




EL CAMINO COLLEGE MATRICULATION PROCESS

CalWORKs Program

Appointment Desk (310) 660-6057



Services Provided by...	Checklist	Completed	In Progress	Needed
	<ul style="list-style-type: none"> • Fill out ECC application • Take English and Math placement test • Fill out Financial Aid forms - California Promise Grant (CPG) & Free Application for Federal Student Aid (FAFSA) • Fill out CalWORKs intake form • Make an appointment with Case Advisor for Educational Plan • Register for classes • Fill out Material book/supplies Requests • Make an appointment with Job Developer • Make an appointment with Coordinator to complete GAIN documents 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>
<p style="text-align: center;">COUNSELORS</p> <p style="text-align: center;">By appointment (310) 660-6057</p>	<ul style="list-style-type: none"> • Prepares or revises the Educational Plan • Evaluates student's Transcript of Records • Assist student with matriculation and class selection • Completes Progress Reports: monitors academic progress • Communicates with GAIN Worker on students behalf • Meets with student; refers to support services on/off campus 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>
<p style="text-align: center;">CASE MANAGEMENT & CASE COORDINATOR</p> <p style="text-align: center;">(310) 660-6057 EXT. 6706</p>	<ul style="list-style-type: none"> • Meets with student for Intake application and collects documentation. A new file is created to document student activity • Verifies student's work and class activities (20/30/35 hours per week) • Completes GN 6005A, GN 6006 and GN 6390 • Completes GAIN Material Request, GN 6070, GN 6365 & ST1-20A Training verifications (Childcare) • Completes Work Referral for the Job Developer • Communicates with GAIN worker on student behalf • Makes referrals to on/off campus support services 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>
<p style="text-align: center;">JOB DEVELOPER ADVISOR</p> <p style="text-align: center;">(310) 660-6057 EXT. 6056</p>	<ul style="list-style-type: none"> • Assist student in job preparation, resume writing, interviewing skills, personal portfolio • Interviews student to work study eligibility • Refers students to employers, develops work study and job placement opportunities and progress tracking • Coordinates student employability workshops • Oversees mentors an student mentees for career development 	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>	<p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p> <p>___</p>