

Steps for Dual Enrollment

in El Camino College courses

Application Process for 9th and 10th Grade Students

NOTE: Students are considered to be in 11th grade when enrolling for the summer following 10th grade.

REQUIRED!

Division Dean Approval is required for all 9th-10th grade dual enrollment. Some divisions limit dual enrollment to students who have completed the 10th grade. Visit the [Course Restrictions](#) page to view restrictions by division.

Completing these steps does not guarantee a seat in a class – students must still complete the registration process (page 3).

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 three 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.

REQUIRED!

DIVISION APPROVAL

Contact the El Camino College academic division for each course listed on your Dual Enrollment Application to determine the approval process for 9th-10th grade students. Some divisions do not allow 9th-10th grade dual enrollment. Visit the [Course Restrictions](#) page to find restrictions by division, division email addresses and phone numbers, and any special instructions for approval.

Email your completed Dual Enrollment Application and a copy of current school transcript (unofficial ok) to the division for approval.

Submitting your form and transcript does not guarantee division approval. Division approval does not guarantee a seat in a class.

4

Submit completed Dual Enrollment Application with all signatures (including Division Dean Approval signature) 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, be sure any [prerequisites](#) for your approved courses are cleared by with the academic division which offers the course.

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.

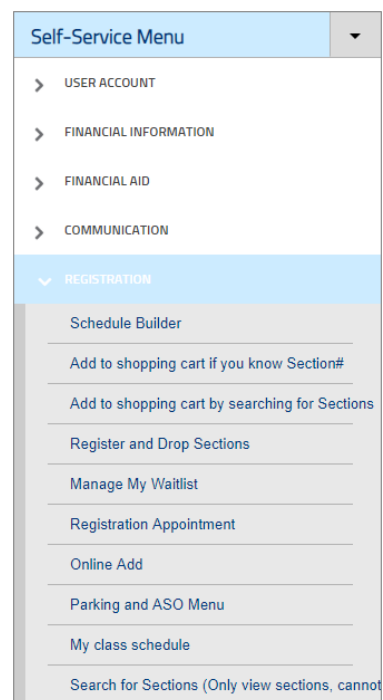
3 Use one of the "Add to shopping cart" options to add class sections to your Shopping Cart. Be sure to only include courses listed on your Dual Enrollment Application.

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

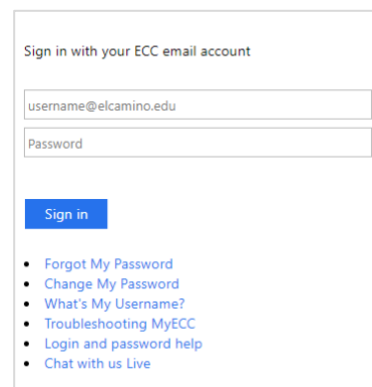
For help to recover your OpenCCC account, click on the *Forgot?* tab when signing into OpenCCC, or contact technical support at 877-247-4836 or support@openccc.net.

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.



The screenshot shows the top portion of the OpenCCC login interface. At the top left is the California Community Colleges logo. To its right, the text "California Community Colleges" and "OpenCCC" are displayed. Below this, a message reads: "To continue to a California Community College secure web application, please sign in or create a new account." Underneath, there are two tabs: "Sign in" and "Forgot?". The "Forgot?" tab is active, showing two options: "I forgot my username" and "I forgot my password".



The screenshot shows the MyECC login form. At the top, it says "Sign in with your ECC email account". There are two input fields: "username@elcamino.edu" and "Password". Below the fields is a blue "Sign in" button. At the bottom, there is a list of links: "Forgot My Password", "Change My Password", "What's My Username?", "Troubleshooting MyECC", "Login and password help", and "Chat with us Live".