



EL CENTRO COLLEGE CENTER FOR ALLIED HEALTH AND NURSING

HEALTH OCCUPATIONS ADMISSIONS

*The Center for Allied Health
and Nursing*

EDUCATIONAL/DEGREE PLAN REQUEST GUIDELINES

The Health Occupations Admissions Office may complete an Educational Plan (unofficial degree plan) for potential applicants as a preliminary evaluation of previously completed coursework toward a specific health occupations program. This is strongly suggested for potential applicants with coursework from colleges and universities outside of Texas.

Ideally, the educational plan should be requested at least a semester before an applicant plans to apply to a health occupations program if possible. Should the evaluation indicate that a specific course would not be transferable to a health occupations program, the student would then possibly have the opportunity to enroll and complete the course or courses before the application deadline.

Educational plans are typically completed within four to six weeks. However, during peak times such as the end of a semester or during campus registration, this process may take longer. Educational plans are not completed during individual appointments or “as you wait basis.”

Students presenting science coursework which exceeds the five-year time limit and who wish to have the courses reviewed for a possible time limit waiver may also include the required documentation for that process with their request for the educational plan. See the “Resources for Potential Applicants” link at the following website for five year time limit waiver petition information: <https://www.ElCentroCollege.edu/HealthOccAdmissions>.

To request an educational plan, the following materials must be presented to the Health Occupations Admissions Office:

- The completed Health Occupations Educational/Degree Plan Request form with the specific health occupations program listed.
- Official transcripts from ***each*** college or university previously attended ***except*** Dallas County Community College District campuses which are no longer required.
 - Official transcripts sent from an institution directly to the Health Occupations Admissions Office will not be returned to the student and will be forwarded to the college Registrar’s Office. **Faxed or emailed transcripts are not accepted. Escript transcripts must be sent to Registrar-ECC@dcccd.edu.**
 - If official transcripts have been submitted to a Registrar/Admissions Office at one of the seven DCCCD campuses, official transcripts are not required for an educational plan. **However, the official transcripts must be current and must be printed no earlier than three years prior to expected entry to a health occupations program. If you not a current or previous student in the DCCCD, please be sure that you have made application to the college system online at <https://www.ElCentroCollege.edu/apply-reg> and obtained a DCCCD student ID number *before* submitting your official transcripts.**
- Catalog course descriptions for each course taken outside the Dallas County Community College District are usually not necessary. However, the Health Occupations Admissions Office may require a student to submit additional documentation such as course syllabi for a complete review of a course.

The El Centro College Health Occupations Admissions Office and the Health Science Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer toward Health Occupations programs regardless of any previous evaluation and/or transfer credit awarded by another agency, college, or university.

**EL CENTRO COLLEGE
CENTER FOR ALLIED HEALTH AND NURSING
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

PLEASE PRINT

DCCCD Student ID Number or Last four Digits of Social Security Number _____

Last Name First Name Maiden/Other

Street Address Apt. Number

City State Zip Code

Home Phone Cell/Other Business Phone

Email Address

I am requesting an educational/degree plan for the _____ program(s).

I understand that I must attach official transcripts from all the colleges and universities I have attended and which I have listed below and have either previously submitted my official transcripts to a Registrar/Admissions Office at one of the seven DCCCD campuses or included them in sealed envelopes with this Educational Plan request form before my Educational Plan can be processed. Transcripts are not required for DCCCD coursework.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.

NOTE: PLEASE ALLOW 4-6 WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are available for students who are enrolled in a Health Occupations program.

Student Signature _____ Date _____
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HOAO Use Only Processed by _____ Date _____

Mailing Address: Health Occupations – Ed. Plan
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604
FAX: 972-860-5016 (transcripts cannot be faxed)

Physical Address: Health Occupations - Ed Plan
Center for Allied Health and Nursing
Paramount Building Room P-101
301 North Market Street
Dallas TX 75202