Glendale Community College Dual Enrollment

Taking a college class at my high school
SPRING 2018

What is Dual Enrollment?

- High school students take college classes
- College classes are offered at the high school site
- Students receive college credit from GCC
- Students can receive high school credit
  (please check with your school district)
- GCC waives all fees for students
- Books and supplies are the responsibility of the student. With some classes, books may be provided by the K-12 District.

www.glendale.edu/DualEnrollment

GLENDALE COMMUNITY COLLEGE

Dual Enrollment

TAKE A FREE COLLEGE CLASS

Dual Enrollment is an early college enrollment opportunity for high school students.

www.glendale.edu/dual

Turn in paperwork to dual@glendale.edu
(818) 240-1000 Ext. 4767

Steps to Enroll

STEPS TO ENROLL

1. **APPLY**
   - ☐ Complete online application for admission at www.glendale.edu/Dual. Application steps are provided in this packet. You will receive an email with your GCC Student ID through email within 72 hours of submitting application.
   - ☐ GCC ID Number _____

APPLICATION WORKSHOPS & INFORMATION SESSIONS:

Date	Time	High School	Location	Workshop/Info Session
1/17/2018	3-4pm	Burbank High School	Computer Lab	Application Workshop
1/18/2018	12-1pm	John Burroughs High School	Computer Lab	Application Workshop
1/24/2018	3-4pm	Burbank High School	Computer Lab	Application Workshop
1/25/2018	12-1pm	John Burroughs High School	Computer Lab	Application Workshop
1/31/2018	3-4pm	Burbank High School	Computer Lab	Application Workshop
2/1/2018	12-1pm	John Burroughs High School	Computer Lab	Application Workshop
2/7/2018	3-4pm	Burbank High School	Computer Lab	Application Workshop
2/8/2018	12-1pm	John Burroughs High School	Computer Lab	Application Workshop
2/5/2018	6pm	Burbank High School	Library	Parent/Student Info Session
2/6/2018	6pm	John Burroughs High School	Library	Parent/Student Info Session

2. **SUBMIT Required Paperwork**
   - ☐ All paperwork is available online at www.glendale.edu/Dual or you can pick up a packet from your high school counseling office.
   - ☐ Turn in all paperwork to GCC staff at your high school or email paperwork to dual@glendale.edu before the class begins.

Required Paperwork:
- ☐ ADD Form (attached)
- ☐ Authorization and Consent for Treatment of a Minor Form (attached)
- ☐ Recommendation of Admission of Selected Students Form (attached)
- ☐ Unofficial High School Transcripts

3. **ATTEND Class**
   - ☐ The semester will begin the week of February 13, 2018. Please check flyer with class start dates.
   - ☐ What to do before classes begin:
     - ✓ **Active MyGCC, your student portal.** Log in to www.glendale.edu/mygcc by using your ID number and birthday in 6 digits (example: January 9, 2001 would be 010901).
     - ✓ **Active your GCC email address (in MyGCC).**
     - ✓ **Active your Canvas Account.** Log in to www.glendale.edu/canvas. A log-in guide is available on website.

Course Information

Course	Description
Armenian 101 **BEGINNING ARMENIAN I** *5.0 Units* *Transfer Credit: CSU, UC, USC*	Covers the Armenian alphabet, its letters and their sounds, and the fundamentals of Armenian grammar. Students are taught to pronounce correctly, to acquire a practical vocabulary, and to understand, read, write, and speak simple Armenian. Basic knowledge of the Armenian Culture is presented.
Armenian 102 **BEGINNING ARMENIAN II** *5.0 Units* *Transfer Credit: CSU, UC, USC*	Continues the development of fundamental language skills, including comprehension, reading, listening, and more advanced writing skills. The student continues to acquire a practical vocabulary for speaking everyday Armenian. Students read simple texts in poetry and prose that are culturally significant. Prerequisite: ARMEN 101 or equivalent.
American Sign Language 102 **AMERICAN SIGN LANGUAGE II** *4.0 Units* *Transfer Credit: CSU, UC, USC.*	Designed to provide a continuation of the introductory course. The major focus of this course is to develop students' American Sign Language vocabulary and comprehension of signed material. Prerequisite: ASL 101 or equivalent.
Photo 121 **PHOTOSHOP I** *3.0 Units*	PHOTO 121 introduces students to basic imaging techniques using Photoshop, an industry standard graphics software and image editor. Students will work with tools, layers, adjustments, and layer masks to create graphics, enhance images, and composite.
Art 201 (Combined) **DRAWING FOR ANIMATION** *3.0 Units* *Transfer Credit CSU*	Introduces students to drawing for animation. Learning to draw from the imagination is a primary goal of this course. Students learn to analyze and construct the human figure and animals as well as to create environments for animated characters.
Art 209 (Combined) **INTRODUCTION TO CHARACTER DESIGN** *3.0 Units* *Transfer Credit: CSU*	Introduces students to character design for animation. Students explore and develop traits of particular characters and particular archetypes. Students draw from life as well as from the imagination. Topics to be discussed include shape, silhouette, color, caricature, underlying structure, and costume. Students will be expected to keep a sketchbook and to create model sheets for their own personal designs.

STEP 1:

GCC Application

Application Steps

If you have any questions about the application, you can contact Student Outreach Services at 818-240-1000 Ext. 4767

Before you begin the application make sure you have:

- An email account
- Your social security number or a valid TIN (Tax identification Number)
- Your address and phone number
- Your educational history, including where you graduated from high school and the last college you attended, and the years you last attended these institutions
- Know your residency status

>>If you have a permanent resident card, you will need to know your alien registration number, the issued date and expiration date.

1 Go to **www.glendale.edu/SOS** and then click on the **OpenCCC Apply** box

2 Click on **Create an Account**

3 After you create your account, **save your OpenCCC account information** since you may need it in the future *(note this information is different from your MyGCC login information)*

Then click on Continue in order to start on the college application

- Username: _____
- Password: _____
- CCCID: _____

4 Then click on **Start Application**

5 You will be able to submit your application **once you see the green arrow check marks on all the sections on the left side.** If all the check marks are not green, you will need to edit or add information.

6 Once you submit your application, you will see the confirmation page. You may print this out for your own records. *Note, the confirmation number is not your Student ID number.* **You will receive an email from GCC after 24-72 hours (not including the weekend and holidays) with your Student ID number.**

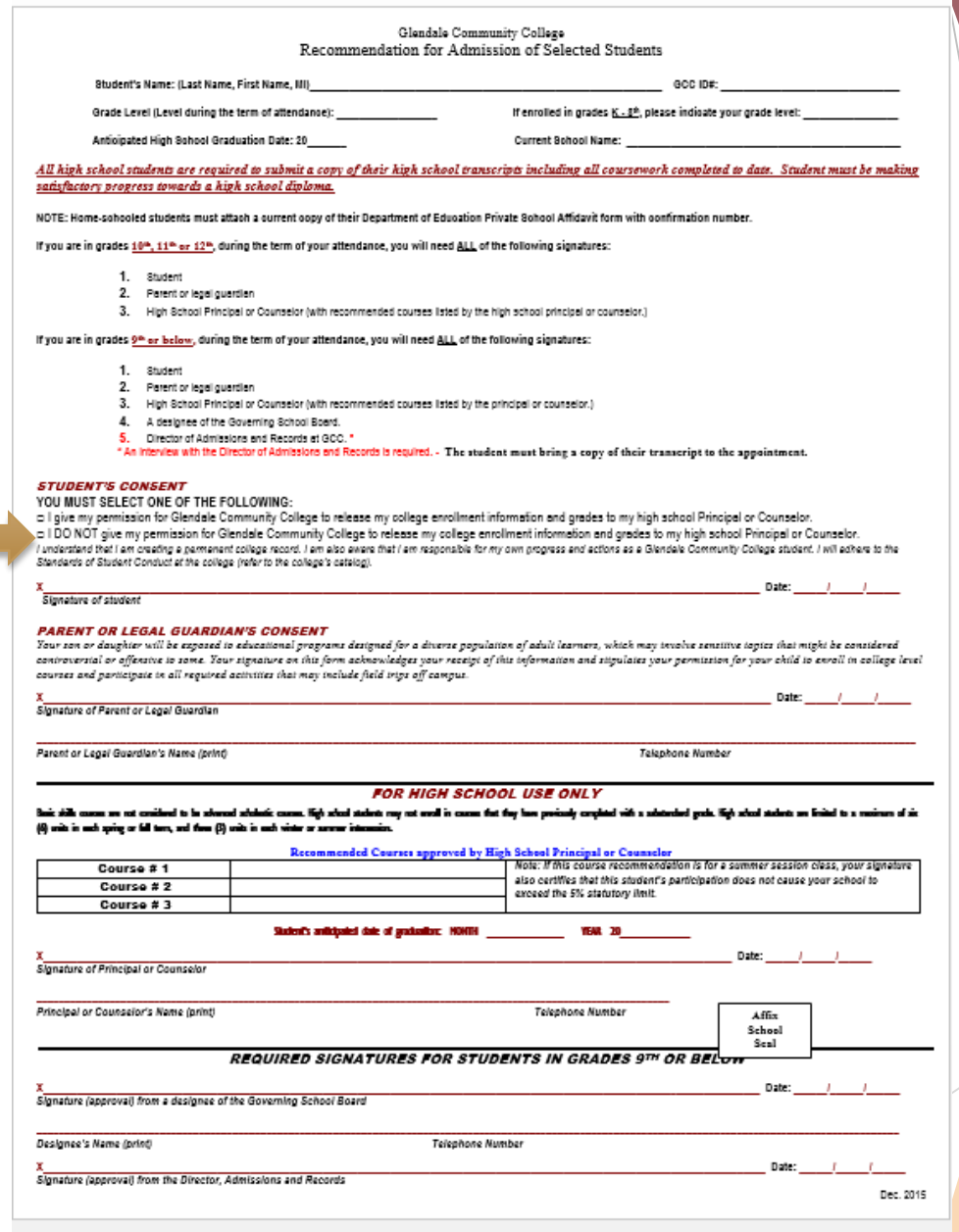
Please contact Admissions and Records at (818) 240-1000 ext. 5910 if you do not receive an email with your ID number.

Log in to MyGCC at www.glendale.edu/MyGCC The first time you log in your password will be your birthday in six digits (MMDDYY).

- GCC ID #: _____
- Password: _____

STEP 2:
FORMS

FORM #1
Recommendation for Admission of Selected Students



Glendale Community College
Recommendation for Admission of Selected Students

Student's Name: (Last Name, First Name, MI)_____ GCC ID#: _____

Grade Level (Level during the term of attendance): _____ If enrolled in grades K - 8th, please indicate your grade level: _____

Anticipated High School Graduation Date: 20_____ Current School Name: _____

All high school students are required to submit a copy of their high school transcripts including all coursework completed to date. Student must be making satisfactory progress towards a high school diploma.

NOTE: Home-schooled students must attach a current copy of their Department of Education Private School Affidavit form with confirmation number.

If you are in grades 10th, 11th or 12th, during the term of your attendance, you will need ALL of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the high school principal or counselor.)

If you are in grades 9th or below, during the term of your attendance, you will need ALL of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the principal or counselor.)
4. A designee of the Governing School Board.
5. Director of Admissions and Records at GCC. *

* An interview with the Director of Admissions and Records is required. - **The student must bring a copy of their transcript to the appointment.**

STUDENT'S CONSENT

YOU MUST SELECT ONE OF THE FOLLOWING:

☐ I give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.

☐ I DO NOT give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.

I understand that I am creating a permanent college record. I am also aware that I am responsible for my own progress and actions as a Glendale Community College student. I will adhere to the Standards of Student Conduct at the college (refer to the college's catalog).

X_____ Date: ____/____/____

Signature of student

PARENT OR LEGAL GUARDIAN'S CONSENT

Your son or daughter will be exposed to educational programs designed for a diverse population of adult learners, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in college level courses and participate in all required activities that may include field trips off campus.

X_____ Date: ____/____/____

Signature of Parent or Legal Guardian

_____

Parent or Legal Guardian's Name (print) *Telephone Number*

FOR HIGH SCHOOL USE ONLY

Basic skills courses are not considered to be advanced scholastic courses. High school students may not enroll in courses that they have previously completed with a substandard grade. High school students are limited to a maximum of six (6) units in each spring or fall term, and three (3) units in each winter or summer intersession.

Recommended Courses approved by High School Principal or Counselor

Course # 1		*Note: If this course recommendation is for a summer session class, your signature also certifies that this student's participation does not cause your school to exceed the 5% statutory limit.*
Course # 2		
Course # 3		

Student's anticipated date of graduation: MONTH _____ YEAR 20_____

X_____ Date: ____/____/____

Signature of Principal or Counselor

_____

Principal or Counselor's Name (print) *Telephone Number*

Affix School Seal

REQUIRED SIGNATURES FOR STUDENTS IN GRADES 9TH OR BELOW

X_____ Date: ____/____/____

Signature (approval) from a designee of the Governing School Board

_____

Designee's Name (print) *Telephone Number*

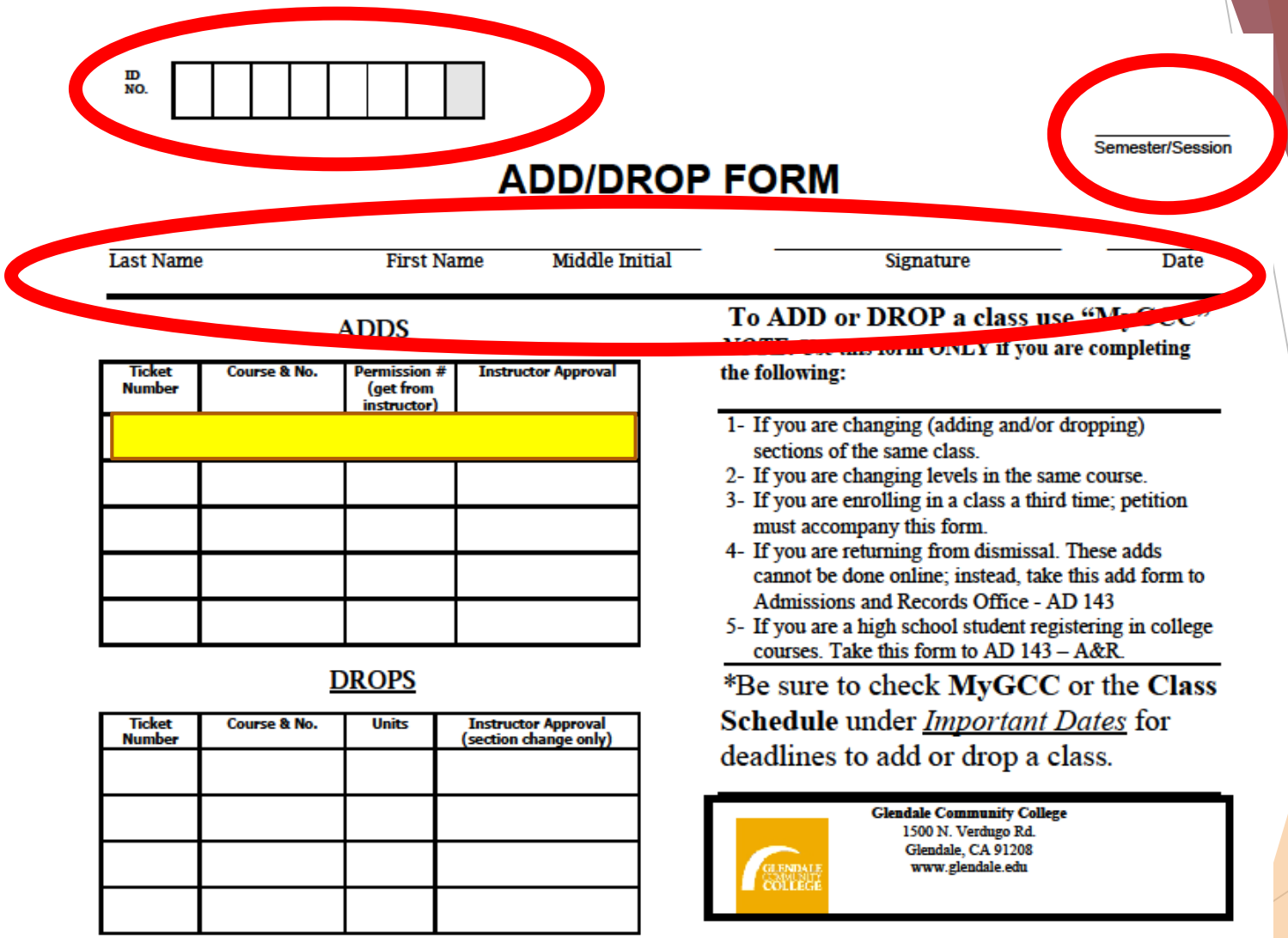
X_____ Date: ____/____/____

Signature (approval) from the Director, Admissions and Records

Dec. 2015

FORM #2

ADD FORM



ID NO.

Semester/Session

ADD/DROP FORM

Last Name First Name Middle Initial Signature Date

ADDS

Ticket Number	Course & No.	Permission # (get from instructor)	Instructor Approval

DROPS

Ticket Number	Course & No.	Units	Instructor Approval (section change only)

To ADD or DROP a class use "My[illegible]"

NOTE: Use this form ONLY if you are completing the following:

1- If you are changing (adding and/or dropping) sections of the same class.
2- If you are changing levels in the same course.
3- If you are enrolling in a class a third time; petition must accompany this form.
4- If you are returning from dismissal. These adds cannot be done online; instead, take this add form to Admissions and Records Office - AD 143
5- If you are a high school student registering in college courses. Take this form to AD 143 – A&R.

*Be sure to check **MyGCC** or the **Class Schedule** under *Important Dates* for deadlines to add or drop a class.

Glendale Community College
1500 N. Verdugo Rd.
Glendale, CA 91208
www.glendale.edu

NOTE: Add forms will be given to students at the information session and on the first day of class only if you have a completed application packet.

FORM #3
Authorization and Consent for Treatment of a Minor

Glendale Community College
1500 N. Verdugo Road
Glendale, CA 91208
(818) 240-1000

THIS FORM ONLY APPLIES TO APPLICANTS UNDER THE AGE OF 18 AND ENROLLED IN K – 12TH GRADES
** Failure to submit this form will result in a delay of your admission and registration process. **

Authorization and Consent for Treatment of a Minor

Name: _____ **Student I.D.** _____

Emergency Contact Information (required)

The following information must be completed for students under the age of 18 who plan to attend Glendale Community College.

Name of Parent or Guardian	Name of Parent or Guardian
_____	_____
Relationship _____	Relationship _____
Telephone numbers:	Telephone numbers:
Home _____	Home _____
Work _____	Work _____
Cell _____	Cell _____

Consent to Treat

If your daughter/son is injured or ill on campus, the Health Center cannot provide most treatments without the following consent. Consent is not required, but highly recommended.

As the parent/guardian of _____, I give permission for the utilization of the health services provided by the Glendale Community College Health Center. I understand these services may include: first aid, health assessment, health education, physical/mental health counseling, physician appointments, over-the-counter and selected emergency medications. I understand that licensed health providers/state approved health care providers provide all services.

Signature of Parent or Guardian _____

Name of student _____

Student's date of birth _____

Today's date _____

Telephone contact (if different from above) _____

FORM #4

High School Transcript
reflecting cumulative 2.0 GPA

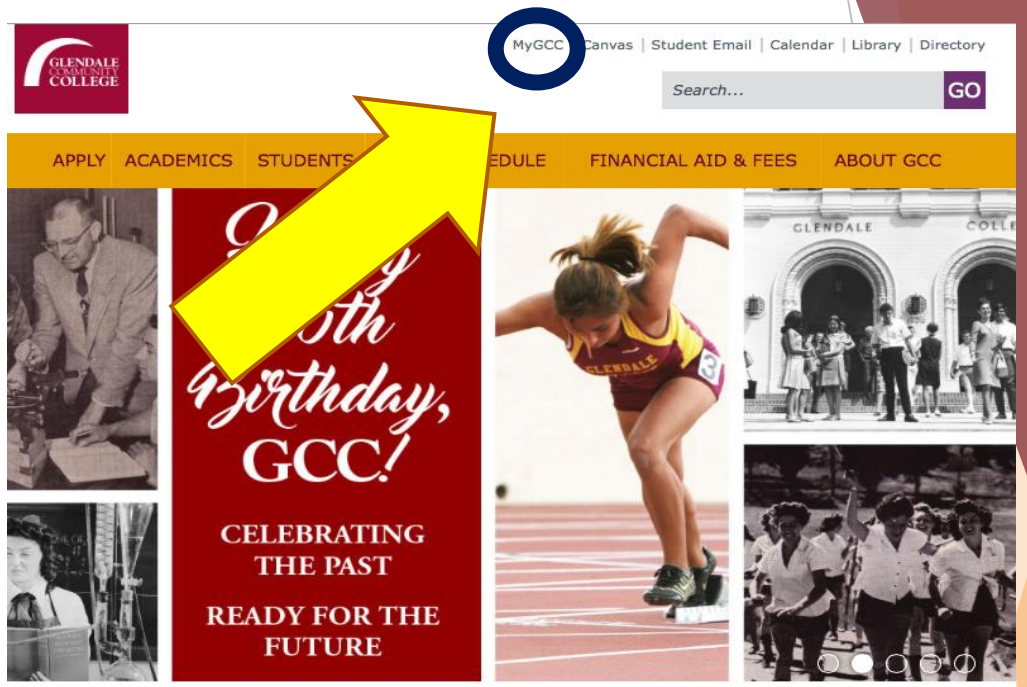
(from high school counselor)

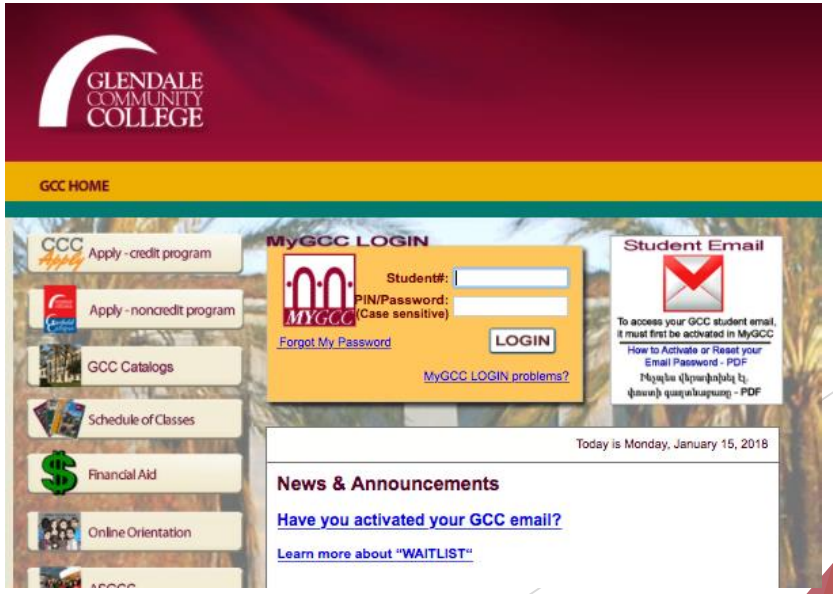
ACTIVATE

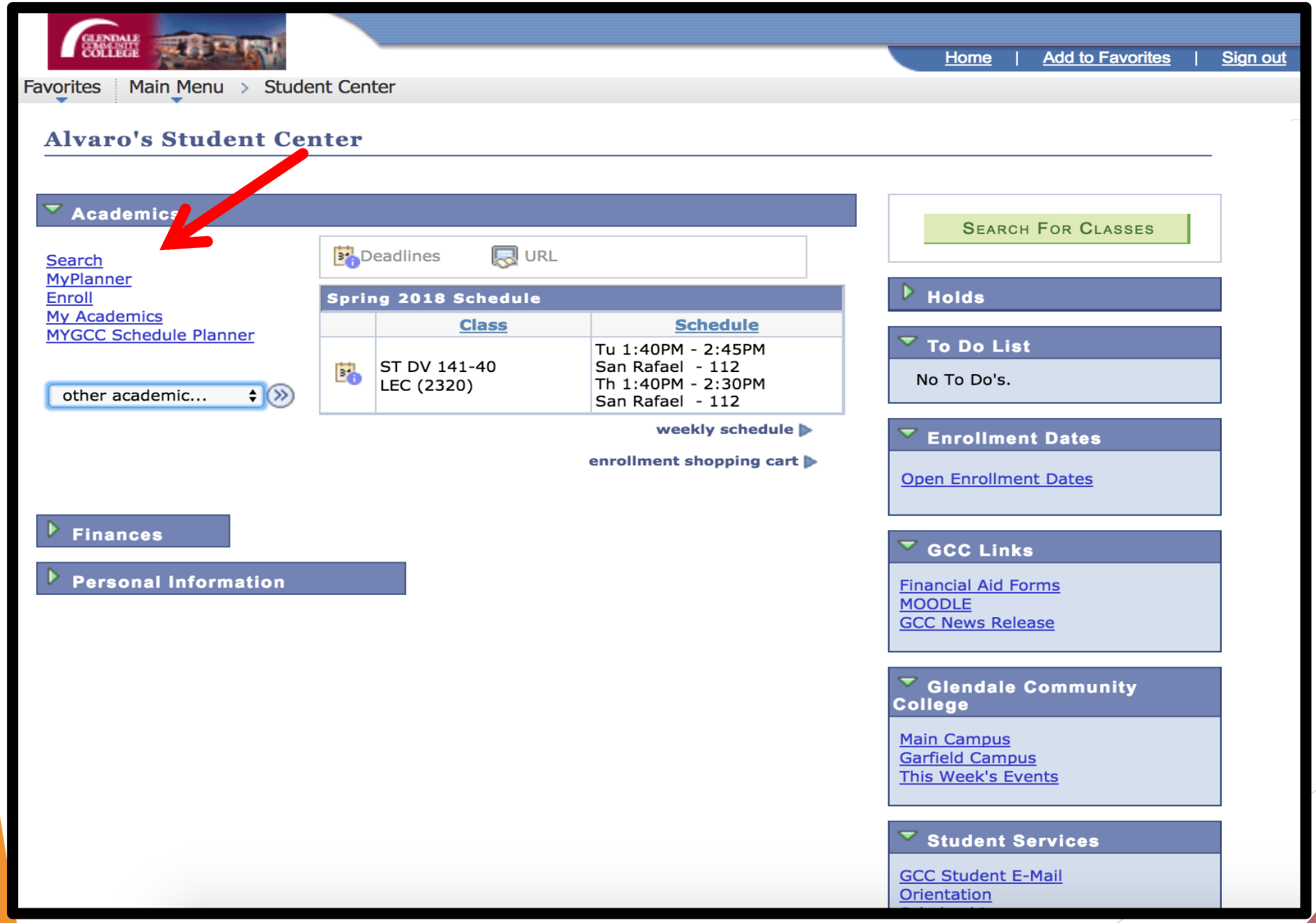
MyGCC --Student Portal

- **www.Glendale.edu**

- Log in with your ID number. The first time you log in, you will use your birthday as 6-digits

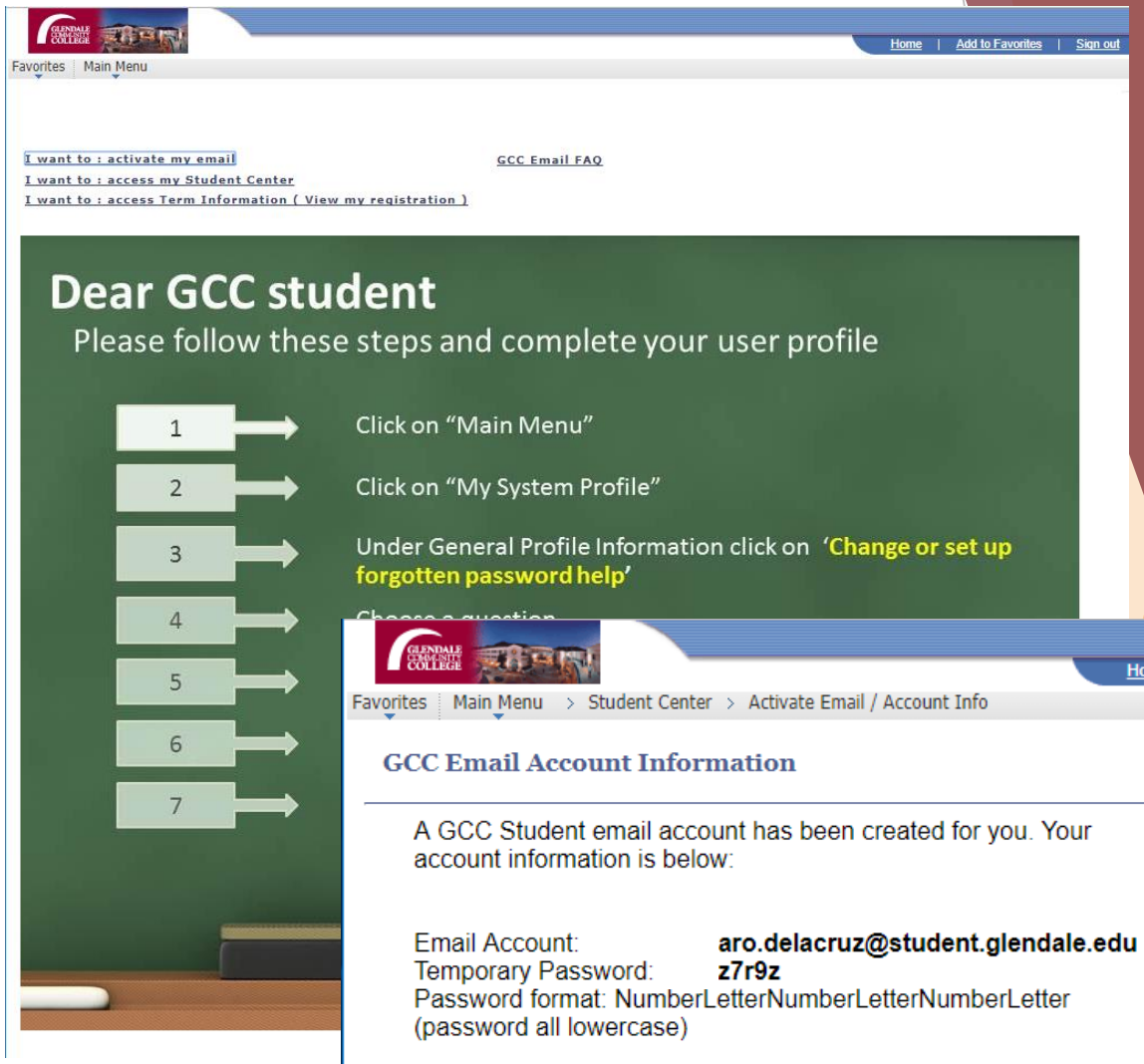


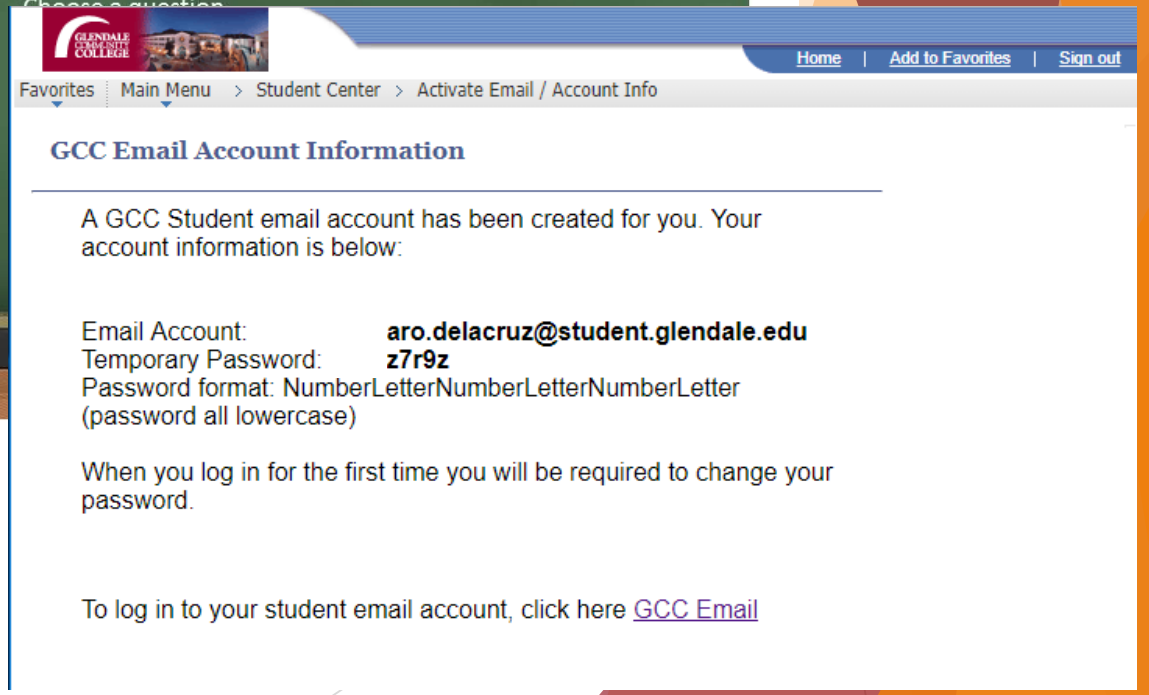



Home | Add to Favorites | Sign out
Favorites Main Menu > Student Center
Alvaro's Student Center
Academics
Search
MyPlanner
Enroll
My Academics
MYGCC Schedule Planner
other academic...
Deadlines
URL
Spring 2018 Schedule
Class
Schedule
ST DV 141-40
LEC (2320)
Tu 1:40PM - 2:45PM
San Rafael - 112
Th 1:40PM - 2:30PM
San Rafael - 112
weekly schedule
enrollment shopping cart
Finances
Personal Information
SEARCH FOR CLASSES
Holds
To Do List
No To Do's.
Enrollment Dates
Open Enrollment Dates
GCC Links
Financial Aid Forms
MOODLE
GCC News Release
Glendale Community College
Main Campus
Garfield Campus
This Week's Events
Student Services
GCC Student E-Mail
Orientation

ACTIVATE
GCC EMAIL

- www.Glendale.edu/MyGCC
- Log in with your ID number. The first time you log in, you will use your birthday as 6-digits
- You Can:
  - Drop classes
  - Access your grades
  - Plan classes for the future





FERPA

- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student's educational record.
- Communication in regards to class and grades CAN ONLY happen between the professor and the student.
- Students need to turn in their own forms to enroll in the class.
- Students can access their information (grades, schedule, etc.) through MyGCC, the student portal.

Reference
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Glendale College Student Conduct Policy

- Class Syllabus is a students contract
- The syllabus will outline course expectations and instructor's policies in regards to conduct, classroom behavior and academic honesty.
- Please be respectful of classroom, as we are borrowing a teacher's classroom after school. All incidents will be reported by instructor.
- *This is a Glendale College class*, all student conduct rules apply.

  Please refer to GCC's student conduct policy at http://www.glendale.edu/studentconduct

Drop Deadlines

- Be aware of deadlines to DROP your college class
  - Drop Deadline for class (Listed on Flyer)
  - Withdraw deadline (Listed on Flyer)
  - What does it means to get a “W”?

Take a free college class!

Dual Enrollment is an early college enrollment opportunity for high school students.

Who can take classes? 10th, 11th and 12th grade students who are making satisfactory progress to[ward] high school graduation are eligible to apply and enroll in classes at GCC. For some classes, students must have a cumulative[high school] GPA. GCC waives tuition and enrollment fees for students enrolled in GCC classes offered at your high schoo[l] [pro]vide textbooks.

Spring 2018 Class Offerings

Class	Class #	Days	Time	Location	Class Start Date	Class End Date	Drop** Deadline	“W” Drop Deadline
Business Administration 101 Intro to Business	3856	TTh	3:10pm-5:05pm	CMHS Room 5215	2/20/2018	5/24/2018	3/3/18	5/5/18
Computer Science Info Systems 190 Intro to Computer Networks	3795	MW	3:30pm-5:25pm	CVHS Room TBA	2/21/2018	5/23/2018	3/3/18	5/5/18
Emergency Medical Technician 139 Intro to Emergency Medical Services	3857	Th	3:30pm-5:35pm	CVHS Room TBA	2/22/2018	4/12/2018	2/24/18	3/31/18
Engineering 130 Intro to Robotics	3883	MW	3:30pm-6:00pm	GHS Room TBA	2/21/2018	5/23/2018	3/3/18	5/5/18
Geography 155 Intro to Geographic Info Systems	3870	TTh	3:10pm-6:20pm	CMHS Room 4200	2/20/2018	5/24/2018	3/3/18	5/5/18
Health Information Technology 197* Disease Processes	3336	M	3:30pm-4:40pm +2.5 hrs Online	CVHS Room 5105	2/26/2018	5/21/2018	3/3/18	5/5/18

(Class listing continued on next page)

- TBA Rooms are pending. For updates, visit www.glendale.edu/dual
- If you plan on dropping a class, do so before the Drop Deadline; the class will not show on your transcript. If you drop a class by the "W" Drop Deadline, you will receive a "W" notation on your transcript.

**Classroom space is limited.*

Questions and Comments?

(818) 240-1000 x4767

Dual@Glendale.edu