E l C a m i n o C o l l e g e
Outreach and School Relations
(310) 660-3487 Cherry Tree Offices 106

Outreach Services Request Form

Please fill out the information below and return to the office of Outreach and School Relations. Email to jortiz@elcamino.edu or fax to (310) 660-6786. Please send requests at least 2-weeks prior to the preferred date of services. Once submitted, the office of Outreach and School Relations will be in contact to confirm the scheduling of the service requested.

Today's Date: _____

School / Organization: _____

Address: _____

_____

Contact Person (Name and Title): _____

Phone: _____ **Fax:** _____

Email: _____

OUTREACH SERVICES

Please submit a request for any of the services listed below with a minimum of a two week notice.

1) Information Tables
An outreach representative and/or student ambassador will set up a table with literature on the services offered at El Camino College along with answering questions students may have.

Proposed date(s) and time:

1._____ **2.**_____ **3.**_____

Location for Setup: _____

2) ECC Information Session
Students will be given a brief overview by an outreach representative and/or a student ambassador of services provided at El Camino College and the steps of matriculation.

Proposed date(s) and time:

1._____ **2.** _____ **3.** _____

Location of Presentation:_____

3) <u>Application Workshop</u>

An outreach representative and/or student ambassador will assist students who would like to apply to El Camino College for the upcoming semester in your internet-ready computer lab. A minimum of 10 students must be in attendance to provide an Application Workshop.

Proposed date(s) and time:

1._____ **2.**_____ **3.**_____

Location of Computer Lab: _____

Number of students attending workshop / Grade: _____/_____

Special Needs and/or Requests: _____

4) <u>Assessment/Testing</u>

This service is only offered to students who have completed the online application for admissions and have obtained an ECC student id number. The assessment test will be administered in your internet-ready computer lab. Please allot two hours for students to complete the assessment. Any re-takes will only be offered at the ECC Assessment Office. <u>Note:</u> A minimum of 20 students must be in attendance to provide the assessment at your facilities.

Proposed date(s) and time:

1._____ **2.**_____ **3.**_____

Location of Computer Lab: _____

Number of students attending / Grade: _____/_____

Special Needs and/or Requests: _____

5) <u>ECC Campus Tours</u>

Campus Tour Request Form is required in addition to this form.

Please visit www.elcamino.edu/studentservices/outreach for a link to our tour request form.

Additional Information or Comments:
_____
_____
_____
_____