



# High School Student Enrollment Process

## Step 1 Talk to your Counselor to get a Concurrent Enrollment Application

- ✓ Pick up a Concurrent Enrollment Application from the Compton Center Admissions Office or visit [www.compton.edu/student-services/admissionandrecords](http://www.compton.edu/student-services/admissionandrecords).
- ✓ Complete **Section I** of the Concurrent Enrollment Application.

## Step 2 Get your parent's signature on the Concurrent Enrollment Application – Section II

- ✓ Obtain Parent/Guardian consent to enroll at the El Camino College Compton Center by completing **Section II** of the Concurrent Enrollment Application.
- ✓ Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the State of California.

## Step 3 Get Principal or designee signature – Section III

- ✓ Obtain High School Principal, Assistant Principal, or Counselor consent by completing **Section III** of the Concurrent Enrollment Application.
- ✓ Principal or Counselor needs to complete the Course information section.
- ✓ **Forms with white outs or scratches will not be accepted.**
- ✓ Concurrent Enrollment Application will not be accepted if **Section III** course recommendation is blank.

## Step 4 Complete Online Admissions Application and turn in Concurrent Enrollment Application

- ✓ Submit an Admissions Application online by clicking the “**Apply Online**” link at [www.compton.edu](http://www.compton.edu) **or** go to room D-27 the Welcome Center for assistance.
- ✓ You will receive your student ID number, password, and registration instructions via email.
- ✓ Turn in the completed Concurrent Enrollment Application to the Admissions and Records Office at: **1111 E Artesia Blvd, Compton, CA 90221; (310) 900-1600 Ext. 2042.**
- ✓ An email will be sent to your El Camino email address regarding the status of your concurrent enrollment. Check your MyECC to see if your concurrent enrollment has been PROCESSED or NOT PROCESSED.
- ✓ Appointments to register for classes will be issued 1 week before the start of the semester applying for. *Check your MyECC for your appointment date to register.*

## Step 5 Complete mandatory New Student Orientation: Online or In-person

- ✓ Online through MyECC or In-person. For more information call 310-900-1600 ext. 2765.

## Step 6 Complete all prerequisites or Assessment Tests

- ✓ If required as a prerequisite for a class, you must take the English and/or Math Placement Tests before you can register for a class.
- ✓ Visit the Assessment Center room D-26, to take your assessment test. (Picture ID and Student ID number required)
- ✓ Meet with a Compton Center Counselor for course clearances or to provide proof that prerequisite has been met.

## Step 7 Register for classes

- ✓ Print your schedule as confirmation of registration.

### IMPORTANT!

- Students who complete the Admissions Application and Concurrent Enrollment Application may be eligible to take classes for **FREE** if a California resident.
- Students must complete an Admissions Application and a Concurrent Enrollment Form each Semester.
- Courses with credit/no-credit grade option only, such as English A, B, 82, 84 and Math 37 may not be used for high school credit.
- Students are responsible for purchasing their own books. Compton Center DOES NOT provide free books.
- Students may only enroll in 2 classes, and are not allowed to enroll in PE or Contemporary Health classes.
- 9<sup>th</sup> and 10<sup>th</sup> graders have additional requirements. Contact the Outreach Dept. or Admissions for information.



## WHO TO CONTACT

If any High School staff or faculty has any question related to the concurrent enrollment process, here are some key Compton Center Admissions and Records and Outreach employees who can be of assistance.

CONTACT	TITLE	TELEPHONE	EMAIL
Emmanuel Aguiar	Student Services Advisor	(310) 900-1600 Ext. 2766	eaguiar@elcamino.edu
Monique Anderson	Student Services Advisor	(310) 900-1600 Ext 2078	manderson@elcamino.edu
Rosa Ledesma	Records Specialist	(310) 900-1600 Ext. 2042	rledesma@elcamino.edu
Gerrard Huff	Records Specialist	(310)900-1600 Ext. 2047	ghuff@elcamino.edu
Nelly Alvarado	Interim Director, Enrollment Services	(310) 900-1600 Ext. 2205	nalvarado@elcamino.edu

**Here are some of the services students may need on the Compton Center campus.**

OFFICE	TELEPHONE
Admissions and Records	(310) 900-1600, Ext. 2050
Assessment Center (Placement Exam)	(310) 900-1600, Ext. 2830
Bookstore	(310) 900-1600, Ext. 2820
Counseling Appointments	(310) 900-1600, Ext. 2076
Extended Opportunity Programs and Services (EOP&S)	(310) 900-1600, Ext. 2914
First Year Experience (FYE)	(310) 900-1600. Ext. 2761
Library	(310) 900-1600, Ext. 2175
Student Success Center	(310) 900-1600, Ext. 2535
Student Life	(310) 900-1600, Ext. 2802
Special Resource Center	(310) 900-1600, Ext. 2402
Transfer Center	(310) 900-1600, Ext. 2764

For additional assistance, contact the Outreach and School Relations Office at:

(310) 900-1600 x 2765

Welcome Center D-27

**[outreach@compton.edu](mailto:outreach@compton.edu)**