



El Camino College

11th and 12th Grade

Concurrent 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: 2018

Name _____ Birth Date 1 / 1 / _____ Age _____
Last First MI

Address _____ Email _____

City: _____ State: _____ Zip: _____ Phone # _____

El Camino College ID # or Social Security # - -

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

Signature _____ Date _____

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

Name of School: _____

At the time of ECC enrollment, I will be in grade 11/12 (circle one) and in the HS Graduating Class of 2021

✱ **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 Arc 100 Course #2 _____

Kate Parsons Kate Parsons 1/22/18
 Authorized Signature Print Name Date

Section IV: Additional Approvals if Required

Director of Admissions / Designee Approval Required To Enroll in More Than Two Classes

 Director of Admissions or Designee Date _____

Division Dean Approval for Special K/10 Admits

 Date _____

 Date _____

 ECC Admissions Office Use Date _____

Concurrent Enrollment Expectations and Responsibilities

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

1. Before deciding to concurrently enroll at ECC, 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 concurrent 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 Application for Admission and this 11/12 Concurrent Enrollment Application and submit both forms to the Admissions Office at El Camino College located on the first floor of the Student Services Center. Applications may be submitted online but the 11/12 Concurrent Enrollment Application must still be submitted to the Admissions Office. 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. **It is the student's responsibility to register for classes either online or by phone.**
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. 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.
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 concurrent enrollment each semester. Concurrently 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 11/12 concurrent 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.