



# **Student Handbook and Application**

**Honors Transfer Program  
2018-2019**

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Information in this Handbook is subject to change.

**Please read this entire Handbook carefully.**

**The ability to follow written instructions and meet deadlines is crucial for success as an Honors Transfer Program member!**

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## **Contact Information:**

To be announced.

# Why Join the Honors Transfer Program at Compton College?

**The purpose of the Honors Transfer Program (HTP)** is to prepare highly motivated students for transfer to an excellent university. HTP requirements are similar to those required by the University of California. Honors courses focus on improving reading, writing, and study skills.

These are the main benefits of the Honors Transfer Program:

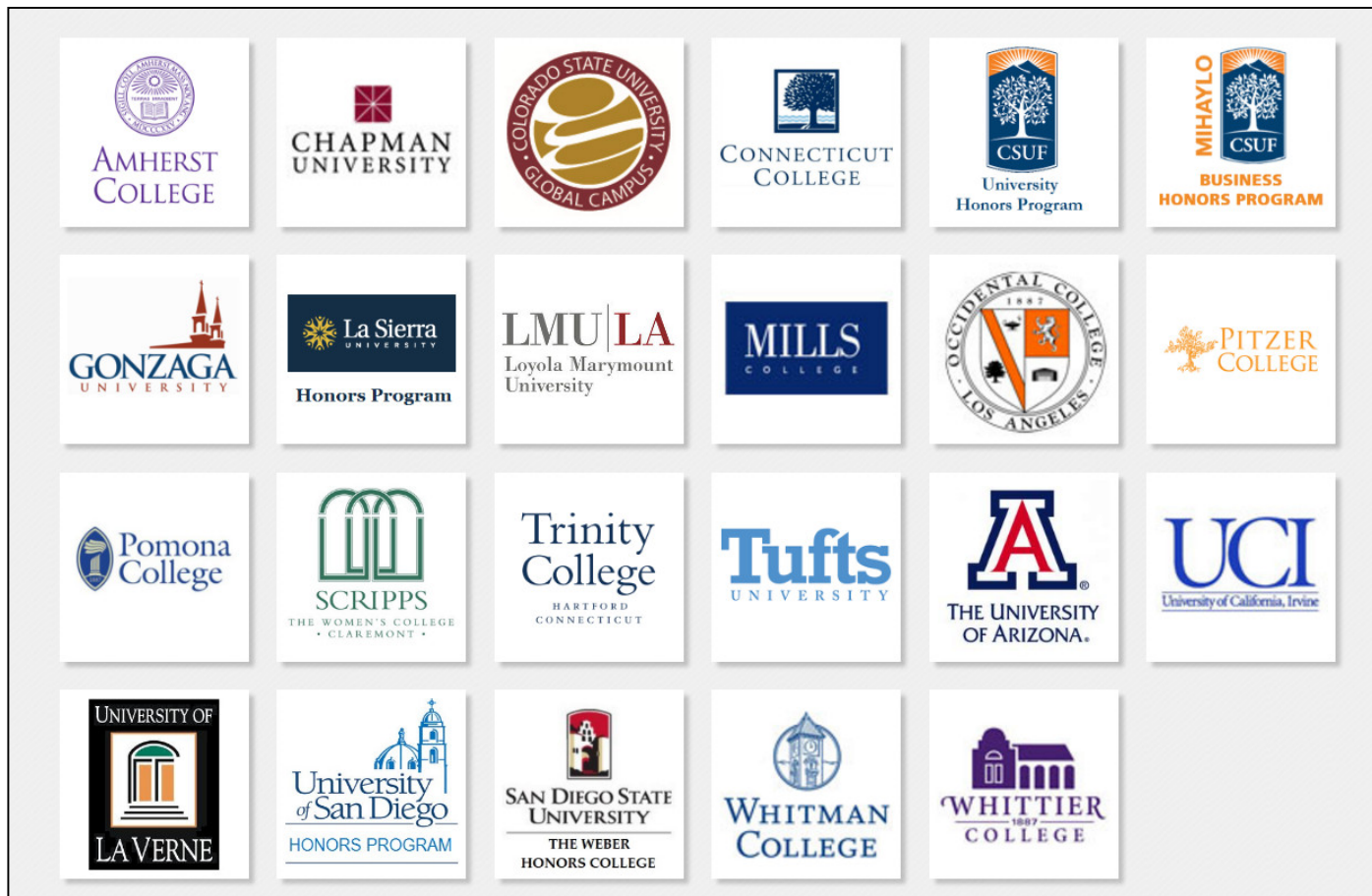
- Priority registration for Compton College classes each semester you are in the HTP
- "Completed Honors Transfer Program" designation on your Compton College transcript and degree, and a "T" (for transfer) next to each honors course
- Priority admission consideration for universities requiring a personal statement as part of the application process (nearly 90% get into the UC of their choice.)<sup>1</sup>
- An enriched course experience through the completion of Honors Contracts
- Increased chances of receiving scholarships
- Interaction with other highly motivated students
- Enrichment workshops which provide information leading to academic and personal growth
- Special privileges at universities with which the Honors Transfer Program Council of California has transfer agreements. (See next page.)
- Honors Student Research Conference: an opportunity to give a presentation at a UC conference and have your abstract printed in a UC publication

**Alpha Gamma Sigma** is the statewide honor and scholarship society for community college students. It is separate from the Honors Transfer Program and has its own benefits and requirements. HTP students at Compton College are strongly encouraged to apply for membership in the Student Life Office.

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1. Completing the Honors Transfer Program gives you an advantage when applying for **admission to UC** or to any university that requires a personal statement as part of the application. At present, **admission to CSU** is based on GPA only. While the CSU system does not currently consider HTP completion when determining admission status, HTP is still a worthwhile endeavor for students who might decide to apply to a UC or private school, or plan someday to attend graduate school. Talk to a counselor about your future educational plans, and discuss the possible benefits of joining the HTP. See further details on the Honors Transfer Council of California website at [htcca.org](http://htcca.org).

# Honors Transfer Council of California: Transfer Agreements for HTP Graduates



Compton College is a proud member of the Honors Transfer Council of California (HTCC). The HTCC has transfer agreements<sup>1</sup> with a number of universities to assist Honors Transfer Program graduates, including preferred admission and many other benefits. As an HTP student in good standing, these agreements can offer a tremendous advantage when you prepare to transfer to university.

For an overview and details of the most current transfer agreements, please visit the HTCC website at [www.htcca.org](http://www.htcca.org). (See "Transfer Partners" section in the top menu and click on the schools of your choice for detailed information.)

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1. These transfer agreements are negotiated by the HTCC, not Compton College, and are subject to change. Please see [www.htcca.org/transfer-partners](http://www.htcca.org/transfer-partners) for current information and an extensive list of benefits for each partner school.

# Honors Transfer Program Requirements

## To join the HTP:

- Do you have college experience? If so, you need a minimum 3.2 GPA on all transferable college coursework with at least nine transferable units completed.
- Are you a recent high school graduate or a high school senior? You must have a 3.2 unweighted total academic GPA or higher for grades 9-12 on high school transcripts.
- You must successfully complete or be eligible for English 1A as demonstrated on transcripts or through placement test scores.
- You must fill out the application on page 13 and submit all required materials

## To remain active in the HTP:

- Maintain a minimum 3.2 GPA on all transferable coursework.
- Complete English 1A the first semester in the program (unless already completed).
- Complete at least one Honors Contract project or course each fall and spring semester, with a minimum grade of B. (An honors course is not required during summer or winter, but honors courses taken during these sessions do count, and may be banked as explained below.)
- Attend at least one workshop each spring and fall term (or two college-sponsored university tours as described on page 6).

## To complete the HTP:

- Have at least 3.2 GPA on all transferable Compton College coursework at the time of completion.
- Complete at least two regular (fall and spring) semesters in the HTP.
- Complete five honors courses/contracts, each with a minimum grade of B as explained on page seven. ***(NOTE: the HTP will count only one honors course completed outside of Compton College.)***
- Attend at least three Transfer Center workshops or two college-sponsored University Tours as explained on the next page.
- Attend two scheduled counseling appointments and submit documentation to the HTP as explained on page eight.
- Submit the HTP Completion Form on pages 9-10 by the first week of your final term.

**HTP does not require you to be a full-time student**, but each semester you must meet all the requirements described above to remain active and retain priority registration. Students who are suspended from the HTP program for failure to meet these requirements may reinstate as soon as the deficiency is corrected. (Reinstatement is allowed twice.)

**Participate for at least one year:** We require only two regular (fall and spring) semesters of HTP membership, but you must complete the five mandatory honors courses and meet all other requirements. If you completed an Honors Contract project at Compton College before joining the HTP, they will count as well. (See page seven.)

**Banking an Honors Course/Contract:** If you take a summer or winter honors course, or more than one honors course during a regular semester, you may bank the "extra" course for a future semester in which you cannot take one. You may do this as many times as you wish. The form "Request to Bank an Honors Course" is available in the HTP office.

**When you have completed the required number** of honors courses, workshops, or counseling appointments, you do not need more to stay active in the program.

# How to Become an Honors Transfer Program Graduate

## 1. Complete Five Honors Course Contracts (See page seven.)

Complete one or two Honors Projects each spring or fall semester (or one during winter/summer terms) for a total of five. Honors Course Contract application packets are available throughout our Campus. Pick up your packet at the following locations:

- Counseling main desk in Admissions
- First-Year Experience in F-19
- Student Life
- CalWorks
- EOPS
- MESA/STEM Center in room SSC 221 on the second floor of the Student Success Center/Library
- Learning Resource Center Main Desk in the Student Success Center/Library
- Honors Coordinator's Faculty Office at \_\_\_\_\_.
- On the Compton College website at [www.compton.edu/academics/honorsprogram](http://www.compton.edu/academics/honorsprogram)

## 2. Maintain a minimum 3.2 transferable GPA

Be sure to maintain this minimum GPA on all transferable and Compton College coursework. You can verify this by checking your unofficial transcripts on MyECC.

## 3. Attend three Transfer Center workshops or two campus-sponsored university tours

The Compton College Transfer Center offers a number of workshops. (Be sure to select *one is related to university topics, as regular Career Center events do not apply!*) Submit proof of attendance as noted on page 10. You may substitute two campus-sponsored official university tours as well. Be sure to submit proof of attendance the Honors Coordinator faculty office in \_\_\_\_\_ and record the visits on the HTP Completion Form on page 10 to keep track.

## 4. Go to at least two counseling appointments. (See page eight.)

Consult with a counselor at least twice to check your progress. See an academic counselor and a transfer/career counselor as explained on page 10. Be sure to submit proof of attendance at the Honors Coordinator faculty office and record the visits on the HTP Completion Form on page 10 to keep track.

## 5. Submit the HTP Completion Form on Time. (See page 10.)

Keep your Completion Form up to date and submit it during the first week of your final term at Compton College to demonstrate that you have met all requirements to become an HTP graduate and receive official notation on your transcripts.

# Earning Honors Course Credit at Compton College

Honors Course Credit at Compton College achieved through the completion of Honors Contract projects in transfer-level courses. You must complete five Honors Courses to become an HTP graduate.

Honors Contracts are allowed for any course that is transferrable to a university. If you are uncertain about whether or not a particular course qualifies, please contact the Honors Coordinator.

The Honors Contract Packet explains the process and requirements in detail. Packets are always available on the Compton College Honors webpage or at the following locations:

- Counseling desk in Admissions
- First-Year Experience Office in F-19
- Student Life Office
- CalWorks Office
- EOPS Office
- MESA/STEM Center in room L-SSC 221 on the second floor of the Student Success Center/Library
- Learning Resource Center Main Desk in the Student Success Center/Library
- Honors Coordinator's Office in \_\_\_\_\_.

In order to contract a course, you should approach your professor before week four semester and ask to complete an Honors Contract project for the course. Be sure to bring the Honors Contract packet with you to show your professor; it contains a description of the requirements and instructions for faculty.

Remember that the intention of the Honors Contract is to create an enriched **course**. Honors Contract projects should fulfill as many of the following objectives as possible.

- To help students develop effective written and oral communication skills
- To help students develop their ability to analyze and synthesize a broad range of material
- To help students understand how scholars think about problems, formulate hypotheses, research those problems, and draw conclusions about them; and to help students understand how artists approach the creative process and produce original work
- To help students become independent critical thinkers, demonstrating the ability to use knowledge and logic when discussing issues and ideas, while considering the consequences for themselves, for others, and for society.

Some faculty members prefer to design their own honors projects, while others require students to be engaged in the design process. Please be ready for both. Contracts may or may not have a penalty for failure to complete the project. This is up to the instructor.

**Honors Contracts Applications must be submitted to the HTP office by the end of week eight during fall or spring semester, and by the start of week two for summer or winter classes. *Late contracts are not accepted.***

Contracts are reviewed by Honors Committee members, and students are promptly notified of their decision. Note that incomplete applications will not be approved!

**HONORS CONTRACT PACKETS ARE ALWAYS AVAILABLE FOR DOWNLOAD AT  
[www.Compton.edu/academics/honorsprogram](http://www.Compton.edu/academics/honorsprogram).**

## Counseling Appointments: How, Where, and When

☐ Please note that the HTP Coordinator cannot make counseling appointments on behalf of students. Such appointments are the sole responsibility of HTP members. If you have questions about what you need to do and who you need to see, please read this sheet carefully, and contact the Honors Coordinator if you need further assistance.

☐ HTP students are required to attend a minimum of two regular counseling appointments, preferably one with an academic counselor and one with a transfer counselor. (You may visit counselors on either the Torrance or Compton campuses, but drop-in or express appointments do not count toward HTP credit.)

☐ For an **educational plan** (choosing classes), make an appointment with an **academic counselor** during your first semester at Compton College.

Appointments with an academic counselor are made online at MyECC starting Fridays at 5:00 to meet the following week. In addition, appointments may be scheduled in person at the Counseling Office in the Administration Building or by telephone at 310-900-1600, Ext. 2076. Counseling hours are 8 a.m. to 6:30 p.m. M-Th, and 8 a.m. to noon on Fridays.

☐ Make an appointment with a **transfer counselor** no later than October 1 of your final year at Compton College to discuss university transfer plans. Transfer counselors are more familiar with HTP requirements than academic counselors, but do not ask for an appointment with an "HTP counselor" as there is no such thing. You need to see a transfer counselor.

Appointments with a transfer counselor can be made in person by visiting the Transfer and Career Center in room D-29 from 8 a.m. to 6:30 p.m. M-Th, and 8 a.m. to noon on Fridays, or by calling 310-900-1600, ext. 2764.

☐ **Drop-In Advisement** is available at Compton College for students who have questions that do not require transcript review. Please call 310-900-1600, Ext. 2076. in advance for the daily schedule. The drop-in advisement schedule is subject to change based on counselor availability.

☐ **Documenting your attendance:** The HTP Coordinator will give you counseling appointment credit when you bring the HTP office a copy of your educational plan, or a meeting verification note from a transfer counselor. You must also keep your own record of these requirements on the **HTP Completion Form** on page 10 of this Handbook.



## UC Transfer Agreements for HTP Graduates

### TAP (Transfer Alliance Program) for UCLA:

All HTP students are automatically eligible for TAP, and completing the HTP can double the chances of admission to UCLA. TAP certification gives HTP students priority admission consideration. (This is an advantage, but not a guarantee). The minimum GPA needed to be TAP certified is at least 3.2 for UC transferable courses (from all colleges you have attended) and at least 3.0 for major prep courses, but this is subject to change every year.

To increase your chances of admission to UCLA, you are encouraged to **list an alternate (non-impacted) major in the College of Letters and Science when you apply to UCLA online**, and to prepare for the alternate major by taking several courses in that field. If your major is impacted, and most are, you will be required to list an alternate non-impacted major if your GPA is less than 3.4.

**Impacted Majors:** *Biochemistry, Biology (all), Business Economics, Communication Studies, Economics, English, Global Studies, History, Human Biology and Society, International Development Studies, Life Sciences (all), Political Science, Psychology, and Sociology*. Please note that TAP does not guarantee admission to impacted degree programs, but it greatly increases the chance of acceptance.

**TAP** is an agreement with UCLA College of Letters and Science only and **does not** apply to majors in the School of Engineering & Applied Science, School of the Arts & Architecture, School of Theatre, Film & Television, and School of Nursing; **however, if you are willing to list an alternate (non-impacted) major which is in the College of Letters and Science**, you may be TAP certified and will increase your chances of admission to UCLA. Example: engineering majors may list mathematics as an alternate.

In late October, TAP details will be emailed to all HTP students, and those who apply to UCLA will sign up to attend a TAP certification workshop to be held in February. **Only two honors courses will be accepted during the final spring semester before transfer**, and all HTP requirements must be finished by the end of spring semester. It is recommended that you take **no more than two major prep courses** (especially for impacted majors) during your final spring. **UCLA will not accept courses taken during your final summer** to complete the requirements of the HTP and the admissions/selection criteria of the university.

At the end of each spring semester, HTP notifies UCLA which students have successfully completed HTP requirements. Your final transcript is examined by UCLA evaluators to confirm completion of major prep and other transfer requirements. Even if you are TAP certified and admitted, **UCLA may rescind your admission** if you do not complete HTP and transfer requirements.

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### TAG Agreements for UCD, UCSD, UCSC, UCI, UCSB, UCR, UCM

**TAG (Transfer Admission Guarantee)** is a contract between you and a specific university. The Career/Transfer Center maintains an up-to-date list of campuses which offer TAG agreements. Since requirements vary among different campuses, it is important that you attend a TAG workshop and meet with a transfer counselor before the end of September. For more details, make an appointment with a transfer counselor by visiting the Transfer Center in room D-29 or by calling (310) 900-1600, ext. 2764.

**CSUDH: Pathways to Success Enrollment Partnership** is a contract between you and CSUDH, which guarantees to admit you as an upper-division transfer student if you complete the stated requirements and are not pursuing an impacted major. You must meet with the university representative once each semester. For more details, make an appointment with a transfer counselor by visiting the Transfer Center in room D-29 or by calling (310) 900-1600, ext. 2764.

# HTP Completion Form for Graduation

Update this form each time you complete an HTP requirement. You must submit it to the HTP Office, no later than the first week of your final term. Be sure to list your five honors courses, even if you have not yet completed all workshops and counseling appointments by that time.

**PLEASE PRINT:** Compton College Student ID # \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Last name First name Middle name

Mailing address: \_\_\_\_\_

\_\_\_\_\_  
City Zip Phone #

## FIVE HONORS COURSE CONTRACTS COMPLETED

| Course Name | Course No. | Instructor | Semester/Year | Grade |
|-------------|------------|------------|---------------|-------|
| _____       | _____      | _____      | _____         | _____ |
| _____       | _____      | _____      | _____         | _____ |
| _____       | _____      | _____      | _____         | _____ |
| _____       | _____      | _____      | _____         | _____ |
| _____       | _____      | _____      | _____         | _____ |

## Three Transfer-Center Workshops or Two College-Sponsored University Tours

Topic/Campus \_\_\_\_\_ Date \_\_\_\_\_

Topic/Campus \_\_\_\_\_ Date \_\_\_\_\_

Topic \_\_\_\_\_ Date \_\_\_\_\_

## COUNSELING APPOINTMENTS (Submit documentation as described on page 7.)

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Counselor \_\_\_\_\_ Date \_\_\_\_\_

Universities applied to (listed in order of preference):

\_\_\_\_\_

First term at university will be: \_\_\_\_\_ Planned major: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Email Address:** \_\_\_\_\_

**This side is for HTP office use only.**

Transferable units and UC transferable GPA to be determined by transfer counselor.

| COLLEGE NAME    | TRANSFERABLE NUMBER OF UNITS |             |         |       |             |        |
|-----------------|------------------------------|-------------|---------|-------|-------------|--------|
|                 | Completed                    | In Progress | Planned | Total | Overall GPA | UC GPA |
| Compton College |                              |             |         |       |             |        |
|                 |                              |             |         |       |             |        |
|                 |                              |             |         |       |             |        |
|                 |                              |             |         |       |             |        |

The information below is current through \_\_\_\_\_:  
(semester/year)

Semesters in HTP \_\_\_\_\_ UC Transferable GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Total Number of Honors Courses \_\_\_\_\_ Non-Science/Math \_\_\_\_\_ Science/Math \_\_\_\_\_

No of Workshops/Alternative Activities \_\_\_\_\_ No of Counseling Appointments \_\_\_\_\_

Reviewed on: \_\_\_\_\_ (date):

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Completed: Yes \_\_\_\_\_ No \_\_\_\_\_ Semester/Year \_\_\_\_\_

Final GPA \_\_\_\_\_ Transfer University \_\_\_\_\_

# How and When to Apply to the Honors Transfer Program

Applications are accepted any time, but to receive priority registration, your application must be received before the eighth week of the regular semester.

## Apply to the HTP by submitting the following **FOUR** items stapled in the following order:

1. **The application form** (See the last two pages of this handbook). Be sure to sign it!
2. **A typed, double-spaced, clearly written essay of at least 600 words** on the following:

*What is your intended major? Discuss your interest and any experience you have had in the field (such as volunteer work, internships and employment, participation in student organizations and activities) and what you have gained from your involvement. Furthermore, explain a personal quality, accomplishment, life experience, or contribution that relates to your intended major.*

OR

*If you have not chosen a specific major, describe how you will search for and select a major while here at Compton College. Discuss how you will pursue experiences that will help you determine your potential interest and success in that field. Discuss a personal quality, accomplishment, or life experience that will contribute to your success in the Honors Transfer Program and in whatever major you eventually choose.*

3. **Verification of eligibility for (or completion of) English 1A**

Qualifying scores on both parts of the English Placement Test, or College Board AP exam score of 3 or more, or a counselor clearance, or the Early Assessment Program document, or college transcript showing current enrollment in (or completion of) English 1A, or a college transcript showing current enrollment in (or completion of) prerequisite courses for English 1A.

4. **Transcripts:**

**Students who have completed some college-level classes** must submit unofficial transcripts (showing the name of the student, name of the school, grades, and cumulative GPA) from all colleges attended, including Compton College and the Torrance campus.

NOTE: Print your transcript from MyECC and look at your transfer unit summary: it must show at least nine transferable units completed to be eligible for HTP membership.

**Graduating high school students:** New students just finishing high school must ask their high school counselor for an unofficial transcript showing the name of the student, name of the school, grades, and cumulative GPA through the end of the fall semester of the senior year. You must be **finishing** high school in order to start the HTP.

# Honors Transfer Program Application

**PLEASE PRINT:** Compton College Student ID # \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Birthdate \_\_\_\_\_  
Last name First name Middle name

Mailing address

\_\_\_\_\_ Apt # \_\_\_\_\_  
Street Name and Number

\_\_\_\_\_ Phone # \_\_\_\_\_  
City ZIP

Transfer Plans: \_\_\_\_\_  
Prospective university name(s) Semester and year you plan to transfer

My major or field of interest: \_\_\_\_\_

How I heard about the HTP: \_\_\_\_\_

I graduated (will graduate) from high school in: \_\_\_\_\_(month/year)

## **I have completed and stapled together (STRICTLY in the following order):**

1. This signed application form.
2. My typewritten essay as described on page 10.
3. Verification of eligibility for English 1A (Highlight on transcripts)
4. My current unofficial transcripts as appropriate:
  - If completing high school, a transcript through the end of fall semester of senior year.
  - If transferring from another college, transcripts from all colleges attended.
  - If currently enrolled at Compton College, a cumulative transcript.

**I understand that my application to the Honors Transfer Program will not be considered until I have submitted all of the required materials to the HTP office by the deadline.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If admitted, I will allow the Honors Transfer Program to release my name and address to colleges and universities participating in honors transfer agreements with El Camino College.

Yes

No

\_\_\_\_\_  
Signature

# FOR OFFICE USE ONLY

Approved

**Student Essay** \_\_\_\_\_

## English Placement Status:

Course completed \_\_\_\_\_

Placement Score \_\_\_\_\_

AP Test Score \_\_\_\_\_

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## High School Transcript:

Name of High School: \_\_\_\_\_ GPA \_\_\_\_\_

## College Transcript

Compton College (# of Units \_\_\_\_\_) GPA \_\_\_\_\_

Name(s) of other college(s) \_\_\_\_\_

Other colleges (# of Units \_\_\_\_\_) GPA \_\_\_\_\_

**APPROVED** \_\_\_\_\_

**DENIED** \_\_\_\_\_

**DATE** \_\_\_\_\_

## REVIEWER'S COMMENTS: