

# WINTERTERM AND SPRING CREDIT REGISTRATION

## Winterterm Registration

NOVEMBER 17 – DECEMBER 12  
Current Students

NOVEMBER 23 – DECEMBER 12  
New Students

## Spring 2010 (On Campus Registration)

NOVEMBER 17 – JANUARY 16  
Current Students

NOVEMBER 23 – JANUARY 16  
New Students

(Student who WERE enrolled Spring 2009, Summer 2009 or Fall 2009)

(Student who WERE NOT enrolled Spring 2009, Summer 2009 or Fall 2009)

Counseling Center and Admissions Office • Monday-Thursday: 8:00 am-7:00 pm Friday: 8:00 am-4:00 pm  
Saturday: 8:00 am – 12:00 pm

## Regular registration

JANUARY 12, 13, 14  
9:00 Am – 7:00 pm

JANUARY 15  
9:00 Am - 1:30 pm

JANUARY 16  
9:00 Am – 2:00 pm

*NOTE: Nursing and some health-related programs have specific dates/times for registration.*

*Please see the Health Occupations Admissions Office for more details or [www.elcentrocollege.edu/Programs/healthlegalstudies/index.asp](http://www.elcentrocollege.edu/Programs/healthlegalstudies/index.asp)*

## ADD/DROP PERIOD – EXTENDED REGISTRATION

*(limited to open classes that have not met for the second time)*

JANUARY 19-20  
9:00 am– 7:00 pm

*Please bring all test scores/transcripts from previous colleges attended to advisement/registration.*

## eCONNECT REGISTRATION

eConnect registration is DCCCD's online registration which is available 24 hours a day except during the routine maintenance. Current students who are eligible may register beginning Tuesday, November 17, 2009 through Monday, January 18, 2010. New Students who are eligible may register Monday, November 23 through Monday, January 19, 2010. January 8th Deadline for Appeals (students who are on Academic Suspension/Dismissal)

## TUITION/RESIDENCY

Please note the different tuition rates listed in this class schedule. They are categorized according to your physical residence at the time of your admission to El Centro College. Any changes to your residency status must be made in the Admission Office prior to the 12th class day to the Fall and Spring semesters including petitions for reciprocal tuition agreements. Conclusive documented proof must be provided prior to the 12th class day in order to reclassify your resident status for tuition purposes.

## ADD/DROP, SCHEDULE CHANGES

On January 19 and 20, from 9 AM to 7 PM, students may add/drop and make schedule changes. January 20 is the last day for schedule changes. Students who have previously registered and wish to make schedule changes should bring their paid receipts during these hours.

## IF YOU WANT TO DROP A COURSE

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). You need to speak with the course instructor and obtain his/her signature to drop the course. If the instructor is unavailable, the program coordinator, dean, counselor or advisor may sign the drop form. Failure to drop will result in a performance grade, usually a grade of "F." The last day to drop for Spring 2010 is Thursday, April 15. Please also be advised of the state's 6 drop policy located below.

## IF YOU WANT TO AUDIT A COURSE

Any student 18 years of age or older may register as an adult student. Tuition will be assessed as if the student were taking the course for credit. He/she will not take any of the examinations nor receive a grade for the course. Pick up the procedure for auditing a course from the Continuing Education Office (A260).

### *Important Drop Notice from the Admission and Advisement Offices of El Centro College (a member of the Dallas County Community College District): Effective 2007 To All New Dallas County Community College District Students (Includes Dual Credit, Early College and Collegiate High School)*

Section 51.907 of the Texas Education Code applies to students who enroll in a Texas public institution of higher education for the first time in fall 2007 or later.

Based on this law, DCCCD or any other Texas Public institution of higher education may not permit a student to drop more than six courses during their entire undergraduate career. All courses dropped after the official drop and all period and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless it qualifies as an exception. Contact your college's counseling/admission office for further details related to exceptions.

Policies and procedures for implementation of this law will be developed and published as soon as the Texas Higher Education Coordinating Board finalized its rules associated with this statute. Students affected by this law who plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

## TUITION

Tuition is payable in full on the date stated on the registration summary. Your registration will be voided if not paid by this date. You may pay your tuition by cash, VISA, MasterCard, Discover, American Express, ATM debit card or personal check (two-party, out-of-state or temporary checks are not accepted). You may also pay on the Internet by VISA, MasterCard, Discover, or American Express.

## THIRD ATTEMPT TUITION POLICY

Dallas County Community Colleges charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and workforce continuing education courses will result in higher tuition to be charged. Developmental studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. To view a detailed list of courses that will not be included in the higher tuition rate and a detailed list of cross-listed courses where one course equates another for this purpose, please go to:

<http://www.dcccd.edu/thirdcourseattempt/>.

Semester Credit Hours	In-County Tuition	Out-of-District Tuition	Out-of-State or Out-of-Country Tuition
1	41	76	200
2	82	152	242
3	123	228	363
4	164	304	484
5	205	380	605
6	246	456	726
7	287	532	847
8	328	608	968
9	369	684	1,089
10	410	760	1,210
11	451	836	1,331
12	492	912	1,452
13	533	988	1,573
14	574	1,064	1,694
15	615	1,140	1,815
16	656	1,216	1,936
17	697	1,292	2,057
18	738	1,368	2,178
19	779	1,444	2,299
20	820	1,520	2,420

*Semester Tuition*

Tuition for all semesters is as follows:

1. Dallas County residents*	\$41 per credit unit or a minimum of \$41
2. Out-of-District residents	\$76 per credit unit or a minimum of \$76
3. Out-of-state residents	\$121 per credit unit or a minimum of \$200
4. Out-of-country residents	\$121 per credit unit or a minimum of \$200

## SPECIAL CHARGES

**Audit Charge** - The tuition charge for auditing a course is the same as taking a course for credit, regardless of the number of hours in which the student is enrolled.

**Credit by Examination** (in-house exams written by El Centro faculty) - \$25 per examination; CLEP exams are \$55 each plus \$15 administrative charge.

**Other Charges** - Other special charges may be assessed as new programs with special laboratory costs are developed. These charges will always be kept to a minimum.

**Returned Checks** - Checks returned for any reason will incur a \$25 charge.

## REFUND POLICY

Students who officially withdraw from El Centro shall have their tuition and mandatory charges refunded according to the following schedule. Dates listed apply to regular-length Spring 2009 classes.

**Flex-entry classes have a different refund schedule.** Please contact the Admissions office at 214-860-2311 for flex-entry classes refund information.

100%	—	Before January 19
70%	—	January 19-February 4
25%	—	February 5-February 10
None	—	On or after February 11

**Students who paid by credit card (MasterCard, Visa, Discover or American Express) will receive refunds on their credit cards within approximately 30 days.**

**Credit students who paid by cash, check or money order will receive refunds processed by Higher One, Inc., a financial services provider. Students may choose from the following methods of disbursement: a) Easy Refund to the OneAccount, b) ACH Transfer to a bank account of the student's choice, or c) a mailed paper check. Students entitled to a refund should verify their contact information on eConnect. For further details, visit our website at [www.dcccdmoneycard.com](http://www.dcccdmoneycard.com)**

Students who believe they may have some unusual or extenuating circumstances which may qualify them for special consideration for a refund after the period stated above has ended should complete a refund petition form, obtained in the Cashier's office. If medical reasons are cited for the drop or withdrawal, a statement from a physician is highly recommended. Such petitions must be filed before the end of the semester for which the tuition refund is requested.

A student who has a class cancelled may receive a 100% refund or may enroll before the end of final registration in another course which has space available.

The above policies apply to students registering late, as well as to those who register at regular registration. A student who has a class cancelled may receive a 100% refund or may enroll before the end of final registration in another course which has space available.

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## YOU CAN PAY FOR YOUR TUITION THROUGH INSTALLMENTS

Students may elect to pay tuition on an installment payment plan. The installment payment plan requires:

- 50% of tuition be paid by payment due date as stated on the student's Registration summary.
- 25% of tuition be paid prior to sixth class week (by February 18).
- 25% of tuition be paid prior to eleventh class week (by April 1).

A non-refundable administrative charge of \$15 will be assessed to establish the installment plan.

This option is not available after January 22, 2010. Payment plans may be set up online thru eConnect. If changes to classes are made after setting up a payment plan you must see the Cashier's office.

## HOW WE CAN HELP YOU WITH FINANCIAL AID

Students who need financial assistance to help pay for their college expenses are encouraged to visit El Centro's Financial Aid Office, Room A034 (basement of A building). Various funding sources are available, including grants, scholarships, work study and loans.

### Steps to apply:

- 1) You must complete the Free Application for Federal Student Aid (FAFSA) on a yearly basis. You may complete the FAFSA at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). When you apply please list the El Centro school code, 004453, in order for your information to be sent to the Financial Aid Office.
- 2) You will be notified by the Federal Processing Center when your application has been processed and the information sent to El Centro. The Student Aid Report (SAR) will be used to determine your eligibility for state and federal grant (money you do not have to repay), student loans (money you must repay), and college work study programs. Please retain your copy of the SAR for your records.
- 3) You may be required to submit documentation to the Financial Aid Office for review in a process called Verification. If selected you may be required to submit such documents as driver's license, social security card, immigration documentation, W-2's, tax returns, etc.
- 4) When your file is complete and accurate, the Financial Aid Office will make a financial aid award. You will be notified of your award. You may view your award at [www.econnect.dccd.edu](http://www.econnect.dccd.edu). **Note: You can receive financial aid from only one college at time.**

Students who receive federal financial aid and withdraw from ALL Spring 2009 courses on or before March 22, 2009 will be required to repay a portion of the federal aid received for that semester. When a student receives educational funds (Title IV) and drops before 60% of the semester, that student is required by law to repay a portion back to the Department of Education and any additional monies owed to the school.

To ensure that your financial aid is processed before the semester in which you plan to attend, your El Centro financial aid file must be completed in accordance with the priority deadlines listed below.

### Priority Dates for Processing Completed Files:

Academic year (fall and fall): May 1

Fall semester: October 2

Summer I: April 1 (Supplemental application is required and available in Financial Aid Office.)

**Regardless of the type of financial assistance anticipated, it is always the student's responsibility to make sure tuition and fees are paid on or before the due date.**

**Veterans:** If you are a veteran, contact the Financial Aid Office to see if you are eligible for VA benefits. You must have official copies of DD214 to apply for educational benefits. Flex-entry and fast-track courses have special VA requirements.

## GET RECOGNITION THROUGH COMPLETION AWARDS

Some courses offered by the Business and Public Service division may qualify students to receive a Completion Award. The Completion Award provides recognition to those who pursue an in-depth study of a specialized topic. In most cases, the student must successfully complete a series of courses in order to receive the award. For more information concerning Completion Award course requirements, contact the Business and Public Service division, room A442, or call 214-860-2202.

## HOW OUR HEALTH CENTER CAN SERVE YOU

Make sure that your immunizations are current. Immunization is an integral part of your health care. This part is called prevention.

The following is information about illnesses and immunizations that each student should know, as required by Senate Bill 1517, April, 1991.

**Measles** (Rubeola, Red Measles, Hard Measles, 10-day Measles) Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Outbreaks of this illness have included hospitalizations and occasional deaths among college-aged persons. For these reasons, it is strongly recommended that students of institutions of higher education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

**Tetanus** (Lockjaw) — The illness caused by tetanus results from the poison produced by a bacteria. Again, this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10-year boosters. The tetanus vaccine should be given in combination with the diphtheria vaccine.

**Poliomyelitis** — In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

**Meningitis** — Meningitis (Meningococcal disease) is a bacterial infection that can lead to swelling of fluid surrounding the brain and spinal column. It can cause severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death. Meningitis is spread through the air via respiratory secretions or close contact with an infected person. Symptoms of meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy and confusion. Students living in dormitories, or dormitory-like housing have a sixfold-increased risk for meningitis.

**Hepatitis A** — Hepatitis A is a serious liver disease caused by the Hepatitis A virus (HAV). HAV is found in the stool of persons with Hepatitis A. It is usually spread by close personal contact, and sometimes by eating food or drinking water containing HAV. Hepatitis A can cause mild “Flu-like” illness, jaundice (yellow skin or eyes), and severe stomach pains and diarrhea. People with hepatitis A infection often have to be hospitalized. In rare cases, Hepatitis A causes death. A person who has Hepatitis A can easily pass the disease to others within the same household. There is a vaccine that can prevent hepatitis A.

**Hepatitis B** — Hepatitis B is a serious liver disease caused by the Hepatitis B virus (HBV). The hepatitis B virus is transmitted by blood or blood products, objects contaminated with infectious blood, and body fluids. Approximately 5-10% of people who become infected with hepatitis B become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may even develop chronic active hepatitis. The HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against hepatitis B can prevent acute hepatitis, massive hepatic necrosis, cirrhosis of the liver, hepatocellular carcinoma and death.

Students who are pursuing courses of study in any of the Human or Animal Health Professions who will have direct patient contact may be required to have specific immunizations.

For additional information regarding immunizations, contact your physician, the El Centro College Health Center at 214-860-2113, or the Dallas County Health Department at 214-819-2000.

## STUDENTS NEW TO COLLEGE

All El Centro students attending college for the first time are required to enroll in a Freshman Experience course (Human Development). This course provides educational, career and life planning information along with skills training. We also offer special sections for specific majors or interest groups. Check with an advisor or the human development coordinator to be sure you are choosing the correct section.

## HONORS PROGRAM

The Honors Program provides the outstanding student with special challenges and opportunities for intellectual and personal growth. Students have the opportunity to earn honors credit in almost any non-developmental course. The program offers additional, in-depth study in a particular field and encourages participants to establish frequent interaction with instructors and other students with similar interests.

Eligibility requires that a student must meet ONE requirement in any TWO of the following categories to qualify for the program:

### CATEGORY A

- 3.5 overall final GPA from high school (must be supported by a high school transcript)
- 3.5 GPA on college-level work attempted so far (with less than 30 hours)
- 3.25 GPA earned on all collegiate work attempted to date (with more than 30 hours)
- In the top 10 percent of high school class (entering students only)

### CATEGORY B

- 85 score on Accuplacer reading plus 8 on the writing sample
- 1177 score (combined) on the SAT (no older than 5 years)
- 27 score (enhanced) on the ACT (no older than 5 years)
- 1894 score on the TAAS writing test and 95 on the TLI reading test.

### CATEGORY C

- Recommendation from an El Centro instructor
- Demonstration of other special abilities or completion of exemplary projects
- Participation in other collegiate honors programs

**Honors courses:** Currently, El Centro offers English and Humanities 1302 with Professor Bob Chambers. Contact the English Department for qualifications and application at 214-860-2247.

**Honors Options courses:** Almost any non-developmental studies course may have an honors option component. In these classes, honors and non-honors students attend the same class sessions. The honors students work independently with the instructor on honors projects. Ask your instructors if they offer an Honors Option.

**Honors Scholar courses:** To graduate with honors, students must complete 4 honors courses in two departments plus the Humanities 1302 Capstone course. Bob Chambers is the instructor and it is offered during the spring semesters only. If you plan to be an honors scholar, inform the director at least 2 months before graduating.

For more information, contact Wanda Jones at 214-860-2676 or Bob Chambers at 214-860-2248, or see our Honors Web page: <http://www.elcentrocollege.edu/AdmissionsEnrollment/schedule/honors.asp>

## ADVISING/REGISTRATION SERVICES

At El Centro College, the staff is eager for you to succeed. We want to assist you by providing resources & opportunities that will help you develop and achieve your personal and academic goals. Please review the following information. We hope that you will find this information helpful with your advising/registration inquiries.

### It all begins here:

**Step 1:** Complete an **Application for Admission** at the Admissions Office counter or online at [www.elcentrocollege.edu](http://www.elcentrocollege.edu)

**Step 2: Pre-Assessment Advisement.** If you have not taken or passed the assessment, visit the Academic Advisement Center, Room A110, to discuss the assessment preparatory materials and an authorization form.

**Step 3:** Take the **Assessment** at the Testing Center, Room A152. If testing accommodations are needed due to a disability, contact the Disability Services Office, Room A110.

**Step 4: New Student Orientation Session.** Reserve your place at a required session convenient for you by calling 214-860-2083 or emailing your reservation to [eccadvising@dcccd.edu](mailto:eccadvising@dcccd.edu). A schedule of orientation times can be obtained at the Advisement Center, A110. or online at [eccadvising@dcccd.edu](mailto:eccadvising@dcccd.edu).

**Step 5: Registration Advisement.** If needed meet with an academic advisor or counselor to determine course schedule for the semester. Deadline for Academic Suspension/Dismissal appeals: January 8th.

**Step 6: Enroll for Classes.** Complete a Registration Course Choice Form, signed by an advisor, to the Admissions counter for input. You will be given a Course Summary (or Fee Receipt) that lists your classes, their times, days and instructors. Carefully check the Course Summary Form to be sure it is accurate. Make sure your required Freshman Seminar course (HDEV 1310) is included. For information about online self-registration go to "Current Credit Student Menu at [econnect.dcccd.edu](http://econnect.dcccd.edu).

**Step 7: Payment.** Visit the Cashier's Office, Room A244 to pay your tuition by due date. This may also be done online at [eConnect.dcccd.edu](http://eConnect.dcccd.edu). For Financial Aid information, call 214-860-2099, or visit A034.

**Step 8: Student I.D.** Take your paid Fee Receipt (or Course Summary Form) to the Student Programs and Resources (SPAR) office, B270, to have your picture taken and obtain your ID badge.

**Step 9: Purchase Textbooks.** Follett Bookstore (Bldg B, 1<sup>st</sup> floor, or at [eFollett.com](http://eFollett.com)) has information about books required for your courses, by identifying each course's name, number and section. This information is on your Course Summary Form.

**Step 10: Be successful.** Attend all of your classes, listen attentively to your instructors, participate actively in class activities, complete all course assignments, and earn an "A" in each of your courses. This is the most important step of all.

### How do I contact the Advisement Center and what are the office hours of the Advisement Center?

Feel free to stop by Room A110, call 214-860-2083, or email [eccadvising@dcccd.edu](mailto:eccadvising@dcccd.edu).

The Academic Advisement Center is open Monday through Thursday from 8 a.m. to 7 p.m., and Friday's 8 a.m. to 4:30 p.m.

### Advisement Center Services

- Advisement
- New Student Orientation Session
- Registration/Scheduling information
- Career & Personal Counseling
- Transfer information
- Help students develop decision-making skills
- Provide information about departments on campus & make referrals
- Inform students of college updates & announcements