

# About El Centro College

El Centro College, the first Dallas County Community College campus, was founded in 1966. Centrally located in Downtown Dallas, El Centro allows students from all areas of Dallas County to take advantage of pre-professional courses transferable to four-year institutions as well as career training in more than 40 high-demand occupations.

The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classrooms, laboratories, computer technology, student learning, administrative offices, and a library (including a law library).

In keeping with its commitment to meet individual educational needs, the college's Division of Continuing/Workforce Education regularly offers weekend and evening courses that range from the traditional length to fast-track to self-paced and from the traditional classroom to the worksite.

## CONTINUING/WORKFORCE EDUCATION MISSION STATEMENT

Our mission is to create and deliver quality education and training programs for personal and economic growth.

Nuestra misión es crear y proveer educación y entrenamiento de alta calidad para el crecimiento personal y económico.

## EL CENTRO'S MISSION

EL CENTRO COLLEGE: at the forefront of education, serving the community in an urban, multicultural setting.

## EL CENTRO'S PURPOSE

In keeping with the mission, the purpose of El Centro College is to provide:

- Freshman and sophomore courses in arts and sciences;
- Workforce education programs leading to associate degrees or certificates;
- Continuing adult education programs for occupational or cultural enrichment;
- Workforce development programs designed to meet local and statewide needs;
- Education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of underprepared students;
- Ongoing counseling and guidance designed to assist students in achieving their individual educational goals;
- Adult literacy and other basic skills programs; and
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

### **INFORMATION SUBJECT TO CHANGE**

El Centro College reserves the right to make administrative changes regarding to any item in this schedule. When circumstances cause class sections to be cancelled, notification of cancelled classes will be given. In the event that a conflict should occur between the contents of this class scheduled and the DCCC Policies and Procedures Manual, the latter will control.

### **EQUAL EDUCATION OPPORTUNITY POLICY**

Educational opportunities are offered by the Dallas County Community Colleges without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In compliance with this law, El Centro College may release the following information concerning any student without the student's written consent: name, address, telephone number, dates of attendance, last educational institution attended, degree(s) awarded, major field of study and height and weight of athletic team members.

A student may request that all or any part of this "directory information" be withheld from the public by making written request to the Registrar's Office during the first twelve (12) days of class. If no written request is received, information will be released upon inquiry. Requests must be renewed each semester.

No transcript or information concerning a student's academic record will be released under any circumstances without the written consent of the student, specifying the desired information and to whom it is to be released.

### **CONTINUING/WORKFORCE EDUCATION OFFICE: BUILDING A, SECOND FLOOR**

**Monday-Thursday:**  
8:00 a.m.- 7:00 p.m.

**Friday:**  
8:00 a.m - 4:30 p.m.

**Saturday:**  
8:00 a.m.- 12:00 p.m.

### **HOW DO I ENROLL?**

**Fax your registration to: 214 860-2124**

**Mail your registration to:**

**El Centro College  
Continuing/Workforce Education  
801 Main Street  
Dallas, TX 75202**

**Register in person:** Building A, Second Floor

**Register by phone:** 214-860-2147 **MasterCard, Visa, American Express & Discover accepted.**

### **HOW DO I APPLY FOR FINANCIAL AID?**

Grants based on need are available through the Texas Public Education Grant (TPEG) program to individuals who want to take career or occupation-related courses. To obtain information on the courses toward which the grant money may be applied, contact the Continuing/Workforce Education office.

Applications should be made three weeks prior to the beginning of the course. Grants may be used for course tuition only. Refunds are not available.

### **WHEN ARE CERTIFICATES AWARDED?**

Certificates of completion indicating course and number of hours are awarded to students who successfully complete requirements of courses in Continuing Education.

### **WHAT IS A CEU?**

The Continuing Education Unit (CEU) is a nationally recognized means of recording, accounting and providing recognition in noncredit education activities. One CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." A CEU certificate is given to each student successfully completing the requirements of the CEU-approved course. Duplicate certificates are available upon request through the Continuing/Workforce Education Registration Office for a fee of \$2.50.

### **WHAT IF MY CLASS IS DELAYED, CANCELLED OR POSTPONED?**

El Centro College reserves the right to cancel any course if enrollment is insufficient. If your class is cancelled, delayed or postponed, our office will make every effort to notify students by phone before the class begins. If your class is cancelled, you will receive an automatic 100% refund by mail.

### **HOW ARE REFUNDS PROCESSED?**

No acknowledgements of fees mailed/faxed will be made. Receipts will be issued at the first class meeting. Refunds issued: 100% if class dropped prior to the first day of the course (i.e. by close of business the day before the first day of class). 80% if class dropped during the first two days of the course (i.e. by close of business the day of the second class meeting.) No refund is issued after the second class meeting. Full refund policy is available from the Continuing Education office. Application for refund must be made to the Continuing Education office. Refunds require approximately 30 days to process. You are enrolled in class unless otherwise notified.

### **WHAT ABOUT BOOKS AND SUPPLIES?**

Students will be notified of the need for textbooks or other materials either by the course description or at the first class meeting. Books and supplies are available in the bookstore, located on the ground level between the A and C buildings at El Centro College. Text prices and other information may be obtained by calling 214 698-0461 or sending a FAX to 214 742-7306.

#### **BOOKSTORE HOURS**

Monday - Thursday	8:00 a.m. - 7:00 p.m.
Friday	8:00 a.m. - 1:00 p.m.

### **HOW MAY I OBTAIN A STUDENT IDENTIFICATION CARD?**

Student identification cards are issued once a semester to students enrolled in continuing education and credit courses. To receive your ID card, present your paid student fee receipts to the SPAR office. Services and privileges covered by this card include: computer lab access, library services, and discounts at local theaters and other participating businesses.

### **WHAT IS THE MINIMUM AGE REQUIREMENT FOR COURSES?**

Unless the course description indicates otherwise, eighteen (18) is the minimum age for enrollment. The Continuing/Workforce Education office, under certain circumstances, may waive the minimum age requirement.

### **HOW DO I QUALIFY FOR A FREE DART PASS?**

Students may receive a free DART pass by registering for a minimum of 48 clock hours in the Summer semester and 96 clock hours in the Fall and Spring semester.

### **WHERE CAN I PARK?**

The West End parking lot, located three blocks northwest of El Centro on Ross Ave. is available to you at a reduced rate of \$35 per month. The fee is payable at the El Centro cashier's window (room A244). You will receive a parking permit, valid for the month in which it is purchased. Paid parking lots are also located near the campus and in the West End, ranging from \$4-\$7 a day.

### **WHAT ARE CONCURRENT COURSES?**

Concurrent Courses share the facility and instructor with credit courses. There are a selected number of continuing education (non-credit) course sections that meet concurrently with credit courses. These sections are made available to those wishing greater flexibility in developing their class schedules.

Concurrent courses can be found in the areas of Creative and Performing Arts, Computer Information Technology, Echocardiology, English as a Second Language, Health Occupation Core Curriculum, Mediation, Office Technology, Small Business Development and Speech.

### **WHERE DO I GO IF I'VE LOST SOMETHING OR NEED HELP IN AN EMERGENCY?**

Check with the Campus Police Office (located in the basement of building A) or call 214 -860-2232. To ensure the safety of students at the college, El Centro has trained licensed police officers. Campus police officers are responsible for enforcing federal, state and city statutes as well as DCCCD Board polices and El Centro College rules and regulations. These officers will provide you with information and assistance in emergencies. Students are encouraged to seek their help when necessary.

### **WHAT IS THE WORKFORCE EDUCATION COURSE MANUAL (WECM)?**

The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifics for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

The purpose of WECM is to:

Contribute to the quality and consistency of workforce courses; (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

Provide Texas colleges increased assistance and flexibility in responding to employer needs.

Enhance the portability of credits and credentials for students

Provide increased access for students to workforce education degrees and career advancement

Facilitate articulation with other providers of education at both the secondary and post-secondary levels; and

Incorporate industry-established skill standards into Texas workforce education.

### **COUNSELING AND SPECIAL SERVICES CENTER**

The Counseling and Special Services Center provides students with individualized and comprehensive assistance in exploring career options. Various interest inventories help students identify academic and vocational strengths. The center provides both personal and career counseling. Students with disabilities and veteran students have counselors that work with them specifically. Assistance is available by appointment or on a walk-in basis.

Continuing Education also provides advisement for classes and training. You may contact Gloria Palomeque, Continuing Education Advisor, at 214 860-2262 to schedule an appointment.

### **COLLEGE COMPUTER LAB**

An open lab for use by any student who is enrolled in credit or continuing education courses. IBM-compatible PC's, Internet and Email access, Windows 2000, Office 2000, AS/400, Spanish, Accounting and assorted programming languages are available for use. A valid student ID is required. **Hours of Service Monday - Thursday 8:00a - 10:00p, Friday and Saturday 8:00a- 5:00p**

### **HEALTH CENTER**

The health center offers nursing assessment, health education, community referrals, blood pressure checks and over-the-counter medications. Immunizations for tetanus/diphtheria toxoids, measles/mumps/rubella, TB skin test and hepatitis B are available for a reasonable fee per injection. The center is staffed by registered nurses.

**Hours of Service Monday-Thursday 8:30a-9:00p, Friday 8:30a-4:30p, Saturday 8:30a-2:00p.** It is located on the 2nd Floor, Room A270.

### **LEARNING CENTER**

The Learning Center offers free tutoring services, computer-assisted instruction and audiovisual and print resources. Students who need assistance in developing language, math, reading, writing, biology, nursing and study skills receive tutoring.

### **LIBRARY**

The library provides access to both traditional and electronic resources. Over 70,000 books, 100 magazines and newspapers, over 40 databases and reference sources as well as full internet access are available to support and supplement coursework.

The librarian at the reference desk welcomes your questions.