Requirements and Regulations

FEES

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees. All fees are subject to change.

\$20 per unit Enrollment Fee*
\$181 per unit Nonresident Tuition
\$12 Health Services Fee
\$12.50 Student Services Fee
\$10 Student Photo I.D. Fee

ENROLLMENT FEE: All students, resident and non-resident, must pay the basic enrollment fee of \$20 per unit for each semester or session.

NONRESIDENT TUITION: The tuition is \$181 per semester unit for students who are residents of other states, who are foreign nationals or who have taken legal residence in California for less than one year.

HEALTH SERVICES FEE: A Health Services fee of \$16 per semester and \$12 for the summer or winter sessions is required of all students. Services include blood pressure screening, vision screening and hearing tests, tetanus, measles, mumps, and rubella immunizations, and assistance with health insurance questions. A registered nurse is available, and students may schedule appointments with physicians, nurse practitioners, and mental health counselors.

STUDENT SERVICES FEE: The \$12.50 Student Services fee is assessed each semester and summer and winter sessions. This fee provides membership in the A.S.G.C.C. In addition, payment of the fee funds and allows student access to various college activities: the college bookstore, the college newspaper, inter-collegiate athletics, scholarship program, the emergency loan fund and instructional support.

STUDENT PHOTO I.D. FEE: All new students are required to purchase a photo I.D. card during their first semester of attendance at Glendale College. The fee for the photo I.D. is \$10. The card is used at the library, the bookstore, offices in Student Services and instructional labs at the college. Students are required to take their photo during the semester in which it was purchased. The photo I.D. card fee is non refundable.

SUPPLEMENTARY FEES:

COLLEGE CATALOG: \$5

COURSE AUDIT FEE: \$15 per unit

GED TEST FEE: \$60 per battery of tests

or \$20 per test

OFFICIAL COLLEGE TRANSCRIPT: \$7.50

Immediate service for processing transcripts is an

additional \$5 per copy

PARKING: \$30 for winter or summer

sessions

\$60 for fall or spring

semester

REFUND PROCESSING FEE: \$10
RETURNED CHECK: \$30
VERIFICATION OF ENROLLMENT: \$5

Financial aid may be available to students who meet the qualification requirements. The enrollment fee is waived for students who qualify for financial aid. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office.

* Mandatory Fee. There is an exemption procedure for fees that are not mandated by the California State Legislature. Contact the Admissions and Records Office for details. All fees are subject to change without notice.

REFUNDS

REFUND PROCEDURE:

Refunds are automatic for those students who dropped their classes by the January 9, 2009 deadline. Requests for parking fee refunds must be initiated by the student when they return their parking permit to the Student Fees Office.

Students must request for their parking refunds during the period of Jan. 12-16, 2009.

REFUND PROCESSING FEE:

Unless a refund is requested for units in which a student never enrolled (such as the case for students who receive fewer classes than anticipated during the telephone registration process), a refund processing fee of \$10 is charged.

REFUND SCHEDULE:

ENROLLMENT FEE: Students dropping units are eligible for an Enrollment Fee Refund ONLY if the course is dropped during the first week of the session.

NON-RESIDENT TUITION: Students dropping units are eligible for a Tuition Refund ONLY if the drop takes place during the first week of the session.

HEALTH FEE: Students withdrawing from all of their courses are eligible for a refund ONLY if the units are dropped during the first week of the session.

OTHER FEES: None of the other fees will be refunded unless the college has cancelled the student's class.

PROGRAM CHANGES

Students may change their registration during scheduled add/drop hours on STARS and/or WebReg. If a class is closed, the student must complete an add/drop form, and get a signature and an Authorization to Add code from the instructor. The student can register using STARS and/or WebReg. This can be completed during the first week of the course. Signatures of day instructors may be obtained either in the instructor's office, or before or after class in the classroom. Contact instructors of evening classes in their classroom during the first week of instruction immediately before of after class. Do not interrupt classes in session.

<u>ADMISSION REQUIREMENTS</u>

High school graduates may be admitted to Glendale Community College. Other individuals 18 years of age or older giving evidence that they will profit from instruction offered at the college may be admitted.

Requirements and Regulations

RESIDENCE REQUIREMENTS

U.S. citizens who are residents of California for LESS than one year by January 5, 2009 will be required to pay a tuition fee of \$181 per unit. In order to be classified as a resident for tuition purposes, a student must provide evidence of one year's physical presence in California prior to the residence determination date; evidence of one year's intent to make California a home for other than a temporary purpose; and, for any student seeking reclassification from nonresident to resident status, evidence of independence from parents who are not residents of California.

For non-citizens of the United States, a green card or other documentary evidence of lawful admission for permanent residence to the United States dated at least one year before the residence determination date for the semester is required also. Falsification of residence will be considered grounds for dismissal from college.

International students are subject to international student tuition charges which are established on an annual basis. The current charge is \$181 per unit.

All immigration documentation and proofs of California residency must be submitted to the Admissions and Records Office **PRIOR** to the start of the semester of attendance.

WAITING LISTS

Many classes have a wait list. Students who elect to be on the wait list at the time of registration will be required to pay all fees for the course. If a registered student drops the course, the first wait list student will be automatically moved into the course. It is the student's responsibility to verify enrollment status on the first day of class from the instructor. It is the student's responsibility to drop a class without a "W" to be eligible for a refund or not be held responsible for payment of fees.

ATTENDANCE, DROP AND WITHDRAWAL POLICY

You are expected to attend all class meetings. It is your responsibility to know the attendance and absence policies of your instructors. An instructor **may** drop you from a course for absences and/or irregular attendance.

It is **your responsibility** to officially withdraw from the college or to drop a class within established deadlines. Failure to officially drop a class may result in a failing grade. **Jan. 23, 2009** is the last date to withdraw from a **5-week class** and **Jan. 30, 2009** for a **6-week class** with a notation of "W." If you are enrolled in a course after the withdrawal dates, you will receive an academic grade.

Students receiving financial aid should contact their financial aid advisor before dropping classes to determine if they will owe a financial aid repayment.

CREDIT/NO CREDIT PETITION

You may select a course as CR/NC from the courses designated as CR/NC in the current college catalog. The number of CR/NC units designated may not exceed 12 in residence at GCC (exclusive of those earned in courses which are graded only on CR/NC) with no more than six units during any semester or

session. You must submit a completed petition to Admissions and Records by January 13, 2009.

REPETITION OF COURSES

You may **NOT** enroll for two sections of the same course in any one semester.

Courses completed with grades of "C" or better, unless specifically stated, cannot be repeated unless you file a petition. If the petition is approved, only the first grade is considered in computing your cumulative grade point average.

A course can be repeated two times when the grades received are substandard (D, F or NC). After completing the course with a D grade or better, you should petition to have the Course Repetition Policy applied to your academic record. Only the last grade will be used to compute the cumulative grade point average, but the original grade on the academic record will not be changed or deleted.

VETERANS

Per California Senate Bill 272, veterans will be given priority registration. In order to collect benefits veterans must file an Intent-to Register Agreement with the Admissions Office in the Administration Building. It is the veteran's responsibility to notify the college Veterans Office of any changes of program. Such changes must be reported promptly. Veterans must be enrolled in at least one additional unit of academic subjects than the number of units in which they are registered in work experience courses. Veterans are NOT eligible to receive benefits for Cooperative Education 101. Veterans taking a course which lasts less than a semester will be paid only for the actual enrollment period. Television Courses: Veterans may receive only 5 units of VA entitlement per semester provided they are enrolled in at least 6 or more units of courses offered over television and are enrolled in at least 1 course which is not a television course.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Glendale Community College District is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations. The activities, programs, classes, workshops/lectures, and everyday interactions of this district are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national origin, or disability. Any violation of this right—verbal or written abuse, threats, harassment, intimidation, or violence against person or property—will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the Glendale Community College District.

Requirements and Regulations

Glendale Community College District is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This Non-discrimination and Equal Opportunity Policy covers admissions, access, and treatment in District programs and activities, and application for and treatment in District employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Glendale Community College annually informs students of the Family Education Rights and Privacy Act of 1974 as amended, of the provisions of Sections 76200-76240 of the Education Code of the State of California and of the provisions of Sections 54600-54630 of Title 5 of the California Administrative Code. These references, with which the institution intends to comply fully, were designated to protect the privacy of education records, provide the process by which students may challenge the accuracy of those records, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

An institutional guide explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the guide are available in the campus library and the Office of Admissions and Records. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

Release of Student Directory Information Policy

Certain categories of student information are considered "open" or directory information. The college policy on the sharing of directory information to outside agencies and individuals (including parents and spouses of enrolled students) is limited to: name, e-mail address; major field of study; dates of attendance; degrees, honors and awards received; and the most recent previous institution attended. A student may request that directory information not be released by signing a request form at the Office of Admissions and Records. The request form must be received by the last day of the second week of instruction for a fall or spring semester or by the last day of the first week of instruction for a winter or summer session. In that case, this information will not be disclosed except with the consent of the student or as otherwise allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

GCCD DRUG-FREE CAMPUS POLICY

It is the policy of Glendale Community College to maintain a drug-free campus environment. The unlawful use, manufacture, distribution, possession, presence and sale of alcohol, narcotics, or any illicit drugs is prohibited. A student's presence on college-owned property, or attendance at a college-sponsored or-supervised function, while under the influence or in possession of alcohol, narcotics, or other legally controlled

drugs is prohibited except as expressly permitted by law. All students are required to comply with this policy. Information about the health risks associated with alcohol and drug abuse, as well as educational programs and assistance, is available at the Health Center on the first floor of the San Rafael Building.

POLICY ON ACADEMIC HONESTY

College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College.

The following behaviors serve as an operational description of student violations of academic honesty:

- 1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
- 2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) which is not his/her own.
- 3. The student uses words or ideas which are not his/her own without acknowledgment of the source (plagiarism).
- 4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
- 5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
- 6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- 7. The student acquires, without permission, tests or other academic materials belonging to a member of the GCC faculty or staff.

When a student engages in academic dishonesty, faculty have the options of requiring the student to see a college counselor, assigning a lower grade, including F or 0, on the assignment in question; assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

Violations of this Policy will be reported to the Executive Vice President of Instruction and will become part of the Glendale College Cheating Incident file, unless the instructor finds compelling reasons not to report a violation. The Executive Vice President of Instruction may then impose sanctions authorized by Administrative Regulation 5420. The sanctions include, but are not limited to, issuing a reprimand, suspending the student for up to ten days of instruction, and/or requesting a hearing by the Campus Judicial Board to see if the student should be suspended, or permanently expelled from the college.

The student has the right of due process for all the above sanctions.