GLENDALE COMMUNITY COLLEGE
ADMISSIONS & RECORDS

IT'S CATALOG TIME AGAIN!

The deadline to submit changes for the 2015/2016 catalog is fast approaching.

Please review all sections of this year's catalog that apply to your division/department(s), make any changes you deem necessary and return to me in the Admissions & Records office, or put in my mailbox (Catalog, Jenny McMahon). All curriculum changes will need to go through C & I and/or Academic Affairs for approval before changes can be made to the catalog. Also, most curriculum revisions/additions will need to go to the Chancellor's Office for approval before they can be listed in the catalog; therefore, please allow enough time for this process. Specific catalog deadlines are described below. To access the current catalog, go online to www.glendale.edu, click on Class Schedule, scroll down and click on GCC college catalogs.

- **Catalog deadline:**
  a. **February 10 is the deadline for all new courses, certificates, degrees, and majors; as well as, the deadline for all curriculum changes/revisions; i.e. courses, prerequisites, certificates, degrees, and majors. This should allow time for the submittal to and receipt of approval from the Chancellor's Office.**
  b. **March 10 deadline for all changes to the Calendar, General Information, Student Services, Student Affairs and Organizations, Admission/Registration, Scholastic Information and Regulations, Noncredit Continuing Education sections of the catalog.**
  c. **April 10 is the deadline for Human Resources to have all changes submitted for the Administrative, faculty, classified, and emeritus listings**

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