



# El Camino College

## Dual Enrollment Application

El Camino College  
16007 Crenshaw Blvd.,  
Torrance, CA 90506-0001  
Admissions Office 310-660-3414

The El Camino Community College District is committed to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

**PLEASE PRINT ALL INFORMATION CLEARLY**

**Section I: Student Information** Semester: Summer \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Year \_\_\_

El Camino College ID #

Name \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

I have read and understand the expectations and responsibilities section on page the back of this application.

**Student Signature** \_\_\_\_\_ Date \_\_\_\_\_

(Students enrolled in a **Home Study Program** must provide proof that the **Home Study Program** is registered with the State of California).

High School: \_\_\_\_\_

At the time of ECC enrollment, I will be in **grade 9<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup> / 12<sup>th</sup>** (circle one) and in the HS **Graduating Class of 20** \_\_\_\_\_

### Section II: Parent Consent

I have read and understand the expectations and responsibilities on page 2 this application and agree to all the conditions. I hereby give my consent to my son/daughter to attend El Camino College and enroll in the classes for which a recommendation has been made. **\*She/He does does not need accommodations at El Camino College due to disability.** (\*Students who need accommodations due to disability should make arrangements for these through their school districts in consultation with the Special Resource Center at El Camino College).

**Parent Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

### Section III: Principal or Designee Course Recommendation

I recommend that the above named student enroll in the course(s) listed below. **For summer only: I certify the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance, and his/her participation does not cause our school to exceed the 5 percent statutory limit.** (Enrollment is limited to 2 classes. Written permission from your school is required, along with approval from El Camino College's Director of Admissions, to enroll in more than two classes).

Course #1 \_\_\_\_\_ Course #2 \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### Section IV: Additional Approvals if Required

Registrar / Designee Approval Required To Enroll in More Than Two Classes

\_\_\_\_\_ Date \_\_\_\_\_  
Registrar/Designee

### Division Dean Approval for Special K/10 Admits

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# Dual Enrollment Expectations and Responsibilities

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## Student, Parent or Guardian and principal or designee, by signing this Dual Enrollment Application you acknowledge that you have read and understand the following

1. Before deciding to dually enroll at El Camino, students should review course offerings in the schedule of classes and current ECC Catalog noting dates, prerequisites, locations and times of class(es). Courses with a credit/no-credit grade option only, such as English A, B, R and 2R, may not be used for high school credit.
2. **Applying for dual enrollment does not guarantee a seat in a class!**
3. Enrollment fees are waived for California residents. Non-residents, out-of-country and out-of-state students will pay the appropriate tuition. Please consult a current class schedule for tuition requirements.
4. **PROCESS TO ENROLL and REGISTER** – Complete the El Camino application online at [www.elcamino.edu](http://www.elcamino.edu). You must also complete this Dual Enrollment Application form and submit it to your high school teacher or counselor, OR the Admissions Office at El Camino College located on the first floor of the Student Services Center. Apply early, the applications for the winter and spring are accepted beginning Sept. 1 and the applications for the summer and fall are accepted beginning March 1.
5. It is the student's responsibility to take care of any prerequisites and/or arrange for assessment and testing if necessary.
6. Review the Registration Information section of the current class schedule to find out how and when to register for classes.
7. Students will register **only** for the approved class(es). Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
8. Students may not enroll in more than 11.5 units per semester.
9. Students not attending the first day **may** be dropped from the class.
10. Students must conduct themselves in a responsible and appropriate manner for a college environment (ECC Board Policy 5138).
11. All students are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures.
12. Students attending El Camino College are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (or their family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic performance, enrollment, or attendance without the expressed written consent of the student.
13. Ensure that the student meets all academic deadlines outlined in the semester calendar located in the ECC Schedule of Classes – add and drop deadlines, and deadlines for withdrawing from a class with a "W" on the transcript.
14. Students must request transcripts if the high school requires transcripts for allowing high school credit. This can be completed at the Records Window in the Student Services Center.
15. Students must apply for dual enrollment each semester. Dually enrolled students do not receive continuing student status.
16. **Student's grade(s) will become part of their permanent academic record.** Classes are taught at the college level – ensure that your maturity level and academic preparation is appropriate to the level of the class.
17. Ensure that the student has access to a parent, adult (i.e. cell phone) in case of emergency, class cancellation, campus evacuation, black-out or any non-planned event.
18. Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.
19. Health Center fees are not charged and therefore students are not eligible for Health Center services.
20. Students are required to purchase textbooks and/or other materials required in the course syllabus or outline. Parking permits are also required if students intend to park on campus.
21. Content in some classes may not be suitable for minors. El Camino College reserves the right and has the responsibility to restrict dual enrollment if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of the course, preparedness of the student, seat availability, registration priority, or college policy.
22. All documents submitted to El Camino College become the property of El Camino College.