EL CENTRO COLLEGE
HEALTH OCCUPATIONS ADMISSIONS OFFICE
"FULL-TIME" STATUS LETTER REQUEST FORM

Health Occupations students enrolled in less than 12 credit hours during a semester may request a ***"full-time" status letter*** from for Health Occupations Admissions Office. The "full-time" letter designates that Health Occupations programs are not part-time curricula and outlines the actual clock hours that a student spends on their health occupations program courses alone.

The "full-time" letter can be used for:

- status as an International student
- coverage on your family's health insurance plan
- childcare reimbursement
- deferment of a private student loan (other than Financial Aid)

"Full-time" letters are processed AFTER THE 12th CLASS DAY of the semester. A new letter must be requested EACH SEMESTER you are enrolled in less than 12 credit hours.

Submit this completed form to the Health Occupations Admissions Office, Room P-101 at the Paramount Building or by fax to 972-860-5016. Students retrieve their letters in person at their respective campuses (Health Occupations Admissions office at El Centro; the Nursing Office at Northlake). Only letters for Distance Nursing students (HCA, MHS, THR, and VA) will be mailed to their homes. Full-time letters for International students are sent directly to the El Centro College International Office; a copy is available for students at their campus.
NOTE: Letters not retrieved from our offices at the end of a semester will be destroyed.

PLEASE PRINT CLEARLY

☐ Mr. ☐ Mrs. ☐ Ms. DCCCD STUDENT ID NUMBER _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I am in the _____ program this _____ 20____ semester.
(your Health Occ program) Fall or Spring Year

Campus site location: ☐ El Centro ☐ Northlake ☐ HCA ☐ MHS ☐ THR ☐ VA

I am requesting the "full-time" letter for: (check one or more):

☐ International Students (visa) status
☐ Family's Health Insurance Coverage
☐ Childcare Reimbursement
☐ Private Loan Deferment (financial aid i.e. Pell grants will be prorated per actual credit hours)
☐ Apartment Lease
☐ Other (please specify) _____