

Glendale Community College Dual Enrollment

Taking a FREE college class at my high school
Spring 2019

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



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

Spring 2019 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*)



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.

STEP 1:

GCC Application

1

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



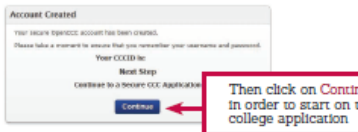
2

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: _____

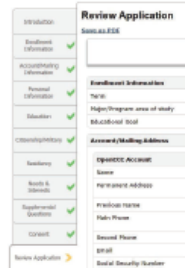
4

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) _____ GOC ID#: _____
Grade Level (Level during the term of attendance): _____ If enrolled in grades K-12, 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 of 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 engaged in 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 academic courses. High school students may not enroll in courses that they have previously completed with a satisfactory 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	Course # 2	Course # 3

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.

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

X _____ Date: ____/____/____
Signature of Principal or Counselor

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

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 #

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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 – 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.

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 #3 Authorization and Consent for Treatment of a Minor

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

The image shows a screenshot of the Glendale Community College website. At the top, there is a navigation bar with links for MyGCC, Canvas, Student Email, Calendar, Library, and Directory. A search bar is also present. Below the navigation bar, there is a banner for the college's 90th birthday, celebrating the past and ready for the future. The main content area features a MyGCC LOGIN section with fields for Student ID and PIN/Password, and a LOGIN button. There are also links for 'Forgot My Password' and 'MyGCC LOGIN problems?'. To the right of the login section, there is a 'Student Email' section with a link to 'How to Activate or Reset your Email Password - PDF'. The date 'Today is Monday, January 15, 2018' is displayed below the login section. At the bottom, there is a 'News & Announcements' section with a link to 'Have you activated your GCC email?' and another link to 'Learn more about "WAITLIST"'. A large yellow arrow points from the top navigation bar towards the MyGCC LOGIN section.



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](#) ▶

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](#)

Finances

Personal Information

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

The screenshot shows the GCC Student Center website. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are links for 'I want to : activate my email', 'I want to : access my Student Center', and 'I want to : access Term Information (View my registration)'. The main content area has a green background with the text 'Dear GCC student' and 'Please follow these steps and complete your user profile'. A list of seven steps is shown, each with a number in a box and an arrow pointing to the right. The steps are: 1. Click on "Main Menu", 2. Click on "My System Profile", 3. Under General Profile Information click on 'Change or set up forgotten password help', 4. Choose a question, 5. Answer the question, 6. Confirm your answer, and 7. Click on "Finish".

Dear GCC student
Please follow these steps and complete your user profile

- 1 → Click on "Main Menu"
- 2 → Click on "My System Profile"
- 3 → Under General Profile Information click on 'Change or set up forgotten password help'
- 4 → Choose a question
- 5 → Answer the question
- 6 → Confirm your answer
- 7 → Click on "Finish"

The second screenshot shows the 'GCC Email Account Information' page. It has a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are links for 'Favorites', 'Main Menu', 'Student Center', and 'Activate Email / Account Info'. The main content area has the title 'GCC Email Account Information' and the text 'A GCC Student email account has been created for you. Your account information is below:'. The account information is: Email Account: @student.glendale.edu, Temporary Password: z7r9z, Password format: NumberLetterNumberLetterNumberLetter (password all lowercase). Below this, it says 'When you log in for the first time you will be required to change your password.' At the bottom, it says 'To log in to your student email account, click here [GCC Email](#)'.

Home | Add to Favorites | Sign out

Favorites | Main Menu > Student Center > Activate Email / Account Info

GCC Email Account Information

A GCC Student email account has been created for you. Your account information is below:

Email Account: @student.glendale.edu
Temporary Password: z7r9z
Password format: NumberLetterNumberLetterNumberLetter
(password all lowercase)

When you log in for the first time you will be required to change your password.

To log in to your student email account, click here [GCC Email](#)

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 mean to get a “W”?

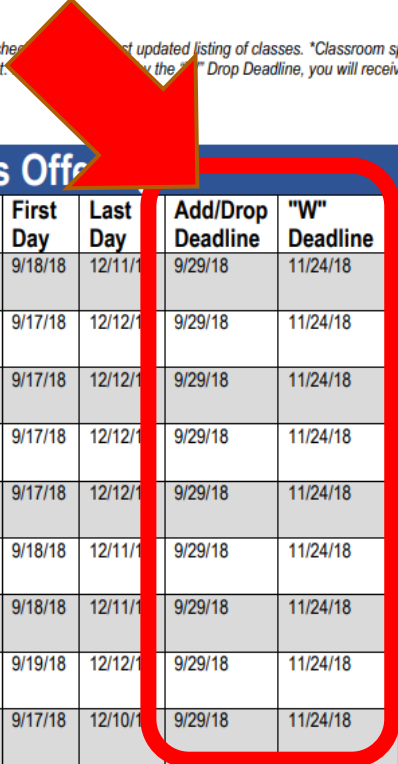
 **Take a free college class!**

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 check for most 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. After the "W" Drop Deadline, you will receive a "W" notation on your transcript.

Fall 2018 Class Offerings										
Class #	Class	Unit	Day	Time	Room	First Day	Last Day	Add/Drop Deadline	"W" Deadline	Transfer Credit
2622	Administration of Justice 101* <i>Intro to Admin Justice</i>	3	TTh	3:30pm-5:25pm	HHS 2104	9/18/18	12/11/18	9/29/18	11/24/18	CSU, UC, USC
1842	American Sign Language 101 <i>American Sign Language I</i>	4	MW	3:30pm-6:30pm	CVHS TBD	9/17/18	12/12/18	9/29/18	11/24/18	CSU, UC, USC
3985	Art 201* <i>Drawing for Animation</i>	3	MW	3:30pm-6:00pm	HHS TBD	9/17/18	12/12/18	9/29/18	11/24/18	CSU
4051	Business 101 <i>Intro to Business</i>	3	MW	3:30pm-5:25pm	CMHS 1236	9/17/18	12/12/18	9/29/18	11/24/18	CSU, UC, USC
4052	Business 101 <i>Intro to Business</i>	3	MW	3:30pm-5:25pm	GHS TBD	9/17/18	12/12/18	9/29/18	11/24/18	CSU, UC, USC
4053	Business 101 <i>Intro to Business</i>	3	TTh	3:30pm-5:25pm	HHS TBD	9/18/18	12/11/18	9/29/18	11/24/18	CSU, UC, USC
4054	Business 110 <i>Human Relations in Business</i>	3	TTh	3:30pm-5:25pm	CMHS 1236	9/18/18	12/11/18	9/29/18	11/24/18	CSU
1270	Medical Office Administration 182* <i>Medical Terminology</i>	3	W	3:15pm-5:45pm	CVHS 1303	9/19/18	12/12/18	9/29/18	11/24/18	MOA Certificate Path
1142	Medical Office Administration 183* <i>Billing and Coding</i>	4	M	3:30pm-5:30pm	GHS 4104	9/17/18	12/10/18	9/29/18	11/24/18	MOA Certificate Path



Questions and Comments?

(818) 240-1000 x4767

Dual@Glendale.edu