Glendale Community College

Counseling Guide 2019-2020

strategies for college success

TABLE OF CONTENTS

Welcome to Glendale College	1	English Sequence	17
Standards of Student Conduct	2	ESL Sequence	18
College Terms	3	Math Pathways	19
GCC AA/AS Certificate Programs	5	Math Sequence (2019-2020)	20
Post Secondary Education	6	Graduation Requirements	21
Financial Aid How to Apply in 6 Steps	7	CSU Breadth Requirements	23
FACTS Tuition Management	8	IGETC (CSU/UC) Requirements	25
Schedule Planning? Priority Registration Student Groups	9	Campus Services	27
How to Registrar	10	Extended Opportunity Programs and Services (EOPS)	29
Waitlist Information	11	Center for Students with Disabilities	31
Your Student Education Plan	12	Transfer Information on the Internet	32
Questions	13	Glendale College Police Department	33
Academic Standing and Probation	15	Parking & Bus Information	35
Consequences of being on Academic or Progress Probation	16	Important Dates	37
		Notes	41
		Map	Back Cover

BOARD OF TRUSTEES

Ms. Yvette Vartanian Davis
Dr. Armine Hacopian
Dr. Vahé Peroomian
Ms. Ann H. Ransford
Mr. Anthony P. Tartaglia

COLLEGE ADMINISTRATION

David Viar, J.D.
Superintendent/President

Welcome to Glendale College

Welcome,

The Counselors at Glendale Community College are delighted to see that you have taken the first step to understanding and learning how to become a successful student.

As a student you have a responsibility to both the college and yourself. This is a partnership and an agreement with the college and you.

Know your Rights and Responsibilities

The college agrees to provide the following;

- An admission application process
- An assessment of the student's study skills, English language proficiency, Mathematics skills, English as a Second Language skills, goals, career aspirations, academic performance, and need for special services
- An orientation and advising session to the college's program and services
- Counseling and advisement to develop a Student Educational Plan
- Follow up services on your progress towards your educational goal
- Priority Registration

As a student you have the right to file a grievance if you feel you have been denied any of the following:

- Your rights
- Any Student Success and Support services

As a Student you agree to the following:

- To attend a New Student Academic Advising Session:
- Declare an educational goal and major/course of study by your third semester:
- Arrange counseling appointment, and meet with your counselor to plan and develop a Student Educational Plan
- Attend class, work hard to complete assignments and courses
- Seek out student support services and get help as needed
- Make continuing satisfactory progress towards your educational goal.

STANDARDS OF STUDENT CONDUCT

The Standards of Student Conduct provide a prompt and equitable means to address alleged student violations of the college's behavioral regulations. Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the Standards of Student Conduct, GCC Administrative Regulation 5500. These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to the following:

1. Disruption of the orderly operation of the college, including but not limited to the delivery of GCC instructional, administrative, or student services; campus activities sponsored or sanctioned by GCC; other authorized non GCC activities when the act occurs on GCC premises.
2. Violation of published GCC rules, Board policies, and administrative regulations.
3. Knowingly furnishing false information to any GCC employee or campus office for the purpose of completing GCC documents, applications, or forms processed by the college.
4. Forgery, alteration, or other unauthorized use of GCC documents, applications, records, identification, or forms processed by the college.
5. Unauthorized possession or duplication of keys to any GCC premises, entry into or use of any GCC premises, or use of GCC supplies and equipment.
6. Cheating, plagiarism, or other violations of GCC policies and administrative regulations governing academic honesty.
7. Misuse of GCC computer systems in violation of GCC board of policies and regulations governing the use of computer and communications technology.
8. Gaming, gambling, or participating in other activities for the purposes of wagering or betting funds.
9. Soliciting or assisting another to perform any act that would violate the Standards of Student Conduct and subject a student to disciplinary sanctions.
10. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
11. Violation of federal, state, or local law on GCC premises, or at GCC sponsored or supervised activities.
12. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
13. Failure to comply with directions of GCC employees who are acting within the scope of their job responsibilities.
14. Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
15. Abusive behavior directed toward, or hazing of, a member of the campus community or a campus visitor.
16. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.
17. Sexual harassment of a member of the campus community or a campus visitor including, but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non verbal, or physical conduct of a sexual nature in violation of GCC board policies and administrative regulations on sexual harassment, and applicable State and Federal laws.
18. Verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health and safety of a member of the campus community or a college visitor.
19. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and safety of a member of the campus community or campus visitor.
20. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor.
21. Actual or attempted vandalism or destruction of GCC property, or property of a member of the campus community or campus visitor.
22. The use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable accommodations for students with disabilities.
23. Selling, preparing, or distributing recorded course materials for any purpose unless authorized by the instructor in writing.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, temporary removal from class, suspension, and permanent expulsion. The college administers these sanctions through the Standards of Student Conduct and provides involved students with their due process rights guaranteed by State and Federal constitutional protections. Copies of the Standards of Student Conduct are available in the Student Affairs Office located in the J.W. Smith Student Center.

COLLEGE TERMS

ASSESSMENT TESTS: Placement tests that demonstrate a certain level of competency used by counselors to recommend which course(s) students should take.

ASSOCIATE DEGREE: A degree (A.A., A.S., AA-T or AS-T*) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 semester units.

BACHELOR'S DEGREE: Degree granted by four-year colleges and universities. Students may complete the first two-years of the bachelor's requirements at Glendale Community College and then transfer as a junior to a four-year college or university.

CALIFORNIA COLLEGE PROMISE GRANT (CCPG): (formerly known as the Board of Governors Fee Waiver)
Effective the 2018-2019 award year, the BOG Fee Waiver will be called the California College Promise Grant (CCPG). This waiver is available to California residents to cover enrollment fees only. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the California College Promise Grant Application.

Effective in Fall 2016, students who are eligible for a California College Promise Grant may lose their eligibility if they fail to sustain a Cumulative GPA (CGPA) of 2.0 or higher and complete more than 50 percent of their coursework. If a student's CGPA falls below 2.0 for two consecutive primary terms (fall or spring), the student is placed on academic probation. If the cumulative number of units completed is not more than 50 percent in two consecutive primary terms, the student is placed on progress probation.

- **Academic:** Maintain a CGPA of 2.0 or higher
- **Progress:** Complete more than 50% of coursework successfully

Any combination of two consecutive primary terms of academic and/or progress probation may result in the loss of the California College Promise Grant.

CAL GRANT: The California Student Aid Commission offers grants for students attending a California college. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) by March 2 for the following Fall. Some grants may be available for students who miss the March 2 deadline but file the FAFSA by September 2. Students who have completed fewer than 16 degree applicable units with a letter grade must also have a Cal Grant GPA Verification form completed by their high school or former college (This form is available in the Financial Aid Office).

CATALOG: Official college book with information about programs of study, course descriptions including prerequisites, college policies and regulations.

CERTIFICATE (VOCATIONAL): Certificate programs are primarily business and technical programs for students desiring education beyond high school. These programs provide opportunities for students to prepare for a wide variety of careers.

CHALLENGE PETITION: Students may challenge a course prerequisite, corequisite, or limitation on enrollment on the grounds that the student has the knowledge or skills to successfully complete the course; that the prerequisite course has not been made reasonably available and will cause undue delay in completion of the student's educational goal as detailed in the student educational plan; that the course has not been establishing in accordance with the district's process for establishing prerequisites and corequisities; or that the prerequisite is unlawfully discriminatory or is being applied in and unlawfully discriminatory manner.

CSU BREADTH CERTIFICATION: A process applicable to the California State University (CSU) in which the community college verifies that the student transferring to any of the CSU campuses has completed the general education requirements for CSU transfer. Certification occurs only upon student request.

ELECTIVE: A course needed for graduation but does not fulfill any subject requirements. Elective courses provide units toward the degree or certificate unit requirement.

FULL-TIME STUDENT: A student enrolled in 12 or more units during a semester or enrolled in 4 or more units during a summer session.

GCCPromise: The GCC Promise covers the cost of you tuition for a full time enrollment. Full time enrollment is considered 12 or more units unless otherwise certified by DSPS. To be eligible for the GCC Promise, you must be: A full-time, degree seeking college student; A California resident; A first-time college student; A successful FAFSA or CADAA applicant; Able to maintain a 2.0 cumulative grade point average; Enrolled in 12 units or more per semester and; Not otherwise eligible for CCPG (Students who are CCPG eligible will be awarded the CCPG in place of the GCCPromise. The two awards are not stackable)

*A.A.—Associate in Arts; A.A.-T—Associate in Arts for Transfer; A.S.—Associate in Science; A.S. –T—Associate in Science for Transfer.

GENERAL EDUCATION: Specific subject requirements or courses which students must complete satisfactorily to graduate with A.A. or A.S.

IGETC: The Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need, after transfer, to take additional lower-division, general education course to satisfy campus general education requirements.

LOWER DIVISION: Courses at the freshman and sophomore level.

MAJOR: A planned group of courses selected by a student for special emphasis. (e.g. Accounting, Music, Engineering etc.)

MINOR: A subject field of study, which a student chooses for secondary emphasis. Primary emphasis is on the major.

PELL GRANT: The Pell Grant program is the largest federal grant program for college students. Funds are available for all eligible students and approximately 7,500 GCC students receive Pell Grants each year. Awards are based on your Expected Family Contribution (EFC) and enrollment status. Awards may be as much as $5,920 per year. Students may receive Pell Grants for up to six years of undergraduate study,

PREREQUISITES: Prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Students are expected to have satisfied the prerequisite requirements as stated in the catalog/class schedule for all courses. Prior to registering for the class. If the course was completed at another college, students are required to bring in transcripts to clear the prerequisite.

Students may challenge a course prerequisite, corequisite, or limitation on enrollment. See Challenge Petition
All prerequisite classes must have been completed with a satisfactory grade. “Satisfactory grade means that, for the course in question the student’s academic record has been annotated with a symbol A, B, C or P”

PROBATION: A student is placed on probation for two reasons.

> **ACADEMIC PROBATION:** Students who achieve less that a 2.0 cumulative grade-point average in all units attempted are placed on academic probation.
>
> **PROGRESS PROBATION**: Students will be placed on progress probation when 12 or more cumulative units are attempted and “W”, “I” and “NC” or “NP” units reach or exceed fifty percent (50%). Students may be removed from progress probation status when the cumulative number of “W”, “I” and “NC” or “NP” units recorded is less that half the cumulative units attempted.

SEOG: The Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to the neediest students who also qualify for the maximum Pell Grant. Priority is given to full-time students. Funding is limited, and thus not all qualifying students will actually receive an award. The maximum award is $200 per semester.

STUDENT SUCCESS AND SUPPORT PROGRAM: A process that brings together the college and the student who enrolls for credit for the purpose of realizing the student’s educational objective. The college admits the student; provides orientation to the college and its services and programs; offers assessment and course placement recommendation; and counsels the student regarding career and educational objectives. Students who matriculate must have all transcripts, both high school and previous college work, on file with the Office of Admissions and Records.

UPPER DIVISION: The last two years of college work that generally corresponds to junior and senior years. Upper division work is not offered by Glendale Community College nor can it be transferred to a community college for credit.

WITHDRAWAL: Withdrawing formally from a class in which you are enrolled. You may use MyGCC (online registration) to drop a class by the deadline. It is not the instructor’s responsibility to drop you and if you fail to withdrawal formally, you may receive an “F” grade.

Associate in Arts/Science for Transfer (AA-T/AS-T)

Administration of Justice
Anthropology
Art History
Biology
Business Administration
Communication Studies
Early Childhood Education
Elementary Teacher Education
English
Film, Television & Electronic Media
Geography
History
Journalism
Kinesiology
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Social Justice: Gender Studies
Sociology
Spanish
Studio Arts
Theatre Arts

Associate in Arts/Science Majors

Biological Sciences
Business Administration
Choreographic Studies and Dance Techniques
Engineering
- Civil
- Computer Engineering
- Electrical Engineering
- Mechanical Engineering

English
English: Creative Writing
Foreign Language
- Option 1 French or Spanish
- Option 2 Two Languages

Health Science
- Option A
- Option B

Interdisciplinary Humanities
Mass Communications
Mathematics
Music
Physical Science
Physical Science
- Astronomy
- Chemistry
- Earth Science
- Physics

Social Sciences
Speech/Communication
Theatre Arts
- Option 1 General
- Option 2 Acting

Visual Arts
- Visual Arts Animation
- Visual Arts Art History
- Visual Arts Media Arts
- Visual Arts Photography
- Visual Arts Three Dimensional
- Visual Arts Two Dimensional

Associate in Arts/Science Majors and Certificate Programs

Certificates of completion are offered in the following:

Accounting
Addiction Studies Counseling
Administration of Justice
Architectural Drafting & Design
Art
Aviation and Transportation
- Aviation Administration
- Pilot Training

Bookkeeping
Business Administration
- Entrepreneurship/Small Business
- Financial Planning & Investment
- General Business
- International Business

Ceramics
Child Development
- Teacher
- Infant/Toddler
- School-Age Care
- Master Teacher
- Site Supervisor

Choreographic Studies & Dance Technique
Computer Applications and Business Office Technologies
- Administrative Assistant
- General Office

Computer Information Systems
Computer Science
Computer Software Technician
Dance Teaching
Dietetic Services Supervisor
Digital Character Design **Electronics & Computer Technology**
- Electronics Technology Technician

Engineering Technology -
- CAD & Design Drafting

Fire Technology
Foreign Language
- Armenian Language
- French Language
- Italian Language
- Japanese Language
- Spanish Language

Graphic Design
Health Information Technology
Insurance Specialist: Property & Casualty
IT Technician II: Help Desk User Support
IT Technician III
Machinist
Management
Marketing
Mass Communications
Medical Office
- Administrative Medical Assistant
- Medical Coding Assistant
- Medical Front Office

Music
Photography
Real Estate Appraisal
Real Estate Broker
Registered Nursing
Restaurant Management
Web Development
Welding

Certificates - Non-degree

Aviation and Transportation
- Flight Attendant

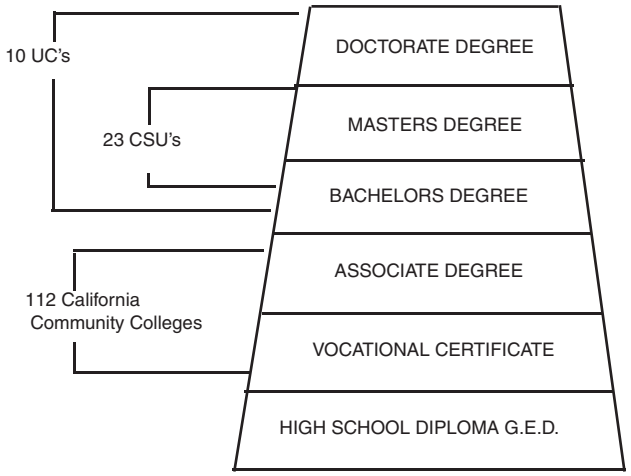
Business Information Worker
Cinematography and Editing
Computer Programmer
Computer Support Technician
Computerized Accounting Specialist
Creative Writing
CSU Breadth, General Education
Digital Content Specialist
Engineering
- Civil
- Electrical
- Mechanical, Aerospace, & Manufacturing

Fitness Specialist
Graphic Design
Human Resources Assistant
IGETC
Insurance Professional
IT Technician I: Computer Retail Sales & Support
Medical Office
- Dental Front Office/Billing & Coding
- Basic Medical Billing and Coding

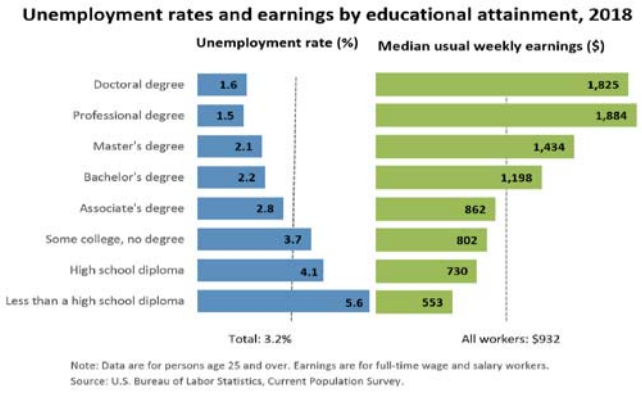
Receptionist/Office Clerk
Tax Preparer
Technical Theatre
Verdugo Fire Academy
Verdugo Recruit Fire Academy
Unix/Linux System Administrator

The certificates listed above meet Title 5 codes, and are approved by the California Community College Chancellor's Office. Certificates listed in any other publication (including on-line) that are not listed above may be not be valid certificate programs. Please check with the Admission Office.

Post-Secondary Education



Education Pays



Source: Bureau of Labor Statistics, Current Population Survey

Post-secondary education is defined as the education offered beyond high school. California has over 2,500 educational institutions and agencies, which offer education in both academic and vocational majors.

The State of California publicly and financially supports three segments of higher education which are categorized as follows: 10 Universities of California (UC); 23 California State Universities (CSU); and 112 community colleges.

California also has numerous private colleges and universities.

The educational goals which can be attained in post-secondary education are numerous. The information below gives an overview of what is required to achieve a certificate or a college degree.

CERTIFICATE (VOCATIONAL)- Major courses only, the number of units required varies. A series of special courses, all related to a particular occupational skill. Sole objective is immediate employment. Offered by community colleges and private educational organizations.

ASSOCIATE DEGREE- Major plus general education courses and electives, 60 units required. Usually referred to as A.A. or A.S. (Associate in Arts or Associate in Science) degrees. Offered by community colleges.

BACHELOR'S DEGREE - Major courses plus general education courses and electives, 124 - 132 total units required. Usually referred to as B.S. or B.A. (Bachelor of Science or Bachelor of Arts) degrees. Normally requires four to five years of full-time study. You may complete the first two years at a community college and then transfer to a college or university.

MASTER'S DEGREE- Bachelor's degree plus graduate courses in a specialized area. Bachelor's degree (124 - 132 units) plus about 36 units. Usually referred to as M.S. or M.A. (Master of Science or Master of Arts) degrees. Normally requires two additional years of full-time study after completion of Bachelor's degree. A thesis or comprehensive exam is required.

DOCTORATE DEGREE - Master's degree and or advanced graduate courses in a specialized area. Units vary, depending on field of study. Usually referred to as Ph.D. or Ed.D. (doctor of Philosophy or doctor of Education). Normally requires three to five additional years of full-time study after completion of Master's degree. Dissertation required.

FINANCIAL AID
HOW TO APPLY IN 6 STEPS

STEP 1: Complete your FAFSA online or use the paper version

For faster and more accurate results, we recommend you complete your FAFSA (Free Application for Federal Student Aid) on the internet at www.fafsa.ed.gov. Your FAFSA should be filed as early as possible. If you will be attending Glendale Community College (GCC) during the 2019 -2020 school year, be sure to list GCC as the college you will be attending and our federal school code 001203 in STEP SIX of the FAFSA application. Any other colleges you plan to attend during this year should also be listed in this section.

TIPS FOR FILING YOUR FAFSA INFORMATION:

APPLY ONLINE

- Use FAFSA on the Web – www.fafsa.ed.gov. (Use the Web Worksheet included in this packet)
- If you don't have all the information you need, SAVE your FAFSA data and complete it later.
- You must follow the instructions for obtaining a PIN (Personal Identification Number).
- If parents' information is required, your parents must also follow the instructions for obtaining a PIN (Personal Identification Number).
- PIN numbers are confidential and should not be shared.

PLAN AHEAD

Items you may need to complete your FAFSA information:

- Social Security Card
- 2018 federal tax returns, 2018 W-2 forms or final 2018 pay-stubs
- Bank Statements
- Year-end statements of benefits received from Social Security or other agencies

IF YOU ARE REQUIRED TO PROVIDE PARENTS' INFORMATION

- Make sure that your parents' Social Security Number, date of birth and name are correct. Enter parent's name as it appears on his or her Social Security Card.
- This information MUST be completed.

MAKE SURE ALL INFORMATION IS CORRECT AND COMPLETE

- Complete all questions - no blanks.
- Make sure that your email address is correct.
- Make sure that you have ALL required signatures or PINs. This is an official federal form and MUST be signed by you and, if required, your parent. Signatures must be legible.

KEEP A COPY OF YOUR COMPLETED FAFSA FOR YOUR RECORDS

STEP 2: Submit your FAFSA online or mail it in to the Central Processor

FAFSA on the Web

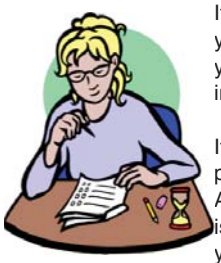
If you are electronically filing at www.fafsa.ed.gov, make sure that you have included your correct email address.

STEP 3: Complete a CCPG (California College Promise Grant) Enrollment Fee Waiver
(formerly know as the Board of Governors)

Once your Admission application is processed, you will be assigned a **GCC ID Number. The Financial Aid Office cannot begin processing your financial aid application or CCPG fee waiver until you have a GCC ID number. Beginning Fall 2016, students will be required to maintain academic progress to be eligible for CCPG.**

You will automatically be reviewed for CCPG Fee Waiver eligibility when we receive your FAFSA information. However, if you are a low-income student, you may complete the CCPG Fee Waiver application to expedite the processing of your fee waiver. If you receive benefits from CalWorks/TANF, SSI or General Relief, complete the CCPG Fee Waiver application and provide current proof of benefits to receive parking and health fee discounts.

STEP 4: Check your SAR (Student Aid Report) for accuracy



If you filed online or listed your email address on your paper FAFSA, you will receive an email giving you instructions on how to download your SAR information.

If you applied using the paper FAFSA and you did not provide an email address, you will receive a Student Aid Report (SAR) by mail. The Student Aid Report is a copy of the information that you submitted on your FAFSA.

Once you receive this report, carefully review all items for accuracy. We recommend you make your corrections online at *www.fafsa.ed.gov*, but you can also submit them using Part 2 of the paper SAR (pages 5-8), mailing it to the Processing Center at the address indicated on page 8.

STEP 5: Submit all documents requested by the Financial Aid Office

When you receive your SAR (Step 4), the Financial Aid Office will also receive your information electronically for review of all the data your family reported. Within approximately 4 weeks you may receive a notification from the Financial Aid Office asking you to submit additional forms or documents.

If your FAFSA was selected for verification by the U.S. Department of Education or if there is conflicting or incomplete information on your FAFSA, the Financial Aid Office may require you to submit additional information such as, IRS Tax Transcript, information on your family's household, or other items needed to help us determine your eligibility. Once all forms and documents are submitted, your file will be reviewed and you will be notified by email regarding your financial aid status and any funds that you are eligible to receive.

STEP 6: Enroll in Classes

You may check your status on the Glendale College website through MyGCC or "Your Aid" on the Financial Aid page at *www.glendale.edu/financialaid*

The amount of funds you will receive is based on your financial need as determined by the FAFSA and the number of units in which you are enrolled. Most financial aid programs require enrollment in at least 6 units, but they should be courses required for your educational goal. You should meet with your Academic Counselor to determine the appropriate courses you need for your degree, certificate and major.

Carefully read the information under "Financial Aid Frequently Asked Questions" for information on the consequences of dropping or failing your classes.

FACTS TUITION MANAGEMENT
NEW PAYMENT OPTIONS!

Introduction to FACTS

Glendale Community College is pleased to offer FACTS as a convenient online payment option. Students who choose to use FACTS may select installment plans that are spread over several months, depending on when the student registers. Students may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express, or Discover credit cards. The only cost to participate in the FACTS program is a $15.00 per semester nonrefundable FACTS Enrollment Fee.

To Enroll:

To enroll online, click the e-Cashier link above. This will take you directly to the FACTS enrollment screen. You will need to have the following information to enroll:

1. Student ID number
2. Student E-Mail address
3. Responsible Party (Name on bank account or credit card)
4. Responsible Party address
5. Responsible Party E-Mail address
6. Bank Name, Routing, Number and Account Number OR credit card number and expiration date.
7. Tuition balance

To Check Your Account:

To check the status of your account, login into your MyFACTS account, at https://secure.factstuition.com/facts/myfacts and keying your user ID and password provided by FACTS. Your password will be e-mailed to you when you enroll with FACTS. If you have forgotten or misplaced your password, contact FACTS at (800) 863-2287 or account@factsmgt.com

Contact Information:

Call FACTS at (800) 609-8056 to make any changes to your address or banking information. If you have questions regarding your FACTS agreement, please contact FACTS directly or view your agreement online through your MyFACTS account. For general questions on the FACTS program, contact the Student Fees Office at (818) 240-1000 extension 5930

E-Cashier Availability

Availability of e-Cashier is determined by Glendale Community College. Please be aware the college may elect not to have e-Cashier available during a specific times and dates during registration.

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online through My FACTS Account or call the Glendale Community College Student Fees Office at 818-240-1000 ext. 5930 to confirm the change.

Have additional question on how the payment plan works? Refer to the “Frequently Asked Questions” or “How e-Cashier Works” links located on the toolbar of e-Cashier.

SCHEDULE PLANNING

It is your choice what classes to take and when to attend the classes. To assist you in successful schedule planning, review the following guidelines:

- Generally, one unit of credit equals one hour of class time. For example, a three unit lecture class meets three hours per week. Full time student status equals 12 units.
- Each unit you take, consider at least two hours of study time per week. For example, taking 12 units might require 24 hours of study time per week
- In addition to class and study time, consider your family and work commitments, leisure times when building your semester schedule.
- Make sure you work with a counselor to develop a Student Education Plan (SEP) and follow the plan (My Planner to select your classes. Use the Schedule Planner in the MyGCC Student Center to set up you best class schedule each term
- To better prepare for you registration use the Schedule Planner app located in you MyGCC Portal

IF YOU WORK:	TAKE NO MORE THAN:
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5 to 15 hours per week	14-16 units

PRIORITY REGISTRATION STUDENT GROUPS

NEW students

New students who have completed all three (3) matriculation components (Orientation, Assessment, and SEP) by the application deadline listed on the important dates calendar online or on the website.

CONTINUING students

Not on academic or progress probation for two consecutive terms
Earned less than 100 degree applicable units (excluding Basic Skills, ESL, high unit major/programs).
In order to increase your priority in future semesters students can earn a 3.5 GPA or higher.

OPEN Registration—No priority registration

New students who applied by the application deadline but did not complete the three (3) matriculation steps by the deadline listed on the important dates calendar online or on the website.

New students who did not apply to Glendale Community College by the application deadline listed on the important dates calendar online or on the website.

Continuing students who are on academic and/or progress probation for 2 consecutive terms.

Continuing students who have earned more than 100 degree applicable units (excluding Basic Skills, ESL and higher unit major/program)

HOW TO REGISTER

Online Registration Instructions

1. Log on to: **MyGCC**. **www.glendale.edu/MyGCC**
2. Enter in your GCC ID # and your Password
3. Go to the menu box (left-hand side) and click on: STUDENT SELF SERVICE link
4. Click on **CAMPUS PERSONAL INFORMATION** to check if there is a hold. If you have a hold, click on: **DETAILS** and follow the instructions to clear it. Holds will prevent you from enrolling. If there is no hold, continue to enrollment.
5. **TO ADD A CLASS**

   Click on enrollment then select **ENROLLMENT: ADD CLASSES.** Select the term you want to enroll in (FALL 2019) then click on: **CONTINUE** You can search the schedule or entire the course number to add the class. When you are finished selecting classes, click on: **NEXT**

   Check your shopping cart and make sure all the classes you added are in your shopping cart, click on **PROCEED TO STEP 2 OF 3** and confirm the courses are correct. If there is a red error message, follow the instructions given.

   If the courses are correct and there are no errors, click on **FINISH ENROLLING**

   To view your complete schedule, click on: **MY CLASS SCHEDULE**. Check the **STATUS**. The status will show if you are enrolled, on the wait list or dropped from each course

   MAXIMUM CLASS LOAD: You may take a **MAXIMUM** OF 19 units for FALL/SPRING, 8 units during Winter/10 units during summer.

   Note: You may add course to your shopping cart from My Planner if you have met with a counselor and developed a Student Education Plan (SEP)

6. **TO GET ON A WAIT LIST FOR A CLASS**

   If you want to wait list a class, you have two options.
   - Click on the box next to **WAIT LIST** when you select you class, so you will be placed on the wait list if the class is full.
   - If you receive an error message telling you the class is full, click on the box next to **WAIT LIST**. Once you have done this, make sure to click on **FINISH ENROLLING**.

   Note: You will not be on a wait list until you **FINISH ENROLLING**

7. If you are on a wait list , you are not enrolled in the course. You need to attend the first day of the class to ask instructor for a permission code; use the code to mover from waitlisted and enroll in the class.

   PAYMENT IS DUE WITHIN SEVEN WORKING DAYS FROM REGISTRATION. You will be dropped if payment is not received within seven days . Check the amount owed by clicking on **CAMPUS FINANCES** then **ACCOUNT INQUIRY**

   TO DROP A CLASS
   Click on: **ENROLLMENT: DROP CLASSES**. Select the course you want to drop, then on: **DROP SELECTED CLASSES**.

   Confirm your selection, then click on: **FINISH DROPPING**

8. **TO PAY BY CREDIT CARD** (VISA OR MasterCard): From your Student Center home page, click “make a payment”

   IN PERSON: Pay at the Student Fees Office,
   Located on the 1st floor in the lobby of the Administration Building
   (may move to 3rd floor SV Building when new office is ready)

   BY MAIL: Mail your fees to Glendale Community College
   Student Fees Office
   1500 N. Verdugo Road
   Glendale, CA 91208

DEADLINE TO PAY FEES
Fees must be paid within seven (7) working days from date of registration or student WILL be disenrolled from your courses.
Students WILL NOT be disenrolled for nonpayment of fees if they:
-Receive a CCPG grant
-Have applied for a deferment of payment through the **FACTS Program**

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees.
$ 46 per unit Enrollment Fee*
$ 225 per unit Nonresident Tuition*
$ 18 fall/spring Health Services Fee
$ 14 summer/winter Health Services Fee
$ 12.50 Student Services Fee
$ No fee Student Photo I.D.
$ 40 per unit Capital Outlay Fee

GCC is Going Green!

Eliminate paperwork and manage your academic career through your personal online portal: www.glendale.edu/MyGCC

Apply for Admission
GCC has adopted the statewide electronic application system called CCCApply
- Receive a GCC email address!
- Receive your Student ID # by email!

Manage Your Student Information
Logging into MyGCC will take you to your Student Center home page where you'll find your
- Class Schedule
- Money owed
- Personal Information
- Enrollment Appointment
- Student e-mail account

Check your E-Mail
All students will be given a free GCC e-mail account and most official college communications will be sent to you through MyGCC.
- Access your GCC e-mail through any internet-connected computer!
- Use your GCC e-mail account for personal communications!

Plan, Enroll and Pay For Classes
With your personal shopping cart, you can:
- Search for open classes
- Validate that you have completed prerequisites.
- Organize your entire schedule prior to your registration appointment.

At the time of your appointment, click Enroll to:
- Confirm the classes in your shopping cart
- Add or remove classes from your shopping cart
- Click Finish Enrolling.
- Review your new class schedule.

From your Student Center home page, click “make a payment”
- Review your outstanding charges.
- Use a credit card with our secure online payment system.

Fees must be paid within seven (7) working days from date of registration or students ***MAY*** be disenrolled from courses.

WAITLIST INFORMATION

When you register and see the class you need is full but a waitlist , you can add your self to the waitlist. When you add your self to the waitlist, you are given a position number. If already enrolled students drop the class before the end of the registration period waitlist students are enrolled in open seats based on their position number. The lower your number is on the waitlist, the greater your opportunity is to get enrolled in the class.

WAITLIST FREQUENTLY ASKED QUESTIONS

What is the advantage of enrolling to a waitlist?
The waitlist enables you to be auto-enrolled in closed classes as seats become available.

How many classes can I waitlist for?
You may add yourself to any number of waitlists, but you will not be allowed to enroll in and waitlist in more than the maximum number of units for the term. For example, for the fall and spring terms, the maximum number of units allowed is 19; therefore, your combined enrolled and waitlist units can't exceed 19; for the winter and summer terms, the maximum number of units allowed is 8 units; therefore your combined enrolled and waitlisted units can't exceed 8.

Can I waitlist in more than one section of the same class?
Yes, you can waitlist for multiple sections of the same class. Once you have been enrolled in one section of a class, you will be removed from the waitlists for all other sections of that class. If you are already enrolled in one section of a class, you may waitlist for additional sections, but you will not be enrolled from the waitlist until you drop the section that you are enrolled in.

I was in position number 1 on a waitlist, why wasn't I enrolled when a seat opened?
The requirements to be moved off of a waitlist are the same as standard enrollment:

- You will not be enrolled from the waitlist if you are already enrolled in another section of the same class.
- You will not be enrolled in a class if it conflicts in meeting times with another class in which you are enrolled.
- You will not be enrolled in more units than permitted in the term.
- You will not be enrolled if you have not met the prerequisites for that class.
- You will not be enrolled if you have any registration holds, i.e. Financial, Library ,PE etc.
- (see MyGCC ➔ Student Center ➔ Holds)

Can I take myself off of a waitlist?
Yes, you may remove yourself from a waitlist by following the same process as to drop a class.

Once I am on the waitlist, how do I get into the class?
If seats become available and you meet all of the requirements, you will be added automatically to the class based on your waitlist position number. If you are successfully enrolled from the waitlist, you will see the change in your "My Schedule" in your Student Center in MyGCC.

Can I waitlist for a class that conflicts in meeting times with a class that I'm already enrolled in?
Yes, you can waitlist for time conflicted classes, but you will not be moved off of the waitlist until the time conflict has been resolved.

What if I decide that I no longer want to take a class that I have waitlisted?
It is your responsibility to remove yourself from the waitlist. If you have been enrolled from the waitlist and do not wish to take the class, it is your responsibility to drop the class before the last day to drop with refund, or you may still be accountable for the class.

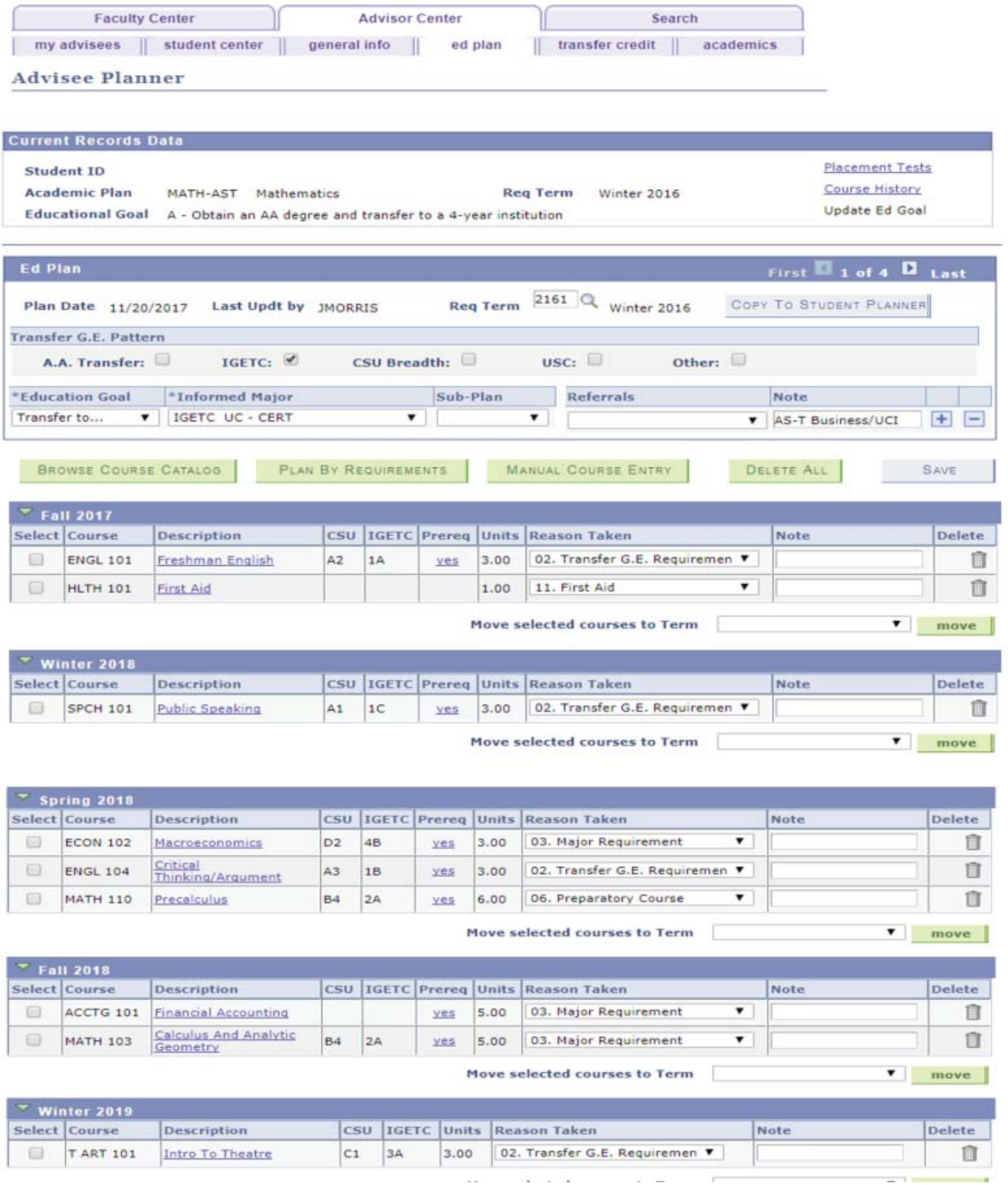
What happens if I am added to a class from a waitlist after I have paid fees for other classes that I enrolled in?
Your account in your Student Center will reflect the additional enrollment fees. Log into your MyGCC Student Center and click on Account Inquiry. These fees must be paid immediately.

If I am already enrolled in FACTS payment plan, how might enrolling in an additional class via the waitlist impact my payment plan?
Any additional enrollment fees and charges not included in your initial budget and plan will need to be added. You need to let the Tuition Office know of any changes to your enrollment or fees for the added class will be due immediately.

If I have Financial Aid, how will adding a class to my schedule from the waitlist impact my aid?
The enrollment fees will be waived as long as you have been awarded the CCPG grant. If you are automatically enrolled through the waitlist process, the enrollment will be complete prior to the last day to add a class and your Financial Aid awards will be adjusted accordingly. However, if you are given a "permission code", you must add the course either online or in person prior to the last day to add a class or your Financial Aid will not be adjusted. We suggest that you contact the Financial Aid office if your units increase or decrease any time during the term.

YOUR STUDENT EDUCATIONAL PLAN

During your first semester at Glendale Community College, you need to make an appointment with a counselor to have a Student Educational Plan (SEP) prepared. An SEP is an outline of all your general education, major, prerequisite and elective classes related to your personal educational goal, as well as the graduation requirements. Once a counselor completed your SEP you will be able to view your SEP in you're My Planner in your MyGCC. Take advantage of the Career Center to assist you in selecting a career goal or major if you are undecided.



QUESTIONS

WHAT TO TAKE YOUR FIRST SEMESTER?

1. Enroll in one of the Student Development courses - ***Orientation*** (ST DV 100, 101), ***Study Skills*** (ST DV 141), ***Career Planning*** (ST DV 125), ***Academic Success*** (ST DV 145).
2. Start with taking your recommended or English or ESL course
3. Courses you think might be interesting
4. Exploratory courses (basic or beginning courses in a subject area)
5. Courses to improve basic skills (English, math, reading, spelling, etc.)
6. Make an appointment with a counselor to develop a Student Education Plan (SEP)

WHAT TO TAKE IF YOU ARE UNDECIDED ON MAJOR?

1. Sign up for an Undecided Workshop using MyGCC.
2. Meet with a counselor to get recommendations.

HOW OFTEN DO CLASSES MEET?

A semester is usually 16 weeks; however Glendale also offers 6 and 8 week courses.

WHAT IS A "UNIT"?

Credit for college classes is measured in units. A unit relates to the amount of time spent in a class. For example, a three unit class will meet for three hours per week. Classes with labs will meet for additional hours.

HOW MANY UNITS MAKES ME A FULL TIME STUDENT?

Taking 12 units or more in one semester is considered a full-time load. To be eligible for athletics, a student must be considered full-time.

WHAT IS THE MAXIMUM NUMBER OF UNITS I CAN TAKE?

Students can take up to 19 units (Fall/Spring), 8 units (Winter) and 10 units (Summer). Students wishing to take more units must get approval during late registration from the Director of Admissions.

IF YOU WORK:	TAKE NO MORE THAN:
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
5 to 15 hours per week	14-16 units

WHAT IF THE CLASS I WANT TO TAKE IS CLOSED?

1. Your first step is to sign up for the waiting list for the class during registration. If students that are enrolled in the class drop during registration, students that are on the waiting list are automatically added to the class.
2. Attend the first class meeting, and if there is space available, the instructor will fill empty seats with students from the waiting list.
3. You may also seek the advice of a counselor who may suggest an alternative class.

HOW DO I WITHDRAW FROM A CLASS?

You must use MyGCC (online registration) by the drop deadline specified in the class schedule or catalog. It is not the instructor's responsibility to drop you from the course, and he/she does not need to sign your withdrawal slip. If you do not officially withdraw from the class, you may receive an "F" in the course for the semester.

WHAT IF I CAN NOT ATTEND THE CLASS THE FIRST TIME IT MEETS?

If you have not made prior arrangements with the instructor you will be dropped from the course. Failure to do so will result in being dropped from the class.

WHAT ABOUT ATTENDANCE?

Attendance is your responsibility. Each instructor has his/her own method of accountability for attendance. Because attendance may seem unstructured, you may have to make attending classes a priority.

HOW DO I GET PREREQUISITES CLEARED?

Students are expected to have satisfied the prerequisite requirements as stated in the catalog/class schedule for all courses. Prior to registering for the class. If the course was completed at another college, students are required to bring in transcripts or other document to Academic Counseling office to clear the prerequisite.

Students may challenge a course prerequisite, corequisite, or limitation on enrollment. See Challenge Petition in College Terms

All prerequisite classes must have been completed with a satisfactory grade. "Satisfactory grade means that, for the course in question the student's academic record has been annotated with a symbol A, B, C or P"

WHAT TIME DO I ATTEND CLASS?
You arrange your time schedule to meet your needs. You may take classes which meet for consecutive hours and still have travel time to arrive at the next class on time. For example, you may take a 9 a.m. class which ends at 10 a.m. and a 10 a.m. class which ends at 11a.m. You may take both day and evening classes. You are not restricted to all day or evening classes.

PARKING REGULATIONS
During the registration process, students may purchase a parking permit online thru MyGCC until one week prior to the start of the semester. Parking permits will be honored in the student parking lot as well as the city parking lots 30, 31, 32, 33, 34 and Civic Center Garage. If you purchase a valid student parking permit, you will not have to pay the parking meter.
A student drop-off is located in front of the college on Verdugo Road or in the Student parking lot located at the top of Mountain.

Allow extra time to park and find your classes during the first week of school.

DO I HAVE TO DECLARE A MAJOR?
It is not necessary to declare a major the first semester you enter. However, you are expected to spend time exploring education options. We recommend you take advantage of the Career Center, also consider enrolling in a Career Planning class.

DO I HAVE TO REPEAT A CLASS IN WHICH I RECEIVED A "D" OR "F" GRADE?
There is no general college regulation requiring the repetition of courses in which you receive a substandard grade. However, certain programs of study require a "C" grade in all courses required for the program.

If you elect to repeat a class in which you received a "D" or "F", you may petition to count the higher grade provided it is an improved grade. The substandard grade will be lined out. This really helps improve your grade point average and is one reason why you may want to repeat these classes.

WHAT IS GPA?
GPA stands for grade point average. Letter grades are given the following point value:

GRADE POINT VALUES			
A = 4 points per unit	C = 2 points per unit	F = 0 points per unit	P/NP = 0*** points per unit
B = 3 points per unit	D = 1 points per unit		W = 0*** points per unit

Each class has a specific unit value. Multiplying the letter grade value by the unit value equals the grade points. The next step is to divide the unit total into the grade points to determine the GPA. Units awarded for P/NP are not counted in GPA.

EXAMPLE:

Units	Point Value
3 units of A = 3 x 4 =	12
3 units of B = 3 x 3 =	9
3 units of C = 3 x 2 =	6
3 units of D = 3 x 1 =	3
3 units of F = 3 x 0 =	0
1 unit of P = 0 x 0 =	0
15 units	30 grade points

$$\text{GPA} = \frac{\text{Total number of grade points}}{\text{Total number of units}}$$

Sample $\frac{30}{15} = 2.00$

The formula: POINTS EARNED DIVIDED BY UNITS ATTEMPTED = GPA

EXERCISE:

English 120	B	3 units (X)	3 Points =	9
History 131	C	3	2	6
PE 261	A	1	4	4
ST DV 100	P	1	0	0
Chemistry 110	C	5	2	10
Pol. Sci. 101	C	2	2	4

There is a GPA calculator located on the Transfer Center Website.
www.glendale.edu/transfercenter

ACADEMIC STANDING AND PROBATION

PROBATION is a warning system used to alert student and counselors that a student is not making satisfactory progress. There are two types of Probation: academic probation and progress probation.

TWO TYPES OF PROBATION

ACADEMIC PROBATION
Students who achieve less that a 2.0 cumulative grade-point average in all units attempted are placed on academic probation.

PROGRESS PROBATION
Students will be placed on progress probation when 12 or more cumulative units are attempted and “W”, “I” and “NC” or “NP” units reach or exceed fifty percent (50%). Students may be removed from progress probation status when the cumulative number of “W”, “I” and “NC” or “NP” units recorded is less that half the cumulative units attempted.

DISMISSAL
Students may be dismissed for academic or progress probation if the probationary status continues for third consecutive semester and shall not be reinstated until at least one semester (fall or spring) has elapsed after the dismissal.

Glendale College Policy – Probation/ Dismissal

Glendale Community College interprets a “C” average as a satisfactory scholarship standard – which means that the student should receive grade points equal to twice the number of units attempted.

Students who fail to maintain satisfactory scholarship may be placed on academic or progress probation and may be dismissed.

1. **Academic Probation**
   A student shall be placed on academic probation if the student’s cumulative grade-point average for all semester units attempted at GCC is less than 2.0.

2. **Progress Probation**
   A student who has enrolled in a cumulative total of at least twelve (12) semester units shall be placed on progress probation if the percentage of all units in which a student has enrolled for which grades of “W”, “I” and “NC” or “NP” are recorded reaches or exceeds fifty percent (50%).

3. **Dismissal**
   a. A student on probation (academic, progress or a combination of both) who earns any form of probationary status during enrollment at the end of the third consecutive semester of attendance shall be dismissed and shall not be rein stated until at least one semester (fall or spring) has elapsed after the dismissal. Students on dismissal are only allowed to enroll in a short term session for winter or summer.

   b. A student having been readmitted on probation after academic dismissal must maintain a grade-point average of at least 2.0 and must not be placed on progress probation. If either the grade-point average falls below 2.0 or the student is assigned the progress probation status, that student shall again be dismissed for one semester (either fall or spring).

CONSEQUENCES OF BEING ON ACADEMIC OR PROGRESS PROBATION

Why do I need to know about probation and the different types?

Under Glendale Community College Administrative regulation 5055. Students who are on academic or progress probation, or a combination of both for two consecutive semesters will lose their priority registration for the following semester.

According to GCC's Standards of Scholarship…a student on academic or progress probation or a combination of both, who continues on probation by the end of the third consecutive semester of attendance shall be dismissed and shall not be reinstated until at least one semester has elapsed after dismissal.

Probation and Financial Aid

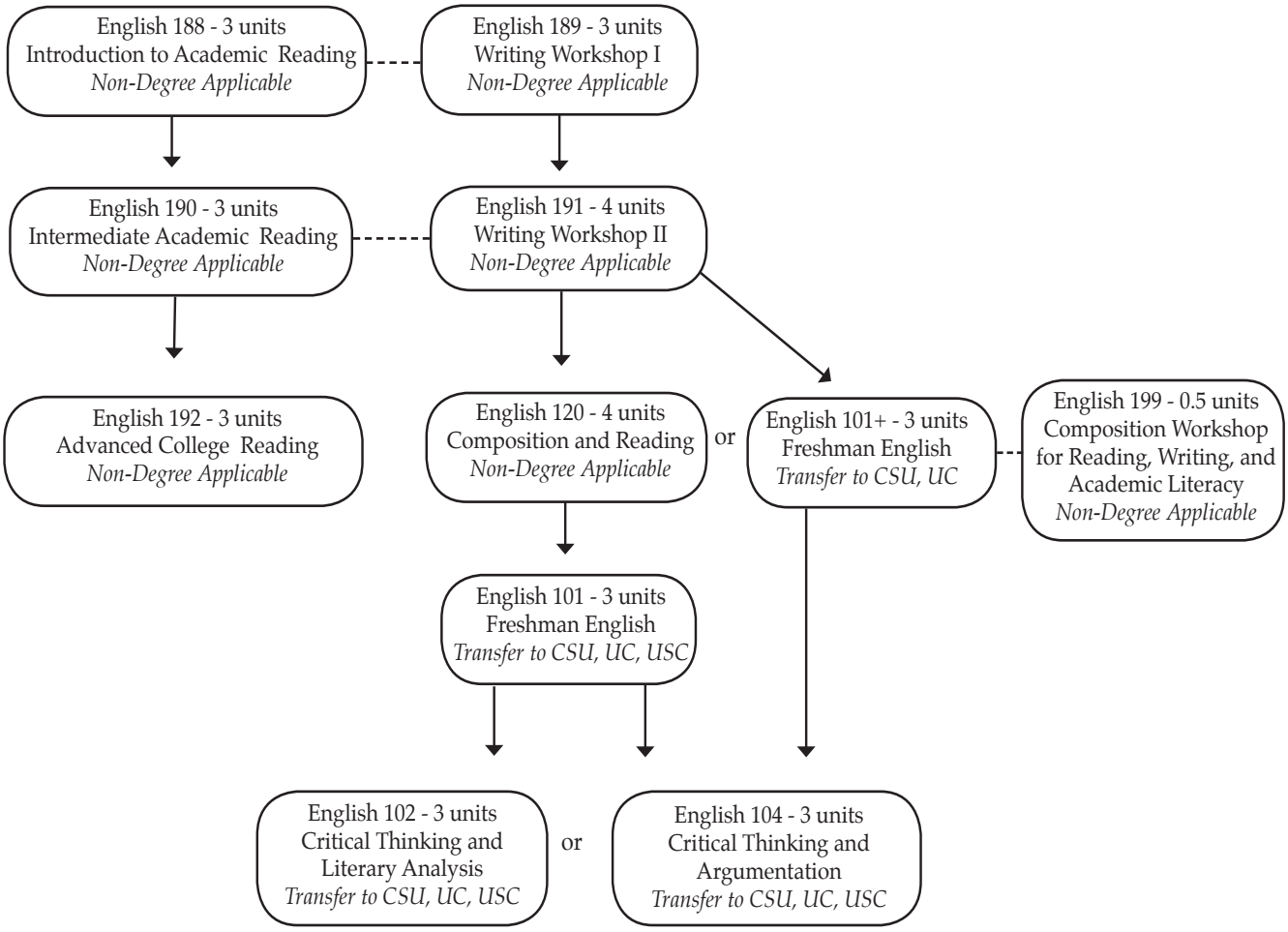
All students must successfully complete 67% of all attempted units, including units transferred in, and a cumulative 2.0 GPA to be in good academic standing. Students who do not meet these standards will receive a Warning Notice. Students who do not meet these standards by the end of the warning period (one semester) will be placed on SAP Dismissal and financial aid will be terminated until the semester the student meet these standards.

In plain English

If you continue on any type of probation for two (2) consecutive semesters you will lose your priority registration and only be allowed to enroll for classes during open registration.
If you continue on any type of probation for three (3) consecutive semesters you will be dismissed from GCC and have to sit out for one semester (Fall/Spring).

ENGLISH COURSE SEQUENCE

All students who have not taken an English course at Glendale Community College or another accredited college or have a qualifying AP English score are required to complete the English placement process prior to enrolling in any English course.



LITERATURE COURSES
Transfer to UC & CSU*
Transfer to CSU%

*English 105 & 106	British Literature Survey
*English 109 & 110	World Literature
*English 111	Women in Literature
*English 117	Film as Literature
*English 122 & 123	American Literature
*English 125	Shakespeare
*English 127	Children Literature
*English 128	Bible Literature
%English 130	Science Fiction Literature

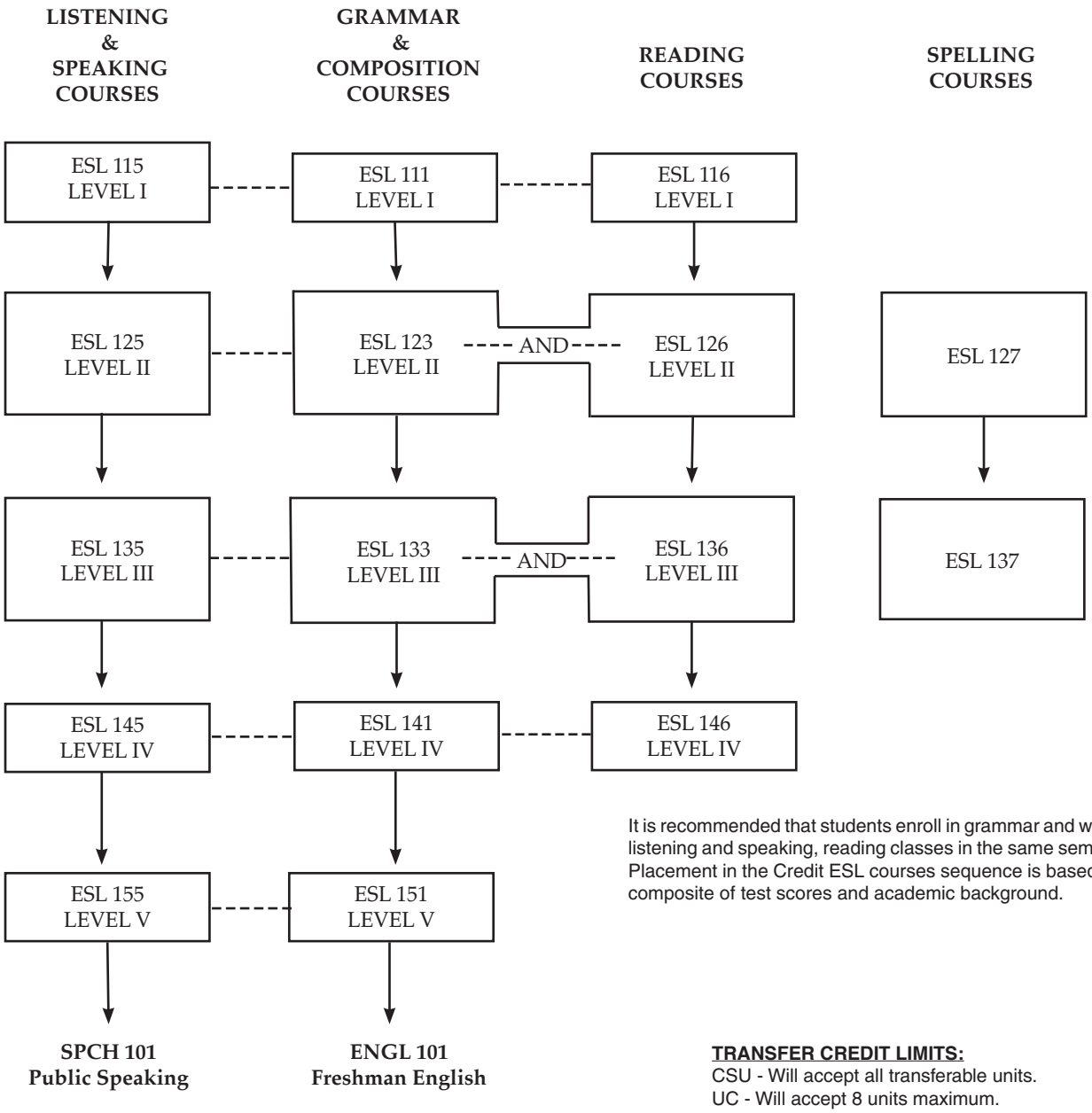
WRITING COURSES

*English 103	Creative Writing Workshop
%English 112	Screenwriting
*English 114	Introduction to Poetry: Creative Writing
*English 115	Introduction to Fiction: Creative Writing
*English 118	Introduction to Creative Nonfiction: Creative Writing
%English 212	Advanced Screenwriting

-------- Concurrent Enrollment Required

2018-2019

CREDIT ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCE



It is recommended that students enroll in grammar and writing, listening and speaking, reading classes in the same semester. Placement in the Credit ESL courses sequence is based on a composite of test scores and academic background.

TRANSFER CREDIT LIMITS:
CSU - Will accept all transferable units.
UC - Will accept 8 units maximum.
USC - Will accept 4 units maximum.

It is recommended that students enroll in grammar and writing, listening and speaking, and reading classes in the same semester. Placement in the Credit ESL course sequence is based on a composite of test scores and academic background.

03/2019

MATH PATHWAYS

Which one is best for you? Answer the following questions:

Which classes would you rather take?	Art, English or Social Science	Math or Science
Have you taken any Advanced Placement(AP) Math classes?	No	Yes*
Circle <u>three subjects or majors</u> that sound interesting to you. Choose from either column but only choose 3 total.	Administration of Justice Agriculture Anthropology Art History Child Development Communication Studies Elementary Teacher Ed. English Film, TV, & Electronic Media Foreign Language Fire Technology Geography History Hospitality Humanities Journalism Kinesiology Linguistics Music Nursing* Nutrition Philosophy Political Science Psychology* Sociology Speech Studio Arts Theatre Arts Welding	Accounting* Architecture Astronomy Biology Biochemistry Business* Computer Science Chemistry Economics Engineering Environmental Science Geology Mathematics Physics Physical Science
In which column do you have the most circles?	**SLAM Pathway** (Statistics and Liberal Arts Math)	**BSTEM Pathway** (Business, Science, Technology, Engineering and Math)

Go to the GCC Math Sequence Chart and follow the colored pathway.

*Depends on transfer institution; check with a counselor or visit assist.org to clarify.

(Private College and University Transfer Guides are found on our Transfer Center website.)

GLENDALE COMMUNITY COLLEGE MATH SEQUENCE CHART

MATH 190
Overcoming Math Anxiety
1 Unit

OPTIONAL

MATH 15
Foundations of Algebra
3 lecture units
1 lab unit

(EMBEDDED SUPPORT)

***MATH 30+**
INTERMEDIATE ALGEBRA FOR SLAM W/ SUPPORT
5 lecture units
.5 lab unit

***MATH 30**
INTERMEDIATE ALGEBRA FOR SLAM
5 lecture units

(EMBEDDED SUPPORT)

***MATH 90+**
INTERMEDIATE ALGEBRA FOR BSTEM W/ SUPPORT
6 lecture units
.5 lab unit

***MATH 90**
INTERMEDIATE ALGEBRA FOR BSTEM
6 lecture units

The courses below are all transfer-level math courses. Check with your counselor to see what is required by your target four-year school for your degree program. Up-to-date UC and CSU transferability information can be found online at www.assist.org

SLAM TRANSFER-LEVEL
STATISTICS AND LIBERAL ARTS MATH

MATH 133
Finite Math
3 Units

MATH 135
Liberal Arts Math
3 Units

MATH 136
Statistics
4 Units

MATH 138
Math for Elem. School Teach.
3 Units

MATH 139
Math for Elem. School Teach. II
3 Units

BSTEM TRANSFER-LEVEL
BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH

MATH 112**
Business Calculus
5 Units

****Recommended preparation: Math 100**

MATH 100
College Algebra
3 Units

MATH 102
Trigonometry
3 Units

MATH 110A
Precalculus I
3.5 Units

MATH 110B
Precalculus II
3.5 Units

MATH 110
Precalculus
6 Units

MATH 103
Calculus I
5 Units

MATH 104
Calculus II
5 Units

MATH 107
Linear Algebra
5 Units

MATH 105
Calculus III
5 Units

MATH 108
Differential Equations
5 Units

All students who have not taken a math course at Glendale Community College or another accredited college or do not have a qualifying AP Math score are required to complete the math placement process prior to enrolling in any math course, except Math 190.

Following the initial placement, students advance in the sequence by successfully completing a math course.

1. Dashed lines indicate acceptable, but not recommended paths.
2. Math 102 is not UC transferable.
3. Math 138 and Math 139 are UC transferable with maximum credit of one course but do not satisfy IGETC.
4. Math 105, 107, and 108 can be taken in any order or concurrently.
5. Only two attempts are allowed in Math 110. To complete the sequence, students with two unsuccessful attempts (grade of W, D, F, or NP) will be required to take the two-semester version of equivalent course.
6. Math 90 and Math 90+ satisfy the pre-requisite for SLAM transfer-level courses.

*AA, AS Graduation Requirements

UPDATED MARCH 2019

GLENDALE COMMUNITY COLLEGE GRADUATION REQUIREMENTS 2019-2020

The Associate degree is granted to persons who file a Petition for Graduation in the Office of Admissions and Records, who are not on academic probation, and who have completed a minimum of 12 semester units of the required college curriculum of 60 degree applicable semester units at Glendale Community College. The satisfactory completion of the required 60 semester units must include all of the following:

MAJOR:

1. The requirement for the Associate in Arts/Science degree may be met by completing a Major with a minimum of 18 semester units. Courses meeting the specific Major requirements are found in the Glendale Community College Catalog.

   The requirement for the Associate in Arts/Science degree may be met by completing a Glendale Community College Certificate Program of 18 semester units or more. The approved certificate programs are found in the Glendale Community College Catalog

2. AMERICAN INSTITUTIONS/STATE & LOCAL GOVERNMENT

POLITICAL SCIENCE 101**, 106

(**POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government).

3. AMERICAN HISTORY

ECONOMICS 111/HISTORY 116
HISTORY 111(CD), 111H(CD), 117, 118, 118H

4. MATHEMATICS (completed with a grade of "C" or better)

MATH 30, 30+, 90, 90+, 101, 118, 120, 130, 131, 220AB (2 UNITS)

5. HEALTH

HEALTH 104, 106
PSYCHOLOGY 111(CD)*

6. PHYSICAL EDUCATION

Any physical education class and/or dance activity class
(must equal 2 units. Unless exempted by established policy)

7. FIRST AID

HEALTH 101, 102
EMERGENCY MEDICAL TECHNICIAN 140

8. CULTURAL DIVERSITY

One course in Cultural Diversity is required. Course marked (CD) satisfy this requirement or
CHILD DEVELOPMENT 156
SPEECH 115

9. GENERAL EDUCATION

Eighteen (18) semester units of General Education including at least one course in each of the following areas.

A. Natural Science - at least one 3 semester unit course

Natural Science	Institute

ANTHROPOLOGY 101, 111
ASTRONOMY 102, 103, 110, 120
AVIATION AND TECHNOLOGY 122
BIOLOGY 101, 102, 112, 114, 115, 120, 121, 122, 123, 125, 125H, 126, 131, 298
CHEMISTRY 101, 102, 105, 106, 110, 120, 121
GEOGRAPHY 101, 107, 111
GEOLOGY 101, 101H, 102, 104, 105, 111, 111H, 112, 120
OCEANOGRAPHY 115,116
PHYSICS 101, 101H, 102, 103, 105, 106, 110
PHYSICAL SCIENCE 131
PSYCHOLOGY 103

B. Social Sciences - at least one 3 semester unit course

Social Sciences	Institute

ANTHROPOLOGY 102 (CD), 102H(CD), 103, 104, 105(CD)
BUSINESS ADMINISTRATION 110
ECONOMICS 101, 102, 102H
ETHNIC STUDIES (ALL CD) 101, 102, 110, 111, 120, 121, 123, 124, 125, 132, 164, 165, 166
GEOGRAPHY 102(CD), 103, 106, 110, 114
HISTORY 101, 102, 103, 104, 105, 106, 113, 115(CD), 119, 120, 121, 122, 131, 132, 133, 136, 140, 141
MASS COMMUNICATIONS 101
POLITICAL SCIENCE 102, 103, 104, 110, 111
PSYCHOLOGY 101, 101H, 104, 105, 106, 110, 111(CD)*, 113(CD), 115, 131, 150
SOCIAL SCIENCE 101, 120, 127(CD)
SOCIOLOGY 101, 102, 103, 104, 105, 131
SPEECH 108

C. Humanities - At least two courses (6 semester units) - one course from each of the two areas below must be selected.

Humanities	Institute

Interdisciplinary Humanities - at least one 3 semester unit course
HUMANITIES 105(CD), 105H (CD), 106, 110, 111, 115(CD), 117, 125(CD), 135(CD)

Arts, Foreign Language, Literature & Philosophy	Institute

Arts, Foreign Language, Literature and Philosophy —at least one 3 semester unit course
ARMENIAN 101, 102, 115, 116, 117, 125, 126, 127
ART 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120, 121, 125, 199
CHINESE 101, 102
DANCE 100, 102
ENGLISH 102*, 103, 105, 106, 109, 110, 111, 117, 122, 123, 125, 127, 128
FRENCH 101, 102, 103, 104,
ITALIAN 101, 102, 103, 104
JAPANESE 101,102, 103, 104
KOREAN 101, 102
LINGUISTICS 101
MUSIC 101, 120, 121, 122, 125, 126, 127, 211
PHILOSOPHY 101, 115(CD), 116, 118(CD), 119, 120, 121
SPANISH 101, 102, 103, 104, 115, 131
SPEECH 106
THEATRE ARTS 101, 102, 107

D. Language and Rationality - at least two courses (6 semester units) - one from each of the two areas below must be selected.

English Composition	Institute

English Composition (with a grade of "C" or better) - at least one 3 semester unit course
ENGLISH 101, 101+, 101H

Communication & Analytical Thinking	Institute

Communication and Analytical Thinking - at least one 3 semester unit course
ACCOUNTING 101, 102
BUSINESS ADMINISTRATION 120
COMPUTER APPLICATIONS AND BUSINESS OFFICE TECHNOLOGY 102, 105
COMPUTER SCIENCE/INFORMATION SYSTEMS 101, 125, 130, 135, 137, 139, 165, 172, 180
ENGINEERING 132, 156
ENGLISH 102*, 102H, 104, 222
JOURNALISM 102, 107
MATHEMATICS 30, 30+, 90, 90+, 100, 101, 102, 103, 103E, 103EH, 103H, 104, 104E, 104EH, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 110A, 110B, 112, 118, 119,120, 131, 133, 135, 136, 138, 139, 219, 220
PHILOSOPHY 117, 123
SPEECH 100, 101, 103, 104, 105
TECHNICAL EDUCATION 143

NOTE: Graduation requirements 2, 3, 5, and 7 can be satisfied by examination. See a counselor for details.
*Courses with an asterisk may be counted in one area only.

GLENDALE COMMUNITY COLLEGE
CSU General Education Breadth Requirement
VALID THROUGH SUMMER 2020

This list of courses from which 39 units must be selected for certification has been submitted to the California State University and is effective for students entering Glendale Community College for Summer 1987 session and thereafter.

Student's Name _____ _____ _____
(print) Last First Middle Student I.D. # Date

Items to Note:

1. **All courses** completed Fall 1993 and thereafter must be completed with grades of "C" or better.
2. For CSU admission purposes, students must complete the "Golden Four" courses (Areas A1, A2, A3, & B4) as early as possible.
3. Breadth requirement courses which the President of Glendale Community College or his/her designated officer will certify as meeting the intent expressed in Ex. Order 595 are listed below. Students will complete a minimum of thirty-nine (39) units from this list. No more than thirty (30) units may be certified in Areas B-D inclusive.

History and Constitution Requirement

All students seeking a baccalaureate degree are required by California law to demonstrate competence in the Constitution of the United States, in American History, including the study of American Institutions and Ideals, and in the principles of state and local government established under the Constitution of the State of California. In accordance with Ex. Order 405 the following requirements are satisfied as indicated:

American Institutions, Political Science 101
(POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government).
State and Local Government, Political Science 101, 106
(POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government).
American History, Economics 111; History 111, 111H, 116, 117, 118, 118H

Area A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

Minimum of 9 semester or 12 quarter units; select one from each group below

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

A1 - Oral Communication (1 course)
Business Administration 152
Speech 101

A2 - Written Communication (1 course)
English 101, 101+, 101H, 194

A3 - Critical Thinking (1 course)
English 102, 102H, 104
Humanities 105, 105H*, 110
Philosophy 117, 123
Speech 100, 103, 104

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

Minimum of 9 semester or 12 quarter units; select one from each group below

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

B1 - Physical Sciences (1 course)
Astronomy 102, 103, 110, 120
Chemistry 101, 102, 105, 106, 110, 120, 121
Geography 101, 107, 111
Geology 101, 101H, 102, 103, 104, 105, 111, 111H, 112, 115, 120
Oceanography 115, 116
Physical Science 131
Physics 101, 101H, 102, 103, 105, 106, 110

B2 - Life Science (1 course)
Anthropology 101, 111
Biology 101, 102, 103, 112, 114, 115, 120, 121, 122, 123, 125, 125H, 126
Psychology 103, 203

B3 - Physical Sciences and Life Science Lab Courses (1 lab course from B1 or B2)
The underlined courses listed above fulfill the laboratory requirement for Area B
One course in either the Biological or Physical sciences category must include a laboratory activity.

B4 - Mathematics (1 course)
Mathematics 100, 102, 103, 103E, 103EH, 103H, 104, 104E, 104EH, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 110A, 110B 112, 133, 135, 136, 136H, 138
Business Administration 131

AREA C: ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE

Minimum of 9 semester or 12 quarter units; select one from **C1 Arts and C2 Humanities.**

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

C1 - Arts (1 course)

Art 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120, 121, 125, 138, 199
Dance 100, 102
English 103
Humanities 117*, 120*
Media 110
Music 101, 120, 121, 122, 125, 126, 127, 202, 203, 211, 212, 213
Theatre Arts 101, 102, 155*

Courses	Units	Status	Institution

C2 - Humanities (1 course)

Armenian 101, 102, 103, 104, 115, 116, 117, 125, 126, 127
Chinese 101, 102
Economics 111* (Same as History 116)
English 105, 106, 109, 110, 111, 114, 115, 116, 117, 118, 122, 123, 125, 127, 128, 130
French 101, 102, 103, 104,
History 101*%, 104*%, 111, 111H, 116* (Same as Economics 111), 117, 118*, 119*%, 120*%, 131*%, 133H* 136*, 140%, 141H*, 152*%
Humanities 105H*, 106, 111, 115, 117* 120*, 125, 130
Italian 101, 102, 103, 104
Japanese 101, 102, 103, 104
Korean 101, 102,
Philosophy 101, 112, 113, 114, 115, 116, 118, 119, 120, 121
Spanish 101, 102, 103, 104, 115, 116, 124H, 125, 126, 131
Speech 106
Theatre Arts 107, 155*

C1 or C2 (1 additional course from either category above)

***May be used in only (1) area.**
%Satisfies area if completed Fall 13 or after

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

Minimum of 9 semester or 12 quarter units. Select courses from at least 2 category.

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Anthropology 102, 102H, 103, 104, 105, 114, 150
Economics 101, 102, 102H, 105, 111 (Same as History 116), 170
Ethnics Studies 101, 102, 110, 111, 120, 121, 123, 124, 125, 132, 164, 166
Geography 102, 103, 106, 110, 170, 171
History 101*, 102, 103, 104*, 105, 106, 113, 115*, 118*, 118H*, 119*, 120*, 121, 122, 131*, 132, 133, 133H*, 135, 136, 140%, 141%, 141H* 152*
Interdisciplinary Studies 110
Journalism 101
Linguistics 101
Mass Communication 101
Political Science 101, 102, 103, 104%, 110, 110H, 111, 115, 170, 171
Psychology 101, 101H, 103**, 104, 115, 131*%, 150
Social Science 101, 105, 110, 120, 127, 130
Sociology 101, 101H, 102, 103, 108, 131*%, 140, 171
Speech 108, 115

Courses	Units	Status	Institution

***May be used in only (1) area**
%Satisfies area if completed Fall 13 or after
**Psychology 103 may be used if taken before SPRING 2011

AREA E: LIFELONG UNDERSTANDING AND SELF DEVELOPMENT

Minimum of 3 semester or 4 quarter units.

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Child Development 135
Athletics and Physical Education/Dance/Physical Education/Kinesiology (all activity courses) (1 unit only)
Health 102, 104, 106
Kinesiology 100
Nutrition 125
Psychology 105, 106, 110, 111, 113, 131* (Same as Sociology 131)
Social Science 134
Sociology 104, 105, 131* (Same as Psychology 131)
Student Development 125%, 145

Courses	Units	Status	Institution

***May be used in only (1) area**

GLENDALE COMMUNITY COLLEGE
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
VALID THROUGH SUMMER 2020

Student's Name _____ _____ _____ _____ _____
(print) Last First Middle Student I.D. # Date

Completion of all of the requirements in the Intersegmental General Education Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER ("C-" IS NOT ACCEPTABLE). FULL OR PARTIAL CERTIFICATION CAN BE GRANTED. PARTIAL CERTIFICATION IS A POLICY THAT ALLOWS A STUDENT TO COMPLETE ONE OR TWO IGETC COURSES AFTER TRANSFER.

AREA 1 ENGLISH COMMUNICATION
CSU - 3 courses, one from each group below. UC - 2 courses, one each from group A and B.

GROUP 1A: ENGLISH COMPOSITION
(1 course, 3 semester units)
ENGL 101, 101+, 101H combined: maximum credit, one course

English 101, 101+, 101H

GROUP 1B: CRITICAL THINKING - ENGLISH COMPOSITION
(1 course, 3 semester units)

English 102+, 102H+,104

GROUP 1C: ORAL COMMUNICATION (CSU ONLY)
(1 course, 3 semester units)

Speech 101

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

AREA 2 MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING
(1 course, 3 semester units)

Mathematics 100+,103+, 103E, 103EH, 103H+,104+,104E, 104EH, 104H+,105+,105H+,107+, 107H+, 108+, 108H+, 110+, 110A+, 110B+, 112+, 133, 135,136, 136H

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

AREA 3 ARTS and HUMANITIES
(3 courses, 9 semester units)
At least one course from the Arts and one from the Humanities.

GROUP 3A: ARTS COURSES:
Art 101+, 101H+, 102+, 102H+, 103+, 104+, 105+, 106+, 107+, 108, 109, 111, 112, 113, 115, 116, 118, 119, 120+, 121+, 125, 199
Dance 100, 102
Music 101, 120+, 121, 122, 125+, 126+, 127, 211+
Theatre Arts 101, 102, 107

GROUP 3B: HUMANITIES COURSES:
Armenian 102+, 116+, 117, 125, 126, 127
Chinese 102
Economics 111*(Same as History 116)
English 105, 106, 109, 110, 111, 116, 117, 122, 123, 125, 128
French 102, 103, 104
History 101*+, 102+, 103*, 104, 105, 106, 111+, 111H+, 113, 115, 116*(Same As Economics 111), 117+, 118*+, 119*, 120*, 121, 131*, 132, 133, 136*, 140, 141, 141H+, 152*
Humanities 105+, 105H+, 106, 110, 111, 115, 117, 120, 125
Italian 102, 103, 104
Japanese 102, 103, 104
Korean 102
Philosophy 101, 113, 114, 115, 116, 118, 119, 120, 121
Spanish 102+, 103, 104, 115, 124H+, 131

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

***May be used in only (1) area**

AREA 4 SOCIAL and BEHAVIORAL SCIENCES
(3 courses, 9 semester units)
Courses from at least two disciplines or an interdisciplinary sequence.

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

Anthropology 102+, 102H+, 103, 104, 105, 114, 150
Economics 101,102+, 102H+, 111*(Same As History 116), 170
Ethnic Studies 101, 102, 110, 111, 120, 121, 123, 124, 125, 132, 164, 165, 166
Geography 102, 103, 106, 110, 170, 171
History 101*%, 103*%, 116*(Same As Economics 111), 118*%, 118H, 119*%, 120%*, 122, 131*%, 135, 136*, 152*
Journalism 101+
Linguistics 101
Mass Communications 101+
Political Science 101, 102, 103+, 104%, 108, 110, 111, 115, 170, 171
Psychology 101+, 101H+, 103**, 104, 106, 113, 115, 131% (Same as Sociology 131), 150
Social Science 101, 105, 110, 120, 127, 130, 134
Sociology 101, 101H, 102, 103, 104,105, 108, 131% (Same as Psychology 131), 140, 171
Speech 108, 115

***May be used in only (1) area**
%Satisfies area if taken Fall 2013 or after
**Psychology 103 may be used if taken before FALL 2011

AREA 5 PHYSICAL and BIOLOGICAL SCIENCES
(2 courses, 7-9 semester units)

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

One Physical Science course and one Biological Science course;
at least one must include a laboratory.

Lab Requirement Satisfied Yes ___ No ___

GROUP 5A: PHYSICAL SCIENCE COURSES: (Laboratory courses are underlined)
Astronomy 102, 110+, 120+
Chemistry 101+, 102+, 105, 106, 110+, 120+, 121+
Geography 101, 107, 111
Geology 101+, 101H+, 102, 103, 105, 111+, 111H+, 112, 115
Oceanography 115, 116
Physical Science 131+
Physics 101+, 101H+, 102+, 103+, 105+, 106+, 110+

GROUP 5B: BIOLOGICAL SCIENCES: (Laboratory courses are underlined)
Anthropology 101, 111
Biology 101+, 102+, 103+, 112, 115+, 120+, 121+, 122+, 123, 125+,125H+,126
Psychology 103, 203

GROUP 5C: Physical Sciences and Life Science Lab Courses (1 lab course from 5A or 5B)
The underlined courses listed above fulfill the laboratory requirement for Area 5
One course in either the Biological or Physical sciences category must include a laboratory activity.

LANGUAGE OTHER THAN ENGLISH (UC REQUIREMENT ONLY)
Proficiency equivalent to two years of high school in the same language.

STATUS SHOULD BE REPORTED AS: N = Need, IP = In Progress, C = Completed

Courses	Units	Status	Institution

American Sign Language 101, Armenian 101+, 115+, Chinese 101,
French 101, Italian 101, Japanese 101, Korean 101+, Spanish 101+, 115+

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

CHECK IF COMPLETED

AMERICAN HISTORY, Economics 111; History 111, 116, 117, 118. ___
AMERICAN INSTITUTIONS, Political Science 101. ___
(POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government). ___
STATE AND LOCAL GOVERNMENT, Political Science 101, 106.
(POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government).

+ INDICATES THAT TRANSFER CREDIT MAY BE LIMITED BY UC OR CSU OR BOTH. PLEASE CONSULT WITH A COUNSELOR.
* COURSE MAY BE COUNTED IN ONE AREA ONLY.

+UC Credit Limits

ARMEN 101, 102 combined with 115, 116: maximum credit, one series
BIOL 114 and 115 combined: maximum credit, one course
BIO 114 or 115 no credit if taken after BIO 120 or 121
BIO 122 no credit if taken after BIO 101
BIO 125, 125H combined: maximum credit, one course
CHEM 110, and 120 combined: maximum credit, one course
CHEM 110 or 120 no credit if taken after CHEM 101 or 102
CHEM 121 no credit if taken after CHEM 105 or 106
ECON 105 no credit if taken after 101, 102 or 102H
ECON 111 and HIST 111, 116 and 151 combined: maximum credit, two courses
ENGL 101, 101+, 101H combined: maximum credit, one course
ESL 133, 141, 151 maximum credit 8 units
HEALTH 101 and 102 combined: maximum credit, one course
HEALTH 104, 106 and PSYCH 111 combined: maximum credit, one course
HIST 111 No credit if taken after 118
HIST 111 if taken after 117 or SOC 131: maximum one unit
JOURN 101 same as MCOMM 101
KIN Theory 144, 146, 195, 196, 228, 229 any or all courses combined: maximum credit, 8 units
MATH 100, 110 or 110A and 110B combined: maximum credit, one course
MATH 103, 103H and 112 combined: maximum credit, one course
MATH 138 and 139 combined: maximum credit, one course
MUSIC 101 or 211 no credit if taken after 202
MUSIC 120, 125 and 126 combined: maximum credit, 2 courses
PE Activity (any or all) course combined maximum credit 4 units
PE Theory any or all courses combined: maximum credit, 8 units
PHSCI 131 no credit if taken after any college course in Astronomy, Chemistry, Geology or Physics
PHY 101, 101H, 102, 102H, 103, or 105 and 106: maximum credit, one series
PHY 110 no credit if taken after 101 or 105
PSYCH 111 and HLTH 104, 106 combined: maximum credit, one course
SPAN 101, 102 and 115, 116: maximum credit, one series

Based on 2018-2019

ADVANCED PLACEMENT CREDIT

Glendale Community College recognizes the Advanced Placement Program of the College Entrance Examination Board. It is the student's responsibility to petition for credit through the Office of Admissions and Records. Glendale College grants credit for College Board Advanced Placement scores of 3 (three) satisfy requirements for CSU breadth and IGETC certification; and will be noted accordingly on the appropriate form if certification is requested. Students need to turn in official AP scores from the College Board. Advanced Placement units do not transfer as Glendale Community College courses.

Students need to submit official scores from the College Board and fill out a petition for advance placement. Credit for Advanced Placement will be granted only during the fall and spring semesters to students who have successfully completed or are enrolled in at least 12 units at Glendale Community College.

Although the College Board reports all AP tests results to the universities, students should be aware AP test scores lower than 3 will not adversely affect their chances for admission.

For more information see a counselor.

CAMPUS SERVICES
(818) 240-1000

ACADEMIC COUNSELING **SV third floor** **ext. 5918**
Counselors assist students with exploring educational and personal goals and planning a program of studies that fulfills the educational requirements to meet those goals.

ADMISSIONS AND RECORDS **SV third floor** **ext. 5910**
The Admissions Office has many functions. It is responsible for: application for admission, permanent records, transcript request, complete forms for Pass/No Pass, and verification of enrollment requests.

ASSESSMENT **SV third floor** **ext. 5329**
Students are given a given through guided placement surveys that help to choose the correct English and Math classes for you using previous academic preparation. Students will complete a guided placement survey (GPS). Questions are regarding high school GPA, coursework, and grades. Completing the English GPS will make students eligible to take English courses at the College. Placement into English is also needed for the nursing program as well as many language, social sciences, speech, business, and humanities courses. The college gives tests in English as a Second language (ESL), and Chemistry. Your test score will help you and your counselor choose the correct courses for you to take.

BOOKSTORE **SC first floor** **ext. 3014**
College textbooks, reference books, school supplies, clothing, software, and gift items are sold. (818) 242-1561

CALWORKS/TANF **SF 114 (SF complex)** **ext. 3345**
The GCC CalWORKs Program helps students who are low-income parents with children under 18 and are receiving cash aid (welfare benefits) from the County of Los Angeles. The Program helps students communicate and negotiate with the county workers (DPSS and GAIN) who oversee their benefits. The CalWORKs office process the documents that allow CalWORKs students to receive crucial supportive services from the state, including childcare during class hours and reimbursement for school related costs such as textbooks, supplies, transportation, and fees.

CAREER and JOB PLACEMENT CENTER **SV third floor** **ext. 5407**
ADULT RE-ENTRY SERVICES
The Career Center provides individualized counseling as well as workshops, job interest and other testing, resume writing and job interviewing. The Job Placement Center assists current and former students in securing part-time and full-time employment. On campus positions are also available for currently enrolled students.
The Adult Re-Entry services are designed to help single parents and new or returning adult students.

CENTER FOR STUDENTS WITH DISABILITIES **SF 121 (SF complex)** **ext. 5905**
The Center for Students with Disabilities provides support services and special classes for students with verified disabilities. Support services include specialized counseling, learning strategies instruction, in-class note takers, realtime captioning, sign language interpreters, mobility orientation, specialized tutoring, test proctoring, equipment loan, campus/community liaison, adapted computer technologies, alternate media, job development, and on-campus transportation. Special classes in study skills as well as adapted computer technologies, physical education and dance are part of the college's regular course offerings.

COLLEGE POLICE **SM 153** **ext. 5925**
The college police officers are responsible for providing a safe campus environment, detecting and reporting security, safety and fire hazards, and promoting crime prevention. In addition the college police provide the following services: an escort service for students to walk them from class to their vehicles; emergency vehicle assistance; and emergency aid and transportation.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) **SV third floor** **ext. 6900**
E.O.P.S. provides programs and services designed to afford economically disadvantaged students the opportunity to participate fully in the educational program of the college. In addition, the staff provides counseling, book vouchers and grants to eligible students, C.A.R.E. (Cooperative Agencies Resources for Education) program for single E.O.P.S.
parents that meet specific guidelines.

FINANCIAL AID **SV third floor** **ext. 5916**
The Financial Aid office assists students seeking financial help to pay for the cost of attending Glendale Community College. There are basically two types of financial aid: grants and self help (such as work-study and low interest loans). Many Students are eligible for CCPG an enrollment fee waiver. Grants are awarded on the basis of financial need and do not require repayment. Financial Aid workshops are given every Fall and Spring to help students with the application. Financial Aid advisors can help you on a drop-in basis.

HEALTH CENTER **SR first floor** **ext. 5909**

The Student Health Center offers many services to credit students: first aid, health assessment by on duty nurses, distribution of over the counter medications, crisis intervention, alcohol/drug counseling, blood pressure screening, TB skin test, vision screening and hearing tests, tetanus, measles-mumps-rubella immunizations, and information and referrals for a variety of other health related situations.

LEARNING CENTER **AD 232** **ext. 5333, 5328**

The Learning Center offers many tools to help you achieve academic success. There are materials, such as videos, CD-ROM and software programs, available to build specific skills areas: reading, English grammar, writing, mathematics, general science, foreign languages, and other areas of study.

LIBRARY **LB, 3rd & 4th floor** **ext. 5586**

Newly expanded and renovated, the Glendale Community College Library serves the entire college community by emphasizing services and providing an environment to meet your individual study needs such as computers, study rooms and in library textbook loan. Ongoing library orientation workshops cover the basics of finding, evaluating, and using information from various sources. You can access library services remotely on the web site at www.glendale.edu/library.

MATH DISCOVERY CENTER **AS 103** **ext. 5362**

The Math Science Center offers assisted instruction for students in mathematics, chemistry, biology, physics, and astronomy courses. It is staffed by faculty and trained student tutors.

SCHOLARS PROGRAM **LB 216** **ext. 5699**

The Scholars Program has been created to serve the needs of academically accomplished students, offering them the opportunity for more intensive study on a higher intellectual plane than is normally possible in most undergraduate programs.

SCHOLARSHIPS **SC 202** **ext. 5591**

Any student who has completed at least 12 units of college credit at Glendale College may file an application for a scholarship or grant in the Scholarship office, SC Second floor or online at www.glendale.edu/scholarships

SIERRA MADRE

The Sierra Madre contains the Cafeteria, Campus Police, Multicultural & Community Engagement Center; The Snack Bar, and the Welcome Center.

STUDENT EQUITY **SF 122 (SF complex)** **ext. 5127, 3520**

LEARNING COMMUNITIES

(Black Scholars, Guardian Scholars, La Comunidad, Summer Bridge)

- The mission of Black Scholars is to help African American college students achieve their academic and career goals by increasing their retention, persistence, and graduation rates.
- Guardian Scholars is a supportive network committed to empowering current and former foster youth to achieve their academic and career, and personal goals. The program encourages student growth and development through meaningful interactions during individual, group, and in-class sessions. As a community, it is designed to help students attain success throughout their collegiate journey.
- Through La Comunidad, Latino and Latina college students receive assistance with their efforts to earn a certificate, graduate with an Associate's degree, or transfer to a four-year institution. The program helps students develop the knowledge and skills necessary to navigate the college environment and ensure their success in higher education.

TRANSFER CENTER **SV third floor** **ext. 5443**

The Transfer Center facilitates the transfer process from Glendale Community College to four-year colleges and universities. It is staffed by university representatives and Glendale College Counselors. Information concerning university requirements, transfer options, financial aid. You may also check out catalogs from four-year colleges and universities.

TUTORING CENTER **AD 232** **ext. 5333**

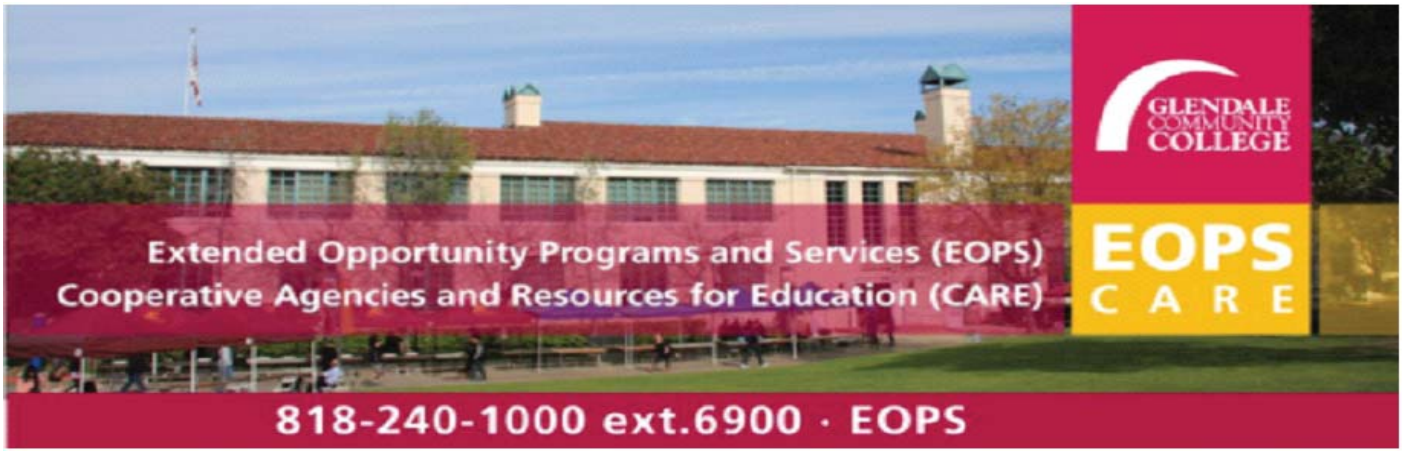
The Tutoring Center, located within the Learning Center provides specialized tutoring for you in any college subject. This is a FREE service if you have a referral from a teacher or counselor for any Glendale Community College Students. Services include tutoring, study groups, group tutoring, and labs.

VETERANS RESOURCE CENTER **AA 1 & 1B** **ext. 3360**

Veteran services are provided through the Veteran Resource Center. Here, the veterans' staff provides assistance to veterans and eligible dependents in qualifying for educational benefits and in planning educational programs.

WRITING CENTER **AD 232** **ext. 5333**

The writing center is located in the Learning Center. Students can improve their writing abilities whether it's writing paragraphs, essays, business letters, or research papers.



To qualify for EOPS program students must meet all the eligibility criteria outlined below:

1. Must be a California resident as determined by GCC Admissions and Records Office
2. Received a California College Promise Grant - Enrollment Fee Waiver (CCPG waiver A or B)
3. Completed no more than 45 degree applicable units (including all course work completed at other colleges or universities)
4. Registered in 12 or more units at the time of application (wait listed units do not count)
5. Completed Math and English or Math and ESL assessment
6. Demonstrate a disadvantage through one of the following:

    - Not qualified for English or Math required for the college degree (based on GCC assessment results)
    - No High School diploma or GED
    - HS GPA below 2.5
    - Have taken remedial courses
    - Use English as a second language
    - First generation college student
    - Emancipated foster youth
    - Member of college identified underrepresented group: African-American/Black, American-Indian/Alaskan
    - Native, Asian/Pacific Islander, and Hispanic/Latino

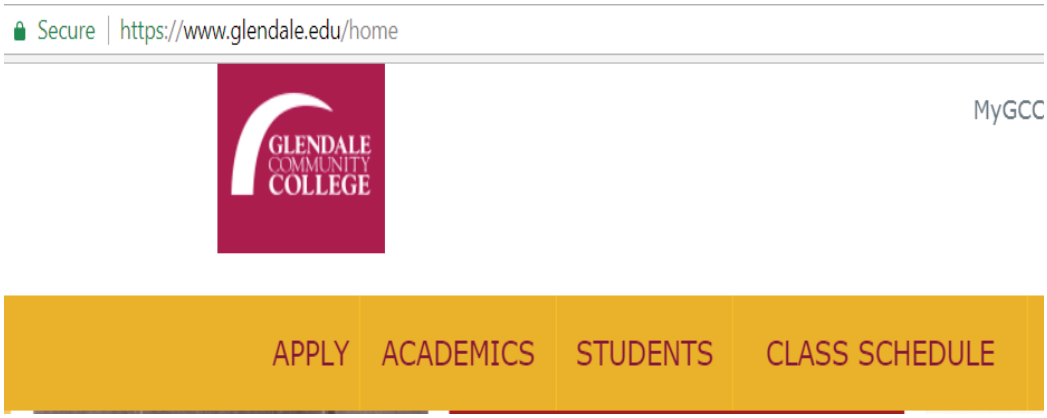
EOPS program serves students who have been affected by economic, language, social and educational barriers. The mission of the program is to facilitate the successful and timely completion of student goals and objectives. Through specialized support services and instruction, EOPS encourages enrollment, retention, certificate completion, graduation and university transfer. As part of its mission, EOPS is committed to student success by promoting communication, critical thinking, information competency, application of knowledge, and personal responsibility. The program offers a variety of services that may include, but are not limited to priority registration, orientation, counseling, instruction, book services and financial assistance. For more information on EOPS and program admission application go to EOPS website at www.glendale.edu/eops.

CARE is a supplemental component of EOPS program designed to provide educational support services and activities for students who are single parents. The goal of CARE is to reduce long term welfare dependency and support the needs of the single parent for economic self-sufficiency. CARE students must be eligible for EOPS services first. For more information on CARE and program admission requirements go to CARE web page www.glendale.edu/care.

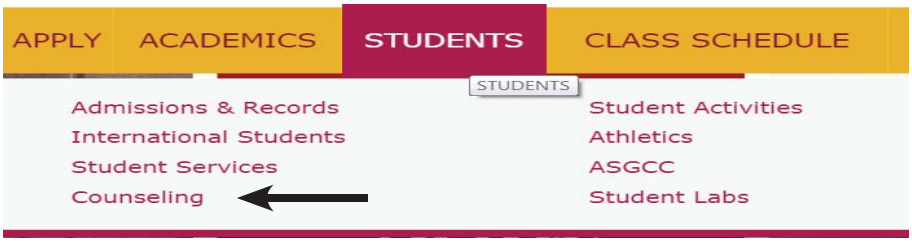
EOPS and CARE financial assistance may be available to EOPS/CARE students who in addition to meeting all EOPS/CARE program entrance and continued eligibility requirements are also income eligible based students' remaining financial need as determined by the Financial Aid Office. All EOPS/CARE awards are contingent upon EOPS/CARE Program funding availability.

FOLLOW THESE STEPS TO APPLY FOR EOPS

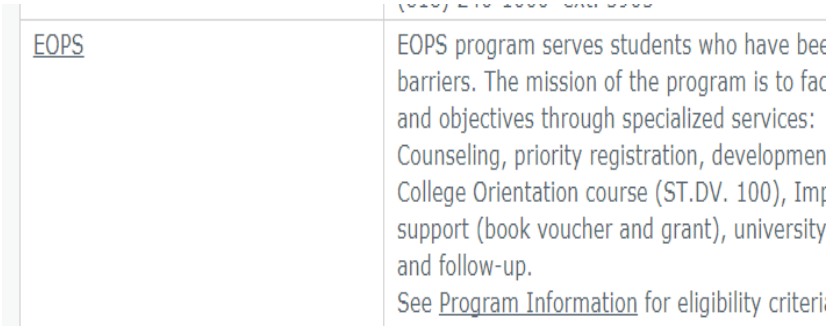
STEP 1: Go to **www.glendale.edu**



STEP 2: Roll over the STUDENTS tab in yellow Click on Counseling



STEP 3: Scroll down and select EOPS



STEP 4: Click on Application

If you have any questions about EOPS please stop by our office in the Sierra Vista Building or call 818-240-1000 ex 6900

GLENDALE COMMUNITY COLLEGE
CENTER FOR STUDENTS WITH DISABILITIES
(818) 240-1000 ext. 5905

PROGRAMS AND SERVICES

COUNSELING SERVICES – SF 121 (SF COMPLEX), ext. 5905

- Academic advisement
- Vocational and occupational counseling
- Disability-related and personal counseling
- Priority registration
- Orientation and mobility
- Referrals to campus and community resources

INSTRUCTIONAL ASSISTANCE CENTER—SG 112, ext. 5530

- Learning Disabilities Assessment
- Specialized tutoring in English and Math
- Test proctoring
- Student Development 146 – Effective Study Techniques

HIGH TECH CENTER – SG 108, ext. 5402

- Assistive technology and software including text enlargement, screen readers and speech recognition
- Computer Access Evaluations
- Test proctoring
- Alternate Media Evaluations
- Equipment loan
- Adapted computer classes

ADAPTED PHYSICAL EDUCATION

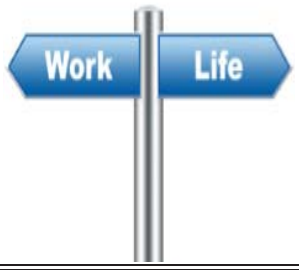
- PE 130 – Adapted Activities
- PE 131 – Self Defense for Disabled
- PE 132 – Adapted Aquatics
- PE 134 – Adapted Fitness Lab
- PE 135 – Adapted Indoor Cycling
- Dance 150 – Physical Reintegration

ALTERNATE MEDIA – SA 1, ext. 3366

- Students unable to access printed information are provided with materials in alternative formats. Braille, etext, and enlarged print are available for the visually impaired student.
- There are various audio formats and software provided for students with learning disabilities.

WORKABILITY III LB 124-B, ext. 5529

- Students who are clients of the Department of Rehabilitation are eligible for job development services.



TRANSFER INFORMATION ON THE INTERNET

What is ASSIST?
www.assist.org

If you are planning to transfer from a community college to a University of California or California State University, ASSIST can help! ASSIST is the official California state-wide data base listing a selection of camps-approved transfer agreements, general education requirements, and information on UC and CSU transferable course. Students are also advised to contact a Glendale Community College counselor for more information, and for details regarding other transfer agreements and options not available on ASSIST for your transfer college choice.

What is Cal State?
www.calstate.edu

The official website for the CSU system. This site provides links to all CSU campus websites. Students may apply online during filing periods, as well as find answers to frequently asked questions. Criteria search based on majors, tuition, athletics, housing, total enrollment, and location is available. CalState.edu also offers an extensive amount of information regarding financial aid.

What is univeristyofcalifornia.edu/admissions?
www.univeristyofcalifornia.edu/admissions

The official website for the UC system. This site provides links to all UC campus websites. Students may apply to the UC system on this website using an electronic application during filing periods. Information regarding financial aid, housing, student services, special programs and transfer credit is available. Students seeking information regarding the Personal statement and lists of majors may also use this site.

What is AICCU - Association of Independent California Colleges and Universities?
www.aiccu.edu

An index of independent and private schools in California. This website offers college profiles, admission requirements, application deadlines, majors and degrees offered, website links, e-mail addresses, criteria search, and online applications.

A comprehensive website providing information on California colleges, universities, and graduate institutions. These include UC's, CSU's, private, art, and community colleges. This website provides a criteria search, matching assistant, and brief biographies on each institution. Students may find an extensive amount of information on financial aid, transferring, application filing periods, and housing.

Glendale Community College Transfer Center Home Page
www.glendale.edu/transfercenter

Here you will find web pages filled with information for the Glendale College student interested in transferring. These pages cover all aspects of transferring such as transfer guarantee programs, GPA, and more! All of the links you need to transfer are included.
Come visit this site just for Glendale Community College students!

COLLEGE POLICE DEPARTMENT

The Glendale Community College Police Department is dedicated to providing a safe environment for students, employees, and the public who visit our respective campuses. Open 7 days a week, the college police department is staffed by sworn peace officers, dispatchers, and cadets. The police department follows the college's mission of being committed to student success, and to provide for the safety of our campus community.

Reporting Crimes and Other Emergencies

Glendale Community College strongly encourages victims or witnesses to report all criminal incidents to the campus police immediately, regardless of their nature, to ensure that appropriate action can be taken, crime statistics can be recorded for the college's annual statistical disclosures, and timely warning alerts can be issued if needed. Crimes that occurs off-campus (not immediately adjacent to the campus) should be reported to the law enforcement agency having jurisdiction over the location of occurrence. However, if the crime occurs at a GCC sponsored function that is off-campus, the matter should also be reported to the campus police department, in addition to the local agency having jurisdiction over the location of occurrence.

In addition to reporting crimes to the campus police department, you may also report crimes to the Dean of Student Affairs. That office is located on the Main Campus inside the J.W. Smith Student Center building, Room 202, (phone: 818-240-1000 ext. 5594). The City of Glendale Police Department may be contacted by dialing 911 for emergencies or by calling (818) 548-4911.

Emergency Telephone Extension

Campus emergencies, including in-progress crimes, should be reported immediately using campus extension 4000, or by calling (818) 409-5911.

Emergency Call Boxes

Emergency Call Boxes (ECBs) are located on the Main and Garfield campuses in, or adjacent to, several campus parking lots. They are connected to the Police Department Communications Center by hard wired phone lines, and each one emits an identifier code that alerts the Police Dispatcher of the location of the box being activated. It is important to learn the location of ECBs. Maps are available at the police station, which denote the locations of ECBs. To use the system, follow the instructions on the box. Police personal are dispatched to the ECB each time it is activated.

Additional Services

Lost and found – All lost and found articles should be turned in or claimed at the Campus Police Office. Clothing items are not to be accepted. Items will be held for a period of at least 90 days before any disposition is attempted.

Escorts (main campus and off sites) – This service is provided by Campus Police for anyone wising to be escorted. Contact the department at (818) 551-5205 to request an escort

Emergency Car Service – This service is provided to any student or staff. It includes battery jumps. The dispatcher can call for towing or auto club services.

Emergency Alerting System

About Nixle

We have a new text alert carrier called Nixle. If you wish to receive an emergency text message from our new carrier, Nixle, we ask you to subscribe as follows. There is no cost to the subscriber; however, standard messaging rates may apply.

To opt-in and receive any future emergency text alerts for GCC, please text the two words GO GCCALERT to the number 888777 from your cell phone. You will receive a confirmation text that says "Nixle Local Alerts Welcome to GCCALERT." By receipt of that text message, you will have opted-in to the Nixle system and you will receive future emergency text alerts regarding any campus emergency. You do not need to accept or acknowledge the text message.

Protect Yourself When Walking

- Avoid walking alone at night unless absolutely necessary.
- Keep to well lit commonly traveled routes.
- Avoid shortcuts and dark, isolated areas.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your door keys ready; carry them in your pocket, not buried in your purse.

PARKING & BUS INFORMATION

HOW TO PURCHASE A PARKING PERMIT

Parking on GCC Campus requires a permit 365 days a year. Parking permits are available for purchase online thru MyGCC until one week prior to the start of the semester. After that, parking permits are only available for purchase in person at the Tuition Office (AD 127), located in the lobby of the Administration Building. Permits are not needed for classes at the Garfield Campus.

Daily parking permits are available at the entrance to the GCC parking structure from the Pay and Display machines. Daily permits must be displayed face-up, on the driver's side of the vehicle's dashboard and be clearly visible.

Parking without a valid permit will result in the issuance of a citation.

For vehicles which cannot be secured (Jeeps, convertible, etc.) contact the GCC Police SM 153 for more information.
PURCHASE OF A PERMIT DOES NOT GUARANTEE A PARKING SPACE.

GENERAL INFORMATION

- Lost, stolen or missing permits may be replaced by paying the full purchase price. Permits not received through the registration process are not replaced.
- Head in parking only.
- Permit must be displayed on rear view mirror (instructions on permit).
- Student parking permits are honored in Lot B and the upper four floors of the parking as well at the City Parking Lots 30, 31, 32, 33, 34 and the Civic Auditorium.
- Civic Auditorium Parking structure and/or Lot 31 may be closed for students during these events. Check the weekly bulletin or GCC website at www.glendale.edu/parkinginfo.htm for advanced notices or call the GCC Police Department at ext. 5925 for more information
- 4 hour meter restriction in city lots do not apply to student permits. Vehicles with student permits can park an unlimited amount of time.
- Check posted signs for restrictions. Many streets in the area surrounding the school are "Resident Permit Parking Only." Do not park in restricted areas, you will be cited and may be towed.
- Permits are not valid at street meters unless indicated by posted sign.

IF YOU RECEIVE A CITATION

Appeal forms to contest a citation give by the City of Glendale or GCC Police can be obtained in SM 153. Forms must be submitted within the time limit specified.

DISABLED STUDENTS TEMPORARY/PERMANENT

Students with disabilities must register with the Center for Students With Disabilities to qualify for special parking services. Contact the center at ext. 5905 or go to the second floor of the San Rafael Building for permit
Information and services.

STUDENT UNLOADING ZONE

The student-unloading zone is located in front of the Administration Building, on Verdugo Road.

THIS IS IMMEDIATE LOADING AND UNLOADING ONLY

Do not drop off at the Mountain Street entrance by the tennis courts or in front of any driveway as you are subject to being ticketed by the Glendale Police Department or College Police.

PARKING STRUCTURE

This lot is an extension of Lot B and is a Permit Only parking lot. Student should enter off of Mountain Street and Access the parking structure through the 3rd level entrance next to the police/parking information office. Student may park only in the white painted parking stalls (Levels 3-6). The green stalls are reserved for college employees only.

BICYCLE PARKING

Bicycles must be parked and secured at designated bike racks on campus. Do not secure bicycles to walkway or stairwell railings as this violates Americans with Disabilities Act (ADA) regulations.

BUS SERVICE

Glendale Community College is served by Glendale Beeline Shuttle and the Metro, providing an economical and stress free alternative to parking. Discounts are available for the disabled and seniors. Beeline passes may be purchased through the college's Bookstore Business Office. Monthly passes and 10-ride cards are available.

For Beeline schedule information (Route 3 and 7), please visit http://www.ci.glendale.ca.us/public_works/beeline.asp

For information on Metro routes (Line numbers 90 and 91), visit http://www.mta.net/about_us/service_sectors/sfv/operating_lines.htm

Sex Offenses Policy Statement
Glendale Community College is committed to providing services, resources, and support to the victims of sexual assaults. The College has implemented Administrative Regulation and Board Policy 2710. Rape and other types of sexual assaults, whether by a stranger or an acquaintance, are violations of the law and the policy of the Glendale Community College District. Sexual assault includes, but is not limited to rape, sexual battery or the threat of sexual assault. While the District strongly advises a survivor of sexual assault to press criminal charges, it recognizes that the survivor may not want to take such action.

Sexual Assault
Includes, but is not limited to, rape, forced sodomy, forced copulation, rape by foreign object, sexual battery, or threat of sexual assault. These include situations where the accused sexually assaults a person incapable of giving consent, including where the person is prevented from resisting due to alcohol or drugs and this condition was known by the accused. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

Sexual Harassment
The Glendale Community College District is committed to providing and environment free of physical conduct or communications constituting sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Domestic Violence
The willful infliction of corporal injury resulting in a traumatic condition against a spouse, former spouse, cohabitant, former cohabitant, or mother or father of one's child. See California Penal Code section 273.5.

Dating Violence
The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking
The willful, malicious, and repeated following or harassing of another person and the making of a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family. See California Penal Code section 646.9.

Controlled Substances and Alcoholic Beverages Alcohol Policy
In accordance with Administrative Regulations 5500: Standards of Student Conduct and 7331: Employee Drug Free Workplace, Glendale Community College maintains a Drug Free Workplace and “prohibits the use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages on college property and/or at all functions, both on or off-campus except as expressly permitted by law and Glendale Community College regulations”. Any student or employee found in violation of these policies may be subject to arrest, citation, and/or disciplinary action. Disciplinary sanctions may include suspension, expulsion or discharge from employment. The campus police department will strictly enforce all state laws relating to underage drinking and/or possession.

Illegal Drug Possession, Use, Sale, Enforcement

The possession, use, sale, manufacture and/or distribution of controlled substances are unlawful under both state and federal laws as well as a violation of college policy. These laws are strictly enforced by the campus police department. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812) and are further defined by Regulations 21 CFR 1308.11 through 1308.15.

District Policies
Weapons on Campus
Weapons are not allowed on campus at any time. Weapons include but are not limited to firearms, tasers, pellet guns, BB guns, batons, knives, dirks, razors, or nunchucks. Persons bringing weapons to campus may be subject to arrest or campus disciplinary sanctions. See Board Policy and Administrative Regulation 3530.

No Smoking Policy on Campus

It is the intent of the Board of Trustees to maintain a learning and workplace environment that is conducive to the health and safety of the students and employees of the District. Realizing the health hazards posed by second-hand smoke, It is the policy of the Glendale Community College District to **not allow smoking on campus**. This policy pertains to students, faculty, staff, administrators, visitors, and the general public. This policy shall apply to all owned or leased Glendale College facilities and all owned or leased district vehicles. This policy shall also apply to electronic cigarettes or other imitation cigarette devices.

It is a violation of district policy to smoke on any district-owned property. The College Police are authorized by the Board of Trustees to enforce this policy and issue citations consistent with CA Gov. Codes 7596-7598.

Skateboarding/Rollerblading/Bicycles and Motorcycles on Campus
No person shall ride a skateboard, roller-skates, rollerblades or non motorized scooter on District property. No person shall operate a bicycle in excess of 5 mph while on District property. Bicycles and motorized bicycles shall not be operated on pedestrian walkways or in buildings. Bicycles and motorized bicycles must park only in designated areas. Motorcycles are not permitted to drive in any area that motor vehicles are prohibited from entering except designated motorcycle parking areas. See Board Policy and Administrative Regulation 6750.

Animals on Campus Policy
Glendale Community College District is committed to providing its employees, students, and visitors with a healthy environment in which to work and study. No animals are allowed on campus except those animals that are individually trained to provide services to individuals with disabilities. See Board Policy and Administrative Regulation 3535.

2019 CALENDAR

SUMMER 2019

April 12 . . . . . .Deadline for students to apply for admission for Summer 2019 and be eligible for priority registration

April 22- May 3 . . . . .Check your Priority Registration Appointment Date & Time for Summer 2019
- Online at MyGCC.glendale.edu

April 29 - May 3. . . . .Priority registration for Summer 2019

April 26 . . . . . .Deadline to apply for admission for Fall 2018 and be eligible for priority registration

May 6 - June 14 . . . . .Open registration for Summer 2019

May 6 . . . . . .Summer 2019 - High School Registration

May 6 - June 7 . . . . . .Check your Priority Registration Appointment Date & Time for Fall 2019
- Online at MyGCC.glendale.edu

May 20 - May 31 . . . .Priority registration for Fall 2018

May 27. . . . . .Memorial Day (Observance) – Campus Closed

June 16. . . . . .Residence determination date for Summer session

June 17. . . . . .Instruction begins for the Summer session

June 17 – 21. . . . . .Late registration for the Summer session

June 21 . . . . . .Deadline to ADD a 5- week & 6- week Summer session class

Deadline to DROP a 5- week & 6- week Summer session class without a "W" notation and receive a refund

June 24 - 28 . . . . . Summer session refunds are automatic for those students who dropped by the due date (June 21). Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.

June 25. . . . . .Last day to apply for Pass/No Pass in a 5- week & 6- week Summer session class

July 4 . . . . . .Independence Day (Observance) – Campus Closed

July 5 . . . . . .Deadline to DROP from a 5-week summer session class with a "W" notation

July 12 . . . . . .Deadline to DROP from a 6-week summer session class with a "W" notation

August 23 . . . . . .End of Summer session

August 30 . . . . . .Summer session grades available on MyGCC.glendale.edu

September 3 . . . . . .Instruction begins for Fall 2019

MAY 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

It is the student's responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your "My Class Schedule" for your personalized Academic Add/Drop Calendar. Dates are subject to change.

DATES SUBJECT TO CHANGE
PLEASE REFER TO YOUR MYGCC STUDENT PORTAL
FOR YOUR PERSONALIZED ADD/DROP/WITHDRAW CLASS DEADLINES.

2019 CALENDAR

FALL 2019

JUNE 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	29	30	31			

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 26*. . . . . Deadline to apply for admission for Fall 2019 and be eligible for priority registration

May 6 - June 7 . . . . . Check your Priority Registration Appointment Date and Time for Fall 2019
- Online at MyGCC.glendale.edu

May 20 - May 31* . . . Priority registration for the Fall 2019 semester

June 3 - August 30 . . Open registration for the Fall 2019 semester

June 3. . . . . Fall 2019 - High School Registration

June 24. . . . . Begin processing application for Winter and Spring 2020

September 2 . . . . . Residence determination date for the Fall semester

September 2 . . . . . Labor Day - Campus Closed

September 3 . . . . . Instruction begins for the Fall semester
16- week classes begin — first 8- week classes begin

September 3 - 14 . . . . Late registration for Fall semester

September 7 . . . . . Deadline to ADD first 8- week classes
Deadline to DROP first 8- week classes without a "W" notation and receive a refund

September 10. . . . . Last day to apply for Pass/No Pass in first 8- week classes

September 14 . . . . . Deadline to ADD 16- week classes
Deadline to DROP 16- week classes without a "W" notation and be eligible for a refund

September 16 . . . . . First 6- week classes begin

September 16 - 20 . . . Refunds are automatic for those students who dropped their class by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office

September 20 . . . . . Last day to apply for Pass/No Pass in first 6- week classes

September 23 . . . . . Deadline to ADD first 6- week classes
Deadline to DROP first 6- week classes without a "W" notation and be eligible for a refund

September 27 . . . . . Last day to apply for Pass/No Pass in 16- week classes

October 12. . . . . Deadline to DROP from first 6- & 8- week classes with a "W" notation

October 14 - 18 . . . . . Check your Priority Registration Appointment Date and Time for Winter 2020

October 26. . . . . First 6- week & First 8- week classes end

October 28. . . . . Second 6- & 8- week classes begin

October 28 - Nov 1 . . Priority registration for Winter 2020 session

October 28 - Nov 1 . . Refunds for second 6- & 8- week classes are automatic for those students who dropped by the appropriate due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office

November 1* . . . . . Deadline to apply for admission and be eligible for priority registration for Spring 2020

November 2 . . . . . Deadline to ADD second 6- & 8- week classes
Deadline to DROP second 6- & 8- week classes without a "W" and be eligible for a refund

November 5 . . . . . Last day to apply for Pass/No Pass in second 6- & 8- week classes

November 11 . . . . . Veteran's Day Observed– Campus Closed

November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020

November 18 - Dec 6* Priority registration for Spring 2020

November 23 . . . . . Deadline to DROP from 16- week classes with a "W" notation
Deadline to DROP from second 6- week classes with a "W" notation

November 28 - 30 . . . Thanksgiving vacation (no Saturday classes on November 30)

December 7. . . . . Deadline to DROP from second 8- week classes with a "W" notation

December 11 - 18 . . . . Final examinations for the Fall semester

December 14. . . . . Second 6- week classes end

December 18. . . . . Second 8- week classes end
16- week classes end - End of the Fall semester
Petitions for graduation and/or certificate for the Fall semester due in the Office of Admissions and Records

December 24 -Jan 1 . . Winter Vacation – Campus Closed

January 2. . . . . Fall grades available on MyGCC.glendale.edu

**First time college students must apply and complete Orientation, Assessment and Student Educational Plan (SEP) by the application deadline to qualify for priority registration.*

It is the student's responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your "My Class Schedule" for your personalized Academic Add/Drop Calendar. Dates are subject to change.

DATES SUBJECT TO CHANGE
PLEASE REFER TO YOUR MYGCC STUDENT PORTAL
FOR YOUR PERSONALIZED ADD/DROP/WITHDRAW CLASS DEADLINES.

2020 CALENDAR

WINTER 2020

October 4. . . . . .Deadline for students to apply for admissions for Winter 2020 session and be eligible for priority registration

October 14 - 18. . . . . .Check your Priority Registration Appointment Date and Time for Winter 2020
- Online at MyGCC.glendale.edu

October 28 - Nov 1 . .Priority registration for the Winter 2020 session

November 1 . . . . . .Deadline to apply for admissions for Spring 2020 and be eligible for priority registration

November 4 - Jan 3 . .Open registration for the Winter session

November 12 . . . . . .Winter 2020 - High School Registration

November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020
- Online at MyGCC.glendale.edu

November 18 - Dec 6 Priority registration for Spring 2020 semester

December 9 . . . . . .Spring 2020 - High School Registration

Dec. 24 - Jan. 1, 2019 .Campus Closed

January 5. . . . . .Residence determination date for Winter session

January 6. . . . . .Instruction begins for the Winter session

January 6 - 10 . . . . . .Late registration for Winter session

January 9. . . . . .Deadline to DROP 4- week classes without a "W" and receive a refund

January 10 . . . . . .Deadline to ADD a 5- or 6- week Winter session class

Deadline to DROP a 5- or 6- week Winter session class without a "W" and receive a refund

January 10. . . . . .Last day to apply for Pass/No Pass in a Winter session class

January 13 - 17 . . . . . .Refunds are automatic for those students who dropped by the due date. Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office.

January 17 . . . . . .Deadline to DROP from a 4- week Winter session class with a "W" notation

January 20. . . . . .Martin Luther King, Jr. Day – Campus Closed

January 24. . . . . .Deadline to DROP from a 5- week Winter session class with a "W" notation

January 31. . . . . .Deadline to DROP from a 6- week Winter session class with a "W" notation

January 31. . . . . .Four-week classes end

February 7. . . . . .Five-week classes end

February 13. . . . . .Six week classes end
End of Winter session
Petition for graduation and/or certificate for Winter session due in the Office of Admissions and Records

February 14. . . . . .Lincoln's Day Observed - Campus Closed

February 17. . . . . .Washington's Day Observed - Campus Closed

February 18. . . . . .Instruction begins for the Spring 2020 semester

February 21. . . . . .Winter grades available on MyGCC.glendale.edu

It is the student's responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your "My Class Schedule" for your personalized Academic Add/Drop Calendar. Dates are subject to change.

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DATES SUBJECT TO CHANGE
PLEASE REFER TO YOUR MYGCC STUDENT PORTAL
FOR YOUR PERSONALIZED ADD/DROP/WITHDRAW CLASS DEADLINES.

2020 CALENDAR

SPRING 2020

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 1* . . . . . .Deadline to apply for admissions for Spring 2020 and be eligible for priority registration

November 12 - Dec 13 Check your Priority Registration Appointment Date and Time for Spring 2020
- Online at MyGCC.glendale.edu

November 18 - Dec 6* Priority registration for Spring 2020

November 18 . . . . . .Begin processing applications for Summer and Fall 2020

December 9 - Feb 13 .Open registration for the Spring 2020 semester

December 16 . . . . . .Spring 2020 - High School Registration

February 17. . . . . .Washington's Day Observed - Campus Closed

Residence determination date for the Spring semester

February 18. . . . . .Instruction begins for the Spring semester

16- week classes begin - first 8- week classes begin

February 18 – 29 . . . .Late registration for Spring semester

February 22. . . . . .Deadline to ADD first 8- week classes

Deadline to DROP first 8- week classes without a "W" notation and receive a refund

February 25. . . . . .Last day to apply for Pass/No Pass in first 8- week classes

February 29. . . . . .Deadline to ADD 16- week classes

Deadline to DROP 16 -week classes without a "W" and receive a refund

March 2 . . . . . .First 6- week classes begin

March 2 - 6. . . . . Refunds are automatic for those students who dropped by the appropriate due date

Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office

March 6 . . . . . .Last day to apply for Pass/No Pass in 16 week classes

March 7 . . . . . .Deadline to ADD first 6- week classes

Deadline to DROP first 6- week classes without a "W" and receive a refund

March 10 . . . . . .Last day to apply for Pass/No Pass in first 6- week classes.

March 20 . . . . . .Petitions for graduation and to have your name in the spring graduation program due in the Office of Admissions and Records

March 27 . . . . . .Deadline to withdraw from first 6- & 8- week classes with a "W" notation

March 31 . . . . . .Cesar Chavez Day - Campus Closed

April 10 . . . . . .Deadline to apply for admission and be eligible for priority registration for Summer 2020

April 10 . . . . . .First 6- week & 8- week classes end

April 13 - 18 . . . . . .Spring Vacation

April 20 - May 1 . . . .Check your Priority Registration Appointment Date and Time for Summer 2020
- Online at MyGCC.glendale.edu

April 20 . . . . . .Second 6- week & 8- week classes begin

April 24* . . . . . .Last day for students to apply for admission and be eligible for priority registration Fall 2020

April 25 . . . . . .Deadline to ADD second 6- week & 8- week classes

Deadline to DROP second 6- week & 8- week classes without a "W" and receive a refund

April 27 - May 1. . . . .Second 6- week & 8- week session refunds are automatic for students who dropped by the appropriate due date. Requests for parking fee refunds are initiated by student when returning parking permit to the Student Fees Office

April 28 . . . . . .Last day to apply for Pass/No Pass in second 6- week & 8- week classes

May 4 - May 29 . . . . .Check your Priority Registration Appointment Date and Time for Fall 2020
- Online at MyGCC.glendale.edu

May 15. . . . . .Deadline to DROP from 16- week & second 6- week classes with a "W" notation

May 18 - May 29* . . .Priority registration for Fall 2020

May 25. . . . . .Memorial Day Observed - Campus Closed

May 29. . . . . .Deadline to DROP from second 8- week classes with a "W" notation

Second 6- week classes end

June 3 - 10 . . . . . .Final Examinations for the spring semester

June 10. . . . . .Commencement exercises

16- week and Second 8- week classes end

End of Spring semester

June 22. . . . . .Spring grades available on MyGCC.glendale.edu

**First time college students must apply and complete Orientation, Assessment and Student Educational Plan (SEP) by the application deadline to qualify for priority registration.*

It is the student's responsibility to know and adhere to all of the dates listed above. For deadlines not listed above, refer to your MyGCC student portal located in your "My Class Schedule" for your personalized Academic Add/Drop Calendar. Dates are subject to change.

DATES SUBJECT TO CHANGE
PLEASE REFER TO YOUR MYGCC STUDENT PORTAL
FOR YOUR PERSONALIZED ADD/DROP/WITHDRAW CLASS DEADLINES.

BUILDINGS

AA	AVIATION / ART Bldg.
AD	JOHN A. DAVITT ADMINISTRATION Bldg.
AS	ARROYO SECO Bldg.
AT	ADVANCED TECHNOLOGY CENTER
AU	AUDITORIUM Bldg.
BK	BOOKSTORE
CDC	CHILD DEVELOPMENT CENTER
CR	CAMINO REAL Bldg.
CS	CIMMARUSTI SCIENCE CENTER
D	DUPLICATING
G	ART GALLERY
HS	BHUPESH PARIKH HEALTH SCIENCES & TECHNOLOGY Bldg.
LB	LIBRARY Bldg.
LS	LIFE SKILLS Bldg.
M&O	MAINTENANCE & OPERATIONS
SA	SANTA ANITA Bldg.
SB	SANTA BARBARA Bldg.
SC	J.W. SMITH STUDENT CENTER
SF	SAN FERNANDO Complex
SG	SAN GABRIEL Bldg.
SM	SIERRA MADRE Bldg.
SN	SIERRA NEVADA GYM
SR	SAN RAFAEL Bldg.
SV	SIERRA VISTA Bldg.
VG	VERDUGO GYM

PARKING

PARKING STRUCTURE	Student Permit/Staff Permit (LOT C)
LOT A	Staff Permit
LOT B	Student Permit
LOT D	Staff Permit
LOT E	Staff Permit
LOT F	Disabled Drop-Off/Pickup & Metered Guest Parking
LOT G	Staff Permit
LOT H	Staff/Disabled Student Permit
LOT I	Staff Permit
CIRCLE DRIVE	Staff Permit
LOT 30	Metered Lot/Student & Daily Permit
Civic Auditorium Parking Structure and LOT 31	Semester Permits Only
LOTS 32, 33, & 34	Metered Lots/Student Permit

SERVICE — BUILDING

Academic Counseling	SV, third floor
Admissions & Records	SV, third floor
ASGCC Business Office	SC, first floor
Assessment Center	SV, third floor
Baja Field Studies Program	SA
Bookstore	SC, first floor
Box Office	AU 106-A
CalWORKs Parents Program	SF 114
Career Center	SV, third floor
Center for Students with Disabilities	SF 121
EOPS	SV, third floor
ESL Lab	SV, second floor
Fees, Tuition & Refunds	AD 127
Financial Aid	SV, third floor
Food Services	
Cafeteria	SM, 1st & 2nd floor
Coffee Stand	SR Plaza
Coffee Stand	SG Plaza
Health Center	SR, first floor
Instructional Services	AD 145
International Student Services	SV, third floor
Kreider Hall	SR 138
Learning Center	AD 232
Lost & Found	SM 153
Multicultural & Community Engagement Center	SM 267
Outreach	SM 266
Police Department	SM 153
Scholarship Office	SC, second floor
Student Affairs	SC, second floor
Study Abroad	AD 145
Job Placement Center	SV, third floor
Transfer Center	SV, third floor
Veterans Office	AA 1 and AA 1B
The Welcome Center	SM 266

Vaqueros