

How Do I Apply to GCC? JUMP START ENROLLMENT GUIDE

Apply for Admission How do I apply?

- 1) Apply Online at: www.glendale.edu,
- 2) Complete the requirements for the Recommendation for Admission of Selected Students Form and Authorization to Treatment form that may be located online at:

www.glendale.edu and go to Admissions and Records page.

You can also get these forms:

- From your high school counselor or college/career center
- From the Information desk, main lobby of Administration building at
- Call (818) 240-1000 ext. 3031or 4767 and request Jump Start Information

SIGNATURES

ALL high school students are required to obtain the following signatures:

- Student
- **Parent**
- **High School Counselor or Principal**

If the student is in grade 9 or below during the term of attendance, obtain all of the above listed signatures, AND the following signatures:

- **Designee of the Governing School Board**
- Dean of Admission and Records at GCC- Please call (818) 240-1000 ext. 5117, to schedule an appointment for an interview. Bring the following to your interview: parent, on line signature form, completed Recommendation for Admission of Selected Students form, Authorization to Treatment form, and a copy of your high school transcript.
- 3) High school transcript

RECOMMENDED COURSES APPROVED BY HIGH SCHOOL COUNSELOR

ALL high school students must obtain course recommendation from their high school counselor. The student will only be allowed to register for those classes listed by their high school counselor on their Recommendation for Admission of Selected Students Form and they are limited to a maximum of six (6) units for each spring or fall term, and three (3) units in each winter or summer Intersession.

- 4). After receiving an e-mail with your GCC student ID number, you must submit the following documents to the Admissions Office in the Administration building:
 - Completed Recommendation for Admission of Selected Students Form 1.
 - Authorization and Consent for Treatment of a minor.
 - High School transcripts with G.P.A. calculated

Admissions and Records Office, Administration Building, 1st Floor Hours of Operation: Mon & Th. 8a.m.-7 p.m., Fri. 9a.m.-1:00 pm.

What Does It Cost?

The enrollment fee and parking fees are waived! (Student must have a valid CA driver's license) You pay only for college fees and services, plus the cost of textbooks. Spring of Fall fee is \$28.50 plus a one time \$10 charge for a college I.D Summer fee is \$ 24.50 plus a one time \$10 charge for a college I.D.

Glendale Community College -Student Outreach Services- SM 266 1500 NorthVerdugo Road, Glendale, CA 91208 Phone (818) 240-1000 x 4SOS (4767) Fax (818) 291-6635

E-mail: collegeoutreach@glendale.edu Website: www.glendale.edu

Office hours: M-TH 7:30am to 4:30pm

Complete Assessment

Assessment is required for any course that has a prerequisite that requires English/Math/ESL/Chemistry skills. Go to the San Fernando Complex, Room 112.

**Visit www.glendale.edu/assessment for testing schedule and sample tests or call (818) 240-1000 ext. 5329

Orientation

You may choose one of the following options:

Online orientation at www.glendale.edu/orientation OR

Enroll in a Student Development class

Meet with a Jump Start Counselor

Make an appointment to see your Jump Start Counselor Schedule an appointment with John Aque, Teresa Davis, or any Academic Counselor.

Location: San Rafael Building 2nd floor.

Call (818) 240-1000 ext. 5918

Bring your:

GCC assessment test results

AP, CLEP, SAT, ACT or other test results

High School transcripts

Register for Classes in Person

Obtain a Class Schedule from:

- -Online at: www.glendale.edu
- -GCC Information desk, main lobby Administration
- GCC Outreach Services, room SM 266 OR
- GCC Representative at your high school

Register for classes in person based on dates and times specified in your admissions and Records packet.

Spring 2013

Admissions will start accepting applications October 1, 2012

Spring 2013

Semester starts February 19 - June 12, 2013

Jump Start students have to go to the classroom February 19, 2013, the first day of the semester, to ask instructor's permission to add a class.



SUPPORTING DOCUMENTS FOR ADMISSIONS TO GLENDALE COLLEGE

The following documents must be submitted along with your application to the Admissions Office in the Administration Building.

For Students Born Outside of the United States

If you have been living in CA and your INS documentation is dated more than two years, you only need:	
	Your INS original documentation, CA ID or CA DL (copies) and your birth certificate or Income Tax
	Return if you were claimed as a dependent.
If you have been living in CA and your documentation is dated at least one year and one day prior the	
<u>semester starts</u> and your status is Permanent Resident, Temporary Resident, Resident/Amnesty, Political	
Asylum or *Refugee, you must bring:	
	You and your parent's original INS documentation and copies.
	One of your parents CA ID or CA Driver's License (Copies)
	Your birth certificate or Income Tax Return if you were claimed as a dependent.
	2 more items from the list below under your parents' name, if you are under <u>Refugee</u> status * <u>only</u>
	one item is required:
	☐ Ownership of residential property.
	☐ Registering to vote and voting in California.
	☐ Licensing from California for professional practice.
	☐ Active membership in service or social clubs.
	☐ Payment of California state income tax as a resident.
	□ Possessing California motor vehicle registration (pink slip).
	☐ Maintaining a permanent military address of home of record in California while in armed forces.
	☐ California bank account statement (checking or savings)
	☐ Computer generated utility bills that show name, place, date and address.
	☐ Paycheck stubs from place of employment with name and address of business and name of employee

<u>Student Visa (F-1), other status or Unknown status</u>: Must go to Admissions and Records Office at GCC.