



# DUAL ENROLLMENT

## TAKE A COLLEGE CLASS FOR FREE!



2019-2020

Enrollment Packet

*Get an early start now!*  
**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](mailto:Dual@glendale.edu) email by scanning or taking a clear picture

OR

- 2) The Welcome Center at Glendale Community College

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**CLASS SCHEDULE AVAILABLE ONLINE**

**[www.glendale.edu/dual](http://www.glendale.edu/dual)**

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**818-240-1000 ext 4767**

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# STEPS TO ENROLL

## 1. APPLY

Complete online application for admission at [www.glendale.edu/Dual](http://www.glendale.edu/Dual). Application steps are provided in this packet. Application help and support provided by the GCC Welcome Center (818) 240-1000 x4767. Feel free to come to Room SM 266 at Glendale College or call with questions. Upon completion of the online application, you will receive an email with your GCC Student ID through email within 4-5 business days.

## 2. SUBMIT REQUIRED PAPERWORK

All additional paperwork is attached to this packet. Turn in all paperwork to GCC staff at your high school or email paperwork to [dual@glendale.edu](mailto:dual@glendale.edu) latest one week 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

- Fall 2019 semester will begin the week of September 23, 2019.
- Spring 2020 semester will begin the week of February 18, 2020.
- 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](http://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](http://www.glendale.edu/canvas). A log-in guide is available on website.

# 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

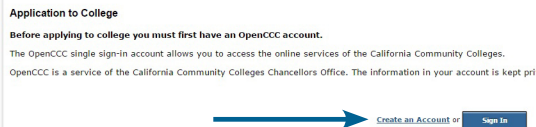
1

Go to [www.glendale.edu/apply](http://www.glendale.edu/apply) and then click on the **OpenCCC Apply** box



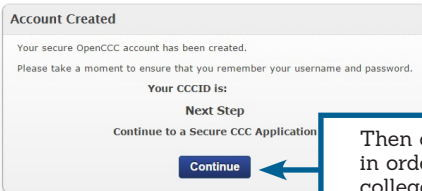
2

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

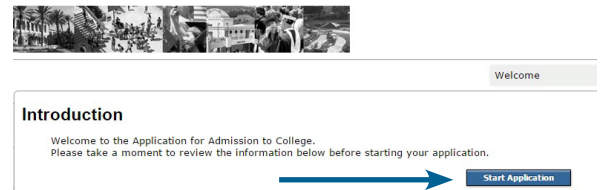
- OpenCCC Username: \_\_\_\_\_
- Password: \_\_\_\_\_
- CCCID: \_\_\_\_\_

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

## PART 2

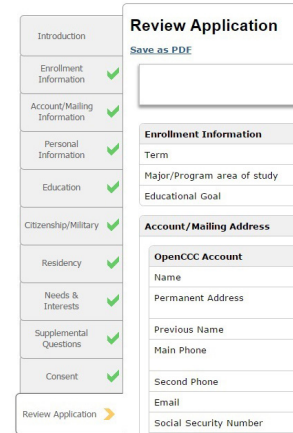
4

Then click on **Start Application**



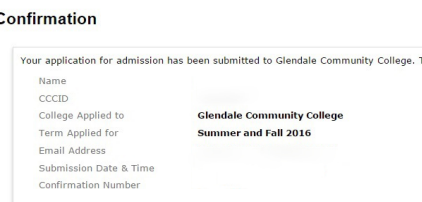
5

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. *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 # \_\_\_\_\_

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 - 8<sup>th</sup>, 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 **10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>**, 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 **9<sup>th</sup> 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 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

<b>Course # 1</b>		<i>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.</i>
<b>Course # 2</b>		
<b>Course # 3</b>		

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 9<sup>TH</sup> 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

**THIS FORM ONLY APPLIES TO APPLICANTS UNDER THE AGE OF 18 AND ENROLLED IN K - 12<sup>TH</sup> 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.

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Fall 2019  
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)



ID  
NO.

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Spring 2020  
Semester/Session

# ADD/DROP FORM

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDS

Ticket Number	Course & No.	Permission # (get from instructor)	Instructor Approval
	STDEV 127		

## DROPS

Ticket Number	Course & No.	Units	Instructor Approval (section change only)

**To ADD or DROP a class use “MyGCC”**  
**NOTE: Use this form ONLY if you are completing the following:**

- 1- If you are changing (adding and/or dropping) sections of the same class.
- 2- If you are changing levels in the same course.
- 3- If you are enrolling in a class a third time; petition must accompany this form.
- 4- If you are returning from dismissal. These adds cannot be done online; instead, take this add form to Admissions and Records Office - AD 143
- 5- If you are a high school student registering in college courses. Take this form to AD 143 – A&R.

**\*Be sure to check MyGCC or the Class Schedule under *Important Dates* for deadlines to add or drop a class.**



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Glendale, CA 91208  
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