

Request for Third Enrollment (Second Repeat)

Summer Fall Winter Spring Year 20

Students who wish to enroll in a course in which they previously have (check one box below):

- Two substandard grades (D's, F's, NP's, or NC's)
Two withdrawals (W's)
One substandard grade and one withdrawal

Need to complete this petition and follow the guidelines described below. STUDENTS MUST OFFICIALLY ADD THE CLASS IN PERSON AT THE ADMISSIONS AND RECORDS COUNTER AFTER THE STUDENT HAS RECEIVED THE SIGNATURE OF BOTH INSTRUCTOR AND DIVISION CHAIR.

- Division requirements for signature approval will vary. Contact the appropriate Division Office (see attached list).
Student must complete the student portion of this form.
Student must complete and sign the Add form, which is on the reverse side.
If the Division Chair approves and signs, take the completed form to the Admissions and Records Counter to register for the course.

Part I (Student)

Name: Student ID #:

Course: Ticket Number:

Instructor's Name:

I realize that this is the last time I may enroll in this class at Glendale Community College, and adds will not be processed until Open Registration.

Student Signature: Date:

Part II (Instructor)

Instructor Signature: Date:

Please also sign the Add/Drop form, which is on the reverse side.

Part III (Division Chair) \*Please attach student's course history to this petition\*

Comments:

Division Chair signature: Date:

If the request is approved, the student will need to add the class in person at the Admissions and Records Counter during Open Registration. Student is responsible for any additional fees.

STUDENT  
ID NO.

--	--	--	--	--	--	--	--	--

\_\_\_\_\_  
Semester/Session

# ADD/DROP FORM

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDS

Class Number	Course & No. (example: Math 101)	Permission # (get from instructor)	Instructor Signature

## DROPS

Class Number	Course & No. (example: Math 101)	Units	Instructor Signature (section change only)

To ADD or DROP a class use “[MyGCC](#)”

**NOTE:** Submit this form to *Admissions and Records* – Sierra Vista Building – 3<sup>rd</sup> Floor ONLY if you are completing the following:

- 1- If you are changing (adding and/or dropping) sections of the same class. (*Section Change*)
- 2- If you are changing levels in the same course. (*Level Change*)
- 3- If you are enrolling in a class a **Third Time**; petition must accompany this form.
- 4- If you are returning from *Academic Dismissal*. Adds cannot be done online.
- 5- If you are a *High School Student* registering in college courses.

Be sure to check the GCC website for ADD & DROP deadlines.

(Under [Students](#) > [Admissions & Records](#) > [Session Dates and Deadlines](#))



Glendale Community College  
1500 N. Verdugo Road  
Glendale, CA 91208  
[www.glendale.edu](http://www.glendale.edu)

# Glendale Community College

**Division requirements for signature approval will vary.  
Contact the appropriate Division Office as soon as possible to  
start the petition process (see list below).**

## Academic Division Chairs

<b>Division</b>	<b>Name</b>	<b>Location</b>	<b>Ext/Phone</b>	<b>Email</b>
Biology	Javier Gago	BV 232	ext. 5368	<a href="mailto:fgago@glendale.edu">fgago@glendale.edu</a>
Business	Michael Scott	SG 152	ext. 5746	<a href="mailto:msscott@glendale.edu">msscott@glendale.edu</a>
English	Francien Rhorbacher	LB 215	ext. 6602	<a href="mailto:frh@glendale.edu">frh@glendale.edu</a>
ESL, Credit	Zohara Kaye	SF 110	ext. 5510	<a href="mailto:zkaye@glendale.edu">zkaye@glendale.edu</a>
Kinesiology	Jon Gold	VQ 168	ext. 3193	<a href="mailto:jgold@glendale.edu">jgold@glendale.edu</a>
Health Sciences	Michelle Ramirez Saelak	HS 318	ext. 5724	<a href="mailto:mr Ramirez@glendale.edu">mr Ramirez@glendale.edu</a>
Language Arts	Lourdes Girardi	AD 216A	ext. 3529	<a href="mailto:lgirardi@glendale.edu">lgirardi@glendale.edu</a>
Mathematics	Jeremy Talaoc	SG 324	ext. 5378	<a href="mailto:jtalaoc@glendale.edu">jtalaoc@glendale.edu</a>
Physical Science	Sevada Chamras	BV 334	ext. 5630	<a href="mailto:schamaras@glendale.edu">schamaras@glendale.edu</a>
Social Science	Elizabeth Kronbeck	SR 362	ext. 5743	<a href="mailto:ekronbec@glendale.edu">ekronbec@glendale.edu</a>
Student Services	Richard Cortes	SV 378	ext. 5445	<a href="mailto:rcortes@glendale.edu">rcortes@glendale.edu</a>
Technology and Aviation	Andrew Feldman	SV 261	ext. 3256	<a href="mailto:afeldman@glendale.edu">afeldman@glendale.edu</a>
Visual and Performing Arts	Peter Green	AU 217-D	ext. 5622	<a href="mailto:pgreen@glendale.edu">pgreen@glendale.edu</a>