

Winter & Spring 2023 Information Session

Dual Enrollment

Michelle Arthur Brian Hayden Megan Fisher Katlin Morales

Overview

- Why Dual Enrollment?
- Types of Dual Enrollment
- Winter 2023 Session
- Spring 2023 Semester
- Class Schedule
- Application for Admission
- MyECC
- Dual Enrollment Form

- Register for Classes
- Waitlist/Add Classes
- Canvas LMS
- First Day of Class
- During the Class
- End of Class
- Future Terms

Why Dual Enrollment?

- A. **Get ahead** Earn high school and college credit at the same time, one semester usually equals one year
- B. Save time Earn a college degree faster by starting early
- C. Save money Enrollment fees are waived!
- D. Build confidence Experience and succeed in college-level courses, become familiar with college admission and registration processes
- E. Stand out on university/college applications
- F. Follow a passion or interest
- G. Explore careers and majors

Why Dual Enrollment?

H. All of the above!

Two Types of Dual Enrollment

Dual Enrollment in El Camino College Classes

- Traditional college classes (on-campus and online)
- Open to public, students **register themselves** to save their seat
- K-12 students complete all Steps for Dual Enrollment and purchase required textbooks/materials

Dual Enrollment in High School Partnership Classes

- Dual Enrollment, Career Pathways, and Early College
- Not open to public, just for students at local high school/district
- K-12 students complete Steps 1-2 only, are manually registered by ECC staff, high school provides textbooks/materials

Two Types of Dual Enrollment

For both types

- Enrollment fees (and other misc. fees) are waived!
- Classes count for college credit (on college transcript) and high school credit (as determined by high school)
- Same steps (but Steps 3-4 done for students in Partnership Classes)

Steps for Dual Enrollment



Two Types of Dual Enrollment

www.elcamino.edu/dualenrollment

Dual Enrollment in El Camino College Classes

Steps for K-12 students wanting to take classes found in the Class Schedule

High School Partnership Classes

We also offer classes at 20 local high school campuses

Winter 2023 Term

5-Week Session

- Thursday, January 5, to Tuesday, February 7
- Same course content as 16-week semester, just accelerated
- Most classes meet 5 days per week (Monday-Friday) for extended meetings (2-4 hours)
- Dual Enrollment limited to 1 course

Spring 2023 Term

16-Week Semester

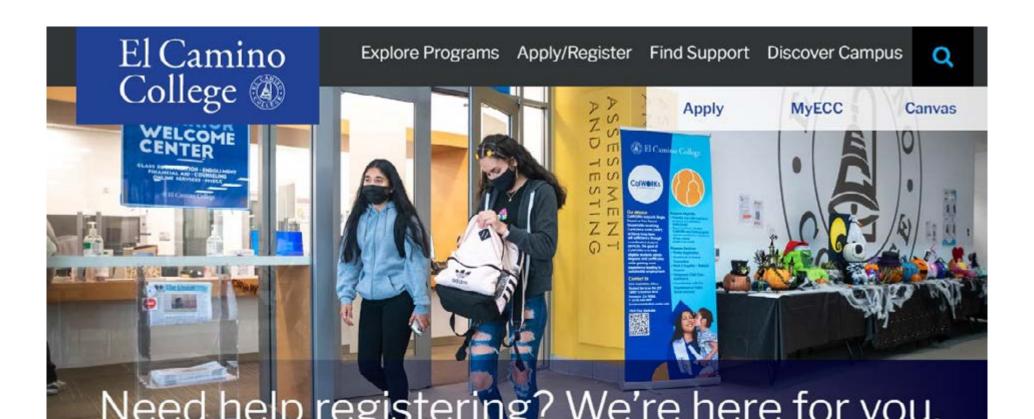
- Saturday, February 11, to Friday, June 9
- Weekday classes begin week of Monday, February 13
- Most classes meet twice a week (Mon/Wed or Tues/Thur)
- Spring Recess is April 8-14
- Some 8-Week Classes
 - First 8-Week Session February 11 to April 7
 - Second 8-Week Session ("Mid-Term Classes") start April 15

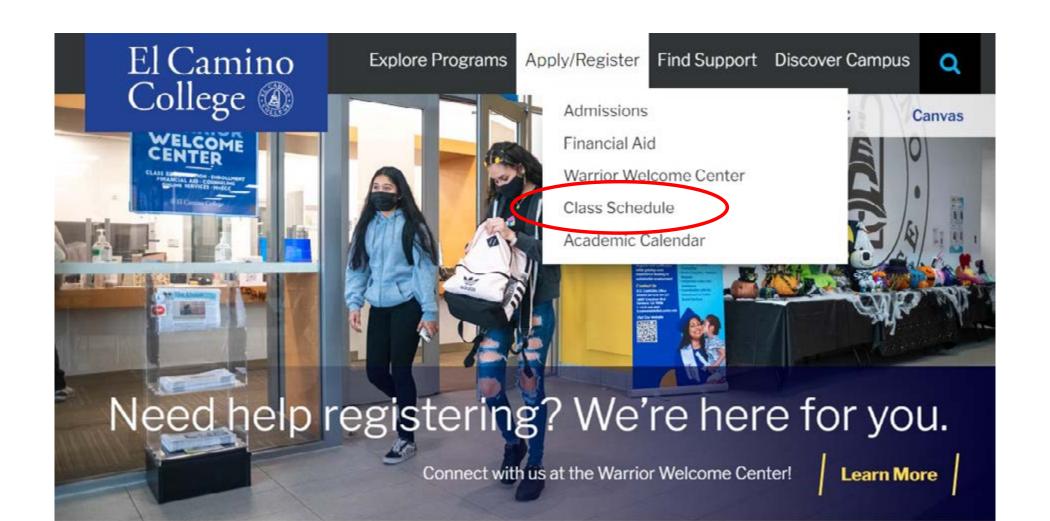
Looking for Important Dates and Deadlines?

Academic Calendar

El Camino College Website

www.elcamino.edu



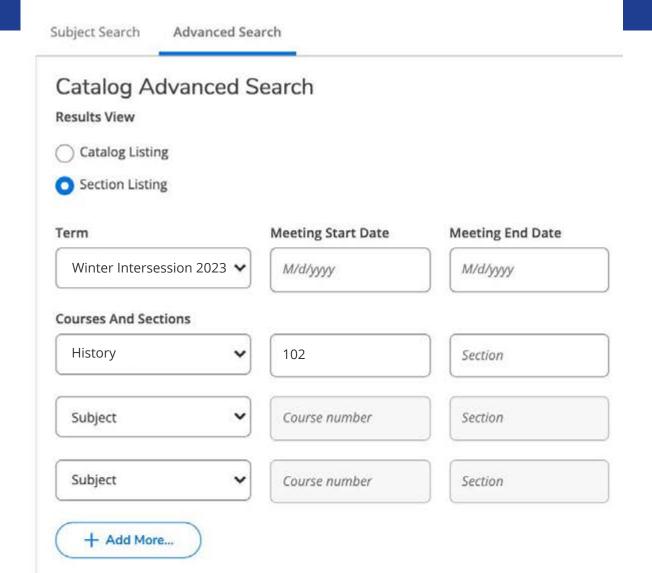


- A list of classes offered by El Camino College during Winter 2023 and Spring 2023 terms
- Each class section shows Start and End Dates
- Each class section shows a Class Type
 - On Campus at El Camino College
 - Online (no meeting days/times)
 - **Hybrid** (online and on-campus)
 - Live Online (with online meeting days/times)
 - × **Dual Enrollment** class offered at local high school, should not appear in Class Schedule
- PDF or Online Searchable Schedule

Search Classes Online

- Select a Term
- Select a Subject
- Optional:
 - Course Number
 - Section Number
 - Days of Week
 - Class Type
 - Time of Day
 - Zero Textbook Cost

Search for Courses and Course Sections



Page

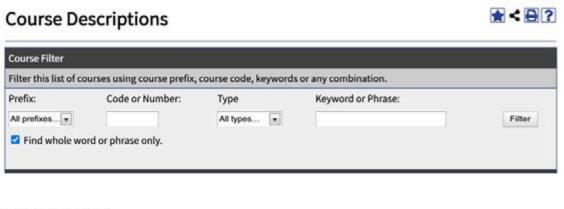
Open, Waitlisted, or Closed

Advanced Search Selection: HIST-102 Seats Available / Capacity / Number Waitlisted Click link to view Section Details Filters Applied: (Winter Intersession 2023 x Meeting Information Availability Title Instructional Faculty A Term Status Section Dates Location Methods Name On Campus At El Camino College HIST-102-2426 U.S. History - 1877-PRESE IT 1/5/2023-2/7/2023 Lecture M, T, W, Th, F 10:30 AM-12:40 PM Verge, A 45 / 45 / 0 Winter Intersession 2023 Open 1/5/2023 - 2/7/2023 ARTB 354 (LEC) HIST-102-2430 U.S. History - 1877-PRESE IT 1/5/2023-2/7/2023 Black, D Winter Intersession 2023 Open Online Online Lecture 1/5/2023 - 2/7/2023 45 / 45 / 0 ONLI ONLI (ONLEC) HIST-102-2432 U.S. History - 1877-PRESENT 1/5/2023-2/7/2023 Winter Intersession 2023 Open Online Online Lecture 1/5/2023 - 2/7/2023 Black, D 45 / 45 / 0 ONLI ONLI (ONLEC) U.S. History - 1877-PRESE IT 45 / 45 / 0 HIST-102-2440 1/5/2023-2/7/2023 Winter Intersession 2023 Open Lecture M 8:00-10:10 AM Smith, L 1/5/2023 - 2/7/2023 Lecture SOCS 211 (LEC) 1/5/2023 - 2/7/2023 ONLI ONLI (LEC) Winter Intersession 2023 Open HIST-102-2442 U.S. History - 1877-PRESELIT 1/5/2023-2/7/2023 Online Lecture 1/5/2023 - 2/7/2023 Fraga, M 45/45/0 ONLI ONLI (ONLEC)

Catalog

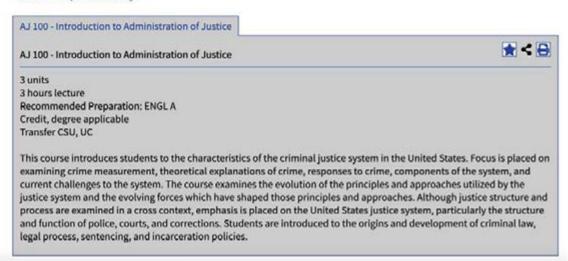
Want to learn more about El Camino College courses?

- View <u>Course Descriptions</u> in Catalog
 - Text summary
 - Number of units
 - Lecture/Lab
 - Transfers to CSU/UC
 - Prerequisite or Recommended Preparation (if any)



Administration of Justice

- AJ 10 Introduction to Homeland Security
- AJ 11 Intelligence and Security Management
- AJ 12 Transportation and Border Security Management
- AJ 21 Introduction to Emergency Management
- AJ 26 Introduction to Terrorism and Counterterrorism
- AJ 49 Penal Code 832 Arrest and Firearms
- AJ 95 Cooperative Work Experience Education
- · AJ 99 Independent Study



Bookstore

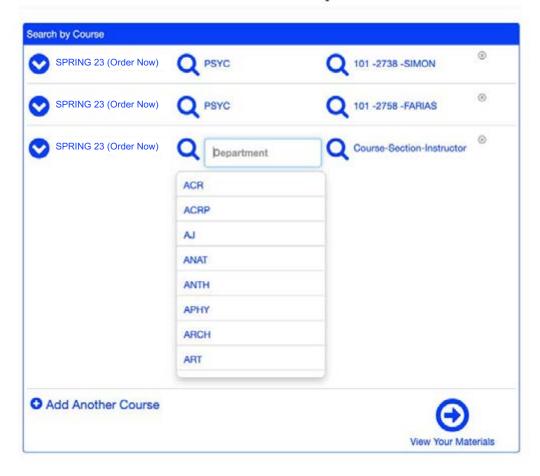
Use the **Online Bookstore** to look up required textbooks/instructional materials for any section.

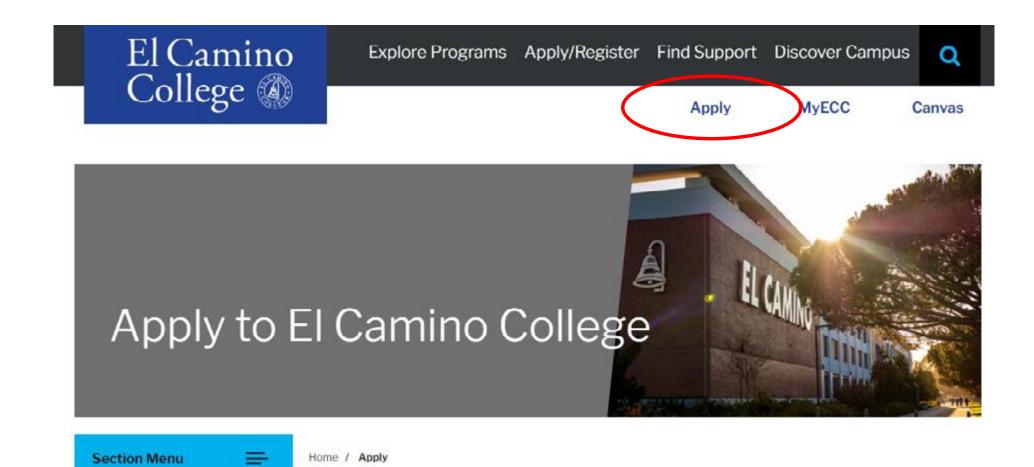
Purchase through the El Camino College Bookstore or a third-party vendor.

- New or Used
- Print or Digital
- Rentals (return by end of term)
- Shipping or pick-up in store



Select Term and Departments







CCCApply

Cambiar a Español





Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account or

Sign In

1. Create your **OpenCCC Account**

- Provide accurate personal identifying information
- Legal Name
- Personal Email Address (school email address not recommended)
- Social Security Number (recommended if you have one)
- Create a Username and Password for OpenCCC (not MyECC)

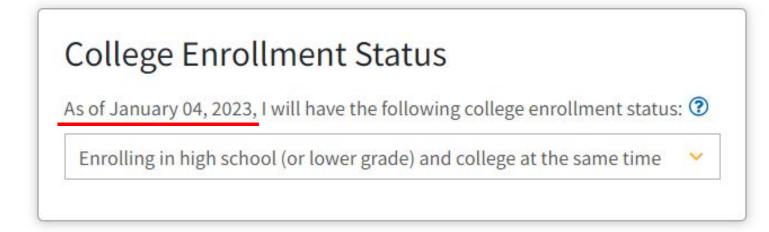
2. Start a New Application

- Select the <u>first</u> Term taking classes (Winter 2023 or Spring 2023)
- Select your Educational Goal and Intended Major
- Answer all questions as best as you can at this time

Important for K-12 Students!

Education

Your responses will be kept private and secure and will not be used for discriminatory purposes.



Right after you submit your application for admission...

- Email #1 with your **CCCID** (for CCCApply)
- Email #2 with your Confirmation Number

After 1-3 Business Days...

- El Camino Student Account is created
- Email #3 (Welcome Email) with El Camino Student ID Number, @elcamino.edu email address, and MyECC Username and Default Password

Need to apply again?

- Students need to submit a new application for admission if they do not register for consecutive fall and spring terms
 - Sign into existing OpenCCC account
 - Re-activate same El Camino student account
- Students also need to apply again in order to attend El Camino as a First-Time College Student after high school
 - Sign into existing OpenCCC account
 - Update same El Camino student account

Do not create another OpenCCC Account!

- Can result in multiple El Camino student accounts
- Results in a hold across all accounts, can take weeks to resolve

Did not receive your Welcome Email? Can't sign into MyECC?

- Email <u>dualenrollment@elcamino.edu</u>
- New! <u>Virtual Admissions & Records Help Desk</u> on Zoom

Your Student Account

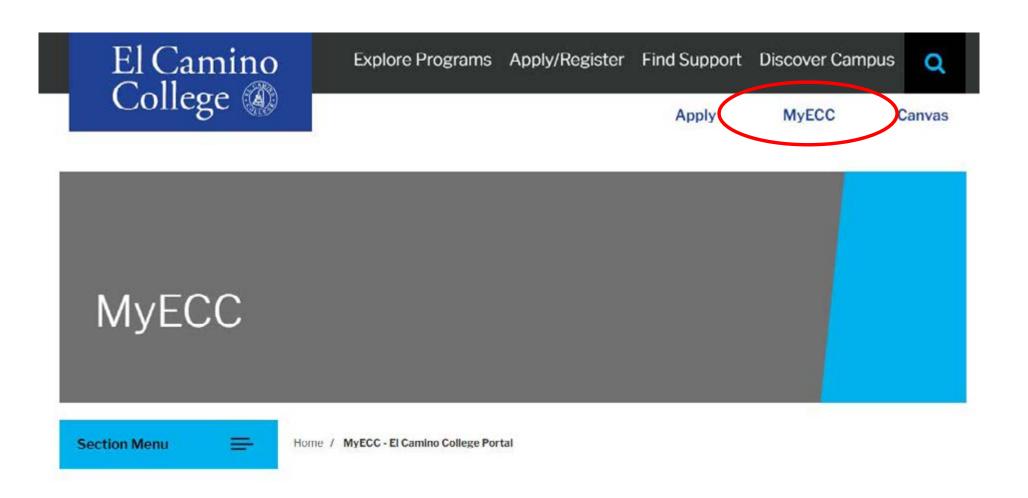
Created using the information you provide the **first time** you submit an application for admission.

Need to change information on your student account?

- Complete an <u>Admissions Form</u>
 - Change of Address/Phone Number Request (also to change Personal Email Address)
 - Name/Gender/Pronoun/Date of Birth Change or Correction
 - Residency Reclassification Questionnaire
 - Social Security Number Correction
 - Please provide verification documents for requested changes

El Camino College's Online Student Portal

- Register for Classes
- Add or Drop Classes
- Pay fees (waived for K-12 students who complete Steps for Dual Enrollment)
- View Registered and Waitlisted Classes
- View Grades and Unofficial Transcripts





First time signing in?

- Enter your Username (@elcamino.edu email address)
 - firstname_lastname@elcamino.edu or firstname_lastname###@elcamino.edu
- Enter your **Default Password**
 - Last 4 digits of social security number if provided
- You will be prompted to create a new secure password

Forgot password?

 Use Forgot My Password tool to reset to Default Password

Sign in with your ECC email account

username@elcamino.edu

Password

Sign in

- Forgot My Password
- Change My Password
- What's My Username?
- Troubleshooting MyECC
- Login and password help
- Chat with us Live



Update Password

- Enter Username again
- Enter Default Password again
- Enter New Password and confirm New Password

Password Complexity Requirements

- At least 10 characters long
- At least one Capital letter
- At least one number (but not at the beginning or end of the password)
- No special characters

- No previously used password
- No consecutive characters (123,ABC) or repeated characters (111,ccc)
- First name or last name can't be part of the new password

username@el	camino.edu	
Old password		
New passwor	d	
Confirm new	password	

Email and Office 365

- El Camino students (including K-12 students) have access to Microsoft Office 365 apps!
 - Including Word, Excel, PowerPoint, Outlook, OneDrive, and more
- Can go directly to:
 - <u>outlook.com/elcamino.edu</u> access @elcamino.edu email address using Outlook in your web browser
 - office.com sign in using your @elcamino.edu email address to access Office 365
 - Use apps in web browser or select "Install Office" to download apps
- Add your El Camino email address to your smart phone or mobile device (Exchange or Office 365 account type)

- Available on Dual Enrollment webpages under Step 2.
- Submit separate form for <u>each term</u> (Winter 2023, Spring 2023, etc.)
- Form must include:
 - Term and Year (i.e. Spring 2023)
 - **Drawn** Student Signature
 - <u>Drawn</u> Parent Signature
 - <u>Drawn</u> Authorized Signature from principal or counselor
 - Your Grade Level and High School Graduation year
 - Course #1 and Course #2 you would like to register for
 - Additional Signature(s) for students in grades K-10



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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, martial 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 #			
	atations and respec	sibilities section c	n page the ba	ck of this app	lication.	
erio de romano en materna estado mante figurales a lestas relacionades de estado en el constante de la constan La constante de la constante d						
erio de romano en materna estado mante figurales a lestas relacionades de estado en el constante de la constan La constante de la constante d				Date	ACC CONTRACTOR	
I have read and understand the expension Student Signature High School:		(Students enrolle	d in a Home Stud	Date	rovide proof that the	

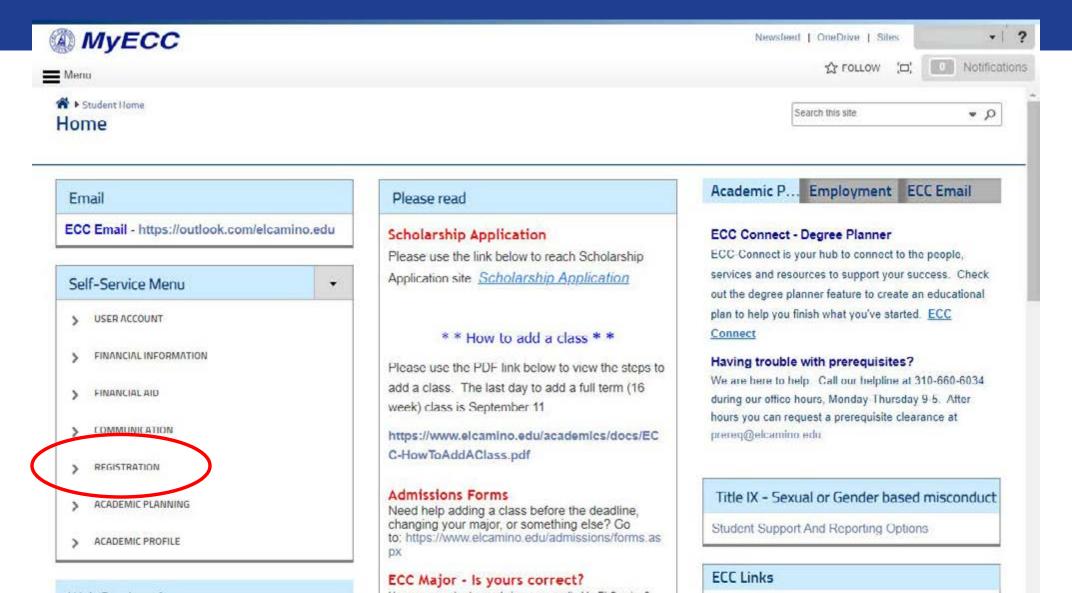
- Grade Level for summer is the same as next fall (i.e. add one to current grade)
- 10th Grade students for 2022-23 academic year are considered 11th Grade students starting Summer 2023
 - Few course restrictions
 - No more Division Dean Approval

- Submitting your form(s):
 - Email to <u>dualenrollment@elcamino.edu</u> or
 - Bring in-person to Admissions & Records Office during open hours
- Takes 1-3 business days to process
- Once processed, you receive permission to register for <u>any</u> class section of your approved Course #1 and Course #2
 - Only register for courses listed on your form
 - Want to change course permission(s)? Email us to change course <u>number</u>, submit new form to change course <u>subject</u>.

Register for Classes

- Search for Classes and Register for Classes using MyECC
- Register anytime on or after your Winter Registration
 Appointment or Spring Registration Appointment
- Students need to <u>Clear any Prerequisites</u> before they can register themselves for a course with a Prerequisite
 - All Mathematics courses
 - Computer Science courses
 - Most English courses
 - Sociology 101
 - Chemistry & Physics courses
 - Language courses higher than 1

Register for Classes



Self-Service Menu USER ACCOUNT FINANCIAL INFORMATION FINANCIAL AID COMMUNICATION Search for Classes Register for Classes Manage My Waitlist Registration Appointment Drop Classes Add Class with Code Online Add Parking and ASO Menu My class schedule Course Search (View Only)

Register for Classes

Search for Classes

- Same as Online Searchable Schedule
- Use to add sections to your "Schedule" (not yet registered!)
- Can add many sections to visualize meeting days/times

Register for Classes

 Use buttons to Register or Waitlist the sections you've added to your Schedule

Self-Service Menu USER ACCOUNT FINANCIAL INFORMATION FINANCIAL AID COMMUNICATION Search for Classes Register for Classes Manage My Waitlist Registration Appointment **Drop Classes** Add Class with Code Online Add Parking and ASO Menu My class schedule Course Search (View Only)

Register for Classes

- Registration Appointment is simply the earliest date/time you can register for classes
 - K-12 students will receive Winter Registration Appointments for a time on Wednesday, November 23
 - K-12 students will receive Spring Registration Appointments for a time on **Friday, December 9**

Register for Classes

Error Messages

- "As a high school student, you do not have a permission to take this course" = Dual Enrollment Form not processed yet or this course was not listed on your form
- "This is not your scheduled appointment" = It is before your Registration Appointment date/time
- "Registration not allowed for UG courses without academic program" = Possible error on your student account, let us know!
- "The following required prerequisite for course ____ is not started" = Prerequisite not yet cleared in our system

Waitlist Classes

- After class section reaches capacity...
 - Can no longer register
 - Instead join waitlist (usually 10 students)
- If seats become available before term begins, then waitlisted students are moved onto roster in waitlist order
- After term begins, only way to enroll in a class is with an Add Code provided by the instructor
- K-12 students must have a Dual Enrollment Form on file for the term and have cleared any course Prerequisites

Add Classes

- On-Campus at El Camino College? Show up to first class meeting to ask for an Add Code
- Online or Hybrid? Email instructor to ask for an Add Code
 - Find email addresses using <u>Faculty & Staff Directory</u> or <u>Search for Classes tool</u> in MyECC
 - Make sure to include the Section Number of the class you are wanting to add
- Identify if you are on the waitlist (priority for adds)
- Add Codes are provided at the instructor's discretion
- Students must use Add Code in MyECC before the Last Day to Add. K-12 students must have a Dual Enrollment Form on file and have cleared any Prerequisites

Winter Deadlines

For all classes:

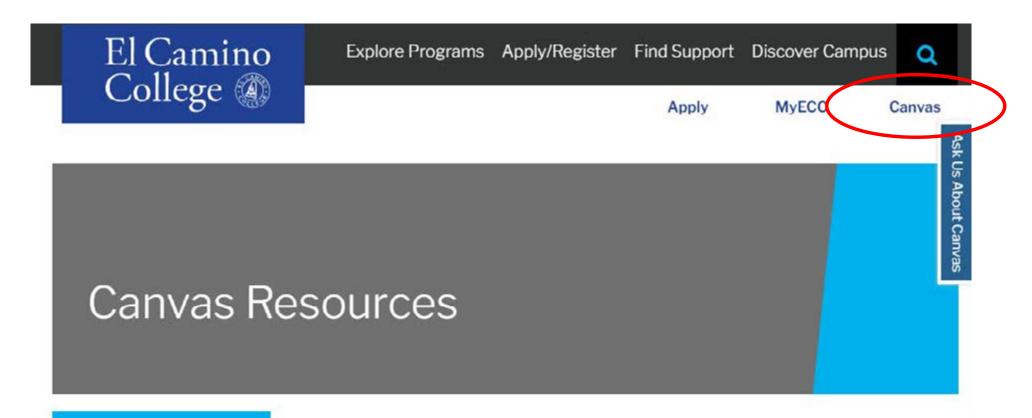
Last Day to			
Register	Wednesday, January 4		
Add	Tuesday, January 10		
Drop without Notation on Permanent Record	Tuesday, January 10		
Drop with a "W"	Monday, January 30		

Spring Deadlines

Depends on class length and start date:

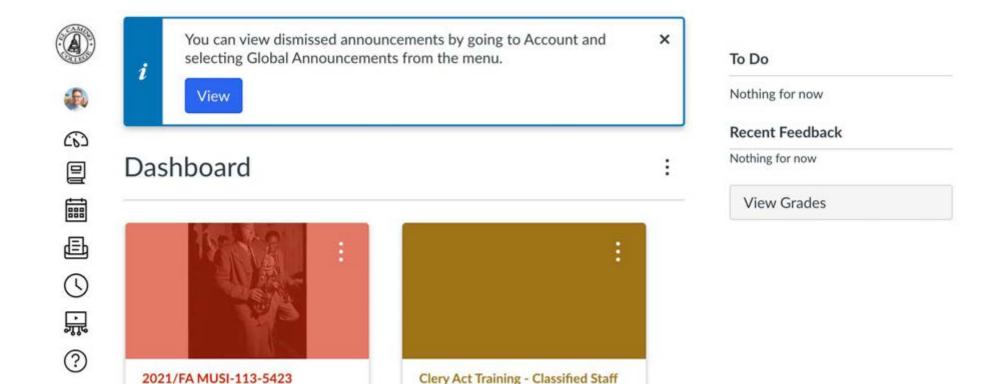
Last Day to	16-Week	First 8-Week	Second 8-Week
Register	Friday, Feb. 10	Friday, Feb. 10	Friday, April 14
Add	Sunday, Feb. 26	Friday , Feb. 17	Friday, April 21
Drop without Notation on Permanent Record	Sunday, Feb. 26	Friday , Feb. 17	Friday, April 21
Drop with a "W"	Friday, May 12	•••	•••

 El Camino's Learning Management System (LMS) for Online/Hybrid teaching and learning



- First Online Class? Canvas account created only <u>after</u> registering for first online class
 - Usually created within 24 hours (overnight)
- Sign in using El Camino's Canvas Login Page link only!
 - Some high schools also use Canvas, but El Camino classes will only appear if you sign in using link on El Camino webpage
- Canvas Login Page will direct you to sign in using MyECC Username and Password
- Make sure you can sign into Canvas prior to start of class

- Signing in takes you to Dashboard
 - Important and recent announcements will appear at top





Courses



Account

2021/FA MUSI-113-5423

Fall Semester 2021

Clery Act Training - Classified Staff



Dashboard



Courses



Calendar



Inbox



History





Help



Pronto

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

Canvas

- Online/Hybrid registered classes will appear under Courses on or near the start of the class
 - Online classes appear in Canvas only after the instructor has published the class
 - Some instructors may do this up to a week before the class begins
 - Others publish on first date of the class































Fall Semester 2021

Home

Modules

Syllabus

Assignments

Quizzes

Discussions

TechConnect Zoom

Announcements

Grades

Library Resources

Panopto Video

BigBlueButton

Recent Announcements



Window for Late Assignments Closes @ 11:59pm Tonight

Hi everyone, The window to turn in late assig...

Posted on:

Dec 16, 2021 at 12:13pm



Quiz #4 Open Until 11:59pm

Quiz #4 is open and will close at 11:59pm. Th...

Posted on:

Dec 15, 2021 at 9:48am

2021/FA MUSI-113-5423

Welcome to MUSIC 113 SURVEY OF JAZZ!







2021/FA MUSI-113-5423 > Modules

























Fall Semester 2021

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Library Resources

Panopto Video

BigBlueButton

· Syllabus

Music 113 Survey of Jazz Syllabus-Contact Info & Course Description

Collapse All

Materials

Assignments & Quizzes

Course Calendar

Class Policies

Communication & Student Resources

- Unit 1 Early Jazz: Elements of Music, The Roots Of Jazz, & New Orleans

Welcome to Module 1: Elements of Music & Early Jazz

Course Intro & Elements Of Music Videos

Early Jazz Lecture Videos

First Day of Class

Online/Hybrid Classes

- Classes available in Canvas
- Explore Syllabus and learn class expectations, calendar, deadlines, etc.
- Recommend to access class in Canvas on first day of class, students can be dropped by instructor for non-participation

On-Campus Classes

- Attend first class meeting or may be dropped by instructor for nonparticipation
- Explore Syllabus and learn class expectations, calendar, deadlines, etc.
- Class Meeting Days, Times, and Room Numbers available in Class Schedule and MyECC

First Day of Class

 Campus Map Advanced Search Selection: HIST-102 Filters Applied: (Winter Intersession 2023 × Meeting Information Faculty A Availability Term Status Section Title Location Instructiona Dates Methods Name HIST-102-2426 U.S. History - 1877-PRESENT 1/5/2023-2/7/2023 On Campus At El Camino College Lecture M, T, W, Th, F 10:30 AM-12:40 PM Winter Intersession 2023 Open 45 / 45 / 0 Verge, A 1/5/2023 - 2/7/2023 ARTB 354 (LEC) HIST-102-2430 U.S. HIStory - 1877-PRESENT 1/5/2023-2/7/2023 Online Online Lecture 1/5/2023 - 2/7/2023 Winter Intersession 2023 Open Black, D 45 / 45 / 0 ONLI ONLI (ONLEC) Winter Intersession 2023 Open HIST-102-2432 U.S. History - 1877-PRESENT 1/5/2023-2/7/2023 Online Lecture 1/5/2023 - 2/7/2023 Black, D 45 / 45 / 0 ONLI ONLI (ONLEC) Winter Intersession 2023 Open HIST-102-2440 U.S. History - 1877-PRESENT 1/5/2023-2/7/2023 Lecture M 8:00-10:10 AM Smith, L 45 / 45 / 0 1/5/2023 - 2/7/2023 Lecture SOCS 211 (LEC) 1/5/2023 - 2/7/2023 ONLI ONLI (LEC) HIST-102-2442 U.S. History - 1877-PRESENT 1/5/2023-2/7/2023 Online Lecture 1/5/2023 - 2/7/2023 Fraga, M 45 / 45 / 0 Winter Intersession 2023 Open ONLI ONLI (ONLEC)





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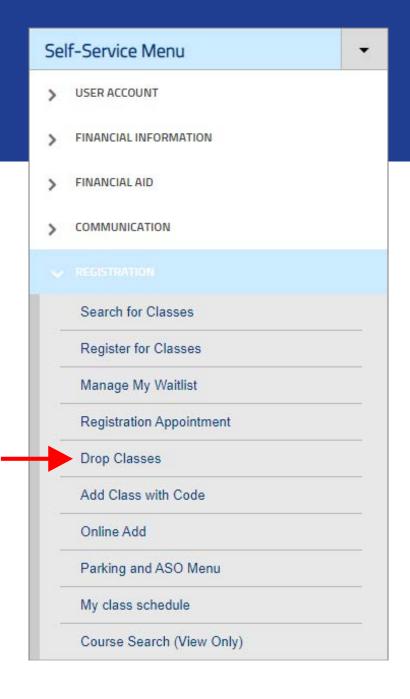
During the Class

- Keep up with assignments, discussion, quizzes, etc. as outlined in Syllabus
- Need to miss a class? Make sure instructor knows
- Need to Drop?
 - Students need to perform this action in MyECC by drop deadline dates
 - After Last Day to Drop with a "W" instructors must submit a grade for every student on roster

Drop a Class

Drop Classes

- Same screen as Register for Classes
- Find a class section you wish to drop and click **Drop** button
- This action cannot be undone in MyECC
 - Students looking to be reinstated need to email their instructor
 - Only with instructor consent will Admissions & Records add student back to roster

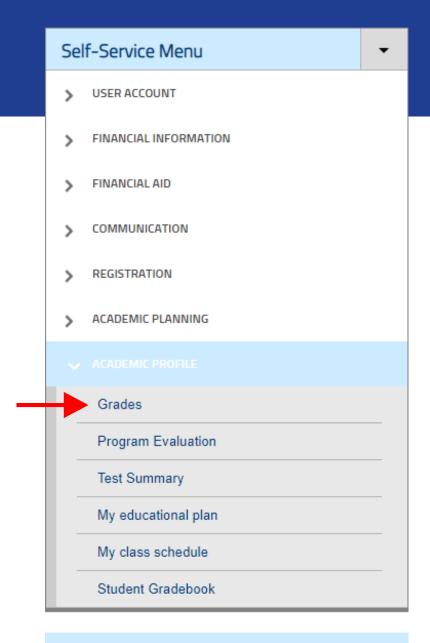


End of Class

- Final grades submitted by instructor within 7 days after last date of class
- Final grades visible in MyECC and Canvas

End of Class

- Self-Service Menu
 - Academic Profile > Grades
- Web Services A
 - Unofficial Student Transcript
 - Unofficial Transcript contents same as Official Transcript
 - Sometimes enough to show high school in order to receive any high school credit
 - High school credit given at determination of high school



End of Class

Need Official Transcripts?

- Order online at <u>Transcripts Webpage</u>
- Uses Parchment vendor to send secure transcripts directly to desired institution(s)
 - Can send to your high school or universities/colleges
 - If your high school requires Official Transcripts, please confirm with them PDF vs. hard copy and the email or physical address where transcripts need to be sent
 - First two transcript copies are free, \$6 per transcript after that

Summer & Fall 2023

- Summer 2023 has two 6-Week Sessions, one 8-Week Session
- Fall 2023 is next main term (16-Week Semester)
- Class Schedules won't be available until next spring
- Registration for Summer 2023 begins late May
- Registration for Fall 2023 begins early June
 - If you have already applied, start on Step 2 to submit a new completed Dual Enrollment Form for <u>each term</u>

Dual Enrollment Website

- Steps for Dual Enrollment
- Tips for Dual Enrollment
- Popular Classes for Dual Enrollment
- Support to Apply for Admission and Register for Classes
- Dual Enrollment Form PDF
- Frequently Asked Questions
- Online Help & Events
- And more!

www.elcamino.edu/dualenrollment

Dual Enrollment Team

Michelle Arthur, Coordinator Brian Hayden, Student Services Specialist Megan Fisher, Dual Enrollment Professional Katlin Morales, Academic Counselor

dualenrollment@elcamino.edu

Drop-In Help Online via Zoom

Every Tuesday, Wednesday, and Thursday from 4:00-5:00 p.m.

Online Help & Events