El Camino College Compton Center
CalWORKs Program
Admission Procedures for New Students

STEP 1 – ECC Compton Center Admission Process:
• Apply to El Camino College Compton Center in the Admissions & Records Office (located in the Administration Building) and obtain your Student Identification Number.
• Take the Assessment Test. (The Assessment Center is located in Row D, Room 26). Hours of operation vary so please check for updated information.

STEP 2 – Apply for Financial Aid:
• Apply for Financial Aid. (The Financial Aid Office is located in Row E, Room 17). This will assist you in paying for your classes. There is, however, a $0.50 Student Representation Fee that you must pay once you have registered for classes.

NOTE: If this fee is not paid, you will be dropped from your classes.

STEP 3 – CalWORKs Office:
• Pick up a CalWORKs application package from the CalWORKs Office (located in the Vocational Technology Building, 1st Floor, Room 153) and have it completed prior to your Counselor and Case Advisor appointments. You may schedule these appointments at this time. It may also be picked up before applying for admissions.

STEP 4 – Counselor Appointment:
• Complete an Educational Plan by preferably meeting with the CalWORKs counselor, Nancy Fong. The CalWORKs counselor is located across from the CalWORKs Office in the Vocational Technology Building. You will need to check-in at the CalWORKs Front Desk. To schedule an appointment call 310.900.1600, ext. 2072.

* * * BRING THE FOLLOWING TO YOUR APPOINTMENT * * *
Assessment Scores – ECC-Compton Center (if applicable)
Transcripts from other college(s) (if applicable)
Educational Plan (if applicable)
Current Class Schedule (if applicable) – printed within three days
Vocational Referral (GN6006) or Self-Referral (SIP) (GN6005)
GAIN Vocational Assessment Summary & Employment Plan (GN6014)

STEP 5 – Case Advisor Appointment/Drop-in:
• The case advisors will assist you in completing your intake, GAIN paperwork and Ancillary Request for Books and Supplies requested by your GAIN worker. If you are missing any of the documents below your GAIN paperwork will not be completed. The CalWORKs office is located in the Vocational Technology Building. To schedule an appointment call 310.900.1600, ext. 2072.

* * * BRING THE FOLLOWING TO YOUR APPOINTMENT * * *
Current Class Schedule (with course syllabi if available) – printed within three days
Educational Plan
Vocational Referral (GN6006) or Self-Referral (SIP) (GN6005)
GAIN Vocational Assessment Summary & Employment Plan (GN6014)
Social Security Card
Driver’s License or California ID Card
EBT Card (Eligibility Benefit Transfer)
Permanent Resident Card (if applicable)
Please print clearly. Answer all questions on Sections I through VII. If you need assistance completing this form please ask one of the CalWORKs staff.

### SECTION I – Language Preference

Language Preference: □ English  □ Spanish  □ Other: ________________________________

Would you like information on ESL (English as a Second Language) services?  YES  NO

### SECTION II – General Information

Academic Year: ___________ - ___________  Term: Fall ___  Winter ___  Spring ___  Summer ___

Case #: ___ ___ ___ ___ ___ ___ ___  Student ID: ___ ___ ___ ___ ___ ___  Intake Date: ___ ___ / ___ ___ / ___ ___

Name: _______________________________________________________________

SSN ____ ____ ____ - ____ ____ - ____ ____ ____ ____

Address: ______________________________________________________________________________________________________________

City: _______________________________________________  State: ____________________  Zip Code: ________________

Phone: ______________________________  Cell: ______________________________  Date of Birth ___ ___ / ___ ___ / ___ ___

(Include Area Code)  (Include Area Code)  (MM/DD/YY)

School E-mail (username to log-in to MyECC): ____________________________________________ @elcamino.edu

Emergency Contact Person: ____________________________________________  Phone: _____________________________

Declared Major at ECC Compton Center: __________________________________________________________________________

(i.e. AA-Interior Design – If No Declared Major at ECC CC, What Did You Declare to GAIN?

Start Date of Program: _____________________________  Expected Date of Completion: _____________________________

Do you have a High School Diploma or GED?  YES  NO

Have you attended another college before?  YES  NO

If yes, where (College Name)? ______________________________________________

Are you currently enrolled at another educational institution?  YES  NO

Are you currently employed?  YES  NO

If yes, indicate the name of the Company __________________________________

Have you ever been convicted of a felony?  YES  NO

If yes, explain on a separate sheet of paper.

Are you comfortable reading and writing in English?  YES  NO

Are you interested in Job Placement Services?  On Campus _____  Off Campus _____

Are you receiving any of the following Compton Center Services?  EOP&S ____  CARE ____  BOGG/A ____

Special Resource Center (SRC) ____  Financial Aid ____  Other (please specify): _______________________________

### SECTION III – CalWORKs Office Status: Returning Students Skip to Section III

Who referred you to CalWORKs at El Camino College Compton Center?

□ GAIN Worker  □ Other ________________________________ (e.g. Instructor, Friends, Family, etc.)

~ ~Please continue on back~ ~
Name: ________________________________________________________  Student ID Number: ________________________

SECTION IV – GAIN Status

Are you on GAIN?  Y____ N____ Why not? ________________________________________________________________________
(i.e. Child under 1 year/GAIN Exempt with services and Why?/GAIN Exempt without services and Why? – If Exempt, Give reason for exemption)
Name of GAIN Worker: ______________________________________________________________________________________________

Phone Number: __________________ Fax Number: __________________

What are your weekly activities approved by GAIN, other than school?
_________________________________________________________________________________________________________________________
(e.g. DV or MH Counseling/Job Club/Job Search/Employment/Community Services, etc.)

What are your weekly hours in that activity? _____________________________________________________________________

SECTION V – Household Information

□ Single Parent Household          □ Two Parent Household

How many children do you have? _________   Any under 12?      YES       NO

SECTION VI - Signature

I, the undersigned, hereby attest that all the information I provided on this Intake Form to the ECC Compton Center CalWORKs Office is correct and true.

_______________________________________________________     ______________________________________
(Student Signature)        (Date Signed)

SECTION VII - Waiver of Confidentiality

Pursuant to the Federal Education Rights and Privacy Act, the California Education Code, and the California Administrative Code Title V, El Camino College Compton Center establishes and maintains student information relevant to admissions, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law including fingerprinting for employment purposes. Student records are maintained in a manner to insure privacy of all such information. I give Compton Center staff permission to disclose information about me to qualified individuals in other Supportive Services Agencies regarding: CalWORKs/GAIN Compliance, School Attendance, Academic Progress, Assessment Results, Child Care, Work Study and other Supportive Services. These agencies may include, but are not limited to, the following: Department of Public Social Services, GAIN, Child Care Resource & Referral Agencies, Los Angeles County Mental Health, Employment Development Department, Western Center for Law and Poverty and/or others required to be contacted for the benefit of the student. I, the undersigned, acknowledge and agree to the above terms.

________________________________________________ ________     _____________________________________
(Student Signature)        (Date Signed)

ECC COMPTON CENTER CALWORKS OFFICE USE ONLY

GAIN Status? □ SIP          □ Self Referred          □ Vocational          □ Exempt          □ Post Employment
GAIN Regional Office? □ I          □ II          □ III          □ IV          □ V          □ VI          □ VII
Provided Civil Rights Documents: □ Pub 13 (3/10)          □ PA 2457 Eng. (3/10)          □ PA 481 Eng. (7/10)
WTW Contract signed? Y___ N___ Intake Date: ___ ___ / ___ ___ / ___ ___ If yes, estimated end date: ___ ___ / ___ ___ / ___ ___
Academic Program: _____________________________     Staff initials ______________

ECC Compton Center Intake Package (last revised 06/2012)