DUAL ENROLLMENT
TAKE A COLLEGE CLASS FOR FREE!

GLENDALE COMMUNITY COLLEGE

Are you a High School student?
Dual Enrollment is your chance to take a free college class
Ready. Set. Enroll.

Did you complete your packet for enrollment?

Yes, I have my:
GCC ID Number (all numerical 8 digits)
- ☐ **Recommendation for Admission of Selected Students form**
- ☐ **Authorization & Consent for Treatment of a Minor form**
- ☐ **Add/Drop Form**
- ☐ **High School Transcripts**
- ☐ **I have turned my complete Dual Enrollment packet to:**
    1) **Dual@glendale.edu** email by scanning or taking a clear picture
    OR
    2) **The Welcome Center at Glendale Community College**

818-240-1000 ext 4767 ☐ www.glendale.edu/dual

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.

Spring 2019 Class Offerings										
Class #	Class	Unit	Day	Time	Room	First Day	Last Day	Add/Drop Deadline	"W" Deadline	Transfer Credit
1823	American Sign Language 102 *American Sign Language II*	4	MW	3:30pm-6:30pm	CVHS 7304	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU, UC, USC
3657	Business 110 * *Human Relations in Business*	3	TTh	3:30pm-5:25pm	CMHS 1236	2/19/2019	5/23/2019	3/2/2019	4/27/2019	CSU
TBD	Business 141* *Introduction to Management*	3	MW	3:30pm-5:25pm	CMHS 1236	2/19/2019	5/23/2019	3/2/2019	4/27/2019	CSU
3831	Emergency Medical Technician 138 *Introduction To EMT*	2	Th	3:30pm-6:00pm	CVHS 5305	2/19/2019	5/25/2019	3/2/2019	4/27/2019	Career Ed path
1263	Health Information Technology 197 *Disease Processes*	3	W	3:30pm-4:40pm	CVHS 7202	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU
3658	Medical Office Administration 185* Medical Front Office Procedures	3	M	3:30pm-7:30pm	GHS 4104	2/25/2019	5/25/2019	3/2/2019	4/27/2019	
3816	Theatre Arts 101 *Intro to Theatre*	3	TTh	3:30pm-5:25pm	GHS 4117	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU, UC, USC
3869	Theatre Arts 101 *Intro to Theatre*	3	TTh	3:30pm-5:25pm	HHS TBD	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU, UC, USC
1821	Speech 101 *Public Speaking*	3	MW	3:45pm-5:40pm	HHS 2102	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU, UC, USC
1822	Speech 101 *Public Speaking*	3	TTh	3:45pm-5:40pm	GHS 4119	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU, UC, USC
1827	Speech 101 *Public Speaking*	3	Sat	10:00am-2:00pm	GCC Sierra Vista Room 127	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSC, US, USC
2978	Student Development 101 College Success Strategies	1	Online	Online	Online	2/19/2019	5/25/2019	3/2/2019	4/27/2019	CSU

- TBD Rooms are pending. For updates, visit www.glendale.edu/dual. Classes subject to change, please check online 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. If you drop a class by the "W" Drop Deadline, you will receive a "W" notation on your transcript.
Updated 2.6.19

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 4-5 business days.

   APPLICATION WORKSHOPS & INFORMATION SESSIONS:

Date	Time	Location	Workshop/Info Session
11/13/2018	3:30-4:00PM	Hoover High School	Admj 101
11/14/2018	3:30-4:00PM	Cresenta Valley High School	ASL 101 and MOA Spring 2019 Enrollment
12/4/2018	12:00-1:00PM	John Burroughs High School	Application Workshop
12/5/2018	3:00-4:00PM	Burbank High School	Application Workshop
01/15/2019	12:00-1:00PM	John Burroughs High School	Application Workshop
01/15/2019	6:00-7:00PM	John Burroughs High School	Application Workshop
01/16/2019	3:00-4:00PM	Burbank High School	Application Workshop
01/16/2019	6:00-7:00PM	Burbank High School	Application Workshop
01/30/2019	11:20 – 12:00PM	Clark Magnet High School	Application Workshop

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.

   ☐   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 19, 2019. Please check flyer with class start dates.
   • What to do before classes begin:
     ✓ **Active MyGCC, your student portal.**
     ✓ **Active your GCC email address (in MyGCC).**
       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 Canvas Account.** Log in to www.glendale.edu/canvas. A log-in guide is available on website.

COURSE	COURSE DESCRIPTION
American Sign Language 102 *American Sign Language II* 4 Units Transfer Credit: CSU, UC, USC	ASL 102 is 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.
Business Administration 110 Human Relations in Business *3 units Transfer Credit: CSU*	BUSAD 110 aids future employees as well as present employees in understanding and applying human relations concepts to the business environment. Topics include attitude, morale, motivation, communication, business etiquette, productivity, ethics, customer service and leadership.
Business Administration 141 Introduction to Management 3 units Transfer Credit: CSU	BUSAD 141 introduces the student to the basic managerial functions within an organization, which include planning and decision making, organizing, staffing, directing, leading, and controlling. These functions apply to managers at all levels, from small business to top executive management.
Emergency Medical Technician 138 Introduction To Emergency Medical Services *2 Units*	EMT 139 introduces foundational concepts related to the emergency medical care of sick and injured persons. This course is designed for students interested in pursuing emergency medical services or other healthcare occupations as a career. Topics also include the framework of emergency medical services as well as the unique challenges of ethical dilemmas and stress management in the emergency setting. Successful completion of the class includes certification in cardiopulmonary resuscitation (CPR) for healthcare providers from the American Heart Association (AHA).
Health Information Technology 197 Disease Processes *3 Units* *Transfer Credit: CSU*	HIT 197 is an introduction to the disease processes in the human body and drugs used in their treatment. The course emphasizes the basic physiological concepts of common diseases: the etiology, signs and symptoms, and methods of diagnosis, along with prognoses, medical treatments, and therapeutic procedures.
Student Development 145 Achieving Academic and Career Success *3 Units* *Transfer Credit: CSU, UC*	ST DV 145 is a survey course designed to increase academic motivation and career success throughout the life span. The primary goal of this course is to examine how an individual's psychological, social, physical, and environmental factors impact academic achievement and academic, career and personal life choices. Topics include learning theory, achievement motivation, identity development, critical thinking strategies, study and time management techniques, career exploration, decision making, and vocational planning.
Medical Office Administration 185 Medical Front Office Procedures *3 Units*	MOA 185 is an introduction to the medical office that concentrates on the Medical Assistant's role in the maintenance of a professional and efficient medical office, including career guidelines and professional qualifications; public relations; courteous and effective handling of patients, doctors, and coworkers; preparation and care of medical records; correspondence; financial records; insurance; and general management of a medical facility. Training is applicable in offices of physicians, medical hospitals and clinics, dental and medical/legal agencies and government sponsored medical facilities.
Speech 101 PUBLIC SPEAKING 3 Units Transfer Credit: CSU, UC, USC	Introductory course focusing on public speaking – the process of learning to speak in front of a group of people in a structured, deliberate, organized manner in a variety of public speaking environments. Through their reading of research based theories and principles of human communication, and critical analysis of public discourse, students learn to research, compose, present and evaluate various types of speeches including informative and persuasive presentations. The course focuses on developing skills in the areas of language, listening, ethics and diversity, audience analysis, evidence evaluation, presentation skills and oral communication effectiveness.
Student Development 101 College Success Strategies 1 Unit Transfer Credit: CSU	ST DV 101 is dedicated to ensuring students' college success and motivating their journeys toward lifelong learning. Students develop their own plan for personal, academic, and career success through self-evaluation, application of specific techniques, and classroom activities. Topics include effective study strategies, short and long-term goals, time management, and campus resources. This course is about making choices, especially those about setting and meeting personal, academic, and career goals. Note: This course is Pass/No Pass only.
Theatre Arts 101 Introduction to Theatre *3 Units* *Transfer Credit: CSU, UC, USC*	T ART 101 introduces students to elements of the theatre arts production process as a collaborative art form including playwriting, acting, directing, design, and criticism. While exploring its elements, practices, and collaborators, its historical, social, political, and economic context will be examined. Note: During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process.

Note: Per GUSD, 1.5-2 college units equals 5 high school credits. 3 college units equals 10 high school credits.

GLENDALE COMMUNITY COLLEGE

Application Steps

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.*
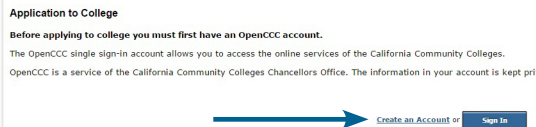
PART 1

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

OpenCCC Apply

2 Click on **Create an Account**

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept priv

Create an Account or Sign In

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)*

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is:

Next Step

Continue to a Secure CCC Application

Continue

Then click on Continue in order to start on the college application
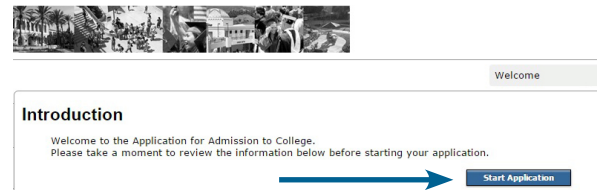
- OpenCCC Username: _____
- Password: _____
- CCCID: _____

If you have any questions about the application, you can contact Student Outreach Services at 818-240-1000 Ext. 4767
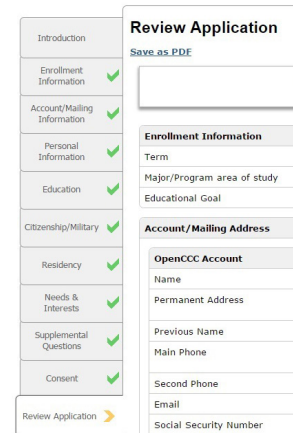
PART 2

4 Then click on **Start Application**

Welcome

Introduction

Welcome to the Application for Admission to College.
Please take a moment to review the information below before starting your application.
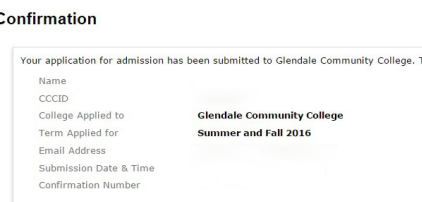
Start Application

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.

Introduction
Enrollment Information ✓
Account/Mailing Information ✓
Personal Information ✓
Education ✓
Citizenship/Military ✓
Residency ✓
Needs & Interests ✓
Supplemental Questions ✓
Consent ✓
Review Application ➤

Review Application

Save as PDF

Enrollment Information
Term
Major/Program area of study
Educational Goal

Account/Mailing Address

OpenCCC Account
Name
Permanent Address
Previous Name
Main Phone
Second Phone
Email
Social Security Number

6 Once you submit your application, you will see the confirmation page. *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.**

Confirmation

Your application for admission has been submitted to Glendale Community College. Th
Name
CCCID
College Applied to — **Glendale Community College**
Term Applied for — **Summer and Fall 2016**
Email Address
Submission Date & Time
Confirmation Number

Confirmation # _____

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 <u>K - 8</u>th, 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 <u>10th, 11th or 12th</u>, during the term of your attendance, you will need <u>ALL</u> 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 <u>9th or below</u>, during the term of your attendance, you will need <u>ALL</u> 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   *Phone Number*

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

                   **Affix
School
Seal**

_____
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

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

_____

Relationship _____

Telephone numbers:

Home _____

Work _____

Cell _____

Name of Parent or Guardian

_____

Relationship _____

Telephone numbers:

Home _____

Work _____

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) _____

STUDENT ID NO.

_____

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)