, 1232g, pocket part, in the campus library reference room. Particular questions with respect to a student's prerogative under the Family Educational Right and Privacy Act of 1974 should be directed to the office of the Director, Admissions and Records.

FALL 2023 PROSPECTIVE HIGH SCHOOL SENIORS

Apply for Admission online for Summer - Fall 2023	Starting as early as October 2022
Complete your Financial Aid (FAFSA) or California Dream Act Application	October 2022 - March 2, 2023
Complete your English and Math Placement Survey via MyECC and complete your Orientation for Fall 2023 Priority Registration	October 2022 - April 2023
Apply online for the South Bay Promise	November 2022 - April 30, 2023
Create an Educational Plan with an El Camino Counselor	February - April 2023
Log into MyECC to view your Registration Appointment date and time	May 2023
Register for Classes - visit the Virtual Information Desk for assistance	May - June 2023
Log into MyECC to review your Financial Aid status	June 2023
Prepare for the Fall semester - pay your fees before non-payment deadline, order your Student ID Card photo, and purchase your textbooks	July 2023

For up-to-date information, visit our website

www.elcamino.edu/academics/calendar.aspx

SOUTH BAY PROMISE

The **South Bay Promise** offers personal support to get students to and through El Camino College. Students receive free enrollment for two years, priority registration, access to a laptop loan program, and specialized support services.

Who is eligible? The South Bay Promise is available to all first-time, full-time college students (regardless of school district) who attend El Camino the fall after their senior year.

Complete the Steps to Enroll
by April 30, 2022 www.elcamino.edu/steps
- **Apply for Admission**
- **Financial Aid** (FAFSA or CA Dream Act)
- **Orientation**
- **Assessment**
- **Educational Planning**

Get Engaged! Connect with a Student Support Program
Eligible programs include:
- **Athletics**
- **BSS/ SEA Pathway**
- **Extended Opportunity Programs & Services (EOPS)**
- **First Year Experience (FYE)**
- **Honors Transfer Program**
- **Project Success**
- **Puente Program**
- **Special Resource Center (SRC)**
- **TEACH El Camino**
- **Warrior-Toro Computer Science Pathway**

Submit a SouthBay Promise Application
by April 30, 2022 www.elcamino.edu/southbaypromise
- **For more information about South Bay, please visit:**
- https://www.elcamino.edu/admissions/south-bay-promise/student-info.aspx

Enroll as a Full-Time Student
- Register for **at least 12 units** during each Fall 2023 & Spring 2024 semesters
  - (9 units for SRC students)
- Attend South Bay Promise **reception** before the start of the fall semester
- Maintain **satisfactory academic progress**

FINANCIAL AID

PAYING FOR COLLEGE

El Camino College has a strong commitment to ensuring accessibility to all of its programs and services to all students capable of benefiting from such programs and services. Enrollment fees are only $46 per unit for California residents.

Part-Time Student = 1 to 11 units, **Full-Time Student** = 12 units or more

FINANCIAL AID LAB

For general questions regarding Financial Aid or to receive assistance with the application, please visit the Financial Aid Computer Lab,

Student Services, 2nd Floor, Room 229.

FINANCIAL AID OFFICE

If you need to submit Financial Aid documents, please visit the Financial Aid Office (Valid photo ID required.)

Student Services, 2nd Floor, Room 248

310-660-3493
eccfaid@elcamino.edu

Free Application for Federal Student Aid (FAFSA) - *Apply at fafsa.ed.gov*

Completing the Free Application for Federal Student Aid (FAFSA) is the first step toward applying and receiving federal college aid. El Camino College will use FAFSA data to determine eligibility for state and school aid. The deadline to submit to qualify for a Cal Grant is March 2, 2022.

California Dream Act - *Apply at dream.csac.ca.gov*

The California Dream Act became law through two Assembly Bills: AB 130 allows students who meet AB 540 criteria to apply for and receive non-state funded scholarships for public colleges and universities. AB 131 allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as grants, community college fee waivers (like the CA College Promise Grant), Cal Grant, and Chafee Grant. The deadline to submit to qualify for a Cal Grant is March 2, 2022. (See page 10 for Ab 540 & Undocumented student information.)

California College Promise Grant

For eligible California residents, the California College Promise Grant (formerly known as the BOG Fee Waiver) permits the $46 per unit enrollment fee to be waived. (Assistance for the purchase of books and supplies must be applied for separately.) Students who meet income and residency criteria may qualify.

Student Success Completion Grant

The Student Success Completion Grant pays Cal Grant recipients enrolled in at least 12 but fewer than 15 semester units $649 per semester ($1,298 annually). Cal Grant recipients enrolled in 15 or more semester receive $2,000 per semester ($4,000 annually). To be eligible a student must: Be a Cal Grant B or C recipient, have unmet financial need and maintain satisfactory academic progress.

Cal Grant Note

A Cal Grant award is limited to four academic years, except for students enrolled in an institutionally required five-year undergraduate program or for students with baccalaureate degrees admitted to and enrolled in a program of professional teacher preparation. A student needs to take 15 units per semester or the equivalent quarter units, or 30-semester units or the equivalent quarter units per academic year, to graduate within four years.

AB 540 AND RESIDENCY

AB 540 is a law that provides in-state tuition benefits for undocumented and out-of-state students who attend or will attend a public university in California. Under California law AB 540, individual nonresident students are exempt from paying nonresident supplemental tuition. SB 68 expands AB 540 to enable students to count years spent at a California Community College and Adult School towards AB 540 eligibility. If you are granted an AB 540 exemption, you will be charged in-state enrollment fees and not the supplemental tuition charged to nonresidents.

Resident (IN- STATE) Enrollment Fees
(Applied to AB 540 eligible students)
$46 per unit:

Non-Resident (OUT-OF- STATE) Enrollment Fees
$285 + $46 per unit:

Who is Eligible?

Students (including undocumented students) who, for various reasons, are classified as nonresidents may be eligible. To qualify for AB 540 status, students must also meet the following eligibility requirements:
- A student must have attended a high school (public or private) in California for three or more years*
- A student must have graduated from a California high school or attained the equivalent (GED or CA HS Proficiency exam)
- Students previously ineligible for AB540, who have attended a college or university since high school graduation, may be eligible for AB540 through SB68.

Steps to Complete the AB540 Process:

- A student must be enrolled in an accredited California Institution of Higher Education
- A student must file an AB 540 California Nonresident Tuition Exemption Request Form that includes an affidavit stating they have filed (or will file) an application to legalize as soon as they can do so. Completed forms must be submitted to the Admissions and Records Office located in the Student Services Center
- Submit a copy of sealed high school official transcripts to the El Camino College Admissions office for verification. If the transcript does not show the graduation date, please bring in your high school diploma.

*For more information, please visit the Admissions and Records webpage for AB540 information. http://www.elcamino.edu/admissions/residency.aspx

What Type of Financial Aid can Dreamers Receive?
- California Community College (CCC) California College Promise Grant (formerly known as the BOG Fee Waiver)
- Cal Grants
- Student Success Completion Grant
- Chafee Grant (Current and former foster youth)
- EOPS Book Vouchers/Grants
- Institutional Scholarships (Apply through MyECC during your first fall term at El Camino)
- Private Scholarships (Link to Immigrants Rising Scholarship list- https://immigrantsrising.org/resource/list-of-undergraduate-scholarships/)

Additional aid available at universities include
- UC Grant
- University Scholarships
- State University Grants
- CA DREAM Loan Program at UC and CSU

Financial Aid Office

DON'T STAND IN LINE

☐ Submit your financial aid application (FAFSA) at www.fafsa.gov or

California Dream Act Application at www.csac.ca.gov

☐ Log into "*MyECC"* seven business days after submitting your application.

☐ Regularly check Financial Aid to determine if you need to submit any documents to the Financial Aid Office.

    ☐ Click on **"Financial Aid"** then select **"Financial Aid Checklist."**

    ☐ Check your **"Award Letter"** to find out if your Financial Aid has been processed.

    ☐ Click on the **"Financial Aid"** tab**;** then select **"Award Letter."**

☐ Check your "*MyECC"* email account.

    ☐ All updates or requests from the Financial Aid Office are sent to your **"MyECC tab" email account.**

☐ Go to refundselection.com to select your disbursement method.

☐ Make sure you are meeting Satisfactory Academic Progress (SAP).
- To be eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP).

Federal Grant Requirement: Each semester, students must complete at least 67% of their cumulative attempted units, maintain a 2.0 cumulative G.P.A., not exceed 150% of their educational programs, and not have earned a degree.

California Promise Grant requirement: Each semester, students must complete at least above 50% of their cumulative attempted units and maintain a 2.0 cumulative G.P.A.

FINANCIAL AID VERIFICATION STEPS

Step 1: Log into *MyECC*
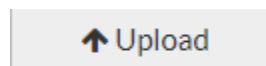
Step 2: Click on **"Financial Aid"**

Step 3: Click on **"Financial Aid Checklist"**

Step 4: Click on **"Complete Required Documents" Step 5:** Click on the **"El Camino Verify My FAFSA"** link

To upload required documents using a PC, mobile device (such as a tablet or smartphone):

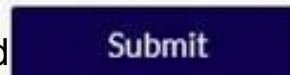**Step 1:** Follow the steps above

Step 2: Click on the **"Upload"** button

Step 3: Click on the **"Camera or Take a Photo"** option and then take pictures of the documents

Step 4: Click "**Submit**" once all documents are uploaded

Step 5: Click **"Finish"** to submit; this will make sure your documents are completely submitted

Step 6: Check your *MyECC* emails and your **Financial Aid Checklist** frequently for status updates and/or possible documents that *may* be needed to determine your financial aid eligibility.

SEMESTER FEES

The enrollment fee is state-mandated. Students concurrently enrolled in high school are not required to pay the enrollment fee.

Enrollment Fee	
The enrollment fee is state-mandated. Students concurrently enrolled in high school are not required to pay the enrollment fee.	$46.00 per unit

Health Fees	
All students enrolled in classes held on campus, either at El Camino College or Compton Center, must pay the health fee.	$18.00 per summer terms $21.00 per fall and spring semesters

Associated Students Organization Discount Sticker/Student Activities Fee (Optional)	
The optional Student Activities Fee funds student activities and services.	$15.00

*To opt out of the ASO sticker, you can go to your ECC and under the Self Service Menu, then click Parking and ASO Menu

Student Representation Fee	
The Student Government is funded by the Auxiliary Services Board (ASB) and the Student Representation Fee.	$2.00

Instructional Materials Fee

Certain courses require a nominal fee for materials provided to students during the course of the semester.
 Please refer to the Schedule of Classes.

Parking Fee (Optional)	
Daily permits are available at the yellow permit dispenser machines. $3.00 per day	Semester Pass Automobiles: $35 - Fall/Spring $20 - Winter/Summer Motorcycles: $20 - Fall/Spring $20 - Winter/Summer

Nonresident Student Fee	
Application Fee: Citizens and residents of foreign countries are required to pay an application fee.	$50.00 (non – refundable)
Non-Resident Tuition Students who have lived in California less than a year (prior to the first day of instruction) and those who hold certain non-immigrant visas that preclude them from establishing California residency must pay out-of-state tuition and the enrollment fee.	$285 per unit plus $46 per unit
F1 Visa Student Health Insurance	$697.50 per semester

SEMESTER FEES

How to Pay Fees (Online or In-Person)
For your convenience, we offer three ways to pay your fees:
- Pay online 24 hours a day at http://www.elcamino.edu/myecc/
  - Self Service Menu > Financial Information >View Account and Make Payments >Proceed to Payment
- The Cashier's Office - we accept cash, checks, Visa, MasterCard, or Discover.
- Mail a check or money order payable to:
  - El Camino College Cashier's Office
    16007 Crenshaw Blvd. Torrance, CA
    90506.
  - Be sure to mail your payment 7 days before the deadline. Your check must be received in the Cashier's Office on or before the deadline date.

Scholarships - The El Camino College Foundation Scholarship Office

El Camino College offers more than 650 scholarships totaling nearly $880,000 annually to incoming high school students, students attending El Camino College, and students transferring to the four-year University of their Dreams.

We have a diverse scholarship program with criteria including:
- Honors and academic achievement
- Financial need
- Leadership and community service
- Organizational and campus club affiliation
- International students*

The Application
The El Camino College Foundation Online Scholarship Application is open and available for completion from June through December of every year. Simply apply online via *MyECC* and click on "Scholarship Application."

Requirements are:
A minimum cumulative GPA of 2.0 or better
Students must be enrolled in at least six units to qualify for a scholarship.

Please note: All incoming freshmen enrolled in the fall semester with a minimum of six units for college credit are eligible to apply, as your coursework will have been completed at the time of the review process.
  Note to International Students
  While international students are not eligible for state based or federal financial aid, there are private and institutional resources that you may wish to consider:
  Apply for an ECC Scholarship or Learn about financial assistance available for International Students by visiting the International Education Financial Aid (IEFA) website at www.iefa.org

Tips
- When applying for scholarships, watch deadlines! Each scholarship program runs on its schedule.
- Do your homework! Does your parent's employer or organizations they belong to offer scholarships? How about organizations and businesses within your community
- Develop a great personal statement - This is an essential part of your application! Create one in MS Word, then copy and paste it into the application
- Try to make sure to ask teachers ahead of time for the recommendations so you can make the deadline and apply!

FOUNDATION and SCHOLARSHIP OFFICE
310-660-6541
Administration Bldg., 1st Floor - Room 160
scholarship@elcamino.edu

KEEPING WARRIORS SAFE - RESOURCES

Check out El Camino College's hub for the latest and current COVID-19-related campus updates, guidance, and information: https://www.elcamino.edu/notices/coronavirus/index.aspx

Laptop loan & Internet Access Hotspot Program

El Camino College is here to support you. We realize that completing your studies online is challenging so you can qualify for the Laptop loan program if you are registered for a term, and have completed the Free Application for Federal Student Aid (FAFSA), or the California Dream Act application. Laptop supplies are limited and not guaranteed

*Students can check out a laptop and/or hotspot at the library.

CARES Act Aid for Students

The CARES Act, a $2 trillion federal spending bill designed to provide some relief from hardships caused by COVID-19, includes funding of almost $14 billion for colleges and universities. Of El Camino College's $11.7 million allocations, $5.8 million was designated as direct aid to students for their education-related costs such as textbooks, technology, and other similar expenses. Using guidance from the U.S. Department of Education, El Camino College has implemented a disbursement procedure. A student will receive an award of either $250 or $500 based on Title IV eligibility criteria, which include:
- Having completed a FAFSA application
- Having fulfilled any additional documentation requests for financial aid eligibility
- Meeting Satisfactory Academic Progress standards
- Being enrolled in 3 or more units
- Having financial need, calculated as the cost of attendance minus the expected family contribution

Students enrolled in 3 to 5 units will be awarded $250. Students enrolled in 6 or more units will be awarded $500. Funds will be received via the disbursement method a student has previously selected to receive financial aid (i.e., BankMobile, direct deposit, paper check, etc.). If a disbursement method has not been selected, the student will be asked to choose one. Students who have not completed a FAFSA application (Links to an external site.) for Spring Semester or Summer Session may still do so.

WARRIOR EMERGENCY FUND

Eligibility Requirements:

- CA Resident or AB 540 or AB 1899
  - A student's citizenship status does not affect their eligibility for an emergency fund.
- Must be enrolled for the semester you are requesting funds.
- **Must have a completed FAFSA or CADAA application on file with ECC Financial Aid Office and completed the verification process.**
- Students are only awarded once a semester (Fall and Spring only - students can reapply the next semester).
- Students must have accepted all federal financial aid they are eligible to receive.
- A student's citizenship status does not affect their eligibility for emergency funds.
- Students are awarded on a case by case basis of need.

  Warrior Emergency Fund Application: https://elcamino.formstack.com/forms/warrior_emergency_fund

CalFresh

The following information is dedicated to providing students with information on free and low-cost services to ease food, housing, technological, financial, and transportation pressures while also serving as a resource for all to reference.

CalFresh

What is CalFresh?

CalFresh is a nutrition assistance program that helps low-income individuals and families buy the food they need. CalFresh dollars help stretch a tight food budget and help many people afford to incorporate healthy foods like fruits and vegetables into their diets.

CalFresh is the name of the USDA-funded Supplemental Nutrition Assistance Program (SNAP) in California. Recipients receive a CalFresh benefits electronically via personal Golden State Advantage electronic benefits transfer (EBT) cards that look just like any other credit or debit cards

What can the CalFresh Outreach Program provide you?

- Eligibility Prescreen
- Application Assistance
- Required Verifications
- Interview Preparation
- Recertification
- Troubleshooting

Application Process

Step 1: Contact your CalFresh Outreach Team by completing the application prescreen at http://bit.ly/calfresh4you (Links to an external site.). The pre-screen will help us determine your eligibility for CalFresh.

Step 2: If you think you may be eligible, complete, and apply with your CalFresh Outreach Team. Although the application is available online (https://www.getcalfresh.org/?source=elcamino (Links to an external site.)), we encourage you to apply online with the help of your CalFresh Outreach Team because they are very familiar with the questions and will likely get you through the application faster.

Step 3: Once the county receives the application, your 30-day application period begins

Step 4: During these 30 days, you will need to do the following:

- Complete your INTERVIEW with the county office by phone or in-person (The county office will either call or mail you a date and time for your interview)
- Let your CalFresh Outreach Team know if you have not heard from the county within the first seven days

CalFresh

Step 5: You will then be required to provide verification documents [to your county office. This must also be completed during the 30-day period. Your application will not be approved if you do not submit verification documents that meet their requirements. Examples of verification documentation include:

- Copy of ID
- Proof of address
- Utility Bill
- Pay stubs
- Financial aid award letter and schedule (if a student)

Step 6: To keep your CalFresh benefits, you will be required to do the following:

- Complete a Semiannual Report (called a SAR 7 Eligibility Report) 6 months after your initial application is approved. The County will let you know when this is due.
- Complete a Recertification Application and be interviewed before the end of your certification period. The County will let you know when your Recertification Application is due and send you a letter confirming your interview's time and date. Most interviews will be conducted over the phone.

Verification Resources

Documents You Need to Have for CalFresh Application

All CalFresh applicants must submit verifications. Typical student verifications include:

- Proof of Identification
- Earned/Unearned income
- Proof of residency (mail with current address)
- Financial Aid/Work Study Award
- Proof of units
- Housing and Utility costs
- More Information on Verification

METRO U-PASS

What are the benefits of a Metro U-Pass?

El Camino College students who purchase a Metro U-Pass will be able to ride on the Metro, including Metro Rapid, Metro Rail, Metro Express Buses and the Metro Silver Line, as well as the GTrans (Gardena bus lines), Torrance Transit, and Long Beach Transit, Culver City Bus (Links to an external site.), LADOT DASH, City of Santa Monica's Big Blue Bus (BBB), and Norwalk Transit, Montebello Bus and Foothill (Local services)!

Who is eligible?

El Camino College students that are enrolled (enrollment verification will be required)

How do I purchase a Metro U-Pass?

- Complete the Metro Survey (this is mandatory for first-time participation in the program)
  - Survey: https://lametro.formstack.com/forms/upass_elcamino
- You will receive an email confirming that you completed the survey - save this email
- Request an El Camino College ID at the Warrior Welcome Center
  - Form: https://elcamino.formstack.com/forms/photo_id
- After receiving your ECC ID, go to the Bookstore.
- Show the Bookstore cashier your ID card or class schedule, and your confirmation email
- Pay the current metro U-pass fee
- Place the Metro U-Pass sticker on your ECC Student ID card?
- Show your Metro U-pass on your ID card before boarding and when asked by public transit staff.

May I use my financial aid to purchase a Metro U-Pass?

- Yes! Once students receive their financial aid disbursement, they may use their funding to purchase education-related expenses, including transportation costs.

What happens if my Metro U-Pass is lost or stolen?

- Email the Warrior Welcome Center to get another ECC ID and go to the Bookstore to get a replacement U-Pass sticker for $2
- The Bookstore will deactivate the lost U-Pass sticker

TAP Cards

- The Metro U-pass is only available to El Camino College students. However, if you are an El Camino College employee or a community member who uses public transportation, you may purchase a TAP card at the Bookstore. TAP cards cost $2.00 and then stored funds can be loaded.

WARRIOR PANTRY & CLOSET

Warrior Pantry

Drive-Thru Distribution

- We offer a drive-thru distribution with a pre-packaged bag filled with various food items for our students to pick up from the Warrior Pantry, "Cupboard," during our new operating hours. This is our new "Drive-Through Grab-A-Bag", policy that will allow us to keep the Warrior Pantry open and serve our students during this difficult time.
- Students who are registered for a semester will have the opportunity to drive through parking lot B and pick up their bag at the large white canopy. Please check in with our Warrior Pantry for up-to-date hours
- Parking Lot B can be accessed from Manhattan Beach Blvd

Eligibility

- Students must be enrolled at ECC for either the summer, winter, spring or fall semester to receive services from the Warrior Pantry / Cupboard
- Students must have a valid ECC ID number / (it can be looked up on-site at the drive-thru
- Students need to fill out the Basic Needs Intake Form: https://elcamino.formstack.com/forms/basic_needs_intake?sso=6358186185abe

Volunteer

- If you would like to volunteer to work in the Warrior Pantry, please email Norene Clark at nclark@elcamino.edu and she will help you fill out the volunteer form.

Warrior Closet

What is the Warrior Closet?

The Warrior Closet provides free clothing to currently enrolled El Camino College students.

Open: Tuesdays & Thursdays from 11 a.m. – 2 p.m.

Location: MBBM 130 (Between Warrior Pantry & the Planetarium)

SEMESTER PREPARATION CHECKLIST

☐ **Print out Class Schedule and Tour Campus**
- Log-in to MyECC. Go to the Self-Service Menu and click on *Registration → My Class Schedule.*
- Schedule an individual campus tour to find your classes. To schedule a tour visit, www.elcamino.edu/outreach

☐ **Purchase Textbooks**
- You can buy your books at the El Camino College Bookstore. Bring a copy of your class schedule, and a friendly bookstore staff member can assist you.
- Visit online to see what books are required for your class: http://bookstore.elcamino.edu/

☐ **Obtain a Parking Permit**
- Students can purchase a parking permit online through MyECC or in person at the Cashiers Office.

Parking Permit Fees

Fall & Spring Semester	Car - $35 Motorcycle - $20
Summer & Winter Sessions	Car & Motorcycle - $20

- Students with a handicapped placard/plate must also purchase an El Camino College Semester or daily parking permit. Both the handicapped placard and El Camino College Permit must be displayed.
- Students who are awarded a CA College Promise Grant may be eligible to pay $20 a semester.

☐ **Photo ID**
- All students have the option to receive a free El Camino College identification card. These cards are available at the Warrior Welcome Center. These cards serve as photo identification, and may be used for Library services, campus activities, and to verify attendance in certain classes.

To Acquire your Photo ID – New Students Must:
- Be registered in a class for at least 48 hours.
- Bring a current, valid driver's license or another form of photo ID (Example: Passport or High School ID)
- Know your 7-digit ECC Student ID Number (retrieve this number at Admissions Office, Counseling Office, Cashier's Window, or MyECC under "My Class Schedule")
- Email the Warrior Welcome Center at WelcomeCenter@elcamino.edu for drop-in hours.

☐ **Week of Welcome (WOW) Tents**
- During the first week of the semesters, there are Welcome Tents around campus to guide and answer any questions you might have.

STUDENT LIFE AND ENGAGEMENT

Students have the opportunity to enhance their leadership abilities and expand their education beyond the classroom through co-curricular programs. Many skills such as communication, organization, and leadership are developed when students can make decisions that concern El Camino College and plan diverse activities that can help make a difference on campus.

Student Clubs and Organizations

Join a Club
- Joining a club is a great way to get involved on campus while meeting other ECC students! El Camino has a wide variety of clubs that require no resume or application. Check out the clubs El Camino has to offer today!

Charter a New Club

- Interested in starting a new club at El Camino? Student clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide service to the campus and community. New clubs are required to file a constitution and petition to become a club. The petition must be signed by 10 currently enrolled ECC students who have paid the $15 Student Activities fee and at least one faculty member who agrees to serve as the club's adviser,

Reactivate an Existing Club
- Do you want to reactivate a club that hasn't had meetings or activities for the past year? Fill out the paperwork required to reactivate your club before the semester deadline.

Inter-Club Council

- The Inter-Club Council (ICC) is the governing body of student clubs at El Camino College. ICC hosts engaging events for students to promote involvement and a sense of community on-campus. In addition, ICC supports student clubs through funding allotment, event planning assistance, event promotion, and more.

Student Equity Advisory Council (SEAC)

- The Student Equity Advisory Council (SEAC) is a student-led organization that aims to support and empower diversity, equity, and inclusivity across campus. The council seeks to educate themselves and others on issues of social justice and to help close equity gaps, making El Camino College a more inclusive institution.

STUDENT LIFE AND ENGAGEMENT

Associated Students Organization (ASO)

What is the Associated Students Organization (ASO)?

The Associated Students Organization (ASO) is the student government of El Camino College. We serve as elected representatives for the student body. However, vacancies can be filled through an appointment process after the Spring elections.

- They use their leadership skills to stay informed on current issues about the students, and we commit to improving the quality of education and increasing student involvement on campus.
- Duties within ASO may vary with position. Some of our responsibilities are to serve on the Senate, Cabinet, ASO committees, and campus-wide committees. We also plan, promote, and volunteer for events to engage the student body.

Student Representation Fee (SRF)?

The Student Representation Fee is an optional $2 fee. The 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.

Discount Sticker/Student Activities Fee
About the ASO Sticker

- Enjoy incredible discounts for only $15 during the spring and fall semesters. Have the ASB Sticker placed on your ECC ID to use while your sticker is valid.
- When you register for classes, the $15 ASB sticker fee will be added to your account automatically. However, you can opt-out by logging into your *MY ECC* account and choose to opt-out of the ASB Sticker. You can also go in- person to the cashier's office to opt-out. You will need to do this within the first 2 weeks of the semester.
- You may purchase the sticker online via MyECC, at the Marsee Auditorium Ticket Office or the Cashier's Windows.
- Questions about tickets and ticket prices call 1 (800) 832-ARTS. All Other ASB concerns contact the ASO Headquarters in the Student Development Office, Activities Center, MBBM 133 (310) 660-3593 ext. 3502.

What Kinds of Discounts Can You Receive with ASO?

- FREE admission to all home El Camino College athletic events.
- Admission to the ECC fitness center if you are enrolled in a P.E. class. Bring a towel! (opening soon)
- Discount admission up to 50% on selected El Camino College music concerts, dance recitals, vocal performances, and theater productions at the Marsee Auditorium, Haag Recital Hall, and the Campus Theater plus.
- Special campus bookstore clothing discounts 10% off specific apparel.
- FREE ASO drawings, you are automatically entered into the major ASO spring/fall semester drawings to win amusement park tickets, AMC movie tickets, gift certificates, and other valuable prizes.
- Also, random giveaways and drawings throughout the year. When you spot the roving ASO promotions table anywhere on campus, come by, and you might win or receive a gift instantly. Just show your ASO sticker… it's that easy!

A RESOLUTION of the El Camino College Academic Senate to declare that the lives of Black students matter

WHEREAS, the El Camino College Academic Senate acknowledges the recent deaths of George Floyd, Breonna Taylor, Ahmaud Aubrey, Eric Garner, Michael Brown, Sandra Bland, Trayvon Martin, Tamir Rice, and too many others; and

WHEREAS, these deaths are part of a long legacy of racial oppression and discrimination in this country and are indicative of a socio-economic divide that continues to grow and threatens the current and future well-being of our students of color; and

WHEREAS, we express solidarity with the thousands of protesters in Minnesota and throughout the nation who are peacefully expressing their outrage and frustration at the deaths of unarmed African Americans; and

WHEREAS, the killings of unarmed Black men, women, *trans men, and *trans women, have left our students searching for answers to incredibly complicated and infuriating questions; and

WHEREAS, schools should be places for the practice and enforcement of equity, for the building of understanding, creation of knowledge, and for the active engagement of all in creating pathways to freedom and justice for all people; and

WHEREAS, the El Camino College Academic Senate will seek to address institutional racism on our campus and to offer spaces for dialogue among teaching faculty, counseling faculty, adjunct faculty, classified professionals, and staff by supporting and facilitating professional development work related to race and other challenging topics; and

WHEREAS, the El Camino College Academic Senate upholds the ideals of equal justice under the law, racial justice, and human dignity for all of our students;

NOW THEREFORE, BE IT RESOLVED, that the El Camino College Academic Senate declares that the lives of our Black students matter; and affirms the rights of Black students, staff, faculty, and administrators to be treated with respect and dignity within schools and communities; and

BE IT FURTHER RESOLVED, that the El Camino College Academic Senate encourages faculty across disciplines and content areas to specifically include in their curricula materials that address topics of racial bias, systemic racism (both historically and contemporarily), and racial stereotypes that are present in different vocations and fields of study; and

BE IT FURTHER RESOLVED, that El Camino College Academic Senate invites faculty across disciplines and content areas to use resources that are inclusive of all of our diverse learners to enrich instruction throughout the whole year, not just one week or one month; and

BE IT FURTHER RESOLVED, that the El Camino College Academic Senate will stand in solidarity with students who lead non-violent on-campus demonstrations and other educational events related to systemic and institutional racism; and

BE IT FURTHER RESOLVED, that the El Camino College Academic Senate encourages ongoing critical reflection and for staff, faculty and administrators to have difficult and honest conversations concerning systemic racism, social injustice, racial and ethnic bias. Adopted unanimously this 2nd day of June, 2020 by the El Camino College Academic Senate
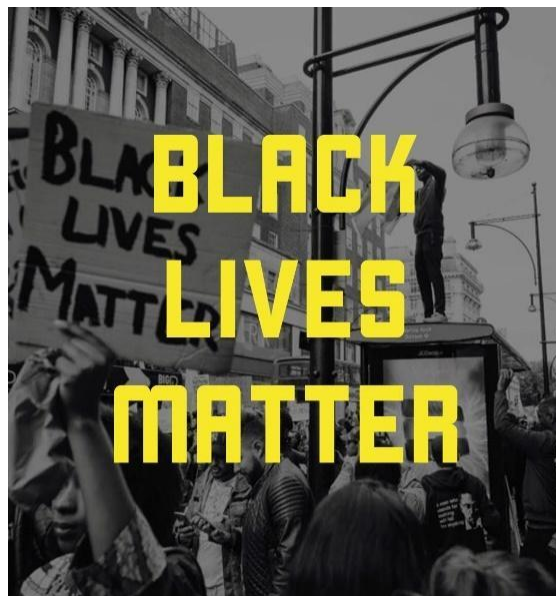
SUPPORT AND SUCCESS PROGRAMS

Consider taking advantage of one of the following programs and services to help assist you through your journey at El Camino College. We have arraigned the services & programs into four themes:

Program	Personalized Academic Counseling	Tutoring	Financial Support	Priority Registration	Cohort Classes
CalWORKs	✔	✔	✔	✔	
Career Center	✔				
CARE	✔	✔	✔	✔	
Educational Opportunity Programs & Services (EOPS)	✔	✔	✔	✔	
First Year Experience (FYE)	✔	✔		✔	✔
Formerly Incarcerated Re-Entry Students Thriving (FIRST)					
Guardian Scholars	✔	✔	✔	✔	
Honors Transfer Program	✔			✔	✔
International Student Programs (ISP)	✔				✔
Mathematics, Engineering, Science Achievement (MESA) Program	✔	✔	✔		✔
Puente Project Program	✔	✔		✔	✔
Student Success Program	✔				
Special Resource Center	✔	✔		✔	✔
Student Athlete Independent Learning (SAIL)	✔			✔	✔
Transfer Center	✔				
Umoja – Project Success	✔	✔		✔	✔
Veteran Services	✔	✔	✔	✔	
Warrior Toro	✔	✔	✔		✔

Personalized Academic Counseling: Individualized academic and career counseling that takes into consideration your physical, economic, social, and cultural environment. Counselors will work to integrate you into the campus community to promote your well-being and success.

Tutoring: Extra tutoring to help you improve or strengthen your performance in classes.

Financial Support: Eligible students in a program may qualify for additional grants and scholarships.

Priority Registration: Early class registration date.

Cohort Classes: A group of students taking the same class.

AB 540 AND UNDOCUMENTED STUDENT RESOURCES

El Camino College's AB540 & Undocumented Resource Webpage

This page can help you understand how to access and request financial aid at El Camino College, locate scholarships, university grants, and outside resources. You can sign up to receive updates, information, register for events, and to see a list of El Camino College allies.

UndocuWarriors Club @ El Camino College

Formerly known as the A.H.E.A.D. club, the UndocuWarriors club serves as a safe space for undocumented students and allies at El Camino College. This Club aims to preserve the ethnic and cultural diversity that nourishes and strengthens this community and the nation.

We welcome all students to participate in our club meetings to discuss undocumented student resources, current events, and organizing campus events! Get involved in the undocumented movement at ECC, meet fellow DREAMers for support, learn about updates regarding DACA, undocumented, and AB-540 student issues.

Follow the club on Instagram @undocuwarriors

- http://www.elcamino.edu/student/studentservices/financialaid/ab540/undocuwarriorclub.aspx

Immigrants Rising Resource Page

Founded in 2006, Immigrants Rising works to empower undocumented young people to achieve educational and career goals through personal, instructional, and policy transformation.

For a list of resources such as scholarships, types of California based aid available, and opening a business without a Social Security Number, visit the Immigrants Rising Webpage:

- https://immigrantsrising.org/resources/

California Community College Chancellor's Office Resource for Undocumented Students Webpage

http://www.ccco.edu/resourcesforundocumentedstudents.aspx

Website: http://bit.ly/eccundocumented

BOOKSTORE

The El Camino College Bookstore is located on the north side of campus, adjacent to the staff parking lot off the Manhattan Beach Boulevard entrance at Lemoli Street. The bookstore is owned and operated by El Camino College, please check the website for most up-to-date hours.

Textbooks can be returned for a full refund during the first week of the fall and spring semesters. Textbooks purchased for summer sessions can be returned the first three days of the sessions for a full refund. Textbooks must be in the original condition, and a student must have his/her register receipt for a full refund. Contact the Bookstore for further refund information.

Online Bookstore

Textbooks may be purchased online at www.elcamino.edu/studentservices/bookstore.asp 24/7. Click on the Bookstore and order textbooks for home delivery or in-store pickup.

Book Buyback

The bookstore conducts DAILY Book Buyback. The BEST time to sell books is during FINALS at the end of each semester. The Bookstore pays up to 50% of the original purchase price of the book if:

- The book has been requested for an upcoming semester.

- The Bookstore needs additional stock.

- There is absolutely no moisture damage on the book.

- The only marking on the book is from a highlighter.

- No pages have been removed.

- There are no new editions pending.

Email: eccbooks@elcamino.edu **| Website:** https://bit.ly/32kL72t

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CAREER CENTER

The mission of the El Camino College Career Center is to offer quality comprehensive career counseling and services to all students. The Career Center faculty and staff aim to encourage and inspire students to achieve career and life goals by exploring their values, interests, personality traits, aptitudes, and skills. Students have the opportunity to learn about career opportunities and current economic trends to be better informed before making a career choice.

Services

- Career Counseling Appointments
  - Career and major exploration
  - Career assessments
- Careers & Major Fair
- Employment Preparation Workshops
- Undecided Students Workshops

- Career Counseling Walk-in/ virtual hours
  - Resume and cover letter review
  - Interview tips
  - Appointment Pre Screening
- Career Class Orientations
- Career Exploration Tour

Email: careercenter@elcamino.edu **| Website:** https://bit.ly/2TZjvem

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CAREER EDUCATION PATHWAYS

El Camino Career Education programs lead to high growth, high wage career pathways. Every Career Education course is focused and intensive, taught by expert professionals with years of field experience. These programs can lead to transfer to a university or straight to a career and the workforce. Many Career Education programs have short term training programs, prepare students for industry certifications, or include work-based learning opportunities such as internships, apprenticeships, etc. There are over 36 Career Education majors at El Camino College!

Website: https://bit.ly/3pAlzlw

CalWORKs

The El Camino College (ECC) CalWORKs Program supports eligible students by helping you obtain your educational degree and/or certificate while gaining valuable work experience. A wide range of services is offered to help you achieve your goals, including counseling, case management, job development, and placement, college work-study, professional

and personal development workshops, academic coaching, and reimbursements for books and supplies. The ECC CalWORKs Program staff is dedicated to providing you guidance, support, and the best customer service on campus. Most importantly, we want you to know that we're here to serve you, and you're always welcome in our office.

Services

- Priority Registration
- Counseling (In person or Virtual Appointments)
- Career/ Academic Advisement & Counseling
- Books/ Supplies – GAIN Material Request Form Assistance
- Community Support & Services Referral
- On & Off-Campus Job Placement Referrals and Assistance
- Work-Study – Employment assistance, resume writing, job search skills, interview preparation
- Coordination with the Department of Public Social Services (DPSS)
- Tutoring Referrals
- Holiday Recruitment & Retention Event
- SAP Appeal and Academic Probation Services
- Temporary Child Care Assistance
- Family Law Services Provided by Harriett Buhai Center for Family Law

Eligibility

☐ CalWORKs recipients who are receiving cash aid for themselves and their children.

☐ Have a GAIN Service Worker/Welfare-to-Work Service Worker

☐ Have or are in the process of developing a welfare-to-work (WTW) plan that refers them to the ECC for education and training

☐ Are enrolled in at least one class at El Camino College (Credit/ Non-Credit Course)

Email: calworksinfo@elcamino.edu | **Website:** https://bit.ly/3p1Dck5

CARE

What can CARE do for you?

The CARE program is designed to provide support services that help students acquire the education, training, and marketable skills needed to transition from welfare-dependency to employment and eventual self-sufficiency. Student participants are eligible to receive EOPS support services with additional services exclusive of typical services provided.

CARE Services include and are subject to change depending on available funding:

- CARE Supplemental Grant (student must be meeting SAP standards)
- Transportation assistance
- On-campus meal assistance
- Community and campus referrals for parenting students
- Harriett Buhai Center for Family Law referrals

Eligibility

☐ You are a recipient of TANF/ CalWORKs (**ATTENTION**: Student or child must be receiving cash aid)
☐ You are at least 18 years of age
☐ You are single head-of-household
☐ You have at least one child in your custody
☐ PLUS, you must meet EOPS eligibility (please see below)

Email: careinfo@elcamino.edu | **Website:** https://bit.ly/3TifhLZ

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

Extended Opportunity Programs & Services (EOPS) at El Camino College provides guidance, motivation, support services and resources to help students complete their educational goals, including vocational certificates, associate degrees, and transfer to four-year institutions. No matter what kind of hurdles you encounter, EOPS has the services, resources, and connections to help you succeed at El Camino. If you think you don't have the background or preparation to succeed in college - think again. We believe in you. Start your application for EOPS today.

As a comprehensive program, EOPS is driven by a philosophy of providing services that are "over, above and in addition to" services available to all students. EOPS strives for innovative and creative ways to enhance and encourage students' academic success and excellence while fostering the student's personal growth and development.

Services

- Priority Registration
- EOPS Book vouchers
- EOPS Grants
- Counseling and Academic Coaching
- Student Success Coaches - ready to support you
- Career Services
- Probation Services

Eligibility Requirements

- ☐ Be a California resident or AB540 or AB1899
- ☐ Be enrolled full-time (12 units or more)
- ☐ Have less than 70 degree-applicable units completed (including all colleges/ universities)
- ☐ Complete a FAFSA or CA Dream Act and be eligible for CA College Promise Grant (A, B, or C with zero EFC)
- ☐ Have an educational need (see website)

Email: eops@elcamino.edu | **Website:** https://bit.ly/3ewNLqF

FIRST YEAR EXPERIENCE (FYE)

The First Year Experience program is designed to help you be successful in your first year of college life by providing a supportive, caring environment of educational and career services. Through FYE, you will gain knowledge of how to study and learn in groups, have access to vital campus and college resources, be able to explore a chosen major and create a career plan, interact in a multicultural environment, develop important study skills, and learn how to access and manage electronic information, such as e-mail, Internet, and library databases.

Services
- Priority Registration
- FYE Counselors
- Field Trips to area universities and private colleges
- Free Printing
- Learning Community Courses, and more

Eligibility Requirements
- ☐ Submit FYE Interest form
- ☐ Attend the next FYE information session

The following steps are required once you are admitted to the FYE program:

- ☐ Book and FYE advising appointment
- ☐ Attend a registration workshop
- ☐ Attend a Financial Aid & Academic Student Training (FAAST) Workshop
- ☐ Attend the FYE Orientation

Website: https://bit.ly/3FQN09D

FORMERLY INCARCERATED RE-ENTRY STUDENTS THRIVING (FIRST)

Who is FIRST?
FIRST is a program designed to provide academic and basic needs support to formerly incarcerated and system-impacted students, while addressing systemic barriers they may face. The goal is to ensure the successful completion of their educational journey

by providing individualized support.

FIRST's focus is to empower and support formerly incarcerated individuals by providing training, support groups, and counseling assistance that directly promotes collaboration among various campus entities.

Website: https://bit.ly/3exEUVD

GUARDIAN SCHOLARS

The El Camino College Guardian Scholars Program creates a welcoming and supportive environment for current and former foster youth. Our goal is to empower you to reach your full potential and achieve your academic, personal, and career goals. Guardian Scholars promotes self-advocacy by establishing meaningful connections and a support network within the El Camino College campus community.

The Guardian Scholars Program provides students the opportunity to develop educational dreams and interpersonal skills on their journey towards becoming one of the leaders of tomorrow.

Support Services
- Personal guidance and mentoring
- Community enrichment activities
- Admission and enrollment assistance
- Book and supply vouchers
- School supplies and free printing
- Assistance qualifying for priority registration

Eligibility
- ☐ Apply for admission to El Camino College
- ☐ Meet with an academic counselor to develop educational plan
- ☐ Submit a Guardian Scholars Program application
- ☐ Must enroll in six units (exceptions may apply)

Email:guardian@elcamino.edu | **Website**: https://bit.ly/38qmAfU

HONORS TRANSFER PROGRAM (HTP)

The Honors Transfer Program (HTP) at El Camino College is designed to prepare highly motivated students to transfer successfully to a university and complete a Bachelor's degree.

HTP provides a unique learning environment that stresses academic excellence and develops the awareness necessary to achieve this goal. Honors courses are academically enriched to stimulate students intellectually, encourage independent critical thinking, and promote close interaction between students and faculty.

Services
- Priority Registration
- Smaller class sizes, excellent, committed professors
- Increased opportunity of receiving scholarships and internships
- Special opportunities offered by universities, and more!

Eligibility Requirements
- ☐ Complete an HTP Application and submit all required materials
- ☐ Have at least 3.1 unweighted total GPA for grades 9-12; if in college, have at least 3.1 on all transferable college coursework (at least 9 units)
- ☐ Be eligible for English 1A, English 1AH, or English 1AS
- ☐ Plan to be at ECC for at last two (or more) full semesters

Website: https://bit.ly/38hBSUr

INTERNATIONAL STUDENT PROGRAMS (ISP)

El Camino College's International Student Program (ISP) is here to help F-1 visa students who are interested in or currently studying in the United States.

Our office includes immigration advisers and academic counselors and who can help with all aspects of your college experience, from admissions and visas to campus life, degree programs, and assistance with transferring to a four-year university. We are excited to welcome you as part of our Warriors family! The following links have essential information that will help you find your way throughout your journey here at ECC. The International Student Program staff are also here to help! Contact us with any questions you may have.

- **Future Students:** If you are interested in **applying** as an international student to ECC, visit our page to find information on the steps to apply, English proficiency requirements, and the estimated cost of attendance.

- **Incoming Students:** Are you a **new student** that has already been accepted to ECC but is looking for what to do next? Contact us to learn more about our student health insurance, orientation dates, ESL placement test preparation, nearby housing, and academic counseling services.

- **Current Students:** If you are a **current ECC student** and have questions about your student visa, immigration rules and regulations, your I-20, OPT, campus resources, traveling outside the country, getting more involved on campus, and much more, please visit our contact page.

Email: isp@elcamino.edu | **Website:** https://bit.ly/2JMZh65

LGBTQIA+ COMMUNITY

El Camino College aims to provide equitable resources to celebrate and support our diverse student population. The LGBTQIA+ (Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual +) Safe Zone Project was created to support the entire campus community and establish a robust network of advocates and allies. By creating accessible resources that encompass physical, social, and emotional facets of sexual identity, El Camino College hopes to create a space where LGBTQIA+ members and their allies can work together toward building community on and off campus. While this work is inspired by LGBTQIA+ experiences, it is created for the entire El Camino College community.

Resources Include:
- Gender and Secuality Allanciace Club
- LGBTQIA+ Safe Zone Project Resource Guide
- Local LGBTQIA+ Resources
- Coming Out
- Health Resources
- Know your Rights
- Scholarship Opportunities
- Resources for Parents of LGBTQIA+
- Ally Resources

Email: safezoneproject@elcamino.edu | **Website:** https://bit.ly/3ujtjn8

LEARNING RESOURCE CENTER

Take advantage of individualized tutoring, study spade, Canvas assistance, and more at El Camino's free learning centers.

The Learning Resources Center is dedicated to helping students of El Camino College achieve their academic goals. The LRC offers educational support services and resources - tutoring, instructional software for basic reading and math, media materials, and open-access computer labs - at no cost to all El Camino College students. All LRC services located in the library are open during library hours. And, it's all free or low-cost! Make an appointment, give us a call, chat with an expert, or drop by to meet up.

Services
- Tutoring/Online Tutoring

- Computer Labs for Students

- Printing

- Learning Materials

- Anatomy Models

- Eligibility Requirements

- Open to All

Website: https://bit.ly/2JyPNLI

MATH STUDY CENTER

To help students succeed in their courses, the Math Study Center and Computer Lab provide an appropriate atmosphere to study math, receive one-on-one tutoring, and access to mathematical software and web-based software for mathematics courses. The Math Study Center offers free tutoring in mathematics, computer science, and physics courses to El Camino College students. Currently, the Math Study Center offers in-person and virtual tutoring. For in-person tutoring, we are located in MBA 119. For virtual tutoring, please visit the website!

Website: https://bit.ly/3ezxVvj

MANA

Malo e lelei! Talofa! Hafa Adai! Bula!

El Camino College's MANA program aims to increase the number of Native Hawaiian and Pacific Islander (NHPI) students who complete requirements for an associate's degree and/or transfer to a four-year university. With MANA being an NHPI term that embodies spiritual power, the MANA program is intentionally designed to empower NHPI students by strengthening quality educational and support services to promote and foster student learning, a sense of belonging, success, and self-advocacy.

MANA's purpose is to assist students with their academic journey and integrate their cultural identity into the process. At the core of MANA are the Native Hawaiian and Pacific Islander values of respect, integrity, commitment and compassion. These values have set the foundation for MANA's sense of community on El Camino College's campus.

MANA helps students navigate the college experience by providing:
- Counseling
- FAFSA Assistance
- Life Skills Workshops
- Mentorship
- Transfer/graduation Assistance
- Tutoring
- Time Management Tools
- Weekly Check-ins
- Academic Accountability
- Social Support
- Need Based Laptop Loans

Email: MANA@elcamino.edu | **Website:** https://bit.ly/3k9YZlT

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

MESA Community College Program (MCCP), aims to help underserved and underrepresented students achieve success in math- and science-based degrees. You can join a cohort of students on a similar path to you for support and motivation. This community of learners, with a very specialized focus, is what sets MESA apart from other student success programs.

The program has received outstanding results providing a diverse pool of transfer-ready students who are prepared to excel as math, engineering, and science majors. MESA's rigorous academics, leadership preparation, and collaborative problem-solving training have helped produce transfer students who graduate as part of the high-tech workforce that is so urgently needed by industry

Services

- Enrichment in mathematics, physics, chemistry, biology, and other related sciences
- Academic excellence workshops
- Enhancement of study skills
- Academic advisement
- Career planning and assistance with the transfer process
- Career information
- Leadership training
- Goal setting
- MESA orientation
- Networking opportunities
- Conferences
- Mentoring
- Scholarships and Financial Aid resources
- Internship and summer enrichment programs
- Employment opportunities

Eligibility Requirements

MESA serves educationally and financially disadvantaged students and emphasizes participation by students from groups with low eligibility rates to four-year colleges. MESA focuses on students majoring in Mathematics/Engineering/Sciences who will transfer to a university. To be eligible for the MESA Program, you need to meet the following criteria:

- ☐ Enrollment in Math 170 or above
- ☐ Pursue a calculus-based math, engineering, or science transfer major
- ☐ Plan to transfer to a four-year college/university
- ☐ Have a GPA of 2.5 or above
- ☐ Financial need (receive financial aid)
- ☐ Educationally Under-Served

Email: MESA@elcamino.edu | **Website:** https://bit.ly/354Y1mP

MUSIC COMMONS

The Music Commons is located in the Music Building, and open to the entire El Camino community. It includes music practice rooms, study space, and a computer lab. Each practice room is equipped with a piano, music stand, and listening station.

The Music Commons's collection contains:
- Musically-oriented magazines and online music research services
- Practice rooms
- Computers

The sheet music collection is held in the Schauerman Library:

More than 25,000 music scores, plus band, orchestra, and choral libraries

Website: https://bit.ly/3l8mkWx

PUENTE PROJECT

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. When you join the program, you'll be part of a community that centers Latinx experiences and be taught by professors who care. At Puente, we help students achieve their educational goals, find their familia, and explore who they are and who they want to become.

Services
- English Instruction (English 1AS & 1C) builds writing skills, explore Latino experience and multicultural literature
- Academic, career, and transfer counseling
- Professionals provide mentoring to Puente students
- Conferences and university visits

Eligibility Requirements

- ☐ Students are only accepted during the fall semester to the Puente Program
- ☐ Students must be eligible for English 1AS in the fall semester, either by the completion of prerequisite coursework Survey.
- ☐ Students must be committed to the goals of the Puente Program, including an intent to transfer to a four-year
- ☐ college/university.
- ☐ Students must attend a Puente Information Session in the Spring/Summer semester. Enrollment in the

program is on a rolling

☐ basis.

☐ Students must be able to take the Human Development 101 and Human Development 105 courses with the Puente Program.

Website: https://bit.ly/35350MX

SCHAUERMAN LIBRARY

The Schauerman Library is a hub for research, study space, and learning that supports student success with a wealth of resources. The Library contains both quiet study spaces and collaborative work areas, with group study rooms available for checkout.

The **Circulation and Reserves Desk,** located in the Main Lobby, is where students can check out textbooks, books from the general collection and access back issues of periodicals. The library does not have every textbook for all ECC courses and relies on faculty donations to provide them for student use. 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. You may get your student ID card activated here.

At the **Reference Desk** on the main floor, Librarians will 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. Teaching computers are located at the Reference Desk so that students and librarians may work together on research.

Website: https://bit.ly/3l4APe8

STUDENT ATHLETE INDEPENDENT LEARNING (SAIL)

The Student Athlete Independent Learning (SAIL) Program is committed to the welfare of student athletes by providing the skills needed to balance academics and athletics.

The SAIL academic support program at El Camino College offers the following:
- Special Matriculation Workshops
- Pre-registration Course Planning
- Priority Registration
- Specialized Tutoring
- An Athletic Counselor Familiar with Eligibility Requirements for All Levels of Transfer – Division I, II, III, NAIA
- Recruitment Assistance
- Individualized Educational Planning
- A Human Development Course Geared Towards the Unique Needs of Student Athletes.

Website: https://bit.ly/3l8m7md

STUDENT EQUITY & ACHIEVEMENT (SEA) PROGRAM

Under the Student Equity & Achievement Program, the SEA Center provides students in El Camino College's myriad equity programs (such as Project Success, Puente, MANA, MESA, MyPath Courses, as well as LGBTQQIA+ Undocumented Students) with support services outside of the classroom with the goal of closing the academic achievement gap and increasing persistence rates. They also support students in Guardian Scholars (foster/former foster youth), the Special Resource Center, First Gen, veterans, and more. The overarching equity goal at El Camino College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

Services
- Counseling & Academic Advising
- SEA Center Computer lab & free printing
- Online Tutoring
- Peer Mentoring Support
- Calculator loans (as available)

Email: noliva@elcamino.edu | **Website:** https://bit.ly/3eyywgG

SEA SUCCESS CENTER

The SEA Success Center offers online tutoring with an equitable mindset for current El Camino College students. You want to succeed in college – and we will help you make it happen. Get free one-on-one support for reading assignments in any subject through the Student Equity & Achievement (SEA) Success Center. Tutors are available to assist students with reading comprehension, reading assignments, interpreting a writing prompt, brainstorming for a writing assignment, vocabulary building, and reading skills and strategies.

Steps to receive online tutoring:

- Read the information about the different online tutoring platforms available (such as Zoom or Google Meet) on the Resources Page.
- Sign up for an online tutoring appointment using the online tutoring form. Students will need a computer with a camera and audio to join a tutoring session. This is so they can upload files to show the tutor their assignment and interact with the tutor.
- Keep in mind: online tutoring is available Monday through Thursday, 10 am to 3 pm. Each appointment is about 40 minutes in length, and the final appointment of each day will be scheduled for 2 pm. The appointments should be made 24-hours in advance for the best chance at a tutor being available.
- In most cases, tutors will email the student with a code/link required to join the tutoring session. Thus, be aware of your emails. Our tutors are friendly and here to help you; schedule your tutoring appointment today!

Website: https://bit.ly/3p4nNj7

STUDENT DEVELOPMENT OFFICE

The Student Development program helps El Camino College students get involved in campus life through Leadership, Activities, Clubs, and Services.

Students have the opportunity to enhance their leadership abilities and expand their education beyond the classroom through co-curricular programs offered through the Student Development Office. Many skills such as communication, organization, and leadership are developed when students can make decisions that concern El Camino College and plan diverse activities that can help make a difference on campus.

Activities

- Associated Student Organization (Student Government)
- Inter-Club Council (ICC)
- Clubs
- Engage (platform to share club information about their organization and manage membership)
- Student Equity Advisory Council (SEAC)

Services

- ASO Benefit Pass
- Banner-making (for Student Organizations)
- Commencement and Graduation
- Posting Approval
- Student Conduct
- Student Complaint and Grievances

Email: sdo@elcamino.edu | **Website**: https://bit.ly/36d4VG4

STUDENT SUCCESS PROGRAM

The Student Success Program (SSP) offers counseling and advising, in addition to a variety of enhancement workshops, and can also connect you with additional support services to help you be successful in college. El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of our program is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals. Students who are placed on probation are sent a letter/email, a notification is placed on their MyECC account, and are required to meet with a counselor and attend/complete one/two SSP workshops

Online workshops include:
- Goal Setting
- Study Tips
- Time Management
- Procrastinate No More

- Stress Management
- Strategies for Online Learning Success
- Career and Major Exploration Tips
- Overcoming Test Anxiety
- Learning Styles
- Financial Aid Satisfactory Academic Progress (SAP) Workshop

To book an appointment with a SSP counselor or advisor, please contact one of our [SSP operators](#) or visit our website.

Email: studentsucess@elcamino.edu | **Website**: https://bit.ly/2U2fdD6

SUPPLEMENTAL INSTRUCTION (SI) PROGRAM

Supplemental Instruction (SI) is a series of weekly review sessions for students enrolled in selected courses. At El Camino College and other institutions of higher learning throughout the country, the SI method has been proven to help increase student understanding of course material and raise grades. Attendance at SI sessions is not mandatory but highly encouraged. Students have an opportunity to compare notes, discuss important concepts, and take practice tests before taking the graded exam. Students will also increase their strategies for test-taking, studying, and learning.

An SI Coach facilitates the SI sessions. The Coach is a student who has a high level of verified course knowledge and is trained in group facilitation.

What is in it for you?

If you attend SI sessions regularly, you will:
- Have a much higher chance of earning a better grade in your classes
- Develop a better understanding of course content
- Learn more effective ways to learn the course material
- Be a more successful learner in your other classes

Through attending SI sessions, you can also develop friendships with your peers and have a stronger connection to the El Camino College community

Website: https://bit.ly/36bgWvt

TEACH EL CAMINO

The TEACH El Camino Teacher Education Program was created in response to California's projected need for teachers over the next decade. Through partnerships with local universities, TEACH offers courses and fieldwork for those planning to teach at all grade levels as well as for students interested in other careers within the field of education.

We serve future teachers at all levels from preschool through college/university and also serve students interested in the following careers:

- Speech/language pathology
- School administration
- School counseling
- School psychology
- School social work
- School librarians
- School nurses
- Child welfare and attendance officers
- Career/technical educators

The challenge to inspire and to educate the next generation awaits each of you. All of us in the TEACH Program look forward to assisting you in any way we can, and we wish you every success in the future.

Website: https://bit.ly/3s7TKtg

TRANSFER CENTER

The Transfer Center provides services and activities to help you through the process of transferring to a university. Understanding university admission requirements can sometimes seem complicated and overwhelming, but we can help you prepare and work towards becoming an eligible applicant. We can help you look at all of your university options, make the right decision on where to transfer, and plan a road map to the university of your choice. By utilizing Transfer Center services and attending our activities, you'll learn about potential transfer institutions, gain knowledge of transfer admission requirements, and increase your motivation and intent to transfer.

The Transfer Center offers an array of services and activities such as:
- Counseling and Advising (Appointments & Drop-Ins)
- Transfer Information Workshops
- Transfer Admission Guarantees (TAG)
- University Tours
- University Representative Visits
- University Fairs

Students who intend to transfer to a four-year college or university must complete admission requirements at community college before transferring. Requirements vary among institutions. Therefore, students should become familiar with courses for the following:
- General Education
- Major Preparation
- Admission Requirements to meet the minimum eligibility and selective majors, and
- Grade Point Average (GPA) needed for admission

Admission requirements may change from year to year, so it is to the student's advantage to select a transfer institution as early as possible and meet with an academic counselor, transfer center adviser, university representative, and/or articulation officer for updated information.

Website: https://bit.ly/2JAO0p4

UMOJA-PROJECT SUCCESS

Umoja - Project Success is a program designed to increase the retention rate and to improve the academic performance of students who meet the Project Success admission criteria. The mission of Umoja- Project Success is to aid the successful transition of students from high school to El Camino College and beyond in order to achieve educational and career goals.

Currently, there are over 165 students and 60 mentors actively involved in Umoja- Project Success. The retention rate from the fall to spring first semester averages between 83-95%. This compares to a 50% retention rate of comparable first year students. Students who complete the program transfer to universities, both in-state and out-of-state, at a much higher rate, and students who transfer complete their bachelor degrees in less than three years after graduation from El Camino College.

These goals are achieved by providing students with:

- Academic counseling
- Cohort model
- Learning communities
- Priority registration for classes
- Career advisement/counseling
- Student Orientation
- Mandatory classes first two years
- Math tutoring
- Academic Workshops
- Cultural Workshops and field trips
- Tours of four-year colleges and universities
- College success skills & personal development
- Book Loans and Vouchers
- Scholarships
- Madaba (a Kiswahili word meaning Mentoring) assistance from faculty and staff
- Peer Madaba's
- Service Learning

Umoja Community

Umoja - Project success is an affiliate of the Umoja Community. Umoja (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. On January 14, 2008, the Umoja Community was officially recognized by the Board of Governors as a legitimate statewide student success program. We believe that when students' voices and histories are deliberately and intentionally recognized, the opportunity for self-efficacy emerges, and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African Diasporas.

Admission Criteria

- ☐ Students must be a recent high school graduate or current El Camino College student.
- ☐ Students must complete orientation and educational plan requirements
- ☐ Students must take the English and Mathematics placements tests.
- ☐ Students must be highly motivated and possess the desire to earn a college degree.
- ☐ Students must fill out a Umoja- Project Success Application

Website: https://bit.ly/2GzgM8r

VETERAN SERVICES PROGRAM

The Veterans Services Program offers a variety of support services and provides assistance to veterans to help them meet their educational goals.

Veterans Resource Center

This facility is designed to be a gathering place for El Camino College student veterans so they can study, get to know one another, and have a place of their own to hang out between classes.

Amenities include:

- Access to computers
- Computer assistance
- Study area
- Workshops
- Referrals to a variety of resources both at the college and in the community

Staff can help students with paperwork regarding their educational benefits and assist them in becoming successful in the college environment. With excellent academic offerings, affordable fees, small classes, outstanding student services, and a great Los Angeles-area location, El Camino College truly is an excellent way to focus on your future.

Veterans Assistance

El Camino College is approved as an institution of higher learning. The Veterans Services Office helps veterans and eligible dependents plan educational programs and maintain compliance with the U.S. Department of Veterans Affairs (VA) regulations. VA beneficiaries must notify the Veterans Services Program of any changes in enrollment.

Email: eccvetcenter@elcamino.edu | **Website**: https://bit.ly/3l542Wl

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WARRIOR WELCOME CENTER

The Warrior Welcome Center is your one-stop-shop for becoming a student at ECC. Our mission is to provide new, current, and returning students guidance on completing the necessary steps to enroll at El Camino. Assessment & Placement can also be found at the Warrior Welcome Center!

The Warrior Welcome Center is located on the first floor of the Student Services Building. Come and find out what makes El Camino the right choice for you and jumpstart your Warrior journey.

Start Your Warrior Journey!

Not sure where to start? No problem! We're here to support you as you begin your journey at El Camino.

Available Services

- Application assistance
- Orientation (in-person & online)
- Registration for classes
- Express counseling, financial aid, and admissions help
- Student portal (MyECC) navigation
- Campus navigation
- General questions about college, where to find employment, and support programs to help you succeed
- And much more!

Assessment and Placement

- English and Math Placement Survey
- English as a Second Language (ESL) Exam
- Chemistry Placement Exam

Email: welcomecenter@elcamino.edu | **Website**: https://bit.ly/2U3fbuW

WRITING CENTER

The El Camino College Writing Center is dedicated to helping students improve their writing, research, and presentation skills for all their classes. We can help students at any stage in the process and on composition-based assignments for any class.

How it works: One-on-one

All our tutoring is drop-in; no appointments are necessary! When you join our Zoom waiting room, you'll meet individually and privately with the next available tutor. (You might have to wait a few minutes, depending on how busy we are, but we'll try to keep the wait to a minimum.) Finally, anything you can bring, such as an assignment sheet, an in-process draft, and/or specific question(s) will help us as we work to help you, so come prepared! For more about how to make the most of your tutoring session, click here.

How it works: Quick questions

If you have a quick question, email it to us, and a tutor will get back to you, typically within two working days. Quick questions might be about grammar, sentence structure, or citation. However, if you ask a complex question like "Is this a good thesis for my essay?" or "Can you give me your thoughts on this draft?" we will be happy to direct you to the Zoom waiting room for a one-on-one session.

How it works: Workshops

Throughout the Fall and Spring semester, we offer a variety of workshops led by tutors and/or faculty members. We cover topics from essay format and development to editing techniques and more.

Workshops are open to all students – just join us and learn!

How it works: Embedded tutoring

We assign a tutor to every section of English 1AS to assist your class specifically. Your embedded tutor works closely with your professor to make sure you can meet all the expectations for quality writing.

Website: https://bit.ly/2U3f4Q2

WOMEN IN INDUSTRY AND TECHNOLOGY (WIT)

Women in Technology (WIT) is an El Camino College program and a campus club that supports women pursuing nontraditional majors and careers. We encourage women to view nontraditional employment from a practical, hands-on interactive stance.

"Empowers Women for Economic Success"

Did You Know? Women in non-traditional careers typically earn 20-30% more than women in traditional occupations, and women who are members of unions make about 35% more than women working in places without unions.

Careers in Technology can mean
- Higher Wages
- Financial Security
- Good benefits
- Demand for skilled workers
- Opportunities for advancements
- Freedom to pursue related to interest and ability

WIT Goals & Objectives

Recruitment:
- Provide awareness of WIT majors
- Recruit students into WIT classes

Retention:
- Provide support services/events for retention and graduation in nontraditional majors

Job Placement:
- Develop relationships with employers to enhance internships and job placement in nontraditional career field

Website: https://bit.ly/356hTG0

WARRIOR ATHLETICS

El Camino College offers 22 intercollegiate sports that serve over 400 student-athletes each year.

Coaches strongly represent and model the college's mission and that of the CCCAA, while providing strong knowledge, technical skills, and personal experiences that equate to a successful athletic experience. In addition to Warrior Athletics' strong history of success in the California Community Colleges system, El Camino College proudly demonstrates a strong commitment to educational success, sportsmanship, excellence, and service.

- More than 425 student-athletes participate in 22 intercollegiate athletic programs.
- For 2017-18, El Camino College recognized 138 student athletes as Warrior Scholar Athletes who achieved a 3.0 grade point average or higher.

Students interesting in joining an athletic team should submit a Prospective Student Athlete Information Request form on the ECC Warriors website (under *Recruits*):

WOMEN'S TEAMS	MEN'S TEAMS
Badminton	Baseball
Basketball	Basketball
Beach Volleyball	Cross Country
Cross Country	Football
Soccer	Golf
Softball	Soccer
Swimming & Diving	Swimming & Diving
Tennis	Tennis
Track & Field	Track & Field
Volleyball	Volleyball
Water Polo	Water Polo

Website: eccwarriors.com

SPECIAL RESOURCE CENTER

The mission of the El Camino College Special Resource Center (SRC) is to facilitate academic success for students with disabilities by providing equal access to educational opportunities in an integrated campus setting.

Students with disabilities are an integral and vital part of the El Camino College community. The SRC provides support services, adaptive equipment, computer technology, and specialized instruction to serve students with verified disabilities. The SRC provides accommodations for both academic and extracurricular college activities. The SRC's primary goal is to provide accommodations necessary to help students achieve their educational and vocational goals while promoting self-advocacy and independent learning. The SRC Office promotes shared responsibility with the student, instructor, and college staff for student success. The assistance provided by the SRC is in addition to services and instruction otherwise available to all students.

How to Apply

If you are interested in attending El Camino College and receiving services through the Special Resource Center, it is very important that you complete the following, as early as possible, prior to the start of the semester:

1. APPLY: Apply to El Camino College
2. PREPARE: New and current students can take the Mathematics and English Placement Survey in their MyECC Portal. Returning students can verify if taking the survey is needed with the Counseling department
3. PLAN: Schedule an appointment with a counselor (for academic planning) or a disability specialist (for accommodations) by clicking on the Appointments link or by contacting the front desk at (310) 660-3295 or srcinfo@elcamino.edu .
4. REGISTER: Registration for classes: View the Class Schedules
5. PAY ALL FEES & SUCCEED!

Eligibility

☐ A verifiable medical condition that lasts in excess of 45 days.

☐ The ability to navigate the campus facilities independently or with assistance of a student-provided attendant.

☐ The ability to take care of personal needs unassisted or to provide one's own care attendant.

☐ The possession of a stable level of health to benefit from a full semester's work.

Email: SRCInfo@elcamino.edu | **Website**: https://bit.ly/3p4UoFu

STUDENT HEALTH SERVICES

Student Health Services (SHS) at El Camino College is committed to providing excellent, comprehensive outpatient clinical care to promote and maintain the health and well-being of our students

Physicians, nurse practitioners, registered nurses, licensed clinical psychologists, and chiropractic services are all available to you, and together, we work towards the goal of whole-body (physical and mental) wellness.

The state-mandated student health fee solely supports student Health Services, and the Student Health Center is located on the Southside of campus (next to the Pool).

All services from Student Health Services are available to currently enrolled students taking at least one for-credit class and have paid the student health fee for the current term.

Our Medical Services include:
- COVID-19 vaccinations
- Physical Exams
- Treatment of short-term illnesses (ex. pink eye, cough)
- Emergency Assessment and Stabilization/Transport
- Low-cost/FREE medications
- Low-cost Immunizations and Laboratory Testing
- FREE Condoms and STD Testing
- Low-cost Women's Health Exams and Wellness Physicals
- Resources and Referrals for Community Services and Programs

Our Psychological Services include:
- **Short-term, Individual Therapy** – Counseling for a concern you would like help with.
- **Consultation** – Counseling if you are helping someone else who has a concern and would like support and/or guidance as you do so.
- **Referrals** – Assistance with referrals when you have a concern that requires a specialist or would benefit from longer-term counseling.
- **Crisis Assessment** – Immediate assistance if you are in an acute crisis, such as considering harming yourself or others or experiencing hallucinations
- **Workshops/Presentations** – Workshops about everyday psychological topics (e.g. stress management, healthy relationships) in a more casual, discussion-based setting.

It is well known that college can be a time of transition and change, and working with a psychologist to discuss major or minor stressors, new or old symptoms, and life decisions can be helpful to adjustment.

Virtual Tele-medicine Visits

Student Health Services is offering Virtual Tele-medicine Visits with nurse practitioners and Telemental Health sessions with licensed clinical psychologists to students who have paid their student health fee and are enrolled and currently attending at least one for-credit course at El Camino College. Students can also now self-schedule Nurse Practitioner and Psychologist appointments through our website.

Website:https://bit.ly/3GtD7xn | **Email:** ECCStudentHealth@elcamino.edu | **Phone:** (310) 660-3643

OFFICE OF TITLE IX, DIVERSITY, AND INCLUSION

Student and Employee Safety

The Office of Title IX, Diversity, and Inclusion receives, investigates, compiles reports, and makes recommendations for the resolution of both employee and student discrimination and sexual harassment complaints. It develops, maintains, and monitors the District's Equal Employment Opportunity Plan and ensures equal employment opportunity and compliance with rules, regulations, and laws. It is also responsible for coordinating and facilitating compliance with state/federal laws and school board policies & procedures regarding unlawful discrimination and sexual/gender-based misconduct.

Major services and programs offered and coordinated

- Assist in the planning, coordination, and monitoring of recruitment, selection, and hiring processes to ensure equity and consistency in the recruitment of diverse faculty and staff.
- Maintain relationships with various community resources to promote equity and diversity within our college community.
- Monitor programs and activities to ensure compliance with state and federal laws and District policies regarding equal employment, sexual harassment, unlawful discrimination, and Americans with Disabilities Act (ADA).
- Conduct investigations regarding complaints of unlawful discrimination (including sexual harassment)
- Facilitate training for administration, faculty, and staff regarding hiring procedures, equal employment opportunity, prevention of unlawful discrimination, and sexual harassment in the academic setting/work environment.
- Support and promote diversity events and programs on campus
- Provide resources for District students and employees

Website: https://bit.ly/3gj43Fh **| Email:** TitleIXCoordinator@elcamino.edu
Phone: 310-660-3813

El CAMINO COLLEGE CAMPUS POLICE

The El Camino College Campus Police Department's mission is to provide a safe and secure environment while respecting the rights and dignity of all persons utilizing the facilities and programs of El Camino College. The Campus Police Department is open 24 hours a day, 365 days a year, and is located in Parking Lot K at the corner of Redondo Beach Blvd. and Crenshaw Blvd.

To report a crime or in case of an emergency while you are on campus, you may contact the Campus Police Department using the following methods:

- Dial "9-1-1" or press the "Emergency Call 911" button from any El Camino College telephone
- Call 310-660-3100 from a cellular phone or ext. 3100 from any El Camino College telephone
- Pick up any of the emergency phones located in many of the buildings
- Press the button on any of the blue emergency phones that are located throughout the campus walkways
- Press the button on any of the blue "police" phones located in the parking lots
- Come into the police station

"NIXLE" Emergency Notification Text

Receive emergency alert information via text message instantly! Messages will be sent in cases of emergencies, emergency drills and/or for select timely warnings (safety advisory). Sign up is quick, easy, and secure. There is no cost to subscribe, but standard text/messaging/call rates may apply.

Follow these simple instructions to receive NIXLE text messages:

1. Compose a message to 888777 (no dashes)
2. Text the following message: ECCPD
3. After you subscribe, you will receive a confirmation message that says, "Thank you for signing up for El Camino College Police Department Alerts."

Website: https://bit.ly/3g46r2n **| Phone:** 310-660-3100

Campus Safety Services

Police Cadet Program

The El Camino Police Department has an active police cadet program that plays a vital role in providing quality non-hazardous police services to our campus community. The police cadets are El Camino College students who work part-time for the Police Department while attending El Camino College.

The program allows a student to gain valuable experience working in a law enforcement setting while pursuing their educational goals. Police cadets work up to 25 hours per week and perform a variety of assignments.

Minimum Requirements

- ☐ Currently enrolled as a student at El Camino College
- ☐ With at least six units per semester; and
- ☐ A GPA of 2.0 or higher
- ☐ 18 years of age
- ☐ Possession of a valid California driver's license

El CAMINO COLLEGE CAMPUS POLICE

☐ Possession of a high school diploma or equivalent

☐ No felony criminal or disqualifying misdemeanor criminal conviction

☐ Able to pass a thorough background investigation, including a fingerprint check with D.O.J./F.B.I.

Campus Courtesy/ Escort Service Shuttle

The Campus Police Department operates a campus courtesy/escort service shuttle. Police cadets, community service officers, and police officers are available anytime to escort you on campus if you feel your safety is in question or need assistance in arriving at your destination. You may obtain this service by calling 310-660-3100, option 5 and let the dispatcher know your location and where you would like to go on campus.   or by calling from any of the "police" phones.

Please note: Due to COVID-19, the campus courtesy is not currently in operation

Lost and Found

Found property is held for 90 days. All reasonable attempts are made to locate the owners of property turned into Lost & Found. Property not claimed within the 90 days is disposed of or donated to charitable causes.

All lost and found items should be turned in or claimed at the Campus Police Department located at the corner of Redondo Beach Blvd. and Crenshaw Blvd. in Parking Lot K. Please be prepared to present a photo identification to claim your property

Website: https://bit.ly/3gao1SH

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (aka Clery Act)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published 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 or via email clery@elcamino.edu

Drug and 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).

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

El CAMINO COLLEGE CAMPUS POLICE

Any student or employee who violates these policies will be subject to disciplinary action (consistent with District policies; local, state, or federal law; and/or collective bargaining agreements), which may include but are not limited to referral to an appropriate rehabilitation program, expulsion or termination of employment, and referral for prosecution.

The health risks associated with the use of illicit drugs and the abuse of alcohol include: death, risk of addiction and withdrawal symptoms, impaired judgment, impaired performance, sexual dysfunctions, harm to a fetus, psychological problems, seizures, strokes, cardiac arrest or cardiovascular problems, lung damage or illnesses, bronchitis, respiratory arrest, needle-related illnesses and complications, muscle and nervous tissue-death, and infections.

The District will distribute to all students and employees the information required by the Drug-Free Schools and Communities Act Amendments of 1989. The Drug and Alcohol Abuse Prevention Program publication contains standards of conduct, legal sanctions/consequences for violations, information about local services and programs, as well as community resources and contact information for those affected by alcohol or substance abuse. It also outlines the health risks associated with the use of illicit drugs and the abuse of alcohol.

Website: https://bit.ly/3oaCF0E

Parking Services

Parking Services is located in the Police Department building at the corner of Redondo Beach Blvd. and Crenshaw Blvd. The office is open Monday-Friday 8 a.m.- 4:30 p.m., closed on campus holidays and weekends. Parking Services can be reached during normal business hours at 310-660-6769 or parkingservices@elcamino.edu.

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, 7 days per week and are enforced by the El Camino Police Department pursuant to section 21113 (a) of the California Vehicle Code.

All parking and traffic regulations are enforced through citations issued by the El Camino Police Department. The El Camino Community College District reserves the right to restrict the use of any parking stall, area, structures, or lot at any time.

Website: Website: https://bit.ly/3tJ3xGZ   **| Phone:** 310-660-3100

PREPARING TO GRADUATE

Congratulations Warriors! You made it!

Checklist to Graduate
- Meet with a counselor
- Check deadlines for intent to graduate forms
- Receive/fill out/turn in intent to graduate forms
- Complete all Courses
- Send Transcripts to El Camino College from other colleges or universities attended

Meet with a Counselor
- Counseling and Student Success Division Office
  - Website: https://bit.ly/3regEQ9
  - Student Services Building - Second Floor
  - Phone:(310) 660 - 3458
- Transfer Center
  - Website: https://bit.ly/2JAO0p4
  - Student Services Building - Second Floor - 228
  - Phone: (310) 660 - 3593 ext. 3408

Submit Intent to Graduate
- Forms will be available online and in the Admissions & Records Office during the filing period.
  - Intent to Graduate and Petition for a Certificate must be filed in the Admissions & Records Office by the deadline. Late requests will not be considered.
- **AA-T/AS-T Degree,**
  - If you intend to graduate with an AA-T/AS-T Degree, counselor review is **REQUIRED** before you can submit your Intent to Graduate. Instructions on how to file your Intent to Graduate Form will be emailed to you after your Grad Check is complete.
- **AA/AS Degree, or Certificate**
  - If you intend to graduate with an AA/AS Degree, counselor review is not required, but it is **HIGHLY ADVISABLE** to meet with a counselor before your final term at El Camino College. This will ensure that you are on track for meeting the requirements for your degree.
- **Certificate**
  - If you intend to submit a Petition for a Certificate, counselor review is not required, but it is **HIGHLY ADVISABLE** to meet with a counselor before your final term at El Camino College. This will ensure that you are on track for meeting the requirements for your certificate

PREPARING TO GRADUATE

Check Important Dates & Deadlines
Students must submit the intent to graduate form by the day instructed in the Academic Calendar. If you don't, it will cause a delay, and result in you not graduating in the semester you want.

Fall Semester intent forms due: September-October
Spring Semester in intent forms due: January- February

Website: https://bit.ly/35B06cN

Submit Transcripts from Other Institutions

Physical Copies
If you plan to graduate from El Camino College with a degree or certificate and wish to have coursework taken at other colleges considered for graduation, you may request official transcripts to be mailed from the other colleges to the El Camino College Admissions Office, Attn: Records. You may also bring your transcripts to the Admissions Office. Transcripts must still be sealed in the envelope from the originating school.

Physical (Paper) Copies Mail To:
El Camino College
Admissions And Records
16007 Crenshaw Blvd
Torrance, CA 90506

Note: Hand-carried transcripts brought in by a third party will not be accepted unless accompanied by a signed letter from the student giving the third party explicit permission to submit transcripts on their behalf.

Electronic Copies

Electronic (Secure PDF) Copies Email Transcripts To:arforms@elcamino.edu
Electronic Transcripts must be sent directly from the college/university. It cannot be emailed from the student.

Admissions and Records - Regular Business Hours:
- Regular Business Hours:
    - Monday through Thursday 8:00 A.M. - 5:00 P.M.
    - Friday: 8:00 A.M. - 1:00 P.M.
- **Website:** https://www.elcamino.edu/admissions/
- **Email:** admissionshelp@elcamino.edu

Commencement Ceremony

When is Graduation?
The graduation ceremony is on the last Friday of the Spring Semester at 4 p.m.

Degrees for Summer, Fall, and Spring graduates for the current academic year are mailed in November. An academic year consists of Summer, Fall, and Spring terms. For example: Summer 2021, Fall 2021, and Spring 2022 is the current academic year.

PREPARING TO GRADUATE

Graduation vs. Commencement

Graduation

- Graduation is the act of receiving a diploma or degree from a school, college, or university. El Camino College confers degrees and certificates to students who have officially and completed all graduation requirements.

- Students must apply for the term (fall, spring or summer) they plan to graduate during the filing period. Graduation intents and petitions for certificates must be filed in the **Admissions & Records Office** by the deadline. **Late requests will not be considered.**

- Prior to filing the Intent to Graduate and/or the Petition for a Certificate, students are strongly advised to see a counselor before their final term at El Camino College. This will ensure that all requirements for the degree and/or certificate are met.

Commencement

- **Commencement** is a ceremony often referred to as "graduation." El Camino College's annual commencement is scheduled at the end of each spring semester, in celebration of students who are expected to successfully complete all graduation requirements by the end of the term. Students who complete requirements by the end of the previous summer or fall may also participate in the spring ceremony.

- Students participating in the commencement ceremony will receive a diploma cover when their name is read. Confirmation of degree completion will take place after official grades are posted. Degrees will be mailed to students at a later date, usually by October. The **Student Development Office** coordinates the commencement celebration and also manages caps/gowns, announcements and other services for graduates

Commencement Student Speaker
Want to Speak at your Graduation?
- Be a member of the graduating class
- Submit an application by the deadline
- Audition your speech to the selection committee

#ECCGRAD - Use this hashtag to tag all your pics & posts! Or follow & see more commencement memories. For further information involving the student speaker application, call 310 -660-3593, ext. 3394

ECC ALUMNI

Distinguished Alumni Awards

Through the years, Distinguished Alumni honorees have made a positive impact on their communities and beyond and continue to inspire current students to succeed. The El Camino College Foundation is pleased to recognize our alumni's accomplishments through the Distinguished Alumni program. Many of our alumni are highly respected in the community and have achieved great success in their careers and lives. We are honored to acknowledge these individuals and remember the strong educational foundation El Camino College provided them as they embarked on their professional journey.

Nominations for induction into the Distinguished Alumni of El Camino College are accepted throughout the year. Awards are presented every other year, and active solicitation of names occurs for several months during the spring of an award year. Anyone who wishes to nominate a former student for this award may complete a nomination form. Please include any supporting information such as resume, featured publications, certifications, awards received, etc.

Make a Difference

There are many ways to give to El Camino College. Our <u>Foundation team</u> is available to work with you to create a meaningful legacy gift that will make a direct impact on access to higher education and sustainable employment opportunities for our students.

Giving Options

Outright Gifts

You can support the Foundation's work with a gift of cash or securities (stocks or bonds), real estate, or other personal assets.

Charitable Gift Annuity

A charitable gift annuity is an extraordinary way to make a gift, increase your income, and slice your tax bill – all in one transaction! Our charitable gift annuity program was created as a service to our many friends who have expressed a desire to make a gift of significance, while still retaining income from the gift property during their lives.

A charitable gift annuity is a contract in which you exchange a gift of cash or securities for a fixed income each year for the rest of your life (or for the lives of two people). Your gift annuity offers five distinct advantages:

- Income for Life – at attractive payout rates for one or two lives
- Tax Deductible Savings – a large part of what you transfer is a deductible charitable gift
- Tax-Free Payout – a large part of your annual payment is tax-free return of principal
- Capital Gains Tax Savings – when you contribute securities for a gift annuity, you minimize any taxes on your "paper profit"
- Personal Satisfaction – from making a gift of lasting significance

You can choose how frequently payments will be made – quarterly, semiannually, annually, single-life or two-life annuity; cash or securities to fund your gift. Cash gifts allow maximum tax-free payments; gifts of securities will enable you to minimize capital gains taxes.

DIRECTORY

ADMISSIONS AND RECORDS

Assists students with applications, residency, veteran services, transcripts, graduation intents, and petitions.

Student Services Building, 159
On-campus Phone:
(310) 660-3593 Ext. 3414

ASSESSMENT, INTERVENTION, & MANAGEMENT OF SAFETY (AIMS)

A multidisciplinary campus threat assessment and behavioral intervention team guide the campus community in effectively assessing and addressing threatening and/or concerning behaviors and intervening before behaviors reach a critical level.

aimsteam@elcamino.edu

BASIC SKILLS STUDY CENTER

Students use networked computer workstations to access individualized computer-assisted instruction programs in basic reading and basic math.

Learning Resource Center,
Schauerman Library 2nd Floor
(310) 660-3593 Ext. 7495

BOOKSTORE

Purchase books, study aids, gift items, and supplies.

Northside of campus along
Manhattan Beach Blvd. (310)
660-3593 Ext. 3380

CalWORKs

Provides support services that include counseling, case management, work-study/job placement, tutoring to low- income families receiving TANF.

Student Services Building, 227
(310) 660-6057

CAMPUS POLICE

Provides law enforcement services to the El Camino College Community.

Corner of Crenshaw and Redondo Beach
Blvd. Parking Lot K
(310) 660-3100

CAREER CENTER

Provides career counseling, workshops, assessments, and resources.

Student Services Building, 228
inside Counseling Services
(310) 660-3593 Ext. 6137

CAREER EDUCATION PROGRAM (CE)

Provides services for technical education and women in non-traditional careers linking employers with students seeking high skills and high wage jobs.

Industry & Technology, 102
(310) 660-3593 Ext. 3600

CASHIER'S OFFICE

Pay fees, obtain class printouts, pay for parking/pick up parking permits, pay for ASB stickers and more.

Southeast corner of Bookstore Bldg.
(310) 660-3142

CHILD DEVELOPMENT CAREERS (CDC) WORKS PROGRAM

Student support services for TANF/CalWORKs students who need to obtain their permits for career advancement and/or placement.

Art & Behavioral Science,340E
(310) 660-3593 Ext. 3755

CHILD DEVELOPMENT PERMIT ASSISTANCE

Provides guidance and advice through the child development permit application process.

Art & Behavioral Science, 340E
(310) 660-3593 Ext. 3755

CHILDHOOD EDUCATION TEACHER RESOURCE ROOM

Assists students with tutoring in CD courses. Provide computers (WIFI), printing, and materials for CD courses.

Art & Behavioral Science, 340B
(310) 660-3593 Ext. 3755

COUNSELING SERVICES

Academic counseling for educational planning, career and transfer services.

Student Services
Building, Second Floor
(310) 660-3442

DISTANCE EDUCATION

Online courses offered in a variety of subject areas.

Schauerman Library East
Basement, 76
(310) 660- 6453

EOPS/CARE

CARE provides additional services to single head-of-household parents receiving county assistance. Services include supplemental grants, transportation, and meal assistance, and community resources.

Student Services
Building, 227
(310) 660-3464

HEALTH CENTER

Provides students with first aid, health counseling, referrals, psychological counseling, and educational materials.

Southside of campus, next to
Pool
(310) 660-3643

INTERNATIONAL STUDENT PROGRAMS (ISP)

Assists F-1 visa students adjust to life in the U.S., complete their educational & career goals.

Student Services
Building, 164
(310) 660- 3431

LIBRARY MEDIA TECHNOLOGY CENTER COMPUTER COMMONS

ESports area where students can use the area to play esports with others.

Schauerman Library East
Basement
(310) 660-3593 Ext. 6715

MATH STUDY CENTER

Math students are provided assistance through computerized tutorial programs and one-on-one tutoring.

Math Business Allied Health, 119
(310) 660-3593 Ext. 6591

MUSIC COMMONS

Serves the ECC community with music practice facilities and study space. Each of the practice rooms features a piano and are available for use by current staff and students. The study space features desktop PC computers for student use, and available WIFI. Music tutors are available for students currently enrolled in music classes. Music books and materials are housed in the main library. Music Building, 126
(310) 660-3593 Ext. 5024

OUTREACH AND SCHOOL RELATIONS

OASR works with students on and off campus to offer info about the admissions and application process and programs and support services. We also attend community events and college fairs.

Student Services Building, 150
(310) 660-3487

SCHAUERMAN LIBRARY

Books, reference materials, periodicals, library databases available to students with valid ID cards.

Schauerman Library
(310) 660-3519

SEA SUCCESS CENTER

Provides students with reading support and assistance with assignments in any course.

Student Services Building, First Floor, 100
(310) 660-3593 Ext. 3812

STUDENT ATHLETE INDEPENDENT LEARNING (SAIL)

Committed to the welfare of student athletes by providing the skills needed to balance academics and athletics.

Student Services Building, Counseling,
(310) 660-3593 Ext. 3531

STUDENT DEVELOPMENT OFFICE

Services include advice of various student organizations and clubs, housing referral, overseeing the use of the Activities Center and Game Room.

Manhattan Beach Modules (MBBM) 133
(310) 660-3500

STUDENT GRIEVANCES

Assists students with matters related to student's rights & grievances involving informal and formal complaints and grievances; in consultation with student(s), makes recommendations and referrals to campus and community resources when appropriate.

Student Services Building, 231
(310) 660-3593 Ext. 3482

STUDENT SUCCESS PROGRAM (SSP)

The Student Success Program (SSP) was created to assist students who may be facing academic difficulties. We offer counseling and advising, in addition to a variety of enhancement workshops, and can also connect you with additional support services to help you be successful in college.

Student Services Building, Counseling
 (310) 660-3593 Ext. 7800

STUDY CENTER

Houses an extensive media collection to supplement academic instruction. Provides tutorials on how to use Canvas & hands-on assistance with technology, Offers computer labs, printers & copy machines. Central computer facility serving students in academic programs.

Schauerman Library, 2nd Floor
(310) 660-3593 Ext. 3511

SUPPLEMENTAL INSTRUCTION (SI)

Provides students with additional academic assistance through student led study groups. Improves course understanding and student performance.

Math Business Allied Health, 329 (310) 660-3593 Ext. 3612

THE TUTORING HUB

Free tutoring available in-person and online.

Math assignments: Math Study Center, located in MBA 119
Writing assignments: Writing Center, located in Humanities 122
Other subjects: Tutoring Center located on the 1st floor of the library near the Research Center

VETERAN SERVICES

Provides veterans with assistance in obtaining education benefits paid by the Veterans Administration. Also provides veterans with access to computers, computer assistance, a study area, and other services.

Student Services Building, 140
(310) 660-3486

WARRIOR JOBS

Warrior Jobs is a new, collaborative effort between El Camino and Jobspeaker that makes it easy for El Camino students to find jobs and network with local employers both big and small who want to hire ECC students.

Student Services Building, Counseling
(310) 660-3593 Ext. 3780

WARRIOR WELCOME CENTER

Helps new, current, and returning students enroll at El Camino College, as well as provide referrals to campus programs and departments.

Student Services Building, 142
(310) 660- 3405

WOMEN IN INDUSTRY & TECHNOLOGY (WIT)

Empowers women for economic success by pursuing high skill- high wage majors and career fields in Industry & Technology.

Industry & Technology Education Center, 109
(310) 660-3593 Ext. 6780

WRITING CENTER & COMPUTER LAB

Provides drop-in tutoring for students enrolled in English composition or other classes in need of assistance in writing assignments.

Humanities Building, 122
(310) 660-3593 Ext. 3873

GLOSSARY

A

Academic Probation

This occurs when a student has attempted at least 12-semester units, and their GPA falls below a 2.0 in all units taken at the college

Add/Drop Period

The time frame when students can add or drop courses without consequences or incomplete marks on their transcript

Articulation

The process of transitioning a student's work from one educational institution to another

ASSIST

An online student-transfer information system that shows how course credits earned at a public California Community College can be applied when transferring to a four-year California university

Associate of Arts (AA) and Associate of Science (AS) Degree

A two-year general studies degree that can provide students with skills to become more marketable in the workforce

Associate of Arts and Science Transfer (AA/AS-T) Degree

A guaranteed pathway for transfer into the California State University (CSU) system. The transfer degree is composed of 60 units, including general education, major prep, and electives

Associated Student Organization (ASO)

El Camino College's student government that acts as a liaison for students and the community college. Elected representatives use their leadership skills to stay informed on current issues and commit to improving the quality of education and increasing student involvement on campus.

Asynchronous

Having the ability to log on whenever you'd like to complete your course work. This type of class does not have a specific log-in time.

Audit

"Auditing" a course gives students the chance to learn the material without receiving academic credit

B

Bachelor's degree (Baccalaureate)

A degree awarded by a four-year college in a particular field of study

C

CANVAS

ECC's Learning Management System used to deliver content and assess your learning on an online platform. It is a self-contained system where your instructors can post their course materials, assignments, and announcements

CCCApply

A website that provides an online admissions application to California Community Colleges

Certificate of Accomplishment

A program that requires the completion of courses in a particular field. This degree is not recorded on a student's transcript.

Certificate of Achievement

A program that requires the completion of courses in a specific field, and unlike degree programs, courses outside the field are not generally required. A Certificate of Achievement is also recorded on a student's transcript

Certificate of Competence

A minimum of 12 Computer Information Systems units must be completed at El Camino College, with a grade point average of 3.0 (B) for the required 30-31 units is necessary

Class Schedule

A college publication that lists all courses offered during a semester. Including class meeting times, instructors assigned to a class, class location, credit hours, and important registration information

Cohort

A group of students working through a curriculum at the same time

College Catalog

A publication that describes a college's academic programs, course requirements, and support services

Commencement

A formal graduation ceremony

Corequisites

Courses that a student needs to take simultaneously with another class

Credits

A unit that is used to show that you have completed and passed the courses needed for a degree. Each credit is equal to 1 hr. of lecture time per week

Cross Enrollment

This refers to a student enrolled at two academic institutions simultaneously

D

Distance Education

Distance education at ECC provides flexibility to your learning and studying. Unlike traditional, campus-based classes, distance education is a form of learning where you are not always physically present at school

Dual Enrollment

Current high school students taking college classes to get a head start on their educational and career goals

E

ECC Connect

ECC Connect is a system designed to provide a central location for students, instructors, counselors, and other support staff to connect and communicate

Electives

Classes students choose to fulfill a general education requirement or because they're interested in a topic outside of their major's core courses

F

Free Application for Federal Student Aid (FAFSA)

An application for federal, Cal Grant and campus-based financial aid

Federal Work Study (FWS)

The workstudy program helps college students pay for day-to-day expenses and tuition with part-time jobs

Final exam

A test that is given at the end of a term that usually includes subject matter from the entire class.

Financial Aid

Money students may be eligible to receive to help pay for college tuition or expenses

First-generation college student

A student who is the first in their family to go to college.

Flexible

Online, with no on campus requirement, but some required live, synchronous class meetings or required proctored testing Limited meeting days. Please see the schedule notes for dates and times.

Full- time Student

A student enrolled in at least 12 units or more during the Fall or Spring semester

G

General Education Courses

A curriculum that creates the foundation of a bachelor's degree. It generally includes lower-level courses in English, Mathematics, Natural Sciences, and Social Sciences.

Grade point average (GPA)

Represents the average of a student's final grades in all of their courses. An "A" counts as 4; a "B" as 3; a "C" as 2; a "D" as 1; an "F" as 0. Each student has two GPAs: one for the semester and one for all the college-level coursework they have taken.

H

Hybrid Class

A course that is partially online — meaning there are some on campus face-to-face sessions. Hybrid Courses use ECC's Learning Management System, CANVAS, to deliver content, and to assess your learning. For hybrid classes, look for the class footnote in the Schedule of Classes for on-campus meeting dates and times

I

In Progress (IP)

The "IP" symbol shall be used only in those courses, which extend beyond the average end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion

Incomplete (I)

A student may receive a notation of "I" (Incomplete) and a default grade when a student did not complete their academic work for unforeseeable, emergency, and justifiable reasons

J

K

L

Live Online Class (Synchronous)

An online class with no on campus requirement but requires some regular, live, synchronous, scheduled online class sessions. Class times and dates are listed in the schedule.

M

Major

The area of study that you choose to focus on in college

Meta Major

Meta-majors are groups of related majors with similar requirements, outcomes, or methodologies

Midterm Exam

A test that is generally taken mid-way through a term to assess a student's knowledge of course material

Military Withdrawal (MW)

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses

MyECC

A student portal where you can review your schedule, check the status of your financial aid, pay for classes, check your placement test scores, and much more in the MyECC student portal

N

New Student Orientation

A session that provides students with a general overview of El Camino College, its academic programs, facilities, and support services

Non-credit ESL classes

Non-credit ESL courses are free of charge and designed to help non-native speakers develop their ability to understand, speak, read, and write English

Non-resident

A student who is not an official California resident

O

Office-hours

Time set aside by professors for students to visit them and ask anything related to the course they teach.

Offsite Class

Held face-to-face at a location other than El Camino College

Online Class

Courses completed entirely online — meaning there are no on-campus meetings with no regularly scheduled online sessions. Online Courses use ECC's Learning Management System, CANVAS, to deliver content, and to assess your learning

P

Part-time Student

A student enrolled in less than 12 units during the Fall or Spring semester

Pass / No Pass (P / NP)

An option for students to choose a grade of Pass or No Pass instead of a letter grade (A, B, C, D, F) by the fourth week of a 16-week class or when 25 percent of a class has passed

Placement Survey

English and Mathematics Placement Survey is located on the MyECC student portal. Placement will be based on your high school GPA and coursework.

Prerequisite

A class that a student is required to take before another class to demonstrate readiness.

Progress Probation

This occurs when a student has attempted at least 12 units, and the percentage of all units attempted reaches or exceeds 50 percent of all grades at the college. Grades used to calculate attempted units include: "W", "I", "NP", "NC" and all letter grades.

Q

R

Registration

The process of enrolling in specific courses

Reported Delayed (RD)

The registrar is the only person who can assign an "RD" symbol. It is used when there is a grade delay due to

circumstances beyond a student's control.

Recommended preparation

A course that a student is advised to take but not required to take in conjunction with, or before, a specific class or program.

S

Semester

16-week academic terms.

Syllabus

Detailed information about a course, the grading system, policies, assignments, and test dates

Synchronous (Live Online)

An online class is online that requires you to log in at a specific time for the lecture.

T

Title IX

Title IX is a section of US law that prohibits sex/gender-based discrimination in education

Transcript

The academic record of a student's college course work

Transfer Student

College students who transfer from one college to another

Tuition

A fee that is paid for instruction at a college

or university

Tutoring

Additional learning assistance provided to students on an individual or group basis

U

Undergraduate

A college student who has not earned a bachelor's degree

Unit

A unit is the amount of credit you receive for successfully completing a class.

University

A university is an institution of higher education that awards both undergraduate and graduate degrees.

V

W

Withdrawal (W)

A Withdrawal is notated on a transcript when a student drops a class by a published withdrawal date. A "W" is not used in calculating grade point average, but excessive "W's" shall be used as factors in course repetition and probation and dismissal procedures. The instructor may also drop a student if the student has excessive absences.

X

Y

Z

NOTES