



Mt. San Jacinto College

Process for Employment Concentration Certificates (ECC's)

Mt. San Jacinto College offers quickly attainable specializations in a variety of subject areas for students to pursue including locally approved certificates of completion in the form of Employment Concentration Certificates (ECC's). One advantage of starting with Employment Concentration Certificates is the ability to begin working in a job related to long term career interests, while continuing further coursework toward a full certificate or degree. NOTE: (Catalog Rights) Anytime there is a break in attendance, the student surrenders rights under previous catalogs, and must meet the requirements in effect when the student re-enters.

This is the process and requirements for awarding Employment Concentration Certificates.

1. All specified course work in an Employment Concentration Certificate pattern must be completed within a **four-year period of time**. *Each Department has the discretion to specify the length of time allowed for completion of coursework.*
2. All required coursework within the pattern must be completed within **four-years** of the date of application.
3. Employment Concentration Certificates are not issued when all the course work in the pattern is achieved by transferred credit completed at another institution; although **some** courses in the pattern may be accepted as transferred credit. The majority of the credits considered must be achieved at Mt. San Jacinto College.
4. All course work in a specific Employment Concentration must be completed with a minimum grade point average (GPA) of 2.0 in the pattern of courses.
5. Students must apply for the Employment Concentration Certificate by completing the appropriate concentration application. Applications can be downloaded from the MSJC CE website <http://www.msjc.edu/cte/Pages/Employment-Concentration-Certificates.aspx> in the Career Education, or from Counseling. Completed applications can be dropped off in Counseling or CE Department at either campus and should be forwarded to the following address for processing:

Career Education
San Jacinto Campus, Room 1255 D or Meniffee Campus, Room 915
requestecc@msjc.edu

Phone: 951-639-5531 Fax: 951-301-7258

6. Employment Concentration Certificates will only be granted by the Dean of Career Education, or designee, after the student has satisfactorily (2.0 or above GPA) completed the required units of course work at Mt. San Jacinto College.
7. Employment Concentrations are a locally approved certificate. They are not noted on the student's transcript, and they are not included in recognition at graduation since they fall below the mandated minimum 18 units for State Approved Certificates.