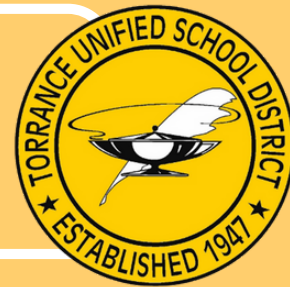# DUAL ENROLLMENT

ADD/DROP PROCEDURES

EL CAMINO CONTACTS

👥 **Michelle Arthur**
Dual Enrollment Coordinator

Brian Hayden
Student Services Specialist

✉️ dualenrollment@elcamino.edu

🌐 https://www.elcamino.edu/academics/dual-enrollment/index.aspx

📞 (310) 660-3344

EL CAMINO RESOURCES

☑️ Frequently Asked Questions

☑️ Success Camp Video Library

☑️ Online Help & Events

El Camino Add/Drop Deadlines 2021-22 School Year

Fall 2021 Term
- Sept 12th
  - Last day to add a class
  - Last day to drop with no mark
- Nov 19th
  - Last day to drop with a "W"

Spring 2022 Term
- Feb 27th
  - Last day to add a class
  - Last day to drop with no mark
- May 13th
  - Last day to drop with a "W"

TUSD CONTACT

📍 North High School

👥 Sue Key
Assistant Principal

✉️ key.sue@tusd.org

📞 (310) 533-4412

ECC PARTNERSHIP CLASSES

El Camino courses taught on the TUSD high school campus. These courses are only available to TUSD students and are not open to the El Camino general population.

ENROLLING IN A PARTNERSHIP CLASS

- New El Camino students complete steps 1-5.
- Returning El Camino students with active accounts complete steps 4-5.
- Returning El Camino students with inactive accounts (missed consecutive fall and spring terms) complete steps 1-5.

1 Go to https://www.elcamino.edu/

2 Click on Apply, then click Start an Application

3 New Students
Create a New Account
Complete the online application

3 Returning Students
Sign In
Complete the online application

4 Complete the paper dual enrollment form.
- Submit the form to the high school designee (teacher, counselor, or assistant principal).

5 Log into the myECC portal and view My Class Schedule to make sure the class was successfully added.

HELPFUL TIPS
- Use your SSN (if you have one)
- Use a personal email
- Apply for the correct term (Fall/Spring/Summer)
- Save the online application to finish it later. To resume, sign in to the application (see steps 1-3).
- All signatures must be hand-drawn (not typed)

DROPPING A PARTNERSHIP CLASS

1 Obtain approval from your high school counselor & administrator

2 Go to https://www.elcamino.edu/

3 Log into the myECC portal
- In the Self-Service Menu, click Registration, then Drop Classes
- Under Current Registrations, click the box next to the class being dropped, then click Submit.
- View My Class Schedule to make sure the class was successfully dropped.

4 Email the El Camino dual enrollment office regarding the drop.