2019 – 2020

GARFIELD CAMPUS NONCREDIT NEW STUDENT CHECKLIST

☐ **STEP 1 > APPLICATION** – Complete Noncredit Student Application:

♦ Go to www.glendale.edu/ce or visit the **Garfield Welcome Center, MP 125**

♦ Scroll down and click on "Apply to Noncredit"

♦ Create a OpenCCC Account and complete the Noncredit CCCApply Application. Visit MP 125 for assistance.

♦ Once application is submitted, you will receive notification of GCC student ID number with instructions by email within 3 days. If you have not received your ID, please contact the counseling office at ext. 5055

☐ **STEP 2 > ASSESSMENT/TEST** – Sign up and complete an assessment, if you are:

♦ **ESL Student** – Garfield Campus TR 200 or Verdugo Campus SF 110-A

♦ **GED, HiSET, or High School Diploma (HSD) Student** – Garfield Campus MP 221

♦ **Adult Basic Education (ABE) Student** – Garfield Campus MP 211

*Note: If you are taking Office Business Technology (OBT), Parent Education, or Lifelong Learning classes, you **do not** need to take an assessment*

☐ **STEP 3 > NEW STUDENT ORIENTATION & S.E.P.**

NEW STUDENT ORIENTATION	**STUDENT EDUCATION PLAN & COUNSELING**
Sign up and attend New Student Orientation in MP 221	Sign up in MP 221 for an appointment with an academic counselor to complete a Student Education Plan (SEP)

New Student Orientation

DATE: _____
TIME: _____
ROOM: _____

SEP Appointment

DATE: _____
TIME: _____
ROOM: __MP 221__

(Bring your assessment/placement test results with you)

WALK-IN COUNSELING AVAILABLE AND WELCOMED!

☐ **STEP 4 > REGISTRATION** – Please see back for detailed steps on how to register for classes

Glendale Community College Garfield Campus
1122 East Garfield Ave. Glendale, CA 91205
(818) 240 – 1000 x 5678
Follow us @GarfieldCampusGCC
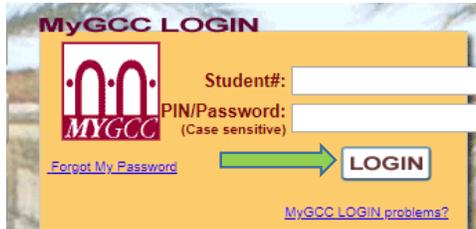
How to Register

Before you begin the registration process make sure you have:

☐ Your Noncredit Student ID Number

☐ Your PIN Number associated with your Student ID Number
   o If you need any assistance with your ID Number or PIN, please call **(818) 240 – 1000 x4360**

☐ Your Class Ticket Number

STEP 1 Go to **www.glendale.edu/ce**
and then click on **MyGCC**

MyGCC | Canvas | Student Email | Calendar

Search…

APPLY   ACADEMICS   STUDENTS   CLASS SCHEDULE   FINANCIAL AID & FEES

STEP 2 Enter your **Student ID Number** _____
your **PIN** _____
and click on **LOGIN**

MyGCC LOGIN

Student#:
PIN/Password:
(Case sensitive)

Forgot My Password   LOGIN

MyGCC LOGIN problems?

STEP 3 Click on **I want to: access my Student Center**

Favorites | Main Menu

I want to : activate my email   GCC Email FAQ
I want to : access my Student Center
I want to : access Term Information (View my registration)

STEP 4 Click on **Enroll** under the **Academics** section

Academics

Search
MyPlanner
Enroll
My Academics
MYGCC Schedule Planner

(i) You are not enrolled in classes.

enrollment shopping cart ▶

STEP 5 Select the **Term** you want to register for and click on **Continue**

Add Classes   1—2—3
Select Term

Select a term then select Continue.

Term	College	Institution
○ Summer 2018	Noncredit	Glendale Community College
○ Fall 2018	Noncredit	Glendale Community College

CONTINUE
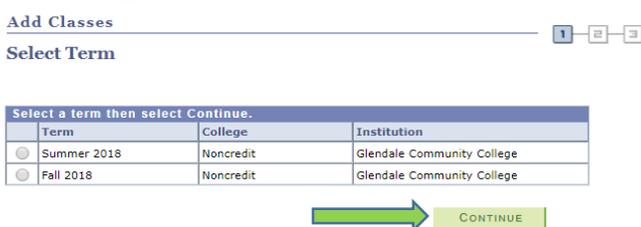
STEP 6 Enter your Class Number and click **Enter**

Add to Cart: Summer 2018 Shopping Cart
Enter Class Nbr

enter   Your enrollment shopping cart is empty.

STEP 7 Select Wait list if class is full and then click **Next**

Class Preferences

OBT 11-10   Lecture   ● Open   Wait List ✕ Wait list if class is full

Session   Office Bus Tech 1   Permission Nbr
College   Noncredit   Grading   Graded
Enrollment Information   Units   0.00
   • Recommended Preparation: ESL 30 or equivalent
   • * Non-Degree Applicable

NEXT

STEP 8 Click on **Proceed to Step 2 of 3**

Add to Cart: Summer 2018 Shopping Cart
Enter Class Nbr

enter

Find Classes
● Class Search
○ My Requirements
○ My Planner

search

mygcc schedule planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	OBT 11-10 (1581)	MoWe 8:00AM - 12:00PM TuTh 8:00AM - 12:00PM Fr 8:00AM - 12:00PM Sa 8:00AM - 12:00PM	Mariposa315 Mariposa315 Mariposa315 Mariposa315	A. Hamond, M. Hanford, R. Shamieh, P. Sternau		●

PROCEED TO STEP 2 OF 3

STEP 9 Click on **Finish Enrolling**

Class	Description	Days/Times	Room	Instructor	Units	Status
OBT 11-10 (1581)	Beginning Keyboarding (Lecture)	MoWe 8:00AM - 12:00PM TuTh 8:00AM - 12:00PM Fr 8:00AM - 12:00PM Sa 8:00AM - 12:00PM	Mariposa315 Mariposa315 Mariposa315 Mariposa315	A. Hamond, M. Hanford, R. Shamieh, P. Sternau		●

CANCEL   FINISH ENROLLING

Congratulations!
You are now enrolled in the class.

Class	Message	Status
OBT 11	**Success:** This class has been added to your schedule.	✔

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS