



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 email by scanning or taking a clear picture

OR

- 2) The Welcome Center at Glendale Community College

CLASS SCHEDULE AVAILABLE ONLINE
www.glendale.edu/dual

818-240-1000 ext 4767

GUSD Dual Enrollment Course Offerings Fall 2019

COURSE	CLASS #	SCHEDULE	LOCATION	START DATE	END DATE	ADD/DROP DEADLINE	WITHDRAW DEADLINE
Administration of Justice 101	2593	TTh 3:30pm-5:25pm	HHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
American Sign Language 101	3914	TTh 3:30pm-6:30pm	CVHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Business 101	3816	TTh 3:30pm-5:25pm	CMHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Business 101	3817	TTh 3:30pm-5:25pm	GHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Emergency Medical Technician 138	3729	M 3:30pm-6:00pm	HHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Medical Office Administration 182	1230	W 3:15pm-5:45pm	CVHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Nursing Science 255	1617	M 3:30pm-6:00pm	CVHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Real Estate 101	3790	MW 2:35pm-4:30pm	DHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	1841	TTh 3:25pm-5:20pm	CMHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	1838	TTh 3:25pm-5:20pm	CVHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	3909	TTh 2:35pm-4:30pm	DHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	1840	TTh 3:45pm-5:40pm	GHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	1839	MW 3:25pm-5:20pm	HHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Speech 101	1823	S 1:00pm-4:10pm	Glendale College	9/3/2019	12/18/2019	9/14/2019	11/23/2019
Speech 108 (Online)	3910	Online	Online	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Student Development 101 (Online)	3045	Online	Online	9/3/2019	11/23/2019	9/14/2019	11/9/2019
Student Development 101 (Online)	3819	Online	Online	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Student Development 145	3911	TTh 3:30pm-5:25pm	GHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019
Theatre Arts 101	3807	TTh 3:30pm-5:25pm	HHS TBD	9/23/2019	12/18/2019	10/5/2019	11/30/2019

Updated as of 8/8/2019

STEPS TO ENROLL

1. APPLY

Complete online application for admission at 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 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 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.

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

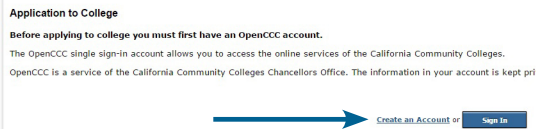
1

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



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

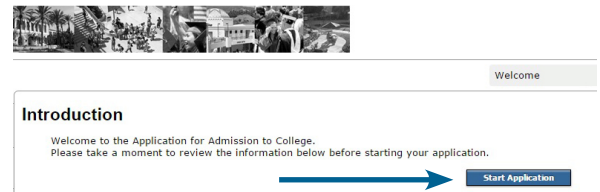
- OpenCCC Username: _____
- Password: _____
- CCCID: _____

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

PART 2

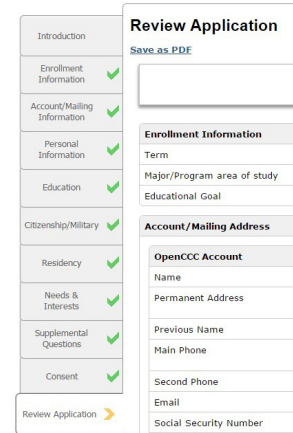
4

Then click on **Start Application**



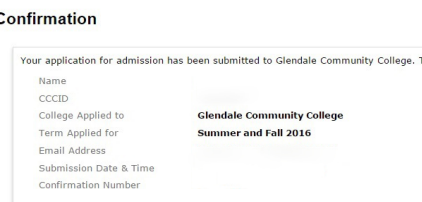
5

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 - 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 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

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

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.

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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 – 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

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

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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