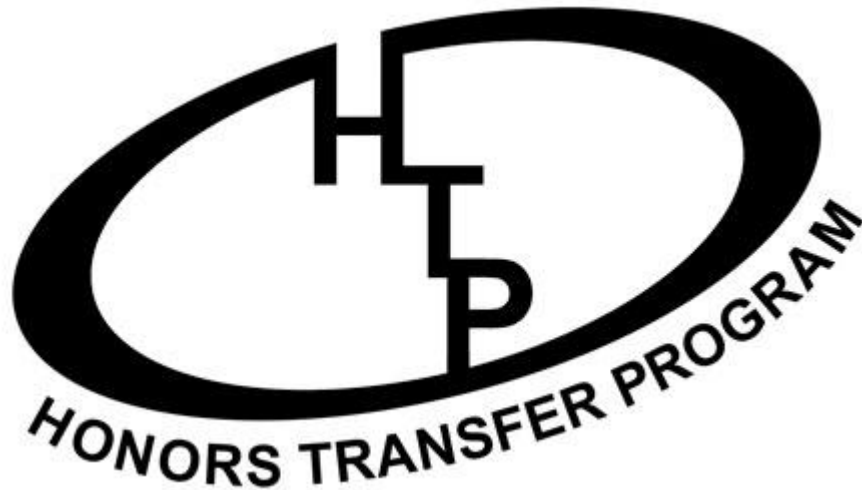


EL CAMINO COLLEGE



Student Handbook

c/o Natural Sciences Division

HTP OFFICE: Student Services Center room 228

Located in the Career & Transfer Center

Phone: (310) 660-3815

Email: kkamahele@elcamino.edu

Facebook: El Camino College Honors Transfer Program

APPLICATION INFORMATION:

***IMPORTANT INFORMATION FOR ALL APPLICANTS:** Students who are new to ECC will have to complete four crucial steps before **the HTP application deadline** in order to receive priority registration. The steps are:

- 1. An ECC application**
- 2. An ECC orientation (either online or in person)**
- 3. An education plan (EdPlan) with an ECC counselor**

Minimum qualifications to apply:

1. Must have completed or be in progress of completing 9 transferrable units at ECC.
2. Must have a current transferrable GPA of 3.1 or better (continuing). Incoming high school students must have an UNWEIGHTED GPA 9-12 of 3.1 or better.
3. **Winter/Spring Applicants ONLY:** If you do NOT meet the GPA requirement, you must complete a Grade Progress Report (see page 17)

The HTP application is now available ONLINE on the ECC HTP website:

<http://www.elcamino.edu/student/academicsupport/honorstransfer/>

You will need to upload the following:

1. Your essay as described on page 16
2. ECC unofficial transcripts (continuing students) or high school transcripts (incoming freshmen).
3. Grade Progress Report if applicable (see page 17)

Your application will not be considered if:

- You miss the deadline
- You do not meet the HTP requirements
- You did not follow the instructions in this Handbook

Parents should not phone or email the HTP office. Potential honors students attending or planning to attend El Camino College are required to obtain information and apply for the program as college students. Any information that can be found in our educational records cannot be shared with anyone other than the student.

TABLE OF CONTENTS

Information in this Handbook is subject to change.

Please read this entire Handbook before applying to the HTP. Reading and following instructions are very important in this program.

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Honors Transfer Program Office SSC (SSVC) 102F
(Student Services Center, inside Counseling Division)
Hours: MTWTh 9:00–12:00 and 2:00-5:00
Friday: Closed

Joseph Holliday and Rachel Williams, Co-Directors
Kahealani Kamahele, Assistant

Paitzar Giourdjian, Counselor – HTP Counselor

REASONS TO JOIN THE HONORS TRANSFER PROGRAM

The purpose of the Honors Transfer Program is to prepare highly motivated students for transfer to an excellent university. HTP requirements are similar to those required by the University of California. Honors courses focus on improving reading, writing, and research skills. These are the main benefits of the Honors Transfer Program:

- Priority registration for ECC classes each semester you are in the HTP
- "Completed Honors Transfer Program" designation on ECC transcript and degree, and a "T" (for transfer) next to each honors course
- Priority admission consideration for universities requiring a personal statement as part of the application process (about 90% get into the UC of their choice)*
- Variety of general-education honors courses available
- Honors courses with smaller class size, taught by specially selected faculty
- Increased chances of receiving scholarships
- Honors Transfer Club activities and newsletter-writing opportunities
- Interaction with other highly motivated students
- Enrichment workshops which provide information leading to academic and personal growth
- Special privileges at universities with which ECC has transfer agreements
- Honors Student Research Conference – an opportunity to give a presentation at a UC conference and have your abstract printed in a UC publication

*Completing the Honors Transfer Program gives you an advantage when applying for **admission to UC** or to any university that requires a personal statement as part of the application. At present, **admission to CSU** is based on GPA only. While the CSU system does not currently consider HTP completion when determining admission status, HTP is still a worthwhile endeavor for students who might decide to apply to a UC or private school, or plan someday to attend graduate school. Talk to a counselor about your future educational plans, and discuss the possible benefits of joining the HTP.

Alpha Gamma Sigma is the statewide honor and scholarship society for community college students. It is separate from the Honors Transfer Program and has its own benefits and requirements. If you are interested in joining AGS, apply for membership at the main counter in the Student Activities Center.

Honors Transfer Council of California (HTCC) Transfer Partners

Universities of California

UC Irvine & UC Irvine campus wide Honors Program
UC Riverside Honors Program

California State Universities

CSU Fullerton – Honors Program
San Diego State Weber Honor College

Out of State Colleges

Colorado State University
Illinois Institute of Technology
University of Arizona Honors Program
University of Massachusetts
University of Michigan
University of San Francisco

Private Universities

Amherst College
Azusa Pacific Honors Program
Brandeis University
Chapman University
Connecticut College
Concordia University
Gonzaga University
La Sierra University
Loyola Marymount University
Mills College
Occidental College
Pitzer College
Pomona College
Scripps College
Smith College
Trinity College
Tufts University
University of La Verne
University of San Diego
Wheaton College
Whittier College
Whitman College

The schools listed above have special transfer benefits for honors students. These transfer agreements are subject to change and are updated every year. The agreements are negotiated by the HTCC. For the most current information, please go to:

<http://htcca.org/directors-counselors-faculty/>

Transfer Agreements (tab on right)

HONORS TRANSFER PROGRAM REQUIREMENTS

(Requirements are subject to change in future semesters.)

To join the HTP, you must:

- Have at least 3.1 unweighted total academic GPA for grades 9-12 (you must be currently completing senior year) on your high school transcript; if in college, have at least 3.1 on all transferable college coursework (at least nine transferable units).
- Be eligible for (or have completed) English 1A.
- Complete the Honors Transfer Program application and submit all required materials.

To remain active in the HTP, you must:

- Maintain a minimum 3.1 GPA on all transferable ECC coursework.
- Complete English 1A the first semester in the program (unless already completed).
- Complete at least one honors course each regular (fall and spring) semester, with a minimum grade of C. An honors course is not required during summer or winter, but honors courses taken during these sessions do count, and may be banked (see below).
- Attend at least one workshop each semester

To complete the HTP, you must:

- Have at least 3.1 GPA on all transferable ECC coursework at the time of completion.
- Complete at least two regular (fall and spring) semesters in the HTP.
- Complete five honors courses, each with a minimum grade of C. We will count only one honors course completed at another college; submit an unofficial transcript.
- Attend at least four workshops (as described on page 7).
- Attend two scheduled counseling appointments and submit documentation to the HTP.

It is best to be in the HTP for two years. Although we require only two regular (fall and spring) semesters, you must be able to complete the five required honors courses. If you completed designated honors sections before joining the HTP, they will count.

HTP does not require you to be a full-time student, but every semester you must meet all the requirements described above to remain active. If you do not, you will be suspended from the HTP and will not receive priority registration.

Suspension and Reinstatement: If you do not fulfill the HTP requirements in any semester, you will be suspended from the program, and will not receive any program benefits. Once you correct the problem for which you were suspended, you can be reinstated in the program. In order to reinstate, you must fill out a "Reinstatement Form," available on the HTP information counter and on the HTP website. You may be suspended and reinstated two times; after that, if you are suspended, you will not be able to rejoin the program.

Banking an Honors Course: If you take a summer or winter honors course, or more than one honors course during a regular semester, you may bank the "extra" course for a future semester in which you cannot take one. You may do this as many times as you wish. The form "Request to Bank an Honors Course" is available online on the HTP website. Attach a copy of your ECC unofficial transcript with your request.

When you have completed the required number of honors courses, workshops, or counseling appointments, you do not need any more to stay active in the program.

Grade Progress Report: If you are not eligible to join the HTP now, you may apply during the next application period to join for next semester. If you have completed fewer than nine transferable units of college coursework at that time, include a Grade Progress Report (available on the HTP information counter) with your application (instead of a high school transcript). This form should be filled out by all of your current professors after mid-term and must show at least nine transferable units in progress (or fewer, if some have already been completed).

COUNTDOWN to COMPLETION

5 honors courses

Complete one or more each semester, for a total of five. Be sure to take the honors sections.

4 HTP workshops

Attend one or more each semester, for a total of four. Record them on your HTP Completion Form on page 15, right after you attend.

3.1 transferable GPA

Be sure to maintain this minimum GPA on all transferable ECC coursework.

2 counseling appointments

Attend a total of two whenever you need them, bring documentation to the HTP office, and record them on your HTP Completion Form on page 15. (see page 10 for more details)

1 HTP Completion Form

Page 15 of this Handbook. Keep it up to date and submit it in December of your final year at ECC, right after you register for your fifth honors course

THE HONORS CURRICULUM

Students in the HTP complete the same number of courses as other students planning to transfer. The HTP does not require you to take a minimum number of units per semester, but **you must complete at least one honors course each fall and spring** until you have completed the five required honors courses. You may take up to three honors courses per semester, except in your last spring just before transfer, when we limit you to two. If you do not register for an honors course during a fall or spring semester, or register for only one and then drop it, you will forfeit your priority registration for the next semester. You may “bank” courses as described on page 4. (NOTE: We will count one honors course completed at another college if you submit an unofficial transcript and a confirming letter from a professor or counselor at that college.)

Before you register, obtain a list of honors courses for the following semester. This list is available on the HTP website, the HTP information counter, and printed in the Schedule of Classes under the heading “Honors Transfer Program Courses.” **Be sure to register for the designated honors section.**

New HTP students are required to take **English 1A** (unless previously completed or waived by College Board AP exam) during their first semester in the program. We recommend that you take an honors section of English 1A.

Courses in the list below are regularly offered for honors credit, but not every course is offered every semester. **Be sure to register for a designated honors section.**

Limitation: Your total of five required honors courses may include only two courses in the same department, and only three courses in the same IGETC area.

| Subject: | Description: | IGETC area: |
|-----------------------|--------------------------------------------------------|--------------------------------------|
| Art 102A H | Honors History of Western Art – Prehistoric to Gothic | 3 |
| Art 208H | Honors History of American Art | 3 |
| Astronomy 20H | Honors The Solar System | 5 |
| Astronomy 25H | Honors Stars and Galaxies | 5 |
| Biology 10H | Honors Fundamentals of Biology | 5 |
| Biology 101H | Honors Principles of Biology I | 5 |
| Biology 102H | Honor Principles of Biology II | 5 |
| Business 1AH | Financial Accounting | X |
| Chemistry 1A | General Chemistry I | 5 |
| Chemistry 1B | General Chemistry 11 | 5 |
| Comm. Studies 100 | Public Speaking | 1 |
| Comm. Studies 120 | Argumentation and Debate | 1 |
| Contemporary Health 1 | Personal and Community Health Issues | Elective |
| Economics 1 | Principles of Economics: Macroeconomics | 4 |
| English 1AH | Honors Reading and Composition | 1 |
| English 1BH | Honors Literature and Composition | 3 |
| English 1CH | Honors Critical Thinking and Composition | 1 |
| Geography 5 | World Regional Geography | 4 |
| History 102 | US History from 1877 to the Present | 4 |
| History 122 | United States Social History | 4 |
| Math 150 | Elementary Statistics with Probability | 2 |
| Music 112H | Honors Music Cultures of the World | 3 |
| Oceanography 10H | Honors Introduction to Oceanography | 5 |
| Philosophy 120 | Ethics and Society | 3 |
| Political Science 1H | Honors Governments of the United States and California | 4 |
| Political Science 10 | Introduction to International Relations | 4 |
| Psychology 3 | Critical Thinking and Psychology | 1 |
| Psychology 5H | Honors General Psychology | 4 |
| Sociology 101 | Introduction to Sociology | 4 |
| Spanish 1H | Elementary Spanish | UC only: Language other than English |

HOW TO SUCCEED IN THE HONORS TRANSFER PROGRAM

The HTP is an "honors" program, and high standards are appropriate. Please read this Handbook thoroughly before applying to the program, keep it until you have completed the program, and review it regularly. You are expected to know and follow the requirements.

Keep your originals of your own official paperwork. Make photocopies to give to offices that request them.

The **HTP Completion Form** is page 15. Record the names and dates of honors courses, workshops, and counseling appointments as you complete them. Detach and submit this form in December of your final year at ECC, after you have registered for your fifth honors course, even if you have not yet attended all required workshops and counseling appointments by that time.

It is critical to read your ECC email every day. You should receive an email from the HTP assistant about once a week; this is how we tell you everything you need to know. Problems with your ECC email? Call the HELP DESK at (310) 660-6571.

Complete one or more honors courses each semester, until you have completed five. If you took honors courses before joining the HTP, these will count toward your five required. You may be allowed to "bank" an honors course, as described on page 4. **Any semester in which you do not complete an honors course with a C or better, and do not have anything to bank, you will forfeit priority registration for the next semester.**

Attend one or more workshops (one-hour meetings on a variety of topics) each semester, until you have attended four. Workshop credit is given only for planned HTP workshops; or for being a presenter at the HTCC Student Research Conference in the spring. If we offer anything else for workshop credit, we will let you know by email. You must go to at least one workshop every semester until you have attended four. Transfer Center workshops are not HTP workshops. **Any semester, in which you do not earn at least one workshop credit, you will forfeit priority registration for the next semester.**

Do not ask the HTP assistant to look up which workshops you have attended. If you do not keep a record, or lose your record, you will have to attend more workshops.

Attend at least two scheduled counseling appointments (Express Counseling does not count) while you are in the HTP. Attend at least one academic appointment (planning ECC courses) and one transfer appointment (discussing university plans).

Each semester Admissions will assign you a **priority registration date and time** for the following semester. If you are not meeting HTP requirements each semester, you will be suspended from the HTP and will not be able to reinstate until you have corrected the deficiency. **While suspended, you will not receive emails from the HTP and will not receive priority registration.**

REGISTRATION

Subject to change by the Admissions Office

IMPORTANT: In order to be eligible for priority registration, **ALL** students must complete:

- 1. An ECC application**
- 2. An ECC orientation (either online or in person)**
- 3. An education plan (EdPlan) with an ECC counselor**

When you apply to ECC online, you will declare your start date. If you need to change your start date, then talk to someone in the Admissions Office about the change.

ECC students will register online at www.elcamino.edu Having problems logging in to MyECC? You can contact the ITS Help Desk at (310) 660-6571 for assistance with your user name and password issues.

The Schedule of Classes for each semester is posted online before the paper copies become available in the Bookstore.

Talk to a counselor before your registration date for processing clearances and for help in planning your courses. Make an appointment with an academic counselor or sign up for a short conversation with an Express Counselor (no appointment required). See page 10 for important information about when to make your counseling appointments

Register at your appointment time or as soon thereafter as possible. **Register for at least one honors course** every fall and spring semester, unless you have completed a course you can bank (see page 4). You may choose to take summer and winter session honors courses also, and they will count. **Pay your fees by the stated deadline**, or you will be dropped from classes. Get a printout showing you are registered and have paid.

After you are accepted to the HTP, we will tell you via your ECC email when to look online at MyECC to confirm that you have received the appropriate priority registration.

New, out-of-district freshmen might have trouble getting into their first choice of classes. Be sure to have alternate choices ready before you go online to register. Next semester you will register as “continuing students,” and it will be easier to get the classes you want.

If a section is full, sign up on the waiting list, go to the first class meeting, and ask the professor to add you. There are always no-shows the first day of class, and students from the waiting list are added to almost every class. It is very important to be on time for the first class meeting, so arrive early and find the classroom in advance!

You might increase your chances of being added to a class by emailing the professor a few days before the class begins. Tell the professor you are in the HTP and will attend the first class meeting in hopes of adding. Professors might have some discretion in how many students they can add, and it doesn't hurt to ask.

IMPORTANT NOTES: Students with over 90 units completed **WILL NOT** get priority registration; this is an Admissions office policy that the HTP is unable to change.

USEFUL DEPARTMENTS ON CAMPUS (hours are subject to change)

Become familiar with the campus web site, www.elcamino.edu, for up-to-date information about these offices and all other campus services. Read the first few pages of the **Schedule of Classes** each semester. The **El Camino College Catalog** describes all courses offered at this college. It is available for purchase in the bookstore, or can be browsed free in the Counseling Division. Versions of both the Schedule of Classes and the El Camino College Catalog are also available online.

Admissions/Records: Student Services Center, first floor. File the "Intent to Graduate," request transcripts or IGETC, and solve application or registration problems.

Financial Aid Office: Visit the Financial Aid office a few weeks after you have completed your FAFSA online. The longest lines occur the two weeks before, and the two weeks after, each semester starts. The Financial Aid office phone number is (310) 660-3493

Scholarship Office: Many scholarships are available for ECC and transfer students. An annual scholarship application is available through the scholarship office. Contact them for application information. The Scholarship office number is: (310) 660-6541

Cashier's Office Location: Southeast corner of the Bookstore Building, ground level. **Phone Number:** 310-532-3670, Ext. 3142. **PAYMENT INFO:** For your convenience, we offer three ways to pay your fees: 1) Pay online 24 hours a day at <http://www.elcamino.edu/mycc/>. 2) The Cashier's Office - we accept cash, checks, Visa, MasterCard, or Discover. 3) Mail a check or money order 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.**

Counseling: Student Services Center, second floor. MTTh 9:00-5:00, W 9:00-6:30, F 9:00-1:00. Page 10 of this Handbook describes the various types of counseling available. We encourage you to take advantage of the many services offered by General and Transfer Counseling.

Student Development: The Student Activities Center is the headquarters for all student organizations, including Alpha Gamma Sigma Honor and Scholarship Society. Join a club, participate in social and service activities, or get elected to student government. Active participation looks good in your personal statement!

Library: The Learning Resources Center: (310) 660-3511. Departments: Learning Center, Basic Skills Study Center, LRC Tutorial Program, and LMTC Computer Commons. Take advantage of these valuable resources!

Writing Center: Humanities 122, Offers workshops and individual tutoring in reading and writing, including resumes and cover letters, and some computer instruction. No appointment necessary.

TYPES OF COUNSELING APPOINTMENTS AND WHERE TO MAKE THEM

- You will receive HTP credit for an appointment with any ECC counselor, except an express counselor, when you submit documentation to the HTP office.
- For an educational plan, make an appointment with an academic counselor before your first semester at ECC.
- To discuss transfer university plans, make an appointment with a transfer counselor no later than October 1 of your final year at ECC.
- Transfer counselors and the HTP counselor are located in the same office (Student Services center room 228).

Express Counseling is available for fifteen-minute walk-in sessions (no appointment required). Express counselors answer quick questions only, and do not prepare educational plans. The express sign-up station is located in general counseling (Student Services Center room 286).

Academic Counseling requires a half-hour appointment and assists students to develop an educational plan for meeting academic goals here at ECC, and/or meeting requirements for transfer to a bachelor's degree granting university. **Appointments with an academic counselor are made online through MyECC starting Thursday at 5pm, to meet the following week.** This procedure is subject to change.

Transfer Counseling requires a forty-five minute appointment and provides students with information specific to their intended transfer institutions. Appointments with a transfer counselor are made **in person in the Career/Transfer Center**, starting **Mondays at 9:00 a.m.** Appointments are full usually by 9:30am.

Honors Transfer Program Counseling requires a forty-five minute appointment and provides students with information specific to their intended transfer institutions as well and TAP and TAG. Appointments with an HTP counselor are made **in person in the Career/Transfer Center**, starting **Mondays at 9:00 a.m.** Appointments are full usually by 9:30am.

Career Counseling helps students determine which field of study will assist them in preparing for a career. The process requires two counseling appointments and a series of interest assessments (small fee for assessments). Make an appointment with a career counselor at the desk in the Career/Transfer Center, or by calling (310) 660-3593 ext. 3408.

Proof of Counseling: The HTP assistant will give you counseling appointment credit when you turn in a copy of your educational plan, or a meeting verification note from a transfer counselor.

TAP AGREEMENTS

TAP (Transfer Alliance Program) for HTP students who apply to UCLA:

All HTP students are eligible for TAP to UCLA. TAP certification gives HTP students priority admission consideration which is an advantage, but not a guarantee. The minimum GPA to be TAP certified is at least 3.2 for UC transferable courses (from all colleges you have attended) and at least 3.0 for major prep courses, but is subject to change every year. To increase your chances of admission to UCLA, you are encouraged to **list an alternate (non-impacted) major in the College of Letters and Science when you apply to UCLA online**, and to prepare for the alternate major by taking several courses in that field. You will be required to list an alternate non-impacted major if your GPA is less than 3.4 and your major is impacted.

Impacted Majors: *Biochemistry, Biology (all), Business Economics, Communication Studies, Economics, English, Financial Actuarial Mathematics, Global Studies, Human Biology and Society, International Development Studies, Life Sciences (all), Mathematics/Economics, Political Science, Psychology, Sociology and Statistics.*

TAP is an agreement with UCLA College of Letters and Science only and **does not** apply to majors in the School of Engineering & Applied Science, School of the Arts & Architecture, School of Theatre, Film & Television, and School of Nursing; **however, if you are willing to list an alternate (non-impacted) major which is in the College of Letters and Science**, you may be TAP certified and will increase your chances of admission to UCLA. Example: engineering majors may list mathematics as an alternate.

In late November, TAP details will be emailed to all HTP students. Those wish to TAP UCLA will sign up to attend a TAP certification workshop to be held in beginning in January. You must have your UCLA application ID when you attend the workshop. All HTP requirements must be completed by the end of spring semester. **Only two honors courses will be accepted during the final spring semester before transfer.** It is recommended that you take majority of your major prep courses prior to your final semester (spring). **UCLA will not accept courses taken after your final spring semester** to complete the requirements of the HTP and the admissions/selection criteria of the university.

At the end of spring semester, you will be TAP certified. Even if you are TAP certified and admitted **UCLA may rescind your admission** if you do not complete HTP and transfer requirements.

TAP STUDENTS UCLA LIBRARY CARDS

You have a choice of two different UCLA library cards:

1. A **FREE** card for use in the Powell Library only. The Powell Library is located in the Powell Library Building.

For details and to print out the form visit: <http://tap.ucla.edu/for-students-staff/tap-ucla-library-card/>. Complete the library card request form and have the ECC HTP Director sign before you turn it in.

TAG AGREEMENTS

TAG agreements are open to ALL students not only students in the HTP.

TAG for LMU, UCD, UCSC, UCI, UCSB, UCR, UCM (for all ECC students):

TAG (Transfer Admission Guarantee) is a contract between you and a specific university. The Career/Transfer Center maintains an up-to-date list of campuses which offer TAG agreements. Since requirements vary among different campuses, it is important that you attend a TAG workshop and meet with a transfer counselor before the end of September.

Make a counseling appointment by calling (310) 660-3593 x 3408.

Guaranteed Transfer Admission Agreement – Loyola Marymount University (LMU)

In order to qualify for the guaranteed admission transfer agreement students must fulfill the following conditions as outlined in the official LMU Guaranteed Transfer Admission Agreement:

1. Earn the minimum cumulative GPA as outlined in the agreement for your specific major.
 - a. Bellarmine College of Liberal Arts: Minimum 3.25 cumulative GPA
 - b. College of Communication and Fine Arts: Minimum 3.25 cumulative GPA
 - c. College of Business Administration: Minimum 3.50 cumulative GPA
2. Complete a minimum of 30 transferable units including any additional coursework as required by your major. Please see a counselor for specific details.
3. Programs NOT included in the LMU Transfer Admission Agreement: All majors in the School of Film and Television, and all majors in the Seaver College of Science and Engineering.
4. Submit your application to LMU by the February 1 deadline.
5. Meet with a transfer counselor about specific major preparation requirements relating to the three colleges listed above (#1).

HONORS TO HONORS PARTNERSHIPS

Honors to Honors Partnership with UCI Campus Wide Honors Program (CHP)

Honors to Honors is a partnership with a group of community colleges, where the community college honors director may nominate outstanding honors students applying to UCI for special consideration for selection for the CHP and for merit scholarships. A 3.7 GPA and successful completion of the community college honors program are required. (Please note that, once you have been admitted to UCI as an Honors to Honors student, your final community college transcript must reflect successful completion of the community college honors program and a 3.7 overall GPA in order to remain in the CHP and to retain the Regents' Scholarship.) If admitted to UCI and these requirements are met, then no supplemental application for the CHP is required. For more information on the CHP curriculum requirements for transfer students, visit honors.uci.edu/transfer.

HTP Most Frequently Asked Questions

1. **When can I join the Honors Transfer Program?** There are two application periods (October and April). However, students who are currently enrolled in an HTP honors designated course can apply "late" during the first week of the fall or spring semester.
2. **How many honors courses do I have to take?** At least one each fall and spring semester, five altogether. Honors courses may be banked. Read your Handbook.
3. **How many workshops do I have to attend?** At least one each semester, four altogether. Workshops can be banked. Read your Handbook.
4. **How do I make a counseling appointment?** Read the "Types of Counseling Appointments" page in the HTP Student Handbook and follow instructions for making the type of appointment you need.
5. **Where is the Career/Transfer Center?** It's that round room right behind the main appointments desk (the long curved counter with windows). Staff members at the small square desk make appointments for transfer counselors, university representatives, free bus tours, and many types of workshops.
6. **Where is room (office) number _____?** As you enter the Counseling Division, office numbers starting with 104 are to the right and numbers starting with 102 or 108 are to the left. Just follow the maze. The HTP office and information counter are to the left, past the Express Counseling area.
7. **Where is my counselor?** Ask at the main appointments desk (the long curved counter with windows).
8. **Where is my university representative?** Ask at the Career/Transfer Center desk.
9. **Where is the list of workshops?** The Workshop Schedule will be emailed to you at the beginning of every fall and spring semester, but there are none in summer or winter. Paper copies are on the HTP information counter.
10. **How many counseling appointments have I attended? How many workshops have I attended?**
We will not track your counseling appointments or workshops attended. You must keep your own records. Please refer to your Handbook.
11. **Are there any more workshops left this semester?** Please refer to the current Workshop Schedule sent to you via email or located at the HTP Information Counter.
12. **Wasn't that workshop I attended an HTP workshop?** Not unless it is on the HTP Workshop Schedule.
13. **You sent me an email, but I didn't understand it.** We send approximately two emails per week.
Please bring in a copy of the one in question.
14. **What is TAP?** The Transfer Alliance Program is our agreement with UCLA, which gives HTP students priority admission consideration. Detailed TAP information will be emailed to everyone in October.
15. **What is TAG?** A contract between an individual student and a specific university, a guarantee of admission. Read the Transfer Guide. Attend a workshop offered by the Career/Transfer Center.

HTP Most Frequently Asked Questions

(cont.)

16. **Do we have agreements with USC or UC Berkeley?** We do not have an official agreement; however both schools have told us that completion of the HTP is similar to being the president of a club.
17. **What is AGS?** It is an honors society at El Camino and is not part of HTP. Information about joining and where they meet is available at the Student Development Office in the Student Activities Center.
18. **Where do I find information on the Honors Transfer Club?** Ask the HTP Co-Directors or go to the Student Development Office to ask for the exact room number or contact information for club officers. The Honors Transfer Club meets every other Thursday in the Humanities Building.
19. **When can I join the Honors Transfer Program?** There are two application periods, October and April. If you miss the deadline and are currently enrolled in an HTP honors-designated course, you can apply "late," during the first week of the semester.
20. **If I have previously completed an honors course will it count towards my 5 HTP courses needed to complete the program?** Yes.
21. **What does it mean to "bank" an honors course, and how do I do it?** If you take an honors course in winter or summer or take more than one honors course during any semester, you will be able to BANK that course for a semester when you are NOT ABLE to take an honors class. To bank a course, you complete the "Bank an Honors Course" form located on the HTP counter and attach a copy of your unofficial transcript to show that you have completed the course with a passing grade. You turn in the paperwork during the first week of the semester in which you plan to bank your course.
22. **Can I still be in the HTP if I am not taking an HTP course during a specific semester?** Yes, if you have a course to bank. If you are unable to bank an honors course and are not currently enrolled in an honors course you are at risk being suspended from the program.
23. **When does priority registration begin for continuing HTP students?** Priority registration periods are determined by the Admissions Office. HTP finds out what the dates are about a week before priority registration for HTP students begins. The HTP office sends these dates to HTP students by email.
24. **I have been suspended from the program. How do I get back in?** Complete the Reinstatement form and attach a copy of your unofficial transcript. If you have been suspended by mistake for no workshop, provide the date of the workshop you attended to the office. If you did not attend a workshop, attend an extra one during the next semester.
25. **What happens if there is a conflict between an email and the HTP website?** Emails from the HTP have the most current and updated information.

SPECIAL NOTE: Three things you must do every semester to remain in the HTP:

1. Maintain a cumulative transferable GPA of 3.1 or higher, 2. Attend ONE workshop per semester and
3. Enroll and complete an honors designated course every semester (except for winter and summer). See HTP handbook for details pg. 4.

HTP COMPLETION FORM

Update this form each time you complete an HTP requirement, and submit it to the HTP office in December of your final year at ECC. Submit this form right after spring registration, listing your five honors courses, even if you have not yet completed all workshops and counseling appointments by that time.

PLEASE PRINT: ECC Student ID # _____ ECC Email _____

Last name

First name

Middle name

Mailing address: _____

City

Zip

Phone #

HONORS COURSES (you must complete five):

| Courses Completed | Semester/Year | Grade | Courses In Progress | Semester |
|-------------------|---------------|-------|---------------------|----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | Courses Planned | Semester |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

WORKSHOPS (list accurate names and dates of those you have attended so far):

Topic _____ Date _____

Topic _____ Date _____

Topic _____ Date _____

Topic _____ Date _____

COUNSELING APPOINTMENTS (you must submit documentation as described on page 7):

Counselor _____ Date _____

Counselor _____ Date _____

Universities applied to (listed in order of preference):

First semester/year at university will be: _____ Planned university major: _____

Print your name exactly as you would like to see it printed on your HTP Award of Achievement:

Signature: _____ Date: _____

Personal Email Address: _____

Documents to upload online

Be sure to have your documents ready to upload before accessing the online application. Before you apply, you need to meet the minimum qualifications as described on page one.

1. Online Application is on our ECC HTP website:
<http://www.elcamino.edu/student/academicsupport/honorstransfer/>

2. **A typed, double-spaced essay of at least 600 words** that addresses the following:

What is your intended major? Discuss your interest in the subject and any experience you have had in the field (such as volunteer work, internships and employment, participation in student organizations and activities) and what you have gained from your involvement. Furthermore, explain a personal quality, accomplishment, life experience, or contribution that relates to your intended major.

OR

If you have not chosen a specific major, describe how you will search for and select a major while here at ECC. Discuss how you will pursue experiences that will help you determine your potential interest and success in that field. Discuss a personal quality, accomplishment, or life experiences that will contribute to your success in the Honors Transfer Program and in whatever major you eventually choose.

3. **Your high school transcript: If you are a high school student**, you must include our high school unofficial transcript with your application. **NOTES:** You must be finishing high school in order to start the HTP. If you graduate high school after June 1st and wish to attend summer session at ECC you must also submit a letter from a high school official regardless of your age. If you are leaving high school early using the California High School Proficiency Certificate, you will not be accepted to the HTP your first semester at El Camino.

El Camino College transcript(s): students who have completed some college courses must submit unofficial transcripts (showing the name of the student, name of the school, grades, and cumulative GPA) from all colleges attended, including ECC. Print your transcript from MyECC and look at your transfer unit summary: if it does not show at least nine transferable units completed, include a **Grade Progress Report** with your application. On your ECC transcript, highlight honors courses you have already completed.

4. **WINTER/SPRING applicants:** if you do not have 9 transferable units completed, upload a completed **Grade Progress** Report. **SUMMER/FALL applicants:** if you do not have a GPA of 3.1 or better upload a completed Grade Progress Report

HTP Grade Progress Report

Directions:

- Complete this form **no earlier than Week 8 of the semester**. Only include your **UC/CSU transferrable classes**.
- Ask your instructors to fill this out for their respective classes and to provide their signature.
- Include this sheet with your application. We will use the grades provided here to calculate your GPA. (Don't forget to include your unofficial transcript with your application, too.)

Student Name _____ ECC Student ID _____

| Course Name and Section Number | Units | Grade | Instructor's Name | Instructor's Signature | Date |
|--------------------------------|-------|-------|-------------------|------------------------|------|
| | | | | | |
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