

Concurrent Enrollment Request for Current GCC Students

Use this form if you are currently enrolled at Glendale Community College and wish enroll at another school *without* transferring your F-1 record. Complete this form only if you want your enrollment at that school to count toward your full-time enrollment at GCC for the Fall or Spring term. **This form is not required during the summer or winter intersession unless you are graduating in that term; complete this form in winter or summer only if your school requires a permission letter to allow you to register.** Your concurrent enrollment request must be submitted **no later** than the end of the add/drop period for the first 8-week session. If you have already graduated from GCC, you cannot enroll concurrently and must request a transfer to another school to continue your studies.

Do we have your current information? Make sure your address and phone number are correct in MyGCC.

YOUR INFORMATION

(Please type or print clearly)

Student ID Number

Last/Family Name

First Name

To engage in concurrent enrollment, please mark your understanding of each statement below:

- ☐ I must be enrolled in at least one course at GCC to request concurrent enrollment at another college.
- ☐ It is my responsibility to maintain full-time enrollment between both schools.
- ☐ I may not be enrolled in more than one online course between both schools.
- ☐ I must send official transcripts from the other school to the office of Admissions & Records within **15 days** of the end of the term to complete the unit transfer. **Failure to do so will result in an unauthorized drop below full course load and loss of F-1 status.**
- ☐ GCC requires only GCC academic counselors to authorize concurrent enrollment. Should the other school require a permission letter, I understand I can provide a copy of this completed form to their office.

Student Signature & Date (MM/DD/YY)

ACADEMIC COUNSELOR VERIFICATION

I authorize this student to take the following class(es) and have entered this in SARS:

_____ (____ units) Class is fully online: ☐	_____ (____ units) Class is fully online: ☐	_____ (____ units) Class is fully online: ☐
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at _____, for the Fall ____ or Spring ____ term.
School Name Year Year

Academic Counselor's Name

Academic Counselor's Signature

Date