



El Camino College

FIRST-GEN PARENT HANDBOOK

First Year Experience

PRESIDENT'S MESSAGE



Dena P. Maloney, Ed.D.
Superintendent/President

Our mission at El Camino College is to make 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. We are dedicated to achieving our mission and ensuring that everyone who wishes to pursue higher education and earn a degree or certificate is able to accomplish that goal at El Camino College.

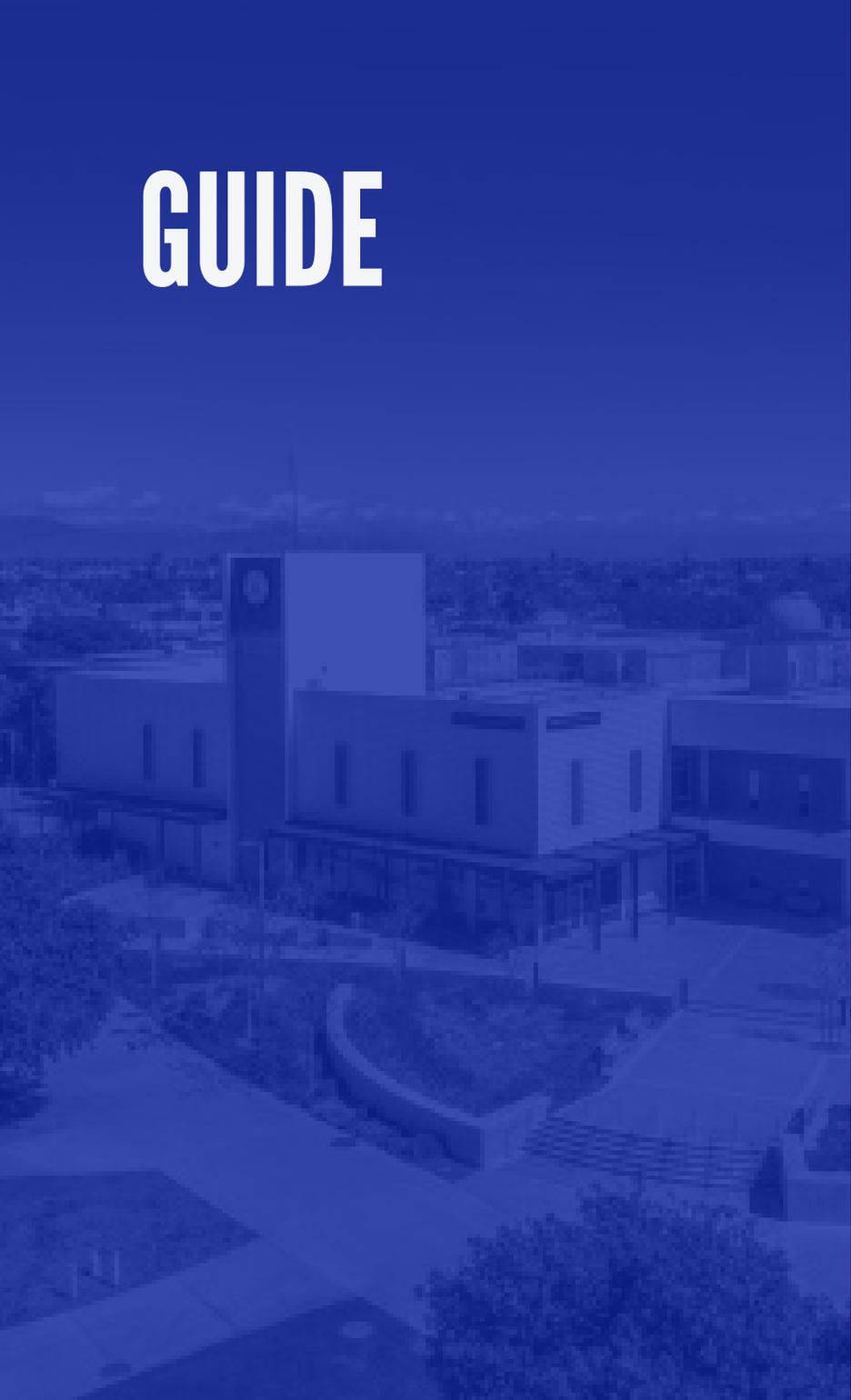
The college will implement several innovative programs in the coming year, all designed to increase access to a college education and ensure students are successful once they arrive here. In our pursuit for equity and achievement we are constantly working to ensure that all students have what they need to succeed - in the classroom, in the tutoring lab, in the library, in the concert hall or on the playing field. Students have access to facilities that support teaching and learning, backed by the technology necessary to support their success.

We are also proud to be a strong and trusted partner in the South Bay, working with community leaders to align our programs with the workforce needs of the future. We share a common interest in the economic vitality of the South Bay, and we are a proactive provider of education and training that support this region.

Watch for future innovations such as expanded evening/weekend classes for working adults, new educational technology initiatives and additional college/career pathways with area high schools.

Dena P. Maloney, Ed.D.
Superintendent/President

GUIDE



- Visit Us!
- FERPA
- Academic Resources
- Tutoring Services
- Financial Aid FAQs
- Student Health Services
- Campus Safety
- Title IX
- First Year Experience

Visit Us!



Welcome to El Camino College!

You don't have to be an ECC student to enjoy our beautiful campus. Visit us online through our website, or on campus any time -- we are YOUR community college.

Founded in 1947, El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. The college enrolls more than 25,000 students each semester and boasts a curriculum of over 850 highly regarded academic and career programs taught by exceptional faculty.

Where are we located?

El Camino College is easily accessible from the 405 and 91 freeways, at the corner of Manhattan Beach and Crenshaw boulevards near Torrance. A daylong parking permit costs \$3 – you may purchase a parking permit from one of the dispensers available in various lots. Please do not park in staff-marked parking stalls.

Campus map:

<http://www.elcamino.edu/about/maps/ECC-Campus-Map.pdf>

Parking services:

<http://www.elcamino.edu/about/depts/police/ParkingSvc/>

Interested in a school tour?

Please contact the office of Outreach and School Relations at (310) 660-3487 or email oasr@elcamino.edu.



Please Note: Construction is currently in progress on the El Camino College Campus - view the following link to see road and walkway closures:

<http://www.elcamino.edu/about/depts/facilities/construction.aspx>

FERPA

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

WHAT IS FERPA?

The Family Education Rights and Privacy Act is a Federal law that protects the privacy of student education records such as grades, transcripts, class schedules, etc. **Under FERPA law, colleges and universities may not disclose education records or any information regarding the student to anyone other than the student.**

WILL I RECEIVE A COPY OF MY STUDENT'S GRADES?

Under federal law FERPA makes it illegal to distribute student's records to anyone other than the student. Students may view their grades online via MyECC and/or Canvas.

WILL I RECEIVE A COPY OF MY STUDENT'S CLASS SCHEDULE/TRANSCRIPTS?

Under federal law FERPA makes it illegal to distribute student's records to anyone other than the student.

Academic Resources

WHERE DOES MY STUDENT REGISTER FOR CLASSES?

Students may register on or after the date and time of their registration appointment via their MyECC portal. MyECC is El Camino's portal of information, including registering for classes, financial aid, etc.. Students can register for classes, view their grades, make changes to their schedule by dropping or adding a course.

HOW WILL MY STUDENT BE GRADED?

Instructors carry out a letter grade. Each letter grade holds a numerical value, which is referred to as a Grade Point Average (GPA).

A=4	C=3	F=0
B=3	D=1	

IS THERE HELP FOR MY STUDENT IF THEY ARE HAVING TROUBLE WITH THEIR CLASSES?

Absolutely! We encourage the student to visit their professor's office hours where they can discuss anything related to the class and receive one-on-one help. It is IMPORTANT that students make a habit of seeing professors early in the semester and not wait til' the last minute. In addition, we have tutoring services available on-campus.

TUTORING SERVICES



LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center Tutoring Program, offers free drop-in tutoring for many subjects including, but not limited to, English, ESL, mathematics, chemistry, business, biology, music, and foreign languages. All tutoring is provided by trained tutors. Reservations are not required. The current tutoring schedule is posted in the Learning Center and at: www.elcamino.edu/Library/lrc/tutoring. Free online tutoring is also available. To register and use this service, go to www.nettutor.com/ecc.

Located in the Library, 2nd Floor, West Wing (310) 660-3593 x3511

WRITING CENTER

The Writing Center offers one-on-one writing conferences with highly qualified tutors. In addition, the Writing Center offers tutorials in grammar, documentation, and specialized writing tasks such as college application letters. To receive services, students must bring their El Camino College identification card, a flash drive to save their work, and a writing assignment from class if they intend to request a writing conference. All services are drop-in; no appointment is necessary.

Humanities Building Rm 122 (310) 660-3873 www.elcamino.edu/academics/humanities/writingcenter.

READING SUCCESS CENTER

The RSC is a resource center designed to support all ECC students with the reading load in all their classes. The RSC offers free one-on-one tutoring in all subjects, a computer center, topic specific workshops, and a warm and welcoming environment for students to study and work on their assignments. No appointment is needed to use the services at the Reading Success Center; students simply drop in and bring their student ID to use services.

Schauerman Library. East Basement E36 (310) 660-3593 x6729

FINANCIAL AID FAQs



FAFSA VS CA DREAM ACT: APPLY TO THE CORRECT FINANCIAL AID IN CA

Questions	FAFSA	CA DREAM Application
Who is Eligible?	<ul style="list-style-type: none"> • Citizens • Legal Permanent Residents • Eligible Non- Citizens (per FAFSA) • T visa holders 	AB 540/ SB 68 Eligible Students Who Are: <ul style="list-style-type: none"> • Undocumented individuals; • DACAmented individuals; and • U visa holders • TPS Protected Status
Who is NOT Eligible?	<ul style="list-style-type: none"> • Any other immigration status that is not listed above including: • DACAmented students • Undocumented individuals 	<ul style="list-style-type: none"> • Any visa holder (except U) • Citizens • Legal Permanent Residents • Eligible Non-Citizens (per FAFSA)
Requirements for Financial Aid to Be Awarded	<ul style="list-style-type: none"> • Department of Homeland Security and Social Security Administration crosscheck student name, social security number, and birthdate to verify that all FAFSA eligibility requirements are met; • All other eligibility for federal and state financial aid is met 	<ul style="list-style-type: none"> • School verifies student meets AB 540/ SB 68 eligibility requirements <i>Some schools may require a student's AB 540/ SB 68 status to be approved prior to awarding state financial aid.</i> • All other eligibility for state financial aid is met
Requirements for Financial Aid to Be Released to Pay Outstanding Balances	<ul style="list-style-type: none"> • Admission into an approved degree or certificate program • Minimum Unit requirements • Satisfactory Academic Progress 	Approval as AB 540/ SB 68 student and: <ul style="list-style-type: none"> • Admission into an approved degree or certificate program • Minimum Unit requirements • Satisfactory Academic Progress
What Happens If You Fill out the Wrong Application?	A HOLD is placed on your Account	A HOLD is placed on your Account
	A hold from the Department of Homeland Security (DHS) will prevent all financial aid from being awarded. Proof of citizenship or lawful presence per FAFSA will be required to release the hold.	A Residency Hold will prevent all state financial aid from being awarded. AB 540/ SB 68 status will be required to release the hold.
How to Release the HOLD and Receive Your Financial Aid	Contact the college or university where you plan to attend and confirm which application you should be using. If the wrong application was submitted, be sure to complete the correct application. Then work with CSAC to complete the Application Conversion Form . After that, show a copy of this form to your financial aid counselor so they can: 1) Delete the incorrect application 2) Bring in the correct application and 3) Create a financial aid award. Based on your status, this will include federal or state financial aid or both. Once the proper application has been processed, you should be able to receive all financial aid for which you are eligible. For more information, contact CSAC at 1-888-294-7268. <i>Remember: The California Student Aid Commission honors the priority deadline of the first application submitted, even if it's the incorrect application.</i>	

HOW CAN MY STUDENT AFFORD COLLEGE?

El Camino College offers a variety of financial aid programs to help students with education-related expenses. These include grants, employment (Federal Work-Study), and scholarships.

ECC Financial Aid Office

<https://www.elcamino.edu/student/studentservices/financialaid/>

CA Dream Act Information

http://www.elcamino.edu/administration/vpss/gradinitiative/DreamAct_Spanish.aspx

I Can Afford College Webpage

<https://icanaffordcollege.com/Financial-Aid>

WHICH FINANCIAL AID APPLICATION DOES MY STUDENT COMPLETE?

It is important that the student only submits **one** financial aid application, either FAFSA **or** CA DREAM ACT. See graphic (to the right) to see which application applies to the student.

WHAT IF I DON'T HAVE A SOCIAL SECURITY#?

If the parents do not have a Social Security Number (SSN) it is important to note that students can STILL apply for financial aid. For both the FAFSA or the CA DREAM ACT parents/legal guardians can put all zeros for their SSN (e.g. 000-00-0000). However, if a parent DOES have an SSN then do not put all zeros. Feel free to have your student stop by our FYE office for assistance.

FINANCIAL AID FAQs

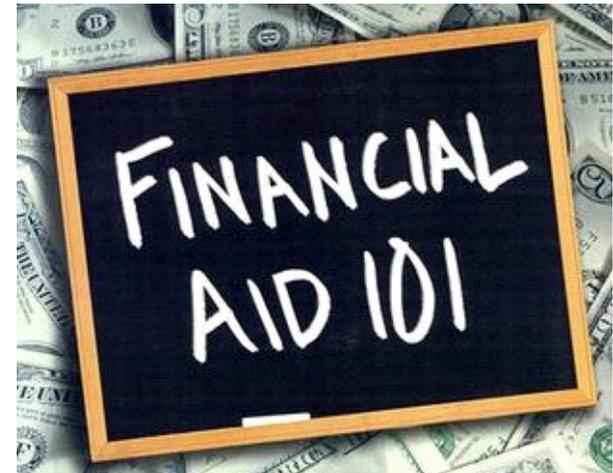


WHAT ARE THE DEADLINES FOR FAFSA AND CA DREAM ACT?

Both FAFSA and CA DREAM ACT applications open October 1st. The deadline for priority financial aid filing is March 2nd.

IF MY STUDENT IS ON FINANCIAL AID, DO THEY NEED TO REAPPLY EACH YEAR?

Yes, students must reapply every year for the Financial Aid Free Student Application (FAFSA) or the CA Dream Act. If you or your student are not sure which application they must complete, please refer to the Immigrants Rising Guide.



HOW CAN I ACCESS MY STUDENT'S BILL?

Your student will need to grant you access to view and/or make payments via their MyECC account. Once they have approved access, students will need to login to their MyECC account and go to Financial Aid Checklist to make a payment.

OR

Parent can go to the Cashier's office, located at the southeast corner of the bookstore. You will need the student's El Camino ID number or their Social Security Number. Once the information has been verified, the parent can only receive the student's balance and receipt of payment. You cannot receive a copy of any other information regarding the student (e.g. class schedule); it is against FERPA law.



IS THERE A PAYMENT PLAN?

No, El Camino College does not offer payment plans or loans.

FINANCIAL AID FAQs

ARE THERE ANY SCHOLARSHIPS AVAILABLE?

Yes! El Camino College Foundation awards more than \$600,000 annually. Current students continuing their education at El Camino College, incoming high school students, and students transferring to four-year colleges and universities are eligible to apply for El Camino College scholarships.

The El Camino College Scholarship online application period takes place during the fall semester. Scholarships are awarded in the spring to be activated the following fall semester. Students may apply through the MyECC portal at www.elcamino.edu/student/services/fao/main_scholar.asp and click the link titled "Scholarship Application."

In addition to the scholarships offered by the El Camino College Foundation, the Scholarship Office provides information on a vast number of outside scholarship opportunities. For questions or additional information about the scholarships that are available or for assistance applying for a scholarship, please contact the Scholarship Office at (310) 660-6541 or visit the Scholarship Office located in Administration 119 or online at www.elcamino.edu/student/services/fao/main_scholar.asp.

WHAT IS SOUTH BAY PROMISE?

The South Bay Promise offers an affordable pathway directly from high school to college for students in the El Camino Community College District. Enrollment fees for the first and second year will be paid for full-time students and additional services and counseling will be offered to students enrolled in South Bay Promise.

The South Bay Promise is available to all first-time, full-time college students (regardless of school district) as long as they complete the requirements found on their website and attend El Camino the subsequent fall after their senior year.

<http://www.elcamino.edu/student/student-services/southbay-promise/>



STUDENT HEALTH SERVICES

WHERE IS THE HEALTH CENTER LOCATED?

The Health Center is located on the south side of campus, adjacent to the swimming pool. (310) 660-3643

WHY DOES ECC HAVE A MANDATORY HEALTH FEE?

In accordance with the California Education Code, Section 72246, students pay \$17 for summer terms and \$20 per fall and spring semesters to cover the operation, supervision, programs and services of the Student Health Center.

SERVICES AVAILABLE:

- Chiropractic Services: Every Thursday Morning
- Psychological Counseling
- Office Visits
- Physical Exams
- Immunizations
- Basic Urgent Care
- Health Education and Referrals
- and more!

HOW MUCH WOULD THESE SERVICES COST MY STUDENT?

Aside from the mandatory student health fee of \$20/semester, most medical services range from little to no cost. Please make sure to call the Health Center for more accurate prices.



Hours of Operation - Fall & Spring Semesters

Monday 8:30 a.m. to 6:00 p.m.

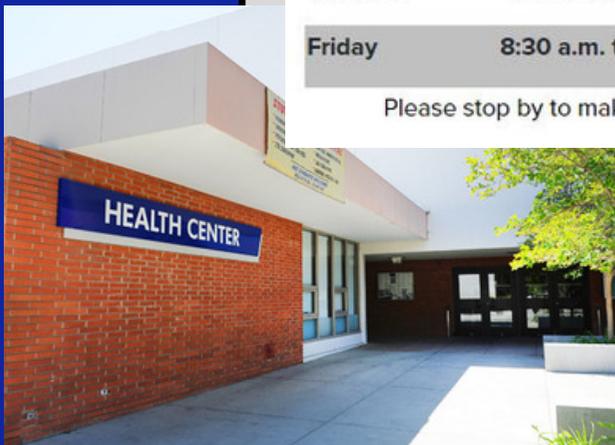
Tuesday 8:30 a.m. to 5:00 p.m.

Wednesday 8:30 a.m. to 5:00 p.m.

Thursday 8:30 a.m. to 5:00 p.m.

Friday 8:30 a.m. to 12:30 p.m.

Please stop by to make an appointment!



CAMPUS SAFETY

ECC POLICE DEPARTMENT

The El Camino College Police Department is in charge of the personal safety and security for all who attend classes, as well as all who are employed by El Camino College. ECC Police offers lost and found services, as well as courtesy shuttle service between parking lots and classes. Also available is first aid, and help in all emergency situations. Traffic and parking regulations are posted throughout campus. ECC Police will issue citations to violators of these regulations. All such fines are payable to the Campus Police Department.

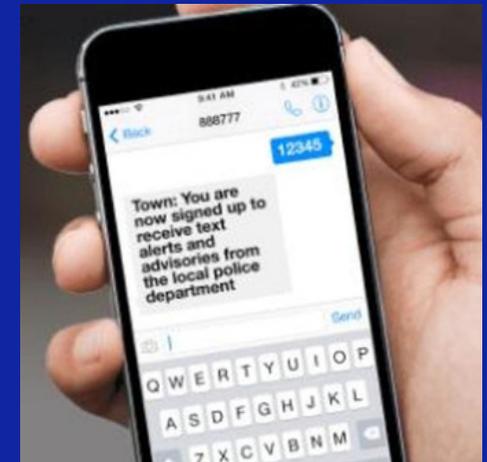
WHAT IS NIXLE?

El Camino College utilizes a communication service that allows the campus send important emergency information directly to students, faculty, and staff via text message and/or email. Instructions to sign up for Nixle:

1. Compose a text message to: 888777
2. Text the following message: ECCPD.
3. You will receive the following text message: "Thank you for signing up for El Camino College Police Department Alerts. Nixle Local Alerts local police and fire alerts. Info: (877) 649-5362. TXT HELP for help. To stop txt STOP."



CAMPUS POLICE



NIXLE

CAMPUS POLICE

16007 South Crenshaw Blvd. at the corner of
Redondo Beach Blvd. and Crenshaw Blvd. in

Parking Lot K

Open 24 hours a day (310)660-3100

CAMPUS SAFETY

SHUTTLE SERVICES:

The El Camino Police Department operates a Campus Courtesy Shuttle/Escort Service Monday through Saturday Evenings from 5:30 P.M. to 10:30 P.M. only. Individuals requesting this service should call the El Camino Police Department Communications Center at (310) 660-3100 and let the dispatcher know what the student's location is and where they would like to go. The service accommodates El Camino College students, staff, faculty and visitors and operates on campus and to any of the El Camino College Parking Lots (The shuttle however, can not leave ECC campus grounds).

WHAT IS A "CODE BLUE" EMERGENCY PHONE?

The El Camino College has a network of sixty Police telephones located throughout the main campus. The Police phones are located along the campus walkways, parking lots and in many of the buildings on campus. The telephones may be accessed in an emergency or if you need the services of the police department such as the campus shuttle service. The phones are equipped with information buttons that will dial the police department regular non-emergency business number (310) 660-3100. Calls made from the Blue Phones are automatically identified by location when it reaches the Communications Center telephone equipment. If you are a disabled student and have a visual or hearing impairment, it is important to know that an officer will be dispatched to the location of the telephone where a call originated, even if the person making the call cannot communicate with us.



SHUTTLE SERVICES



**"CODE BLUE"
EMERGENCY PHONE**

CAMPUS POLICE

16007 South Crenshaw Blvd. at the corner of
Redondo Beach Blvd. and Crenshaw Blvd. in
Parking Lot K

Open 24 hours a day (310)660-3100

Title IX

WHAT IS TITLE IX?

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex discrimination—which includes sexual violence—in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault.

WHAT IS SEXUAL AND GENDER-BASED MISCONDUCT?

SEXUAL AND GENDER BASED MISCONDUCT includes a broad range of unwelcome behaviors focused on Sex and/or gender that may or may not be sexual in nature. Sexual and Gender-Based Misconduct encompasses Sexual Harassment, Sexual Assault, Sexual Exploitation, Stalking, Domestic Violence, and Dating Violence, intimidation, or for Retaliation following an incident where alleged Sexual and Gender-Based Misconduct or has occurred.

Title IX Coordinator for the District

Jaynie Ishikawa

(310) 660-3813

titleixcoordinator@elcamino.edu

Title IX Resources

Campus Emergency
9-1-1 or dial from “Blue Emergency Pole”

Law Enforcement:

El Camino College Police Department
310-660-3100

Los Angeles County Sheriff
323-820-6700

Torrance Police Department
310-328-3456

Gardena Police Department
310-323-7911

Long Beach Police Department
562-435-6711

Campus Resources:
Student Health Center
310-660-3643

AIMS Team (behavioral intervention and campus threat
assessment)
aimsteam@elcamino.edu

Title IX Coordinator
310-660-3813

Sexual Assault Hotlines:

East Los Angeles Women’s Center Rape & Battering Hotline*[^]
800-585-6231

National Sexual Assault Online Hotline[^]
<https://ohl.rainn.org/online/>

Peace Over Violence* Los Angeles
213-626-3393

Peace Over Violence* West Los Angeles
310-392-8381

Rape Treatment Center
310-319-4503

Violence Intervention Program (Sexual Assault)
323-226-3961

FIRST YEAR EXPERIENCE

WHAT DOES FYE DO?

First Year Experience Program is designed to prepare the student for academic success and to help them in selecting the career path that's right for them. Whether they are transitioning from high school or just beginning their college education, the rigors of college life can present even the best students with challenges that require major adjustments. Sometimes getting started may seem overwhelming, as there are many decisions to make. That's why we have created a supportive environment here at El Camino College where there are people and programs to assist your student with their college career.

HOW DO WE SUPPORT YOUR STUDENT?

- *Priority Registration* for all ECC classes to help ensure enrollment in desired courses
- *First Year Experience Counselor* will help students with: academic planning, personal counseling, and career development
- *First Year Experience Advisors* will help students with: Financial Aid, transfer applications, scholarships, time management, and other student success support
- *Learning Community Courses* which will help satisfy general education and elective graduation requirements. Students may also take additional classes, outside the cluster, to reach full-time status
- *Strategies for Success in College* course designed to introduce new students to college life and expectations
- *First Year Experience Faculty*- A team of professional, caring and committed faculty dedicated to supporting the success of First Year Students
- *Workshops*- a variety of events designed to help our students succeed ranging:
 - from Med School Workshops to How Not to Procrastinate
- *Field trips* to various UC, CSU, Private Universities, & more
- *Guest Speakers*





THANK YOU

**Our FYE office is located:
Student Services Rm 244
(310)660-6936**

