Glendale Community College Dual Enrollment

Taking a FREE college class at my high school
Fall 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

Fall 2018 Class offerings at High Schools

Find class listings at www.Glendale.edu/dual

- (note: Students need a 2.0 cumulative high school GPA to enroll except for classes with an asterisk*)

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.**

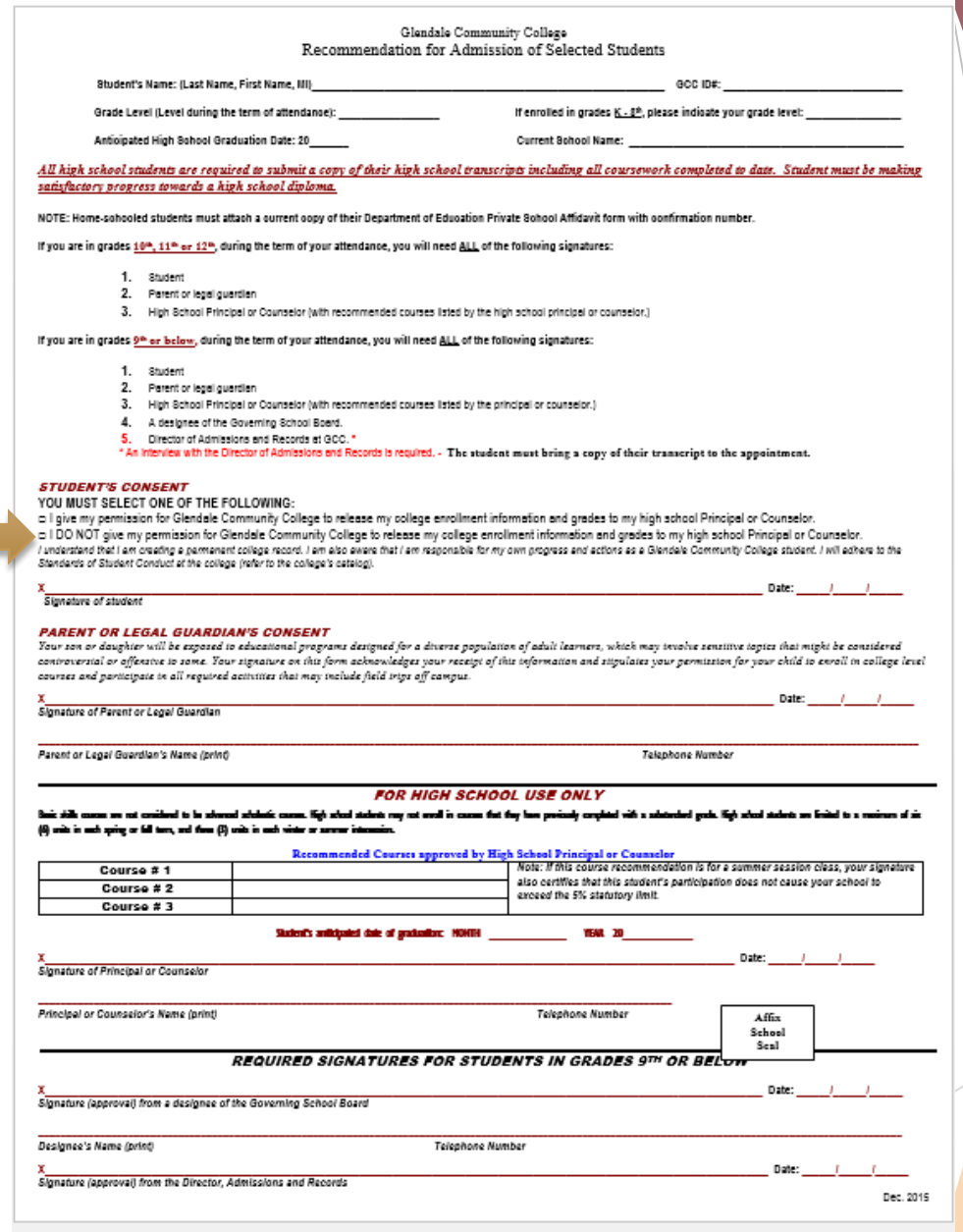
Please contact Admissions and Records at (818) 240-1000 ext. 5910 if you do not receive an email with your ID number.

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*

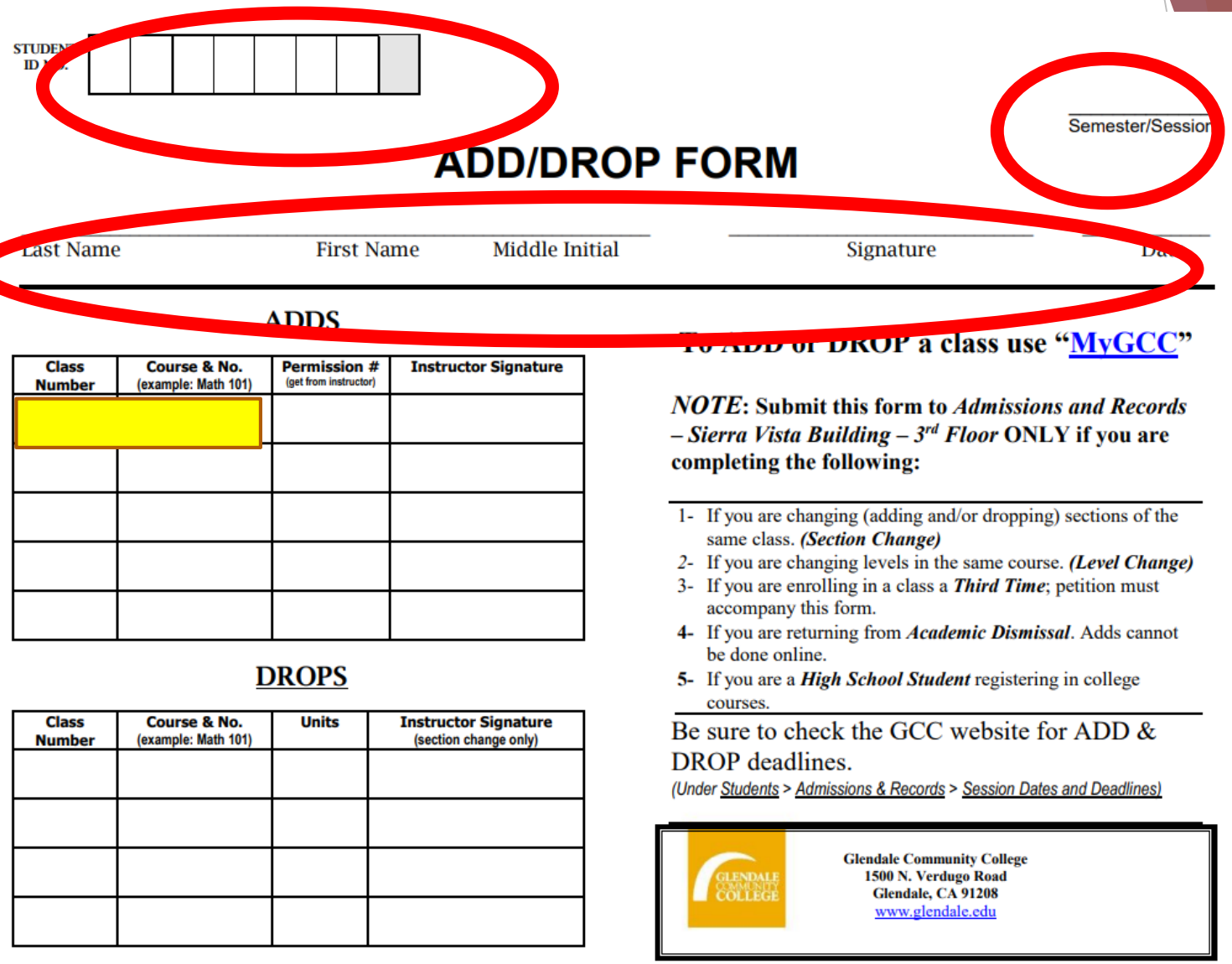
X_____ Date: ____/____/____

Signature (approval) from the Director, Admissions and Records

Dec. 2015

FORM #2

ADD FORM



STUDENT ID NO.

ADD/DROP FORM

Semester/Session

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 – 3rd 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

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 GPA

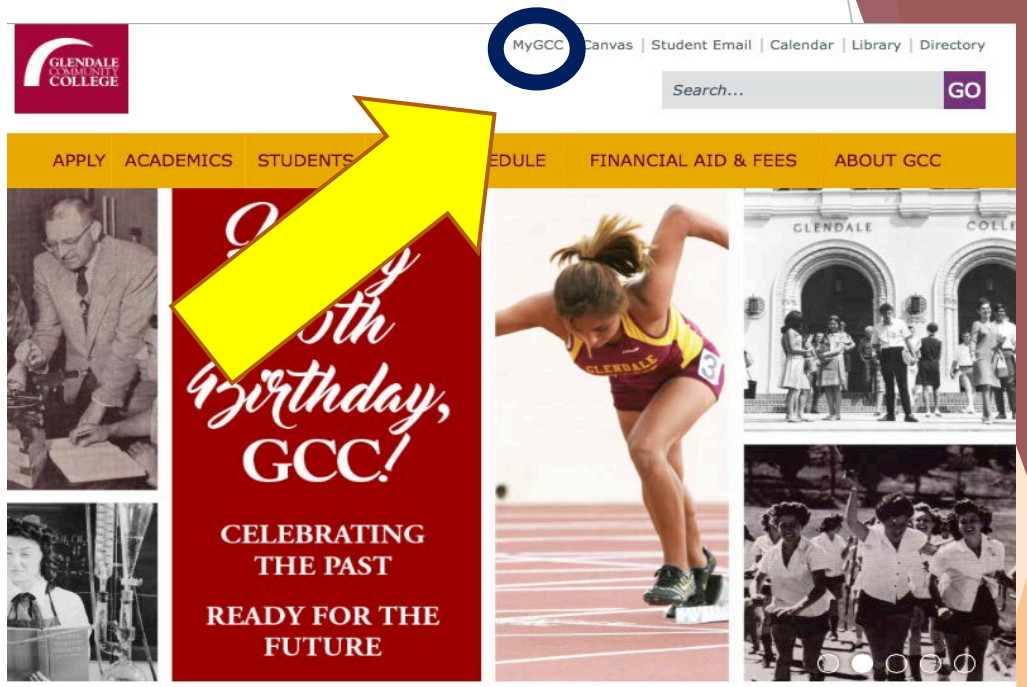
(from high school counselor)

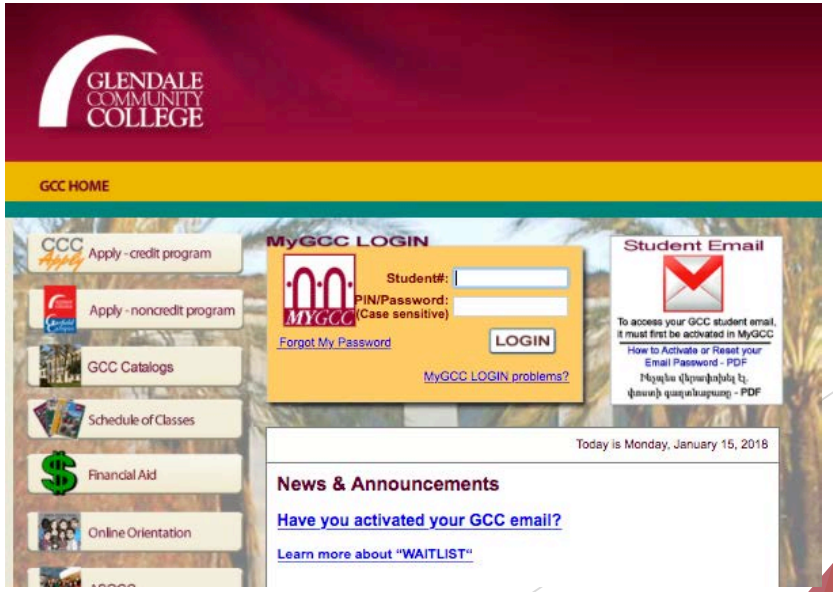
ACTIVATE

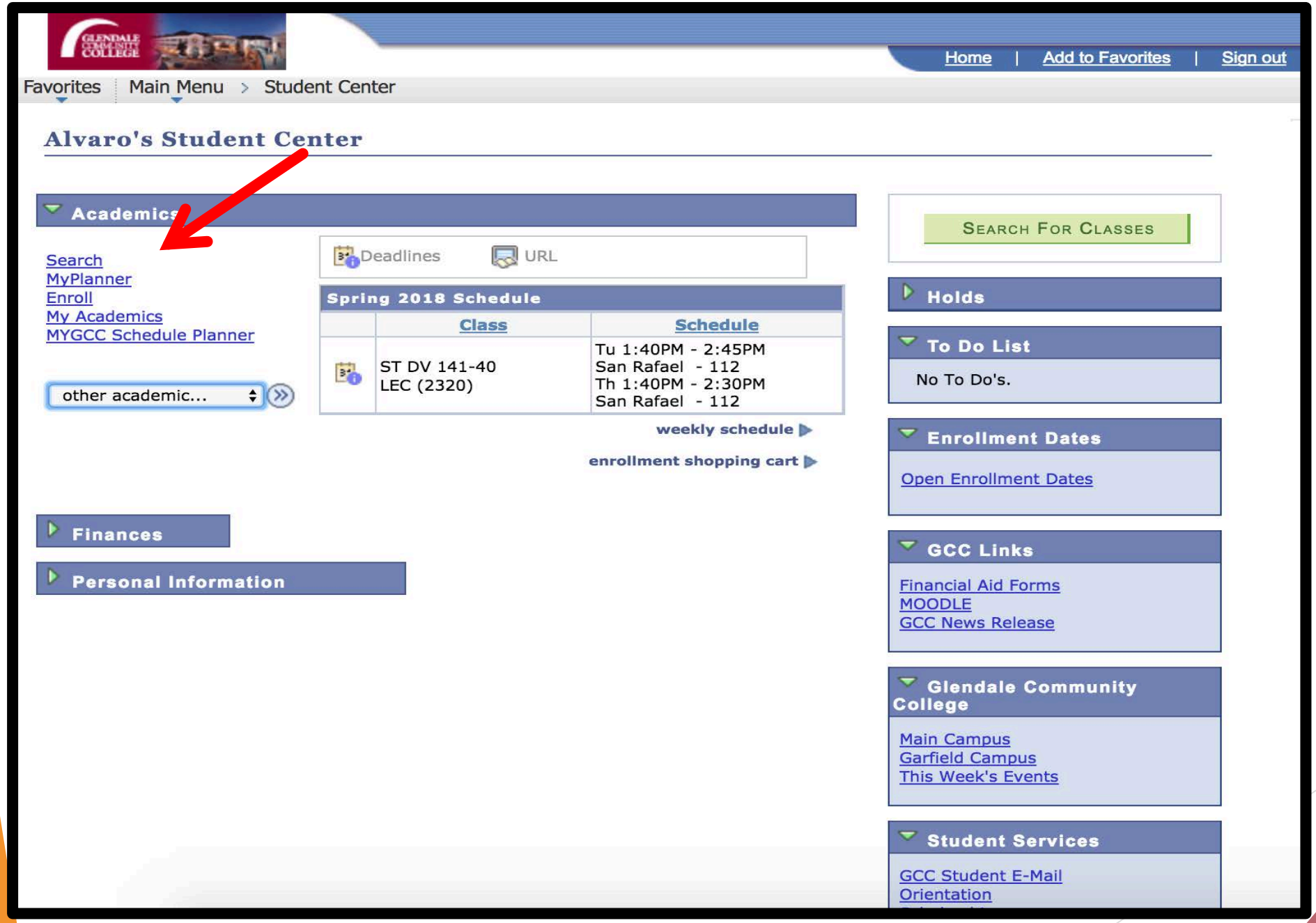
MyGCC --Student Portal

- **www.Glendale.edu**

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

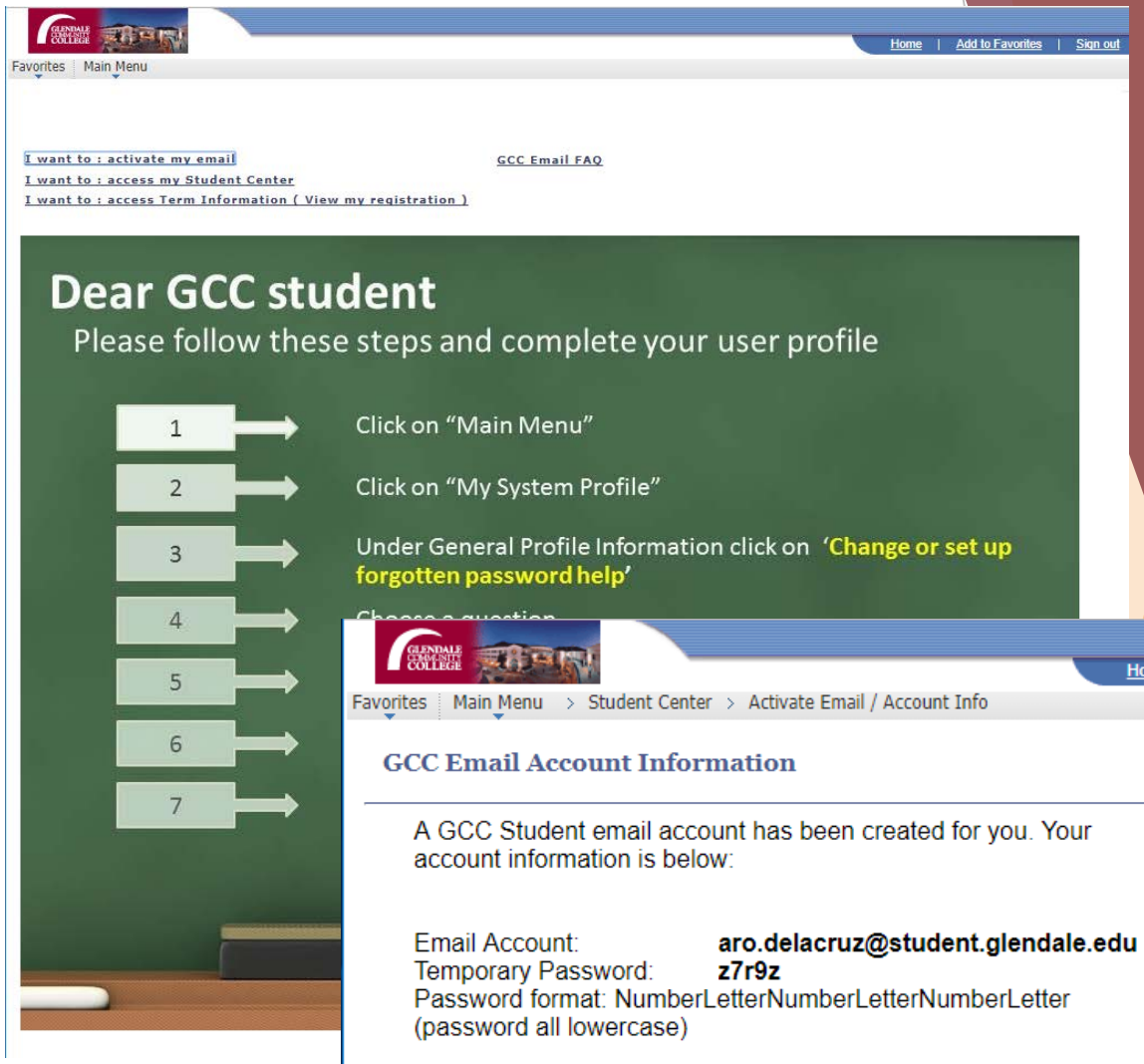


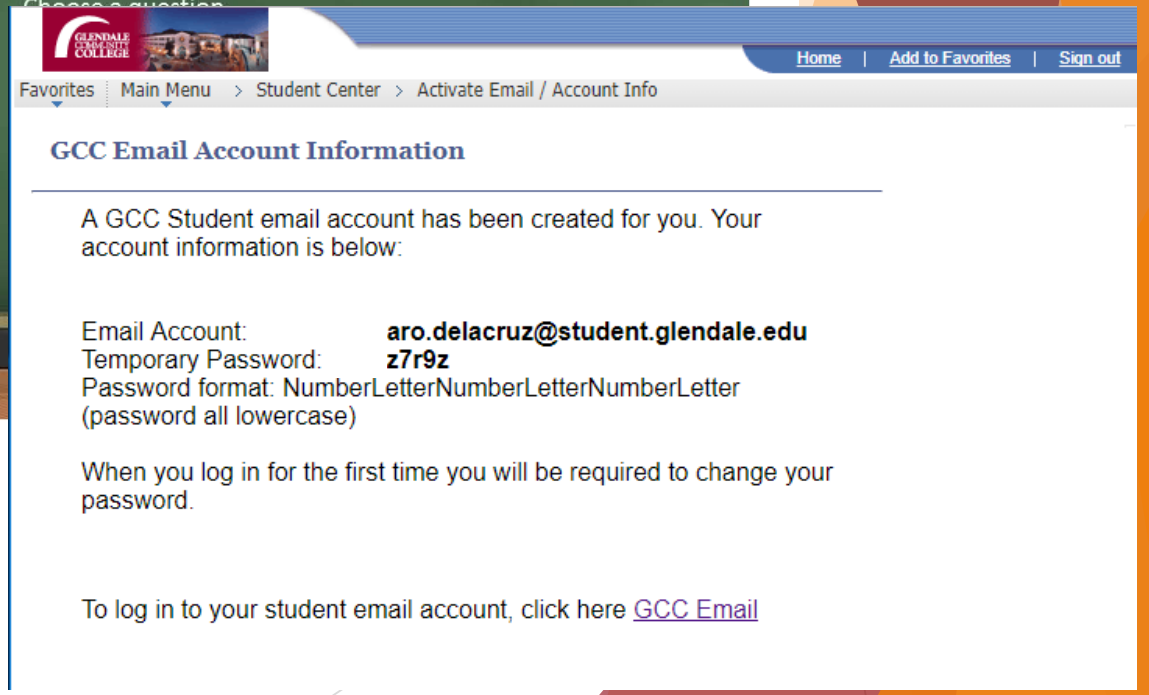



Home | Add to Favorites | Sign out
Favorites Main Menu > Student Center
Alvaro's Student Center
Academics
Search
MyPlanner
Enroll
My Academics
MYGCC Schedule Planner
other academic...
Deadlines
URL
Spring 2018 Schedule
Class
Schedule
ST DV 141-40
LEC (2320)
Tu 1:40PM - 2:45PM
San Rafael - 112
Th 1:40PM - 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

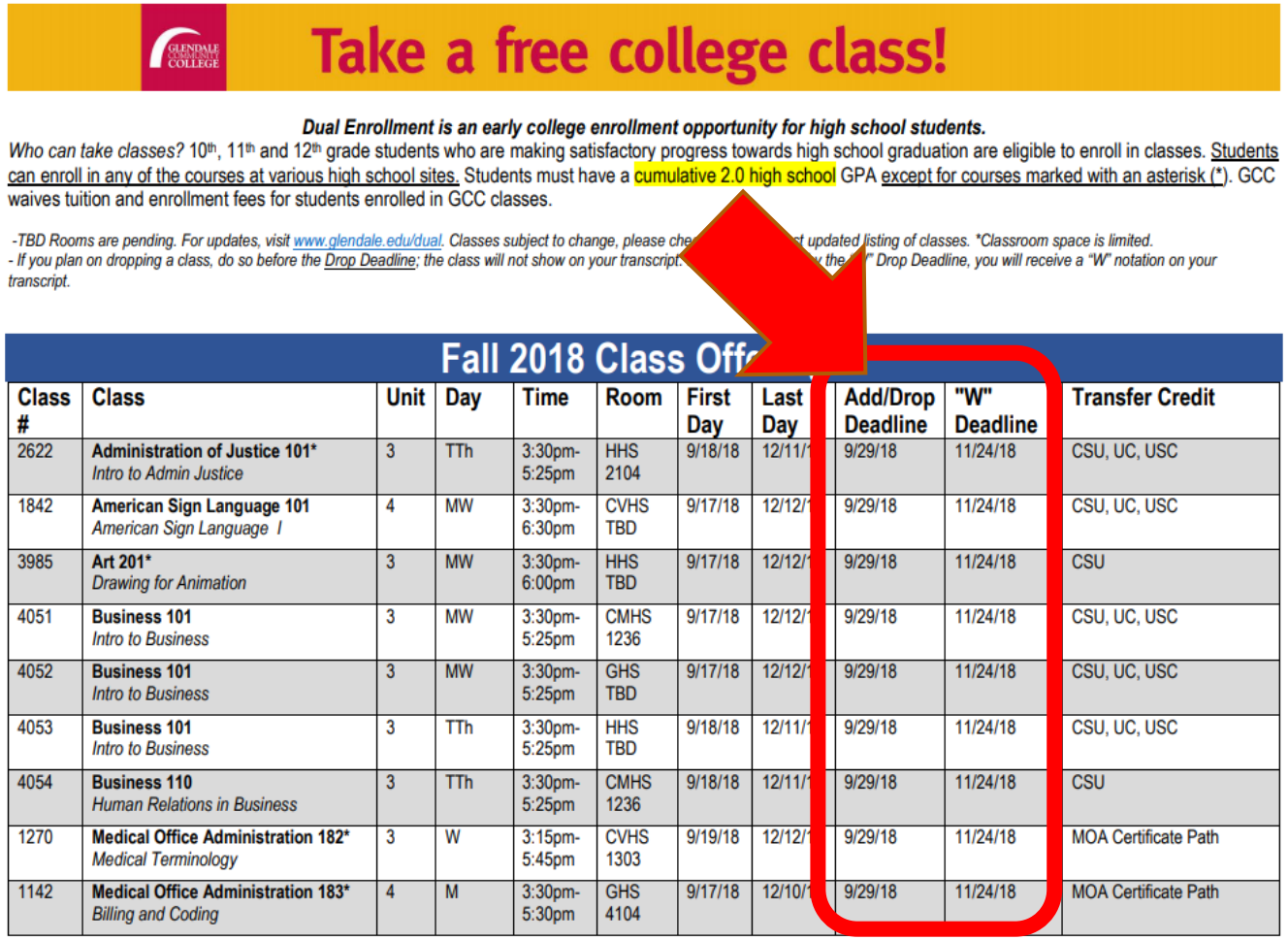
Glendale College Student Conduct Policy

- 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 and online)
  - Withdraw deadline (Listed on Flyer and online))
  - 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 towards high school graduation are eligible to enroll in classes. Students can enroll in any of the courses at various high school sites. Students must have a cumulative 2.0 high school GPA except for courses marked with an asterisk (*). GCC waives tuition and enrollment fees for students enrolled in GCC classes.

*-TBD Rooms are pending. For updates, visit www.glendale.edu/dual. Classes subject to change, please che… …t updated listing of classes. *Classroom space is limited.*
- If you plan on dropping a class, do so before the Drop Deadline; the class will not show on your transcript. …y the …" Drop Deadline, you will receive a "W" notation on your transcript.

Fall 2018 Class Offe…

Class #	Class	Unit	Day	Time	Room	First Day	Last Day	Add/Drop Deadline	"W" Deadline	Transfer Credit
2622	**Administration of Justice 101*** *Intro to Admin Justice*	3	TTh	3:30pm-5:25pm	HHS 2104	9/18/18	12/11/1…	9/29/18	11/24/18	CSU, UC, USC
1842	**American Sign Language 101** *American Sign Language I*	4	MW	3:30pm-6:30pm	CVHS TBD	9/17/18	12/12/1…	9/29/18	11/24/18	CSU, UC, USC
3985	**Art 201*** *Drawing for Animation*	3	MW	3:30pm-6:00pm	HHS TBD	9/17/18	12/12/1…	9/29/18	11/24/18	CSU
4051	**Business 101** *Intro to Business*	3	MW	3:30pm-5:25pm	CMHS 1236	9/17/18	12/12/1…	9/29/18	11/24/18	CSU, UC, USC
4052	**Business 101** *Intro to Business*	3	MW	3:30pm-5:25pm	GHS TBD	9/17/18	12/12/1…	9/29/18	11/24/18	CSU, UC, USC
4053	**Business 101** *Intro to Business*	3	TTh	3:30pm-5:25pm	HHS TBD	9/18/18	12/11/1…	9/29/18	11/24/18	CSU, UC, USC
4054	**Business 110** *Human Relations in Business*	3	TTh	3:30pm-5:25pm	CMHS 1236	9/18/18	12/11/1…	9/29/18	11/24/18	CSU
1270	**Medical Office Administration 182*** *Medical Terminology*	3	W	3:15pm-5:45pm	CVHS 1303	9/19/18	12/12/1…	9/29/18	11/24/18	MOA Certificate Path
1142	**Medical Office Administration 183*** *Billing and Coding*	4	M	3:30pm-5:30pm	GHS 4104	9/17/18	12/10/1…	9/29/18	11/24/18	MOA Certificate Path

Questions and Comments?

(818) 240-1000 x4767

Dual@Glendale.edu