

Steps for Dual Enrollment

in El Camino College courses

Application Process for 11th and 12th Grade Students

NOTE: Students are considered to be in 11th grade when enrolling for the summer following 10th grade. Completing these steps does not guarantee a seat in a class – students must still complete the registration process (see next page).

1 Apply for Admission online at www.elcamino.edu/apply

If this is your first time applying, you must first create an OpenCCC account. If you previously applied, sign in with your existing OpenCCC username and password.

After signing into OpenCCC, you can start a new application for El Camino College.

IMPORTANT! Enter identifying information carefully. Do not submit your application with incorrect date of birth, social security number, taxpayer ID, etc.

2 Within one to two business days, you will receive a Welcome Email with your El Camino Student ID Number and MyECC login information. Follow the provided link or go to www.elcamino.edu/myecc to log into MyECC and create a new password.

3 Download the [Dual Enrollment Application](#) PDF file at www.elcamino.edu/highschool

STUDENT

Read both front and back pages, then complete and sign Section I.

Write the course name and number in Section III, i.e. History 102, Psychology 5, etc.

You may include up to 2 courses (permission must be obtained from the El Camino College Registrar for more than 2 courses). To change your approved courses, you must submit another completed Dual Enrollment Application.

PARENT

Read both front and back pages, then complete and sign Section II.

PRINCIPAL OR DESIGNEE

Read both front and back pages, then sign Section III.

- 4 Submit completed Dual Enrollment Application with all signatures to:
dualenrollment@elcamino.edu

We will review your form before working with Admissions Office staff to ensure it is processed. We will also reply to you with next steps.

Registration Process for El Camino College Classes

Prior to registration, please be sure to [clear any prerequisites](#) for your approved courses, either taking the English and Mathematics Placement Survey in MyECC, submitting the online Prerequisite Clearance Form, or receiving clearance from a division or counselor.

- 1 Log into [MyECC](#).
- 2 In the Self-Service Menu, click *Registration*, then *Registration Appointment* to view your Registration Appointment date and time.

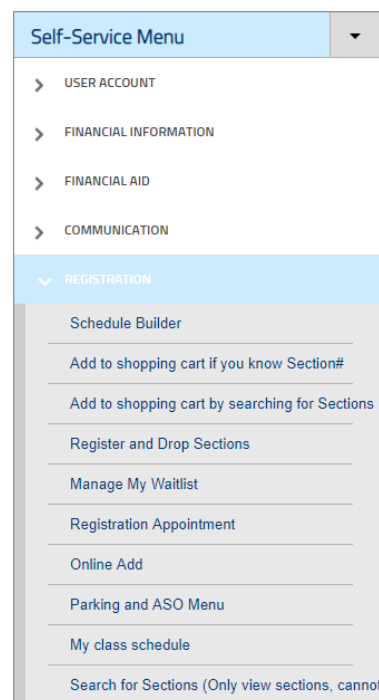
You can register for classes **any time** between your Registration Appointment and the first day of the term. Students should register on or shortly after their Registration Appointment date and time for best chance of class availability.

- 3 Use one of the "Add to shopping cart" options to add class sections to your Shopping Cart. Be sure to only include courses listed on your Dual Enrollment Application.

- 4 On or after your Registration Appointment date and time, return to your Shopping Cart by clicking on *Register and Drop Sections*. Select "Register" from the Action pull-down menu next to each class and click the "Submit" button to register.

If the course is waitlisted, select "Waitlist" and then click "Submit" to be added to the waitlist. Check MyECC regularly to see if you have been added to the active roster.

If a waitlist is full or the section is closed, you may still be able to enroll in the class by attending the first class meeting or emailing the instructor at the start of the



term to ask permission to add the class. Add Codes are provided by the instructor at their discretion. It is the student's responsibility to [submit the Add Code using MyECC](#) before the [Last Day to Add](#) for the term.

Classes for which you are registered will appear under *My Class Schedule*. Classes for which you are on the waitlist appear under *Manage My Waitlist*.

REMINDER

To change your course permissions, students must complete and submit another Dual Enrollment Application. New course permissions will overwrite your original course permissions on file in our system. If you are trying to change course permissions after the semester has started, be sure to obtain an Add Code from the instructor prior to submitting the new Dual Enrollment Application.

Dual Enrolling in Future Terms

K-12 students must submit a completed Dual Enrollment Application for **every term** they wish to register for classes.

Students who do not enroll in El Camino College classes for consecutive Fall and Spring terms will have to **apply for admission again** using their existing OpenCCC account. It is important to remember your OpenCCC and MyECC login information.

OpenCCC Support

For help to recover your OpenCCC account, click on the *Forgot?* tab when signing into OpenCCC, or contact technical support at 877-247-4836 or support@openccc.net.

MyECC Support

For help to recover your MyECC account, use the *Forgot My Password* feature to reset your password, or click *Chat with us Live* or call the ITS Help Desk at 310-660-6571. Have your El Camino Student ID Number ready, along with the error message.

