

# Instructional and Student Support Services at GCC

Numerous instructional and student support services have been established at GCC to help students move towards the attainment of their educational goals and add value to their college experience. The following offices and services are available at GCC's Main and Garfield Campuses.

## **Main Campus**

### **Assessment Center**

San Fernando 112

Helps students determine their skill levels in many academic areas including written English expression, reading and mathematics with a comprehensive assessment program. Scores assist the students and counselors in determining the appropriate courses for students to enroll in. For more information, please visit [www.glendale.edu/assessment](http://www.glendale.edu/assessment)

### **Associated Students of Glendale Community College (ASGCC)**

Student Center

The official student government organization of Glendale Community College. Elected each semester, the ASGCC Legislature meets weekly to coordinate programs and services that benefit students, determine budgetary expenditures, and establish and review policies. For more information, please visit <http://clubs.glendale.edu/as/>

### **Biology Undergraduate Research Collaborative**

This program gives undergraduate students hands-on experience in microbiology and molecular biology research while working collaboratively in a laboratory setting with a faculty-led team of students on various projects. It allows the student to practice and apply various scientific techniques and methods (e.g. wet lab skills) and concepts learned in biology (e.g. molecular biology, microbiology, genomics, and bioinformatics). Students are expected to apply knowledge from prerequisite courses, to use their problem solving skills in carrying out assigned projects, and to write up and present the results of their research on campus. For more information visit <http://www.glendale.edu/index.aspx?page=6455>

### **Cooperative Agencies Resources for Education (CARE)**

EOPS Annex

CARE is a supplemental component of EOPS created to provide educational support, services and activities for single parent students. For more information, visit [www.glendale.edu/care](http://www.glendale.edu/care)

### **CalWORKs & GAIN Programs**

San Fernando 114

Garfield Campus - Tropico, 3rd Floor

Provides document, case management and advocacy services for parents referred to GCC through Los Angeles County's GAIN Program. Services available at both the GCC main campus and the Garfield campus. For more information, please visit [www.glendale.edu/calworks](http://www.glendale.edu/calworks)

### **Career, Job Placement, and Student Employment Services Center**

San Rafael, 2nd Floor

The Career Center provides individualized career counseling, as well as mini-workshops and classroom interaction to help students find college majors, use career resources, learn of choices for further academic training, as well as learn resume writing and job interviewing skills. For more information, please visit [www.glendale.edu/careercenter](http://www.glendale.edu/careercenter)

The Student Employment Services Center provides assistance to all GCC students and graduates in their search for both on and off campus employment. On campus employment is available to enrolled students through the Federal Work-Study the College Employment Programs. Additionally, staff can help students and alumni search

for jobs off campus, resume preparation, cover letter and interview techniques. For more information, visit [www.glendale.edu/studentemployment](http://www.glendale.edu/studentemployment)

### **Counseling**

San Rafael, 2nd Floor

Academic counselors are available to assist students identify an educational objective and determine the courses and services needed to achieve this objective. It is important for all students to complete a Student Educational Plan as students who do so are more likely to meet their goals. For more information, please visit

[www.glendale.edu/counseling](http://www.glendale.edu/counseling)

### **Center for Student Involvement**

Sierra Madre 267

Assists students find community service, service learning and volunteer placements in the community. Students can choose from approximately 200 non-profit organizations in the Glendale and greater Los Angeles area. Orientations, trainings and reflections sessions are also offered as part of various programs.

For more information, please visit [www.glendale.edu/csi](http://www.glendale.edu/csi)

### **Center for Students with Disabilities (CSD)**

San Rafael, 2nd Floor

Students with verified disabilities, or health impairments are eligible for services through the CSD. Qualified students receive disability-related services and accommodations to assist them in the pursuit of academic, vocational and personal goals. For more information, please visit [www.glendale.edu/dsps](http://www.glendale.edu/dsps)

### **Distance Education (DE)**

Distance Education at Glendale Community College offers online courses equivalent to a classroom-based course. Courses are taught by qualified instructors and follow the same curriculum and standards as the classroom-based courses. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners. It is recommended that students be comfortable with computers, particularly the internet, before taking an online or hybrid course. GCC's Distance Education uses Moodle as a Learning Management System (LMS). Moodle and other technologies are used in learning exercises every week to ensure effective and regular authentic contact between instructor and student. For more information visit

<http://www.glendale.edu/index.aspx?page=5996>

### **English Lab**

Administration 238

The English Lab is a quiet computer lab where all students—not only those enrolled in English classes—can do research and complete assignments. If students are unfamiliar with computers or feel uncomfortable using them, friendly and patient staff will be more than happy to offer assistance. For more information visit

<http://www.glendale.edu/index.aspx?page=2425>

### **ESL and Foreign Language Lab**

San Gabriel 135 and 129 B

This lab offers enrolled students interactive computer programs and audio/video materials to assist in their English, Foreign Language, and Speech Communication development courses. Students work individually to improve grammar, listening/speaking and writing skills. For more information visit

<http://www.glendale.edu/index.aspx?page=1180>

### **EOPS (Extended Opportunity Programs & Services)**

EOPS Annex

The EOPS program provides specialized support services to students of educationally and socioeconomically disadvantaged backgrounds to encourage transfer, completing an Associate Degree or earning a vocational certificate. For more information, please visit [www.glendale.edu/EOPS](http://www.glendale.edu/EOPS)

**Financial Aid Office**

San Fernando 110

Assists students seeking financial help to pay for the costs of attending Glendale Community College. Grants, tuition waivers, work-study jobs and loans are available to cover the cost of enrollment fees and/or tuition, books, transportation and partial living expenses. To apply, students should complete the federal FAFSA form each year. Students who meet AB540 criteria, should complete the California Dream Application. Additional services are provided for Foster Youth. For more information, please visit [www.glendale.edu/financialaid](http://www.glendale.edu/financialaid) Informational videos also are available on this website through Financial Aid TV.

**International Student Program**

San Rafael, 2nd Floor

Provides full support services to International Students (on the F-1 visa) which include: admissions/enrollment, academic counseling and registration, along with immigration advising, student programming activities and orientation sessions & workshops each semester. International Students are an active part of the GCC community and traditionally number some 550 students each semester representing over 50 countries and nationalities. For more information, please visit [www.glendale.edu/international](http://www.glendale.edu/international)

**Learning Center**

Administration 232

Recognizes the complex needs of our diverse student population in both academic and occupational programs and in cooperation with faculty and staff, supports student success by encouraging a variety of learning strategies, elevating students' confidence, and empowering students to achieve their highest potential. Among the services provided are: computer lab, Tutoring Center, Writing Center, faculty resources, tutor resources, and workshops on variety of topics. For more information please visit <http://www.glendale.edu/?page=154>

**Library**

Library, 3rd & 4th Floors

The library provides extensive electronic and print resources, including an in-library-use reserve collection of course textbooks. Librarians provide research assistance and information competency instruction (workshops and credit classes) in support of the curriculum. The library website provides off-campus access to electronic books, online databases, and research guides. Visit the virtual library at [www.glendale.edu/library](http://www.glendale.edu/library)

**Math Discovery Center**

Arroyo Saco 103

The mission of the Math Discovery Center is to be organized, trained, and equipped to provide academic assistance to all eligible Glendale Community College students thereby empowering them to become self-guided learners as they pursue their academic goals. All students who are currently enrolled in a mathematics class are eligible to use the center's academic assistance, drop-in tutoring, DVD collection, computer software, tutor training and selection services. For more information visit <http://glendale.edu/index.aspx?page=61>

**San Gabriel Computer Lab**

San Gabriel, 1<sup>st</sup> Floor

Four classrooms and an open lab area provide GCC students the equipment they need for hands-on training for a variety of business subjects. Word Processing, Databases, Spreadsheets, Presentations, Desktop Publishing, and Digital Imaging are examples of subjects taught in the San Gabriel Computer Lab area. For more information visit <http://www.glendale.edu/index.aspx?page=3444>

## **Scholars Program**

Library 211

The Glendale Community College Scholars Program has been created to serve the needs of academically accomplished students, offering them opportunities for more intensive study. The Scholars Program is based on a six-course core curriculum that participants take together. The curriculum emphasizes critical thinking and in-depth analysis of issues. Students who successfully complete the Scholars Program gain priority admission to the UCLA College of Letters and Science, USC, Occidental College, UC Irvine, Pomona College, UC Santa Cruz and San Diego State University. In addition, campuses nationwide recognize GCC's Scholars Program as a competitive edge on your transfer application. For more information visit

<http://www.glendale.edu/index.aspx?page=232>

## **SPARK (Students Providing Assistance Resources and Knowledge)**

Sierra Madre 267

Experienced second year students are hired to serve as SPARK mentors to assist incoming students transition successfully to GCC by aiding in their academic, emotional and social adjustment. SPARK mentees enroll in a summer bridge program that helps them with Math and English skills. For more information visit

<http://www.glendale.edu/index.aspx?page=5411>

## **Student Equity Counseling and Support Services**

San Rafael, 2nd Floor

As part of Glendale Community College's Student Equity Plan, counselling and support services are provided in the following areas:

- **B.E.A.T (Foster Youth Program, Building Educational Alliances Together)**  
Supports and assists current and former Foster Youths throughout their educational journey. We help students with their initial college and financial aid application process, to finding appropriate resources on and off campus, and planning your educational and career goals. Students will receive priority registration and work with a Student Equity Counselor who is familiar with the challenges and needs of Foster Youths. Students can also obtain assistance with job placement, tutoring, housing, and transportation.
- **GCC's Black Scholars (African-American Transfer Student Program, GCC's Black Scholars)**  
Assists African American college students in realizing and achieving their academic and career goals by increasing the retention, persistence, and graduation rates of its members. We provide students with a variety of support services: Academic counseling, tutoring, mentoring, cultural and university field trips, pre-registration workshops, book loans, scholarships, and learning communities.
- **La Comunidad (Latina and Latino Transfer Student Program)**  
Works with the Latino/a student population to obtain an Associate degree(s) (A.A./A.S/A.A.T/ or A.S.T) and help them transfer to a university. We provide students with a personal Student Equity Counselor, peer mentorship, tutoring services, college tours, cultural enrichment activities, registration and transfer-related assistance, and potential school supplies. This program requires a minimum of a 2.7 GPA and the desire to obtain a higher education.

- **Summer Bridge**  
All the above programs are collaborating jointly to offer students the opportunity to participate in the Summer Bridge Program. The benefits of the Summer Bridge Program are that students will receive Math and English assessment preparation. Additionally, students will be able to enroll in our Freshmen Seminar, which will cover essential topics on transitioning into college, understanding your educational options, and developing important skills for success. Students will be paired with a “Spark” peer mentor, who will offer additional support and guidance throughout the summer semester. Opportunities for team building and cohesive relationships will occur throughout the program with interactive activities and social events. For more information visit <http://www.glendale.edu/modules/showdocument.aspx?documentid=27371>

### **Student Health Center**

San Rafael, 1st Floor

Paid for by Student Health Fees, no appointment is necessary for nursing services which include first aid, health assessments, immunizations, blood pressure screening, crisis counseling, consultation and education. Mental health counselors are available by appointment. For more information, please visit

[www.glendale.edu/healthcenter](http://www.glendale.edu/healthcenter)

### **Student Outreach Services (SOS)**

Sierra Madre 266

Student Outreach Services assists all new students in their transition to Glendale College. SOS provides campus tours, application workshops and helps answer GCC questions. It also serves as a large information center, assisting students in finding the right services to fit their needs. For more information, please visit

[www.glendale.edu/sos](http://www.glendale.edu/sos)

### **Students Talk About Race (STAR)**

Sierra Madre 267

STAR is a unique diversity/mentoring program which trains and places GCC students at local middle and high schools in teams of two or three. The GCC students then facilitate a discussion of various topics with their assigned class for 7 to 8 weeks (one hour per week). Application to the program is open to ALL CURRENT GCC students and training for the program is mandatory. Through this program students gain facilitation skills, critical thinking skills, problem solving skills, mentoring skills, team work skills, and public speaking skills. For more information visit <http://www.glendale.edu/index.aspx?page=2805>

### **Study Abroad**

Administration 145

Glendale Community College believes it is essential for students today to cultivate an informed and sensitive awareness of all parts of the world in order to better co-exist with other nations. In harmony with this belief, the college is striving to implement certain guidelines developed by the Council on International Educational Exchange for the U.S. Department of State. Building on successful past programs in Armenia, Australia, England, Ireland, Greece, Italy, Indonesia and more, the college is continuing to offer short cycle programs abroad in different parts of the world. For more information visit <http://www.glendale.edu/index.aspx?page=231>

## **Supplemental Instruction (SI)**

Camino Real 142

Supplemental Instruction is a program that offers collaborative learning workshops for participating classes. The workshops focus on critical thinking and problem solving exercises centered on the course material. They are scheduled outside of class time and they are led by trained student leaders. All the workshops are free to students. SI is not a remedial program; it is not targeted for "at-risk" students, but rather for more challenging courses. It is currently used by dozens of faculty members in classes ranging from pre-college math and ESL to advanced physics, chemistry, and social sciences. For more information please visit

<http://www.glendale.edu/index.aspx?page=3746>

## **Transfer Center**

San Rafael, 2nd Floor

Assists students with the process of transferring to four-year colleges and universities by providing counseling and advising, workshops and transfer day and evening programs. The Transfer Center is especially committed to the goal of increasing the transfer rate of under-represented students to institutions of higher learning. For more information, please visit [www.glendale.edu/transfercenter](http://www.glendale.edu/transfercenter)

## **Veterans Resource Center (VRC)**

Aviation and Arts 1 & 2

The Veterans Resource Center is home to the GCC Veteran's Association and provides GCC's student veterans with additional services unique to their group. In the VRC, student veterans can receive: Certification of VA benefits, enrollment assistance, peer tutoring, education on Veterans' benefits, VA counseling, social interaction among Veterans, referrals to other Veteran Organizations, state and federal resources, scholarships opportunities, job placement assistance, and participation in campus activities. For more information on Veterans Services at GCC, please visit <http://www.glendale.edu/index.aspx?page=584>

## **Writing Across the Curriculum (WAC)**

Established in 2001, this program incorporates writing, learning, and course content to reinforce students' learning of specific course content. What are the benefits to students and faculty of using writing in courses outside English? How much difference can instructors trained to teach content-driven courses make to students' writing? And how can teachers committed to covering a wealth of material in an impossibly limited space of time add writing instruction to their already overloaded syllabi? These and other questions are asked and addressed by GCC's WAC program in semester-long workshops, brown bag lunches, teaching seminars and by providing sources to extant research on WAC and writing pedagogy. For more information visit

<http://www.glendale.edu/index.aspx?page=3921>

## **Garfield Campus**

### **Academic Counseling**

Mariposa 221, Career and Counseling Center

Academic counselors provide professional counseling to students. The counselors assist students regarding High School Diplomas, High School Equivalency Exams, noncredit Business/ESL certificate programs, California Training Benefits (CTB), Work Investment & Opportunity Act (WIOA), Trade Adjustment Act (TAA), Rehabilitation, and other programs. Counselors can assist students to: explore career options, plan appropriate course of study, evaluate High School transcripts, identify appropriate student services, and transition between noncredit to credit programs. For more information, please call ext. 5035/5055, after 5:00pm, ext. 5678.

### **Bookstore**

Tropico 213

Open limited hours and hours vary during the semester. Students can also purchase books from the Main Campus Bookstore. For more information, please call ext. 5802.

### **California Training Benefits (CTB)**

Mariposa 221, Career and Counseling Center

The Garfield Campus is an approved California Training Benefits (CTB) provider. Unemployment Insurance recipients may obtain training/classes (with approval from the State of California, Employment Development Department) and still receive their unemployment insurance through Employment Development Department (EDD) funds. For more information, please call ext. 5035/5055.

### **Career and Counseling Center**

Mariposa 221

The center helps students find careers, classes and other information to help them succeed with their goals and prepare for employment. Students are assisted in writing resumes and cover letters. For more information please visit <http://glendale.edu/index.aspx?page=2355> , or call ext. 5035/5055.

### **Citizenship**

Tropico 200-G

The Garfield Campus offers English as a Second Language Citizenship classes to prepare for the U.S. citizenship test. For more information, please call ext. 5717.

### **Community Resource Referrals**

Mariposa 221, Career and Counseling Center

The Garfield Campus offers community resource referrals (such as legal, medical, or housing referrals) to any students who may need them. For more information, please call ext. 5035/5055, after 5:00pm, ext. 5678.

### **Library**

Tropico 201

The collection supports what the students are learning at the Garfield Campus. For example, there are books specifically for the ESL population; there are support materials for those studying for a High School Equivalency Exam and other resources to help with reading, writing, grammar, and math. The librarians can help access other information electronically through the virtual library. Open fall and spring semesters, Monday through Thursday, 10am-1pm, and Wednesday, 5:30–8:30pm. For more information, please call ext. 5098.

### **Mental Health Counseling**

Mariposa 221, Career and Counseling Center

Provides short-term and crisis mental health counseling to students enrolled in noncredit programs or classes. Students typically receive 12 sessions and, if they are interested in further counseling, are given referrals for other mental health professionals in the community. For more information, please call ext. 5035/5055, after 5:00pm, ext. 5678.

### **Noncredit Business & Life Skills Self-Paced Classes**

Mariposa 120

Tuition-free classes provide instruction in the following business skills: on-the-job communication, filing, business writing, math/accounting, customer service, keyboarding, office equipment, and 21st Century Employment Strategies. Computer Applications classes include the following: Introduction to Computers, Windows, Internet, Word, Excel, PowerPoint, Access, Outlook, QuickBooks, Peachtree, and Integrated Technology. The recommended level of English proficiency for enrollment in Business Skills and Computer classes is ESL-IV. Classroom instructors award Completion Certificates to students who successfully complete the requirements for individual classes. Vocational Certificate Programs are also offered for Account Clerk, General Office Clerk, Medical Front Office and Dental Front Office. At completion ceremonies, students who successfully complete the series of classes required for a vocational program are awarded a Certificate of Completion approved by the Chancellor's Office of the State of California. For more information visit <http://www.glendale.edu/index.aspx?page=1678>

### **Parent Support Center for Child Development**

Southwest corner of the Garfield Campus

Children who come to the Parent Support Center for Child Development graduate with a strong sense of trust in themselves. They develop an interest in their future education. They are confident that they have what they need to begin the process of reading and writing because they have been doing it every day. For more information, please call ext. 3071.

### **Student Health Center**

San Rafael, 1st Floor

Students have access to pamphlets located in the Career and Counseling Center, Mariposa 221. Students can be served at the main campus Health Center Self-service counter for minor issues, such as headaches, stomach aches, common cold, and general questions. Health Center services are limited to students who pay health fees. For more information, please call (818) 551-5189 or visit [www.glendale.edu/healthcenter](http://www.glendale.edu/healthcenter)

### **Trade Adjustment Assistance Act (TAA)**

Mariposa 221, Career and Counseling Center

Assists workers who have lost their job or have reduced hours due to increased imports. For more information, please call ext. 5035/5055.

### **Workforce Innovation and Opportunity Act (WIOA)**

Mariposa 221, Career and Counseling Center

The Workforce Investment and Opportunity Act (WIOA) is a federal training program. One must meet federal eligibility requirements regarding their unemployment status to qualify for this program. For more information, please call ext. 5035/5055.