



Glendale Community College

Counseling Guide 2014-2015

strategies for college success

NAME: _____

STUDENT ID# _____

ADDRESS: _____

PHONE: _____

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STEPS TO SUCCESS

There are a number of steps that help you enroll at Glendale Community College and assist you in completing your educational goals. The college works towards your success, as you do, and with this in mind, we have set up the steps below for you to follow.

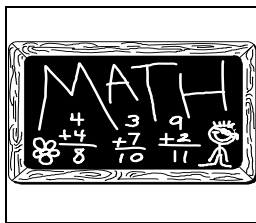
STEP 1 - ADMISSIONS



All students must file an application for admissions to Glendale Community College. You will be asked to give us information about yourself so that we can help you with the kinds of services needed to help you complete your goals and objectives. Federal or state law, or college policies require some of this information. Other information will help the college in deciding whether you need to be sent to our Orientation and Assessment programs. Services available in the Admissions office are:

- ⇒ Enrollment verification
- ⇒ Ask for a transcript
- ⇒ Update your records - Change Address, Change Name, etc.
- ⇒ Hand in official transcripts from high school, other colleges or universities
- ⇒ Hand in petitions

STEP 2 - ASSESSMENT



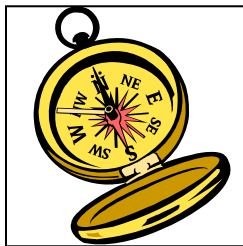
To help you determine your skill levels in many academic areas, including written English expression, reading and mathematics. The college gives tests in English, English as a Second Language (ESL), Math and Chemistry. Your test scores will help you and your counselor to choose the correct courses for you to enroll (sign up for) in your first semester.

EXCEPTIONS

Students who have completed Math or English courses with a "C" grade or better at another community college or university.

If you have a verified learning or physical disability, you may make an appointment for testing with special accommodations by contacting the Disabled Student Center in San Rafael Building or by phone (818) 240-1000 ext. 5905.

STEP 3 - ORIENTATION



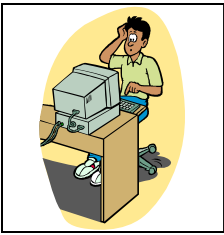
Students who have completed orientation are given an earlier registration time for the next semester.

The Orientation will be presented by a member of the college staff and will give you important information about the services, programs and courses available through the college. The assessment staff will make your appointment for a group academic advising Workshop.

- ⇒ you will learn how to use the college catalog, class schedule, prepare a possible class list.
- ⇒ Your counselor will help you develop your required abbreviated Student Education Plan (SEP)

Once the semester has started, you will want to follow this orientation with an appointment with a counselor to complete a Student Education Plan (SEP). This will outline the courses that you will need to complete your educational and/or career goals. This will also give you priority points towards next semester registration.

If you do not complete your application, orientation, assessment tests, and abbreviated SEP by the deadlines listed on the GCC website you will be allowed to register during open registration.



STEP 4 - COUNSELING

An important part of the Student Success and Support Program is academic counseling. When you register you will choose your classes. However, before you can choose a counselor will help you develop your required abbreviated Student Education Plan (SEP). That is a list of classes you are eligible to take, which will lead toward the completion of your educational goal. You should see a counselor early each semester to choose the classes you would like to take next semester. Counselors are here to help each student in several areas:

- ⇒ Choosing an educational goal
- ⇒ Picking the courses required to achieve the objective (goal)
- ⇒ Picking the services you may need to help you in achieving your objective
- ⇒ Helping you choose the right courses that will help you complete your goals

STEP 5 - REGISTRATION

Registration for classes is done by online at www.MyGCC.glendale.edu. Students must register on the date and time assigned to them by (online) registration. New students are given a registration date based on when the application was submitted and the completion of your application, orientation, assessment tests, and abbreviated SEP.

STEP 6 - FEES

You may pay fees online or by mail or in person at the Tuition Office (AD 127), within seven working days. If you are unable to afford these fees, financial aid may be available through the Financial Aid Office in the form of a Board of Governors Fee Waiver. Contact the Financial Aid Office for more information and eligibility requirements.

OTHER COUNSELING SERVICES

In addition to educational planning services, the counseling staff of the college has many counseling services to help you.

ACADEMIC COUNSELING

Academic counseling has counselors available to assist students in defining goals, developing Student Education Plan (SEP), deal with stress, define and clarify decisions relating to program completion and transfer, Counselors teach Student Development, College Orientation, Learning Skills, Student Leadership classes.

CAREER & ADULT RE-ENTRY COUNSELING

Many students are not sure about their educational goals (major) or career objectives. All counselors at the college will help you choose a major, or career objective. You may also want to use the services of the Career Center to help you. Adult Re-Entry counseling gives single parents and returning adults extra help in completing their goals. The counselors give added support to students choosing non-traditional careers.

TRANSFER COUNSELING

Many students at the college hope to transfer to a four-year college or university. All counselors will help you in continuing your education at a four-year college. It is very important for you to see a counselor each semester to review the transfer requirements. Also, the college's Transfer Center can introduce you to representatives from statewide four-year institutions and can help you with other important information.

CENTER FOR STUDENTS WITH DISABILITIES

The Center for Students with Disabilities offers individualized and specialized counseling to students with verified disabilities. This counseling program is designed to assist students develop educational plans and determine appropriate services and accommodations. In addition, referrals are made to other college and community based programs that will support students in completing their educational goals.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES

Extended Opportunity Program and Services helps low-income students with specialized counseling services related to enrollment procedures, financial aid, tutorial services and university transition. The EOP&S' staff is ready to help students whose first language is not English.

FINANCIAL AID PROGRAMS

The Financial Aid Office provides students with advise about the application process for financial aid and will help the eligible student to obtain financial support needed to attend college. Many students can get a BOG enrollment fee waiver, low interest loans or grants (free money from the government) and work-study jobs.

SCHOLARS PROGRAM

The scholars program is a learning community for students who like a challenge. The scholars program offers two programs—a Liberal Arts or Science Academy. Students are required to complete 6 honors classes, which are limited to 25 scholars, where outstanding professors offer studies with broader, deeper, and more intense application to subjects than in normal classes. Students are assigned one counselor with experience in what the universities require for admission.

WHAT COURSES DO I TAKE?

Selecting courses for the first semester can be frustrating and difficult. Here are some suggestions you may find helpful:

- ◆ Decide how many units you want to take.
- ◆ Make a list of possible courses, which might include:
 - Student Development 125 - Career Planning (1 unit), 100 - College Orientation (.5 units) , 101 - Freshman Seminar (1 unit).
 - Basic Skills courses: It is important to begin with any basic skills courses in Mathematics, Reading or English. These course do NOT transfer to four-year colleges or universities.
 - General Education courses: All students working towards a college degree need these courses. You will find a list of these course requirements for a Associate Arts Degree as well as the courses required for transfer to the California State University (CSU Breadth) and the University of California (IGETC) in this handbook.
 - Major Preparation courses: Courses that you are required to take at Glendale College either for non-transfer AA degree or for transfer to a four-year colleges and university are listed in the Glendale College Catalog.
 - Personal Interest and Exploration: Many student enjoy taking an introductory course in a major that are considering or courses that have always wanted to take such as music, art, computer programs, etc.
- ◆ Determine how many courses you will need from your list to equal the number of units you want to take. If you want to take nine units, you will probably want to select 3 course with 3 units each. Full time student status equals 12 units.
- ◆ Please review each course you have selected to make sure you have any required prerequisite. All prerequisites are being enforced. Meet with a counselor to clear any prerequisites taken at another college or university prior to enrolling in the course.
- ◆ After the semester begins, make an appointment with a counselor so that you can do some long-range academic planning. Counselor will help you explore majors, careers, and programs of study during your thirty minute appointment.

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.

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

DAILY SCHEDULE

Glendale Community College Time Blocks

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30 AM	6:30 - 7:40 am	6:30 - 7:40 am	6:30 - 7:40 am	6:30 - 7:40 am	6:30 - 7:40 am
6:45 AM					
7:00 AM					
7:15 AM					
7:30 AM	7:35 - 9:00 am OR 7:50 - 9:00 am	7:35 - 9:00 am OR 7:50 - 9:00 am	7:35 - 9:00 am OR 7:50 - 9:00 am	7:35 - 9:00 am OR 7:50 - 9:00 am	7:35 - 9:00 am OR 7:50 - 9:00 am
7:45 AM					
8:00 AM					
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM	9:10 - 10:35 am	9:10 - 10:35 am	9:10 - 10:35 am	9:10 - 10:35 am	9:10 - 10:35 am
9:15 AM					
9:30 AM					
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM	10:45 - 12:10 pm	10:45 - 12:10 pm	10:45 - 12:10 pm	10:45 - 12:10 pm	10:45 - 12:10 pm
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM					
12:15 PM	12:20 - 1:30 pm	12:20 - 1:30 pm	12:20 - 1:30 pm	12:20 - 1:30 pm	12:20 - 1:30 pm
12:30 PM	College Hour	College Hour	College Hour	College Hour	College Hour
12:45 PM					
1:00 PM					
1:15 PM					
1:30 PM	1:40 - 3:15 pm	1:40 - 3:15 pm	1:40 - 3:15 pm	1:40 - 3:15 pm	1:40 - 3:15 pm
1:45 PM					
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM					
3:15 PM	3:25 - 5:00 pm	3:25 - 5:00 pm	3:25 - 5:00 pm	3:25 - 5:00 pm	3:25 - 5:00 pm
3:30 PM					
3:45 PM					
4:00 PM					
4:15 PM					
4:30 PM					
4:45 PM					
5:00 PM	5:10 - 6:45 pm	5:10 - 6:45 pm	5:10 - 6:45 pm	5:10 - 6:45 pm	5:10 - 6:45 pm
5:15 PM					
5:30 PM					
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6:00 PM					
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6:30 PM					
6:45 PM	6:55 - 8:30 pm	6:55 - 8:30 pm	6:55 - 8:30 pm	6:55 - 8:30 pm	6:55 - 8:30 pm
7:00 PM					
7:15 PM					
7:30 PM					
7:45 PM					
8:00 PM					
8:15 PM					
8:30 PM	8:40 - 10:05 pm	8:40 - 10:05 pm	8:40 - 10:05 pm	8:40 - 10:05 pm	8:40 - 10:05 pm
8:45 PM					
9:00 PM					
9:15 PM					
9:30 PM					
9:45 PM					
10:00 PM					

YOUR RIGHTS AND RESPONSIBILITIES

STUDENT SUCCESS AND SUPPORT PROGRAM:

The Student Success and Support Program is designed to assist student in planning, selecting, and achieving educational goals. The process brings the college and a student into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of the Student Success and Support Program is enhancing student success.

THE COLLEGE AGREES TO PROVIDE:

- * An admissions application process
- * An orientation to the college's programs and services
- * An assessment of the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.
- * Counseling and advisement to develop a Student Educational Plan
- * Follow-up evaluation of your progress towards achieving your goal

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

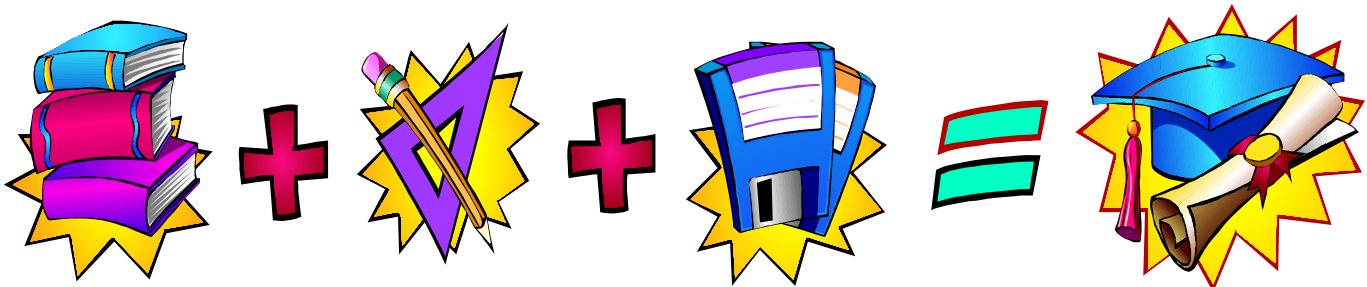
- * Your rights
- * Any matriculation service

THE STUDENT AGREES TO:

- * Complete an online orientation and attend an academic advising workshop
- * Declare an educational goal before or during the semester you complete 15 units
- * Arrange counseling appointments to plan and develop an educational plan
- * Attend class, work hard to complete assignments and courses
- * Seek out support services and get help when needed
- * Show continuing satisfactory progress toward your goal

Academic Dishonesty Policy

Students are required to do their own work. Glendale's academic honesty policy can be found in the colleges catalog and the student handbook. Incidents of academic dishonesty may be referred to the office of the Executive Vice-President of Instruction. All Forms of Cheating and plagiarism are forbidden. Students found to be using unauthorized materials on exam, copying of another student's exam, work or written material without proper credit to the original author and representing it at their won, or any other form of cheating will receive "0" points for the work or exam.



REGISTRATION TIPS

WHEN TO REGISTER

Admissions and Records gives out registration appointment times to new and returning students. Students must register on the date and time assigned to them by **MyGCC** (online) registration. Priority Registration Appointment Date and Time can be checked online at glendale.edu/MyGCC. Students may not register before their scheduled date and time; however, they may register anytime after that during normal registration hours. Registration hours are weekdays and weekends 8:00 a.m. to 10:00 p.m.

EXAMPLE

Date: 07-15-2014

Time: 1:45 P.M.

Students who have applied for and received a BOG Fee Waiver will be able to register without paying the Enrollment Fees for their classes.

PREREQUISITES

There are two kinds of prerequisites; one is you must have completed necessary course work either at Glendale College or another institution. The second is test skill levels you have earned through our college testing program, which must be completed before you can take the courses you are interested in.

The automated prerequisite system will check your test scores and courses satisfactorily completed at Glendale Community College. If you are using a course completed at another college or university, you **must** bring proof with you when you see a counselor for that course to be noted on your prerequisite file.

CLOSED CLASSES/WAITING LIST

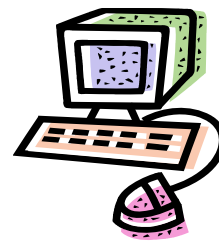
You will not be allowed to register in a “closed class”. These classes are full. If you want to wait list a class you have two options.

1. Click the box next to **WAIT LIST** when you select your class, so you will be placed on the wait list if the class is full.
2. 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.

If you are on a wait list, you are not enrolled in the course. If a registered student drops the course, the first wait list student will be automatically moved into the course. It is the student's responsibility to verify enrollment status on the first day of class from the instructor. ***It is the student's responsibility to drop a class without a “W” to be eligible for a refund or not be held responsible for payment of fees.***

Students wishing to drop a class must use online registration in MyGCC. If you don't attend the first class meeting or change your mind about taking a class, you must go through the process of dropping the class yourself. If you don't, you could end up with an “F”.

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 2014) 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 8** units during Summer/Winter and 19 units for FALL/SPRING

6. TO GET ON A WAIT LIST FOR A CLASS

If you want to wait list a class, you have two options.

1. 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.
2. 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***

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 check on your status

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**

7. 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

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 **MAY** be disenrolled from your courses. Students **WILL NOT** be disenrolled for nonpayment of fees if they:
-Receive a BOG
-Have applied for a deferment of payment through the Student Fees Office

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
- Enrollment Appointment
- Money owed
- Student e-mail account
- Personal Information

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!

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees.	\$ 18 fall/spring Health Services Fee
\$ 46 per unit Enrollment Fee*	\$ 14 summer/winter Health Services Fee
\$ 187 per unit Nonresident Tuition*	\$ 12.50 Student Services Fee
	\$ 10 Student Photo I.D. Fee
	\$ 8 per unit Capital Outlay Fee

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:

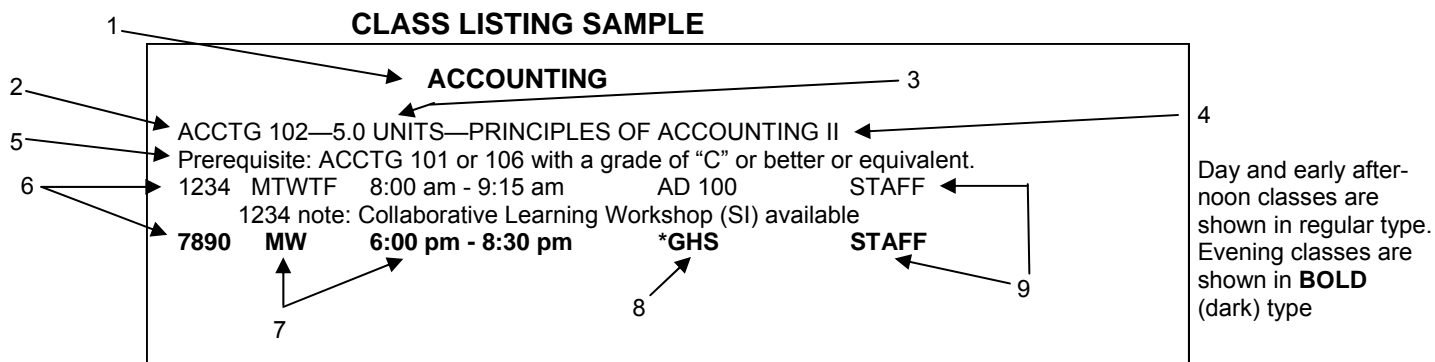
- Confirm the classes in your shopping cart
- Add or remove classes from your shopping cart
- Click Finish Enrolling.

- 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.

HOW TO READ A CLASS SCHEDULE



1. DEPARTMENT
2. COURSE NUMBER – Write this course and number in the appropriate place when filing out a Study List, STARS Worksheet or ADD/DROP form
3. UNITS – This is the number of college credit units awarded if the course is completed.
4. COURSE TITLE
5. COURSE PREREQUISITE – Course prerequisites can be met in several ways:
Assessment Test: These exams measure your current skills. Your composite scores determine your placement in English, mathematics, English as a Second Language, and in other areas
Prerequisite: You must have already completed the course or courses listed as prerequisite with a grade of A, B, C, or Credit *before* your enroll in the class you're considering.
Corequisite: This means the class listed as a corequisite already must have been completed, or you can take it at the same time as the class you're considering.
Recommended Preparation: This is a condition that you are advised, but not required to meet before enrolling in the class you're considering.
Other Limitations on Enrollment: Certain courses may require tryouts, auditions, or may be limited by health and safety consideration, facility limitations, faculty workload, availability of qualified instructors, funding limitations or legal requirements imposed by statutes, regulation or contracts. All limitations conform with the provisions of the Title V, Section 58106, California Community College Board of Governors.
Other Options – Through demonstration of the necessary skill or knowledge needed to succeed in the course. To appeal a course prerequisite, you must file a course Prerequisite Waiver Form with the appropriate division chairperson. For further information concerning course prerequisites you should talk to a college counselor, and appropriate instructor, or the Dean of Student Services
6. TICKET NUMBER – Write this number in the appropriate place when filling out a Study List, STARS Worksheet or Add/DROP Form.
7. DAY & TIME – The class meets at these days and times. Students who miss any of the class meetings during the first week of instruction may be dropped by the instructor. Some courses are 8-weeks or 6-weeks long.
8. LOCATION – A list of location abbreviations can be found below. Use a Campus Map located on back cover to locate a particular building. Locations marked with an "*" are off campus locations.
9. CLASS INSTRUCTOR – If this area reads "STAFF," the name was not chosen by the time the schedule was printed.

ADDITIONAL INFORMATION

MATERIALS FEE—In addition to enrollment fees, materials fee may be charged for some courses in accordance with State regulations. Designated fees represent the actual cost for materials used in these courses and are generally lower than you would pay if you were to purchase the same items separately. You have the option of paying the fees to the college or providing your own materials of equal quality. A list of materials will be provided by the instructor upon request. The materials must be provided by the instructor if an issue of health and safety applies. ****THE MATERIALS FEE IS NON-REFUNDABLE.****

SUPPLEMENTAL INSTRUCTION (SI) – It is a program that can enhance your learning and achievement. Students who go regularly to SI workshops can increase their GPA and earn a half to whole grade higher than students who choose not to go.

NON-DEGREE APPLICABLE COURSES – Course does not apply toward AA and AS degree.

PASS/NO PASS COURSES – Students receive either a Credit or No Credit instead of a letter grade. Students may also elect to take other courses on a credit/no credit basis. To do so, students must file a Petition for Credit/No Credit at the Admissions office by the deadline.

CAMPUS LOCATIONS

AA - Aviation/Art Building	LR - Los Robles Building—Culinary Arts
AD - Administration Bldg	LS - Life Skills Building
AS - Arroyo Seco Building	SB - Santa Barbara Building
AT - Advanced Technology Center	SC - J. W. Smith Student Center
AU - Auditorium Building	SF - San Fernando Complex
BK - Bookstore	SG - San Gabriel Building
CDC - Child Development Center	SM - Sierra Madre Building
CR - Camino Real Building	SN - Sierra Nevada Gym
CS - Cimmarrusti Science Center	SR - San Rafael Building
EA - EOPS Annex	TENCT - Tennis Courts
G - Art Gallery	VG - Verdugo Gym
HS - Health Science & Technology	VGT - Verdugo Gym Trailers
LB - Library Building	

OFF CAMPUS LOCATIONS

CLARK—Clark Magnet School
4747 New York Avenue, La Cresenta

GFS21— Glendale Fire Department, Station 21
412 Oak Street., Glendale

GHS— Glendale High School
1440 E. Broadway, Glendale

RBAC— Rose Bowl Aquatics Center
360 North Arroyo, Pasadena

STENGL - Stengel Ball field
1601 Canada Boulevard., Glendale

WHITMN – Whiteman Airport
12653 Osborne, Pacoima

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.

- my advisees
- student center
- general info
- ed plan
- transfer credit
- academics

Advisee Planner

Courtney Test

Current Records Data					
Student ID					Placement Tests
Academic Plan	HS-AA	Health Science - AA	Req Term	Fall 2010	Course History
Educational Goal	A - Obtain an AA degree and transfer to a 4-year institution				Update Ed Goal

Ed Plan					
Plan Date 05/07/2012 Last Updt by JPRICE Req Term 210: Fall 2010					First 1 of 6 Last
COPY TO STUDENT PLANNER					
Transfer G.E. Pattern					
<input type="checkbox"/> A.A. Transfer <input checked="" type="checkbox"/> IGETC <input type="checkbox"/> CSU Breadth <input type="checkbox"/> USC <input type="checkbox"/> Other					
*Education Goal	*Informed Major	Sub-Plan	Referrals	Note	
AA Degree	Health Science - AA	Option A	Transfer Center	BSN CSULA	+ -
BROWSE COURSE CATALOG		PLAN BY REQUIREMENTS		MANUAL COURSE ENTRY	
DELETE ALL				SAVE	

Unassigned Courses									
Select	Course	Description	CSU	IGETC	Prereq	Units	Reason Taken	Note	Delete
<input type="checkbox"/>	CHEM 110	Elements Gen Chem	B1	5A	yes	5.00	03. Major Requirement		🗑
<input type="checkbox"/>	PSYCH 101	General Psychology	D9	4I	yes	3.00	03. Major Requirement		🗑
Move selected courses to Term <input type="text"/> move									

Summer 2012									
Select	Course	Description	CSU	IGETC	Units	Reason Taken	Note	Delete	
<input type="checkbox"/>	HLTH 104	Health Education	E		3.00	01. Associate G.E. Require		🗑	
Move selected courses to Term <input type="text"/> move									

Fall 2012									
Select	Course	Description	CSU	IGETC	Prereq	Units	Reason Taken	Note	Delete
<input type="checkbox"/>	BIOL 120	Human Anatomy	B2	5B	yes	5.00	03. Major Requirement		🗑
<input type="checkbox"/>	MATH 136	Statistics	B4	2A	yes	4.00	02. Transfer G.E. Requirer		🗑
<input type="checkbox"/>	PE 102	Cardiovascular Fitness				1.00 - 2.50	01. Associate G.E. Require		🗑
<input type="checkbox"/>	SOC S 125	Amer Exper-Amer Heritage			yes	3.00	01. Associate G.E. Require		🗑
Move selected courses to Term <input type="text"/> move									

Winter 2013									
Select	Course	Description	CSU	IGETC	Prereq	Units	Reason Taken	Note	Delete
<input type="checkbox"/>	HUMAN 105	The Human Struggle	A3	3B	yes	3.00	01. Associate G.E. Require		🗑
Move selected courses to Term <input type="text"/> move									

SETTING YOUR GOALS

To succeed at Glendale Community College, you need to have clear educational goals. These can be either long-term goals or short-term goals. To establish and accomplish these goals complete the following steps:

STEP 1

Why I am beginning college now

- I have specific goals:
My major is _____

I am working for a _____
_____ degree.

I am working for a certificate
in _____.

(If you have Identified specific goals, go on to STEP 3)

- I am not sure about my goals.
- I have some ideas about my goals, but I haven't decided for sure yet.

STEP 2

To establish my academic goals, I need to:

- Discover my interests, skills, and abilities.
- Discover what I like to study. Find out what my career options are
- See a counselor.
- Take Student Development 125 - Career Planning
- Take Student Development 145 - Student Success Learn more about colleges & universities.
- Learn more about college majors.

STEP 3

To achieve my goal, I need to:

- Make sure all other college transcripts have been submitted to the Admission and Records Office.
- Make an appointment to see a counselor
- Meet with a counselor and develop an education plan.

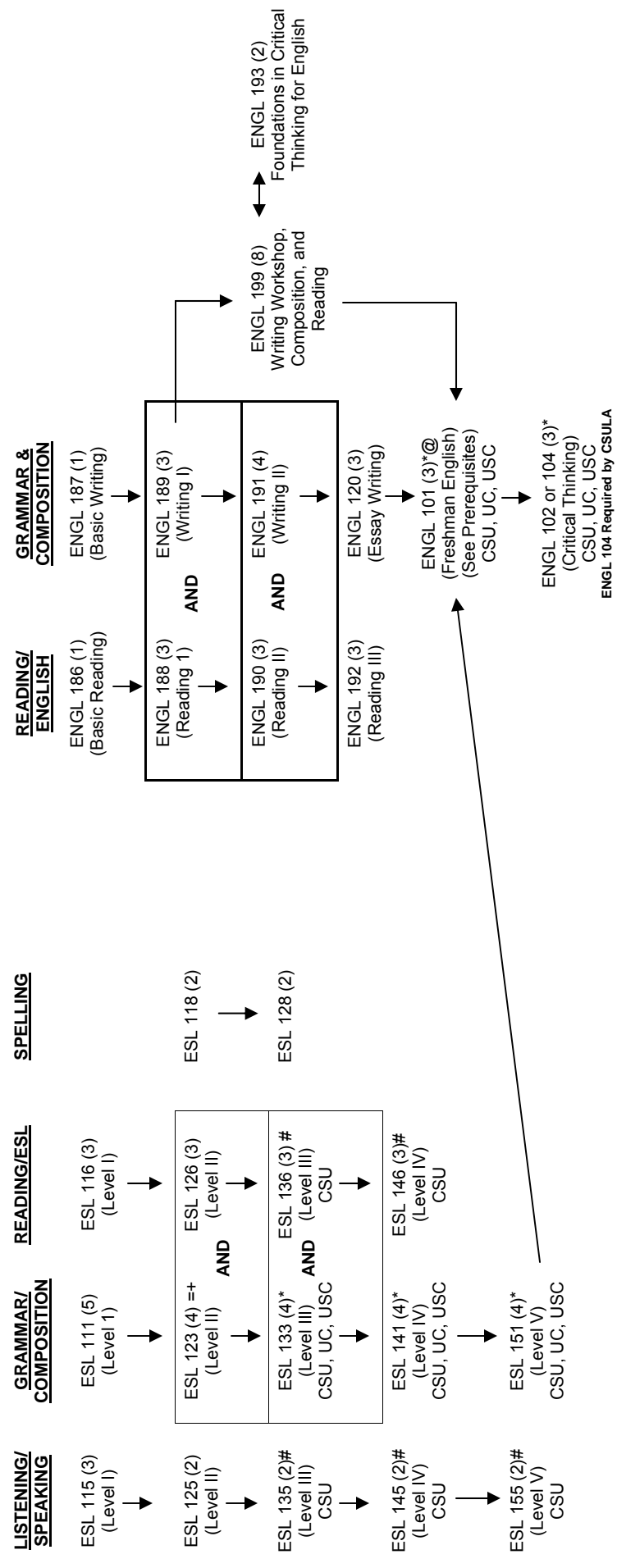
This semester I need to take:

- English: _____
- Math: _____
- Prerequisites: _____

- General Education: _____



ESL/ENGLISH SEQUENCE



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.

MODULAR

English 182—Basic Communication-Vocabulary (1)
English 183—Basic Communication- Grammar (1)

OTHER:

- Writing Lab
- Tutorial Assistance
- Study Skills Classes—Student Development 142 (1)
- Library 191—Introduction to Information Competency (2)
- English 103—Creative Writing (3)
- English 184—Basic Spelling (1)
- English 185—Advanced Spelling (1)

LEGENDS:

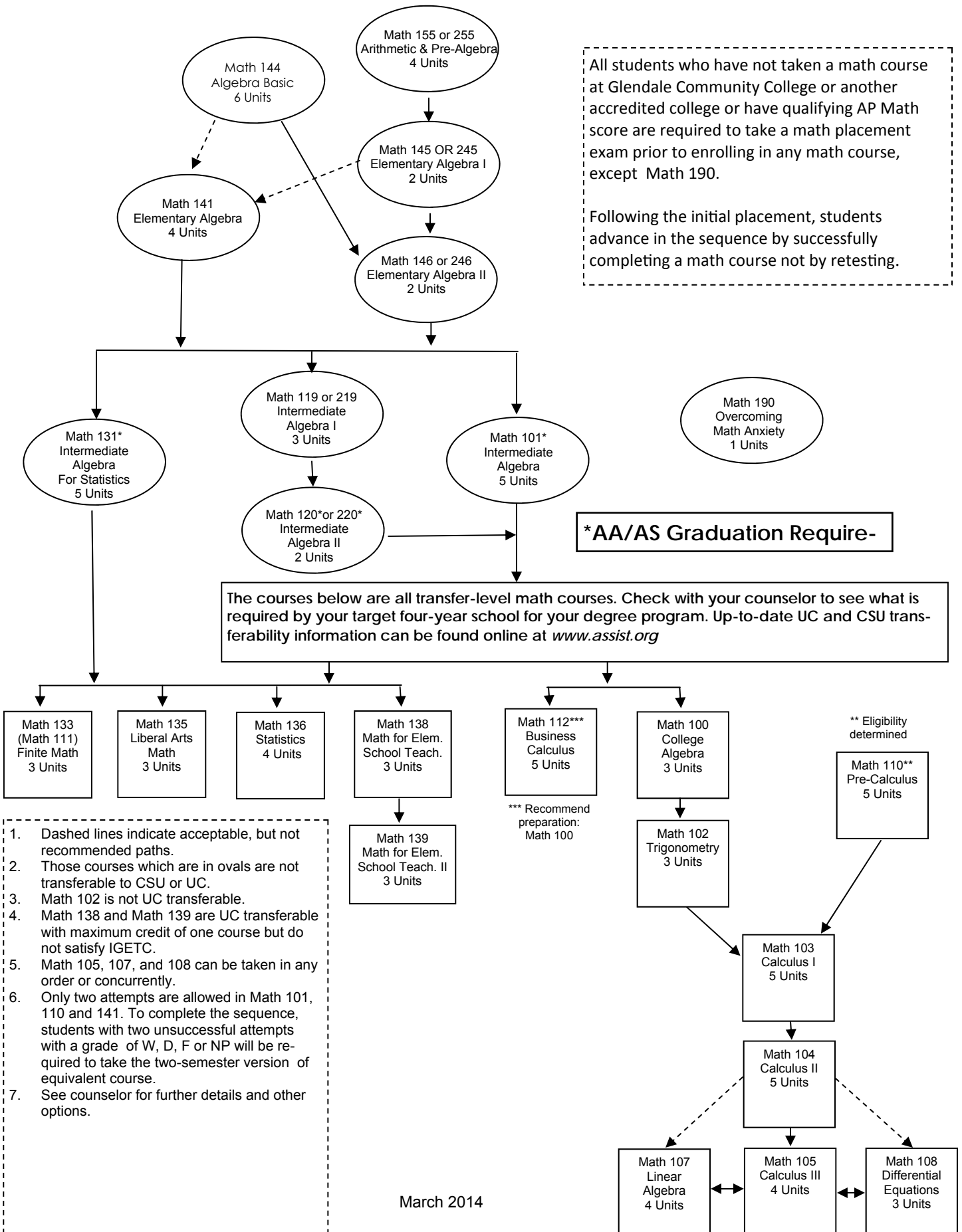
- *Transfers to CSU, UC, USC
- #Transfers to CSU
- +Transfers to UC, USC
- %Transfers to UC
- @Meets A.A. Degree Level
- =Intensive ESL course

Prerequisites: Placement is based on composite of test scores and academic background or satisfactory completion of English 120 or ESL 151.

Transfer Credit: CSU, UC, USC

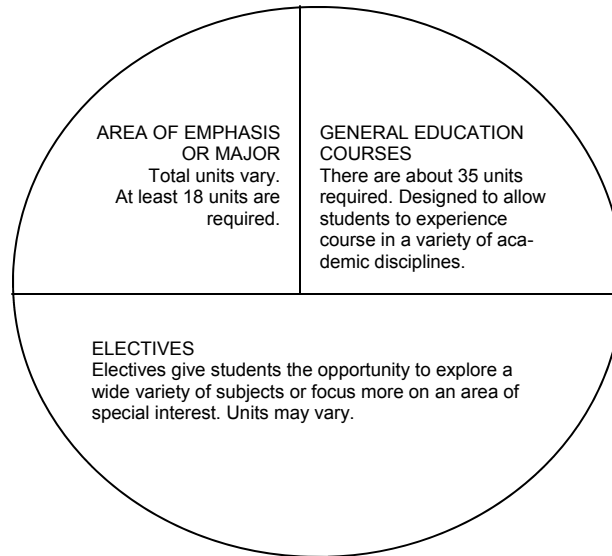
- CSU — Will accept all transferable units.
- UC — Will accept 8 units maximum.
- USC — Will accept 4 units maximum.

GLENDALE COMMUNITY COLLEGE MATH SEQUENCE CHART



March 2014

The Associate of Arts Degree



Associate in Arts Degree

To earn an Associate's in Arts Degree from Glendale Community College, a student would complete the Glendale Community College General Education requirements shown in this handbook and the requirements for a major or Area of Emphasis. Major requirements can be met by completing 18 semester units in a major offered by Glendale Community College. For a complete list of the majors or areas of emphasis offered is shown on the next page in this handbook. For a complete list of required courses, look in the GCC Catalog. A minimum of 60 units is required.

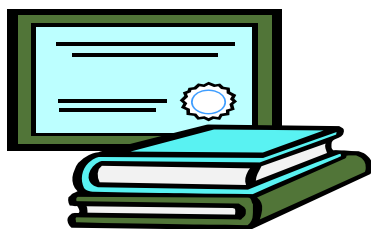
Associate in Science Degree

To earn an Associate's in Science Degree from Glendale Community College, a student would complete the Glendale Community College General Education requirements shown in this handbook and 24 semester units or more in a certificate program offered by. For a complete list of certificates offered is shown on the next page in this handbook. For a complete list of required courses, look in the GCC Catalog. A minimum of 60 units is required.

Associate Degree for Transfer

To earn a Associate Degree for Transfer from Glendale Community College, a student would complete the CSU General Education Breadth (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) as shown in this handbook an a minimum of 18 semester units or more in an AA—T or AS—T major. For a complete list of associate degrees for transfer offered is shown on the next page in this handbook. For a complete list of required courses, look in the GCC Catalog. A minimum of 60 units is required.

Associate in Arts Degree Majors



Biological Science
Business Administration
Choreographic Studies and
Dance Techniques
English
Foreign Language (2 options)

Health Science (2 options)
Interdisciplinary Humanities
(2 options)
Mass Communications
Mathematics
Music

Physical Science
Social Science
Speech/Communication
Theatre Arts (2 options)
Visual Arts (7 options)

Associate in Arts Areas of Emphasis

Arts and Humanities

Science and Mathematics

Social and Behavioral Sciences

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

Administration of Justice
Anthropology
Business Administration
Communication Studies

English
Geography
History
Kinesiology

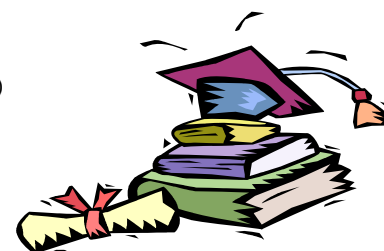
Mathematics
Philosophy
Physics
Political Science

Psychology
Sociology
Spanish
Theatre Arts

Associate in Science Majors and Certificate Programs

Accounting
Administration of Justice
Specialist Alcohol/Drug Studies Specialist
Animation
Art
- Two-dimensional
- Three-dimensional
Architectural Drafting & Design
Aviation and Transportation
- Aviation Administration
- Pilot Training
Bookkeeping
Business Administration
- Financial Planning & Investment
- General Business
- International Business
- Entrepreneurship/Small Business
Ceramics
Child Development
- Teacher
- Infant Toddler
- School-Age Care
- Master Teacher
- Site Supervisor
Choreographic Studies & Dance Techniques
Computer Applications and Business Office Technologies
- Administrative Assistant
- General Office
- Legal Secretary
Computer Numerical Control Technician
Computer Science
Computer Software Technician

Dance Teaching
Dietary Services Supervisor
Electronics & Computer Technology
- Electronics Technology Technician
Engineering/Electro-Mechanical Design
Fire Technology
Graphic Design
Insurance Specialist: Property & Casualty
Machine & Manufacturing Technology
- Machinist
Management
Marketing
Mass Communications
Medical Office Administration
- Medical Front Office
Music
Photography
Real Estate Appraisal
Real Estate Broker
Registered Nursing
Restaurant Management
Technical Theatre
Television Production
- Corporate Television
- Mass Media
- Videography
Web Development
Welding, Occupational
(Combination Welder)



Certificates - Non-degree*

Aviation and Transportation
- Flight Attendant*
Computer Applications Specialist*
Computer Applications Technician*
Computer Information Systems*
Computer Programmer*
Computer Support Technician *
Computerized Accounting Specialist*
CSU, General Education*
Dental Front Office/Billing & Coding*

Desktop Publishing Technician *
Electro/Mechanical Fabrication
Technician *
Human Resources Assistant*
IGETC*
Insurance Professional*
International Business Professional*
Medical Billing and Coding*
Receptionist/Office Clerk*
Retail Management*

Tax Preparer*
Verdugo Fire Academy*
Verdugo Recruit Academy*
Unix System Administrator*

• *Non-Degree Option

GLENDALE COMMUNITY COLLEGE GRADUATION REQUIREMENTS 2014-2015

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 of the last 18 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 degree may be met by completing an approved Area of Emphasis or Major with a minimum of 18 semester units. Courses meeting the specific Emphasis or Major requirements are found in the Glendale Community College Catalog.

The requirement for the Associate in Science degree may be met by completing a Glendale Community College Certificate Program of 18 semester units or more

AMERICAN INSTITUTIONS

2. Political Science 101, 105
Social Science 125 & 126**, or 132***
(POL S 101 completed in the Spring 2014 or after satisfies both areas 2 and 3).
-

STATE & LOCAL GOVERNMENT

3. Political Science 106
Social Science 125 & 126**, or 132***
(POL S 101 completed in the Spring 2014 or after satisfies both areas 2 and 3).
-

U.S. HISTORY

4. Economics 111/History 116
History 110, 111(CD), 117, 118, 151
Social Science 125 & 126**, 131
-

** These courses satisfy requirements 2,3, and 4

*** This course satisfies 2 and 3

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

5. Mathematics 101, 120, or 220AB (2 units) or 131
-

HEALTH

8. Health 101, 102; Emergency Medical Technology 140
-

PHYSICAL EDUCATION

7. *Any physical education class and/or dance class*
(Must equal 2 units. Unless exempted by established policy)
-

FIRST AID

6. Health 104 or 106; Psychology 111(CD)*
-

CULTURAL DIVERSITY

9. One course in Cultural Diversity is required. Courses marked (CD) satisfy this requirement, or by Child Development 156
-

GENERAL EDUCATION

10. 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

Anthropology 101, 111
Astronomy 102,103,110,110H, 120
Aviation and Transportation 122
Biology 101, 102, 103, 112, 115, 120, 121, 122, 123, 125, 125H, 126, 128, 129, 130, 131, 145, 146
Chemistry 101, 102, 105, 106, 107, 110, 120, 121
Geography 101, 107, 111
Geology 101, 101H, 102, 103, 104, 105, 111, 111H, 112, 120
Oceanography 115,116
Physics 101, 101H, 102, 102H, 103, 103H, 105, 106, 110
Physical Science 131
Psychology 103
Technical Education 145

b. Social Science - at least one 3 semester unit course

Anthropology 102 (CD), 102H, 103, 104, 105(CD)
Business Administration 110
Economics 101, 102, 102H, 105
Ethnic Studies (all CD) 101, 102, 110, 111, 120, 121, 122, 123,124, 125, 132, 164
Geography 102, 103, 105, 106, 110, 114
History 101, 102, 103, 104, 105, 106, 107, 108, 109, 113, 114, 115(CD), 119, 120, 121, 122, 131, 132, 133, 136
Interdisciplinary Studies 110
Mass Communications 101
Political Science 102, 103, 103H, 104, 109, 110, 111
Psychology 101, 101H, 104, 105, 106, 108, 109, 110, 111(CD)*, 113 (CD), 115, 131, 150
Social Science 101, 124, 127(CD), 134, 136
Sociology 101, 102, 103, 104, 105, 131
Speech 108

c. **Humanities** - at least two courses (6 semester units) - one from each of the two areas below must be selected.

1. **Interdisciplinary Humanities**—at least one 3 semester unit course

Humanities 105(CD), 105H (CD), 106, 110, 111, 115(CD),
117, 120, 125(CD), 130, 135(CD)

2 **Arts, Foreign Language, Literature and Philosophy** —at least one 3 semester unit course

Armenian 101, 102, 103, 104, 115, 116, 125, 126, 127

Art 101, 101H, 102, 102H, 103, 104, 105, 106, 107, 108, 109, 110, 111,
112, 113, 115, 116, 118, 119, 120, 121, 125, 199

Chinese 101, 102,

Dance 100, 102

English 102*, 103, 105, 106, 107, 108, 109, 110, 111, 114, 115, 116,
117, 122, 123, 124(CD), 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, 102, 120, 121, 122, 125, 126, 127, 128 (CD)

Philosophy 101, 112, 113(CD), 114(CD), 116, 118(CD), 119, 120, 121, 122

Spanish 101, 102, 103, 104, 105, 106, 115, 124, 125, 126

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.

1. **English Composition** (with a grade of "C" or better) —at least one 3 semester unit course

English 101, 101H

2. **Communication and Analytical Thinking** —at least one 3 semester unit course

Accounting 101, 102

Business Administration 120, 125

Computer Applications and Business Office Technology 102, 105

Computer Science/Information Systems 101, 120, 125,

130, 135, 137, 139, 140, 165, 172, 180

English 102*, 102H, 104, 222

Journalism 102, 107

Mathematics 100, 101, 102, 103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 111, 112, 119,
120, 131, 135, 136, 138, 139, 219, 220

Philosophy 117, 123

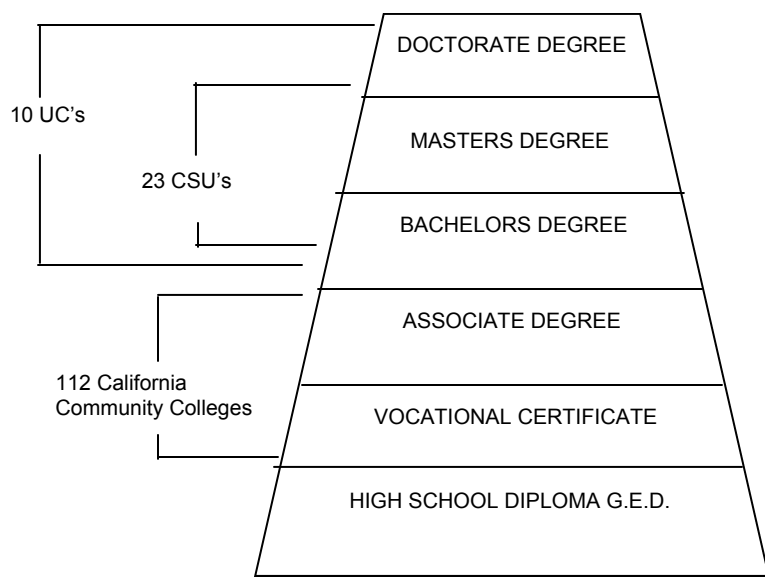
Speech 100, 101, 103, 104, 105,

Technical Education 143

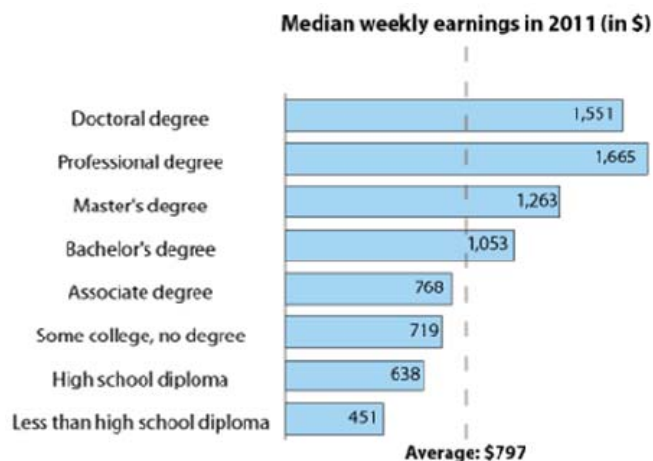
***COURSES DESIGNATED WITH AN * MAY BE COUNTED IN ONE AREA ONLY.**

NOTE: GRADUATION REQUIREMENTS 2, 3, 4, 6 AND 8 CAN BE SATISFIED BY EXAMINATION. SEE COUNSELOR FOR DETAILS.

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.

VOCATIONAL CERTIFICATE- 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.

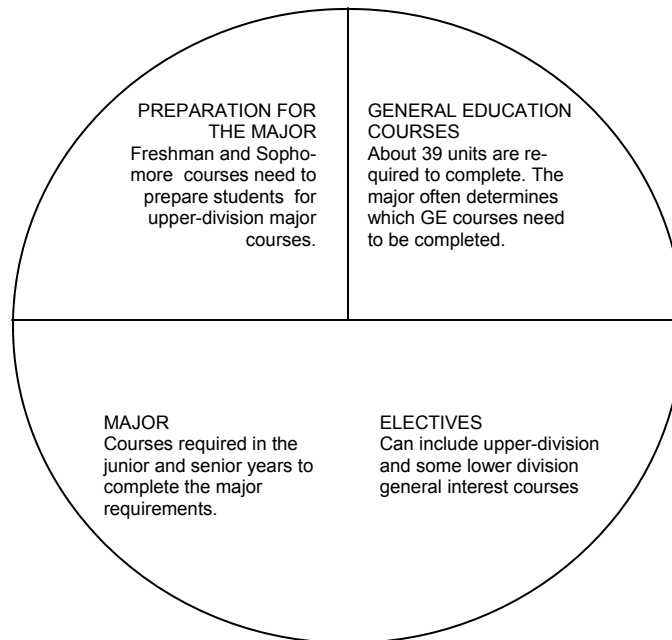
BACHELOR'S DEGREE - Major courses plus general education courses and electives, 124 - 132 total units required. Usually referred to as B.S. or B.A. (Bachelor of Science or Bachelor of Arts) degrees. Normally requires four to five years of full-time study. You may complete the first two years at a community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

The Bachelor of Arts Degree

Completed at Glendale Community College



Completed at a 4-year College or University

Bachelors Degree

Preparation for the Bachelor's Degree at Glendale Community College is made up of lower-division General Education and preparation course in a major. Some students take elective course in subjects in which they have an interest. General Education Certification includes course in the arts, humanities, the natural and physical sciences, English, social sciences and mathematics. There are two major General Education Certification patterns:

CSU Breadth

Primarily used for the California State University System in California

IGETC - Intersegmental General Education Transfer Curriculum

Must be used for the University of California. Can also be used for CSU and some private colleges and universities in California.

Preparation for the major includes lower-division courses taken at Glendale Community College that prepares you for upper-division course work in your major at the university.

GLENDALE COMMUNITY COLLEGE

CSU General Education Breadth Requirement

VALID THROUGH SUMMER 2015



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.

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, 105; Social Science 125 and 126, 132.

State and Local Government, Political Science 106; Social Science 125 and 126, 132

American History, Economics 111; History 110, 111, 116, 117, 118, 150, 151; Social Science 125 and 126, 131
(POL S 101 completed in the Spring 2014 or after satisfies both American Institutions and State and Local Government).

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			
A1 - Oral Communication (1 course) Speech 101	Courses	Units	Status	Institution
A2 - Written Communication (1 course) English 101 or 101H	_____	_____	_____	_____
A3 - Critical Thinking (1 course) English 102, 102H, 104 Humanities 105, 105H, 110 Philosophy 117, 123 Speech 100, 102, 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			
B1 - Physical Sciences (1 course) Astronomy <u>102</u> , 103, 110, 110H, 120 Chemistry <u>101</u> , <u>101H</u> , <u>102</u> , <u>102H</u> , <u>103</u> , <u>105</u> , <u>106</u> , <u>110</u> , <u>114</u> , <u>120</u> , <u>121</u> Geography 101, 107, <u>111</u> Geology 101, 101H, 102, 103, 104, <u>105</u> , <u>110</u> , <u>111</u> , <u>111H</u> , <u>112</u> , 120 Oceanography 115, <u>116</u> Paleontology 101 Physical Science <u>131</u> Physics <u>101</u> , <u>101H</u> , <u>102</u> , <u>102H</u> , <u>103</u> , <u>103H</u> , <u>105</u> , <u>106</u> , 110 Technical Education 145	Courses	Units	Status	Institution
B2 - Life Science (1 course) Anthropology 101, <u>111</u> Biology <u>101</u> , <u>102</u> , 103, <u>112</u> , <u>115</u> , <u>120</u> , <u>121</u> , <u>122</u> , 123, 125, 125H, <u>126</u> , 127, <u>128</u> , <u>130</u> , 132, <u>135</u> , <u>137</u> Psychology 103, <u>203</u>	_____	_____	_____	_____
B3 - Physical Sciences and Life Science Lab Courses (1 lab course from B1 or B2) The <u>underlined</u> 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, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 112, 133 (formerly Math 111), 135, 136, 138	_____	_____	_____	_____

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

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

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, 199
Dance 100, 102
English 103
Humanities 117*, 120*
Music 101, 102, 104, 105, 107, 108, 120, 121, 122, 125, 126, 127, 128
Theatre Arts 101, 102

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

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C2 - Humanities (1 course)

Armenian 101, 102, 103, 104, 115, 116, 117, 125, 126, 127
Armenian 101, 102, 103, 104, 115, 116, 117, 125, 126, 127
Chinese 101, 102, 103, 104
English 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 122, 123, 124, 125, 126, 127, 128, 129, 130, 141, 142, 222
French 101, 102, 103, 104,
History 152*
Humanities 101, 102, 106, 111, 115, 117* 120*, 125, 130
Italian 101, 102, 103, 104, 130
Japanese 101, 102, 103, 104
Korean 101, 102, 103, 104, 115, 116
Philosophy 101, 112, 113, 114, 116, 118, 119, 120, 121, 122
Spanish 101, 102, 103, 104, 115, 116, 124, 124H, 125, 126, 127, 128
Speech 106
Theatre Arts 107

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

*May be used in only (1) area.

AREA D: SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS

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

D0 - Sociology and Criminology:

Sociology 101, 102, 103, 131*
Psychology 131*

D1 - Anthropology and Archeology:

Anthropology 102, 102H, 103, 104, 105

D2 - Economics

Economics 101, 102, 102H, 105, 110

D3 - Ethnic Studies

Ethnic Studies 101, 102, 110, 111, 120, 121, 122, 123, 124,
125, 132, 164

D4 - Gender Studies

History 115*

D5 - Geography

Geography 102, 103, 105, 106, 110

D6 - History

History 101*, 102, 103, 104*, 105, 106, 107, 108*, 109*, 112, 113, 114, 115*, 119*, 120*, 121, 122, 131*, 132, 133, 135, 136,
140, 141, 152*

D7 - Interdisciplinary Social or Behavioral Science

Interdisciplinary Studies 110
Journalism 101
Linguistics 101
Mass Communication 101
Social Science 101, 105, 124, 127, 136
Sociology 140
Speech 108

D8 - Political Science, Government and Legal Institutions

Political Science 102, 103, 103H, 104, 108, 110, 111

D9 - Psychology

Psychology 101, 101H, 103**, 104, 115

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

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*May be used in only (1) area

*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.

Child Development 135
Culinary Arts 125
Dance/Physical Education (all activity courses) (1unit only)
Health 102, 104, 106
Physical Education 107
Psychology 105, 106, 108, 109, 110, 111, 113, 131*
Recreation Leadership 105
Social Science 134
Sociology 104, 105, 131*
Student Development 125, 145

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

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*May be used in only (1) area

GLENDALE COMMUNITY COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM VALID THROUGH SUMMER 2015

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.

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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)

English 101+, 101H+

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

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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AREA 2 MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(1 course, 3 semester units)

Mathematics 100+, 103+, 103H+, 104+, 104H+, 105+, 105H+, 107+, 107H+, 108+, 108H+, 110+, 133 (formerly Math 111), 112+, 135, 136

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, 102, 120+, 121, 122, 125+, 126+, 127, 128

Theatre Arts 101, 102, 107

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

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GROUP 3B: HUMANITIES COURSES:

Armenian 102+, 103, 104, 116+, 117, 125, 126, 127

Chinese 102, 103, 104

Economics 111*(Same as History 116)

English 105, 106, 107, 108, 109, 110, 111, 114, 115, 116, 117, 122, 123, 124, 125, 126, 128, 130, 141, 142

French 102, 103, 104

History 101+, 102+, 103, 104, 105, 106, 107, 108+, 109+, 110+, 111+, 112, 113, 114, 115,

116*(Same As Economics 111), 117+, 118+, 119, 120, 121, 131, 132, 133, 135,

136*(Same As Social Science 136), 150, 152*

Humanities 101, 102, 105+, 105H+, 106, 110, 111, 115, 117, 120, 125

Italian 102, 103, 130

Japanese 102, 103, 104

Korean 102, 103, 104

Philosophy 101, 113, 114, 116, 118, 119, 120, 121, 122

Spanish 102+, 103, 104, 124+, 124H+, 125, 126, 127, 128

*May be used in only (1) area

AREA 4 SOCIAL and BEHAVIORAL SCIENCES

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

(3 courses, 9 semester units)

Courses from at least two disciplines or an interdisciplinary sequence.

Anthropology 102+, 102H+, 103, 104, 105
Economics 101,102+, 102H+, 105+, 110, 111*(Same As History 116)
Ethnic Studies 101, 102, 110, 111, 120, 121, 122, 123, 124, 125, 132, 164
Geography 102, 103, 105, 106, 110
History 116*(Same As Economics 111), 122, 136*(Same as Soc Sci. 136), 152*
Journalism 101+
Linguistics 101
Mass Communications 101+
Political Science 101, 102, 103+, 103H+, 104, 108, 110, 111
Psychology 101+, 101H+, 103**, 104, 106, 109 (Same As Sociology 105), 113, 115
Social Science 105, 124, 131+, 132+, 134, 136*(Same As History 136)
Sociology 101, 102, 103, 104,105 (Same As Psychology 109), 131, 140 , Psychology 131
Speech 108

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Psychology 103 may be used if taken before SPRING 2011

AREA 5 PHYSICAL and BIOLOGICAL SCIENCES

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

(2 courses, 7-9 semester units)

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

GROUP 5A: PHYSICAL SCIENCE COURSES: (Laboratory courses are underlined)

Astronomy 102, 110+, 110H+, 120+
Chemistry 101+, 101H+, 102+, 102H+, 103, 105, 106,110+, 114+, 120+, 121+
Geography 101, 107, 111
Geology 101+, 101H+, 102, 103, 105, 110+, 111+, 111H+, 112
Oceanography 115, 116
Paleontology 101
Physical Science 131+
Physics 101+, 101H+, 102+, 102H+, 103+, 103H+, 105+, 106+, 110+

Courses	Units	Status	Institution
_____	_____	_____	_____
_____	_____	_____	_____

Lab Requirement Satisfied Yes ___ No ___

GROUP 5B: BIOLOGICAL SCIENCES: (Laboratory courses are underlined)

Anthropology 101, 111
Biology 101+, 102+, 103+, 112, 115+, 120+, 121+, 122+, 123, 125+,125H+,126, 132+,135
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)

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

Proficiency equivalent to two years of high school in the same language.

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

Courses	Units	Status	Institution
_____	_____	_____	_____

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

CHECK IF COMPLETED

AMERICAN HISTORY, Economics 111; History 110, 111, 116, 117, 118, 150, 151; Social Science 125—126, 131.

AMERICAN INSTITUTIONS, Political Science 101, 105; Social Science 125—126, 132.

STATE AND LOCAL GOVERNMENT, Political Science 106; Social Science 125—126,132.

(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
 BIO 115 no credit if taken after BIO 120 or 121
 BIO 122 no credit if taken after BIO 101
 BIO 125, 125H and 132 combined: maximum credit, one course
 CHEM 110, 114 and 120 combined: maximum credit, one course
 CHEM 110 or 120 no credit if taken after CHEM 101 or 101H
 CHEM 101 and 102 or 101H and 102H combined with 120 and 121: maximum credit, one series
 CS/IS no credit for 112 if taken after 139
 ECON 105 no credit if taken after 101, 102 or 102H
 ECON 111 and HIST 111, 116 and 151 combined: maximum credit, two courses
 ENGR 103 and ARCH 103 combined, maximum credit one course
 ESL 133, 141, 151 maximum credit 8 units
 GEOG 120 and 121 combined: maximum credit, one course
 HEAL 101 and 102 combined: maximum credit, one course
 HEALTH 104, 106 and PSYCH 111 combined: maximum credit, one course
 HIST 101 and 108 combined: maximum credit, one course
 HIST 102 and 109 combined: maximum credit, one course
 HIST 111, 116, 117, 118 and 151 and ECON 111: maximum credit, two courses
 JOURN 101 same as MCOMM 101
 KOREA 101, 102 and 115, 116 :maximum credit, one series
 LIB 101, 191 combined: maximum credit, one course
 MATH 100 and 110 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 102 no credit if taken after 104
 MUSIC 120, 125 and 126 combined: maximum credit, 2 courses
 PE Activity course combined maximum credit 4 units
 PE Theory 124, 125, 126, 146, 149, 195, 196, 228, 236 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, 103H or 105 and 106: maximum credit, one series
 PHY 110 no credit if taken after 101 or 105
 POL S 101 if taken after 105 or Soc S 132 maximum credit one unit
 POL S 105 no credit in taken after 101 or SOC S 132
 PSYCH 111 and HLTH 104, 106 combined: maximum credit, one course
 SOC SCI 131 no credit if taken after History 110, 111, 117 or 118
 SOC SCI 132 no maximum credit if taken after POL SCI 101 or 105 2 units
 SPAN 101, 102 and 115, 116: maximum credit, one series

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.

Quick Reference Guide - California Higher Education

SYSTEM:	THE UNIVERSITY OF CALIFORNIA (UC)	THE CALIFORNIA STATE UNIVERSITY (CSU)	THE CALIFORNIA COMMUNITY COLLEGES (CCC)	INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES
CAMPUSES:	10	23	112	100
Admission Requirements FRESHMAN	Upper 12.5% of California High School graduates based on: 1. High School GPA in required A - G courses; and 2. ACT or SAT Reasoning test. 3. Three specific SAT subject exams are required: writing, math, a third test in science, foreign language, English literature or social studies	Upper 33.3% of California High School graduates based on: 1. High School GPA in grades 10 - 12, excluding, P.E. and military science courses; and 2. ACT or SAT Reasoning test score; 3. Completion of A - G pattern of courses.	High School Diploma or High School Equivalency or 18 years of age at time of admission or High School Juniors and Seniors with approval of Principal and parent.	Refer to individual college catalog.
TRANSFER	Students need 60 UC transferable units with minimum GPA of 2.4 (higher for non-resident students). Completion of all lower division major preparation and general education are considered essential; especially for selective majors and campuses.	Students need 60 CSU transferable units with a minimum GPA of 2.0 (higher for non-resident students). Completion of all lower division major preparation and CSU General Education are considered essential; especially for transfer to selective majors and campuses.		
Academic Calendar	Eight campuses on the quarter system. UC Berkeley and UC Merced are on the semester system	16 are on the semester system, 6 are on the quarter system and 1 is on (4 - 1 - 4) system.	Refer to individual college catalog.	Refer to individual college catalog.
Degrees Awarded	Bachelor's Master's, Doctorates, Professional (law, medicine, dentistry, etc.)	Bachelor's, Master's	Associate Degrees Vocational Certificates Transfer Programs	Associates, Bachelor's, Master's, Doctorates, Professional (varies from campus to campus).
Financial Aid	Scholarships, grants, loans, and work-study employment are the principal forms of financial aid. Nearly all are awarded on the basis of financial need. A limited number of honorary scholarships awarded on the basis of academic achievement are available. - Application for financial aid is separate from application for admission.			

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 CSU Mentor?
www.csumentor.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. CSU mentor also offers an extensive amount of information regarding financial aid.



What is universityofcalifornia.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 major preparation, degrees, eligibility, 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!

The California State Universities

The CSU is the largest system of four-year public higher education in the United States. Its 23 campuses extent from Arcata in the north (Humboldt State University) to San Diego in the South (San Diego State University). For every first-time freshman student admitted, two community college transfer students are admitted. Since the CSU began in 1961, it has awarded almost two million degrees.

The CSU historically has played a critical role in preparing students to enter the job market. Thy system prepares 60 percent of the teachers in the state and more graduated in business, engineering, agriculture, communication, health, education, and public administration than all other California universities and colleges combined. Altogether, about half of all the bachelor's degrees awarded in California are from a CSU campus.

Upper-division transfer applicants must have a GPA of at least 2.0 in all transferable units attempted and be in good standing at last college attended. In Addition, upper-division transfer applicants must have completed at least 30 semester units of college course work with a grade of "C" or better in each course. These course include English, arts and humanities, social science, science, and mathematics at a level at least equal to course that meet general education requirements. The 30 units must include all of the general education requirements in communication in English language, critical thinking, and mathematics. Students who transfer generally complete the CSU Breadth General Education or IGETC. To transfer, students must have at least 60 transferable units for junior level standing.



California State University Bakersfield – Q
9001 Stockdale Highway
Bakersfield, CA 93311-1099
(661) 664-3036
www.csub.edu

California State University Long Beach – S
1250 Bellflower Blvd.
Long Beach, CA 90840-0106
(562) 985-5471
www.csulb.edu

San Diego State University – S
5500 Campanile Drive
San Diego, CA 92182-7455
(619) 594-6336
www.sdsu.edu

California State University Channel Islands – S
One University Drive
Camarillo, CA 93012
(805) 437-8500
www.csuci.edu

California State University Los Angeles – Q
5151 State University Drive
Los Angeles, CA 90032-8530
(323)343-3901
www.calstatela.edu

San Francisco State University – S
1600 Holloway Avenue
San Francisco, CA 94132-4002
(415) 338-1111
www.sfsu.edu

California State University Chico – S
400 W. First Street
Chico, CA 93012
(530) 898-6321
www.csuchico.edu

California Maritime Academy – S
200 Maritime Academy Drive
Vallejo, CA 94590
(800) 561-1945
www.csum.edu

San Jose State University – S
One Washington Square
San Jose, CA 95192-0009
(408) 283-7500
www.sjsu.edu

California State University Dominguez Hills – S
1000 East Victoria Street
Carson, CA 90747
(310)243-3696
www.csudh.edu

California State University Monterey Bay – S
100 Campus Center Drive
Seaside, CA 93955-8001
(831)582-3518
www.csumb.edu

California Polytechnic State University San Luis Obispo – Q
San Luis Obispo, CA 93407
(805) 756-2311
www.calpoly.edu

California State University Fresno – S
5150 North Maple Avenue
Fresno, CA 93740-0057
(559)278-2261
www.csufresno.edu

California State University Northridge – S
18111 Nordhoff Street
Northridge, CA 91330-8207
(818) 677-3700
www.csun.edu

California State University San Marcos – S
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001
(760) 750-4848
www.csusm.edu

California State University Fullerton – S
800 N. State College Blvd.
Fullerton, CA 92834-9480
(714) 278-2300
www.fullerton.edu

California State Polytechnic University Pomona – Q
3801 West Temple Avenue
Pomona, CA 91768-4003
(909) 869-3210
www.csupomona.edu

Sonoma State University – S
1801 East Cotati Avenue
Rohnert Park, CA 94928
(707) 664-2778
www.sonoma.edu

California State University East Bay – Q
Hayward – Q
25800 Carlos Bee Blvd.
Hayward, CA 94542-3035
(510) 885-2624
www.csuhayward.edu

California State University Sacramento – S
6000 J Street
Sacramento, CA 95819-6048
(916) 278-3901
www.csus.edu

California State University Stanislaus – 4-1-4
801 West Monte Vista Avenue
Turlock, CA 95382
(209) 667-3152
www.csustan.edu

Humboldt State University – S
1 Harpst Street
Arcata, CA 95521-4957
(707) 826-4402 or (866) 850-9556
www.humboldt.edu

California State University San Bernardino – Q
5500 University Parkway
San Bernardino, CA 92407-2397
(909)880-5188
www.csusb.edu

The University of California



In just over a century, the University of California has built an international reputation for academic excellence. Whether, you want a broad liberal arts education, preparation for graduate study, or training for a particular profession, the University probably has a program to meet your needs. The University of California includes world famous campuses such as UC Berkeley and UCLA. The University of California campuses are primarily research and theoretical institutions providing transfer students with skills to pursue graduate level degrees. At most campuses, undergraduate majors are offered by academic units called college, such as the College of Letters and Science, College of Engineering, or College of Chemistry. At San Diego, each of the six colleges has a distinct academic philosophy. Santa Cruz has eight colleges, each a small community with unique intellectual interests and social traditions.

To transfer to the university of California in junior-standing from Glendale Community College, you will need to complete:

- A. 60 units of transferable coursework with at least a 2.4 GPA (often higher) and
- B. Earning a "C" or better in each of the following courses: two transferable college courses in English composition (at least 3 semester units each) one transferable college course in mathematics (at least 3 semester units) four transferable courses (at least 3 semester units each) chose from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

University of California Berkeley – S

Berkeley CA 94750
(510) 642-6000
www.berkeley.edu

Undergraduate Admission
110 Sproul Hall #5800
Berkeley CA 94720-5800
(510) 624-3175
www.admission.berkeley.edu

University of California Davis – Q

One Shields Avenue
Davis, CA 95616
(530) 752-1011
www.ucdavis.edu

Undergraduate Admission
178 Mrak Hall
Davis, CA 95616-8507
(530) 752-2971
E-mail: undergradadmissions@ucdavis.edu
www.why.ucdavis.edu

University of California Irvine – Q

Irvine, CA 92697
(949) 824-5011
www.uci.edu

Admission & Relations with Schools
204 Administration Building
Irvine, CA 92697-1075
(949) 824-6703
www.admissions.uci.edu

University of California Los Angeles – Q

Los Angeles, CA 90095
(310) 825-4321
www.ucla.edu

Undergraduate Admissions & Relations with Schools
1147 Murphy Hall, Box 951436
Los Angeles, CA 90095-1436
Email: ugadm@saonet.ucla.edu
www.admissions.ucla.edu

University of California Merced – S

P.O. Box 2039
Merced, CA 95344
(209) 724-4400
www.ucmerced.edu

Admissions/Relations with Schools & Colleges –
Information for prospective Students
550 E. Shaw Avenue, Suite 105
Fresno, CA 93710
(559) 241-7474 or (866) 270-7301
www.admissions.ucmerced.edu

Admissions Processing
P.O. box 3289
Merced, CA 95344
(559)241-7474

University of California Riverside – Q

Riverside, CA 92521
(951) 827-1012
www.ucr.edu

Admissions – Application Processing
1120 Hinderaker Hall
Riverside, CA 92521
(951) 827-3411
Email: ugadmiss@ucr.edu

University of California San Diego – Q

9500 Gilman Drive
La Jolla, CA 92093
(858) 534-2230
www.ucsd.edu

Admissions & Relations with Schools
Building 301, University Center
La Jolla, CA 92093-0021
(858) 534-4831
(858) 822-5669 Recorded Information
Email: admissionsinfo@ucsd.edu
www.admissions.ucsd.edu

University of California Santa Barbara – Q

Santa Barbara, CA 93106
(805) 893-8000
www.ucsb.edu

Office of Admissions – Application Processing
1210 Cheadle Hall
Santa Barbara, CA 93106
(805) 893-2881
www.admissions.ucsb.edu

University of California Santa Cruz – Q

1156 High Street
Santa Cruz, CA 95064
(831) 459-0111
www.ucsc.edu

Office of Admissions – Evaluation and Application Services
150 Hahn Student Services
Santa Cruz, CA 95064
(831) 459-2131
Email: admissions@ucsc.edu
www.admissions.ucsc.edu

Accredited California 4-year Colleges & Universities (103)

The California State University (23)

Bakersfield (Q) – 4	Long Beach (S) – 1	San Diego (S) – 3
Channel Islands (S) – 1	Los Angeles (Q) – 1	San Francisco (S) – 2
Chico (S) – 4	Maritime (S) – 4	San Jose (S) – 4
Dominguez Hills (S) – 1	Monterey Bay (S) – 4	San Luis Obispo (Polytechnic) (Q) – 4
East Bay (Hayward) (Q) – 2	Northridge (S) – 1	San Marcos (S) – 3
Fresno (S) – 4	Pomona (Polytechnic) (Q) – 1	Sonoma (S) – 4
Fullerton (S) – 1	Sacramento (S) – 4	Stanislaus (S) – 4
Humboldt (S) – 4	San Bernardino (Q) – 1	

The University of California (10)

Berkeley (S) – 2	Merced (S) – 4	Santa Barbara (Q) – 4
Davis (Q) – 4	Riverside (Q) – 1	Santa Cruz (Q) – 4
Irvine (Q) – 1	San Diego (Q) – 3	
Los Angeles (Q) – 1	San Francisco (Q) – 2	

The Association of Independent California Colleges and Universities (70)

Alliant International University (S) - 3	Otis College of Art and Design, Los Angeles –1
American Academy of Dramatic Arts West, Pasadena (S) – 1	Pacific Oaks, Pasadena (S) – 1
Art Center College of Design, Pasadena (S) –1	Pacific Union College, Angwin (Q) – 4
Azusa Pacific University, Azusa (S) – 1	Patten College, Oakland (S) – 2
Biola University, La Mirada (S) – 1	Pepperdine University, Malibu (S) – 1
California Baptist College, Riverside (S) – 1	Pitzer College, Claremont (S) – 1
California College of Arts, Oakland (S) – 2	Point Loma Nazarene College, San Diego (Q) – 3
California Institute of Technology, Pasadena (Q) – 1	Pomona College, Claremont (S) – 1
California Institute of the Arts, Valencia (S) –1	Saint Mary's College of California, Moraga (S) – 2
California Lutheran University, Thousand Oaks (S) – 1	Samuel Merritt College, Oakland (S) – 2
Chapman College, Orange (S) – 1	San Diego Christian College, El Cajon (S) – 3
Charles R. Drew University, Orange (S) –1	San Francisco Art Institute, San Francisco –2
Christian Heritage College (S) - 3	San Francisco Conservatory of Music, San Francisco (S) –2
Claremont McKenna College, Claremont (S) – 1	Santa Clara University, Santa Clara (Q) – 2
Cogswell College, Cupertino (S) – 2	Scripps College, Claremont (S) – 1
Concordia University, Irvine (S) – 1	Simpson College, Redding (S) – 4
Dominican College of San Rafael, San Rafael (S) – 2	Southern California College of Optometry, Fullerton (Q) –1
Fresno Pacific College, Fresno (S) – 4	Southern California University of Health Sciences (T) – 1
Golden Gate University, San Francisco (T) –2	Stanford University – Stanford (Q) – 2
Harvey Mudd College, Claremont (S) – 1	The Master's College, Newhall (S) – 1
Holy Names College, Oakland (S) – 2	Thomas Aquinas College, Santa Paula (S) – 4
Hope International University, Fullerton (S) –1	University of Judaism, Bel Air (S) –1
Humphreys College, Stockton (Q) –4	University of La Verne, La Verne (S) – 1
John F. Kennedy University, Orinda (Q) –2	University of Redlands, Redlands (S) –1
Laguna College of Art & Design (S) – 1	University of San Diego, San Diego (S) 3
Loma Linda University, Loma Linda/Riverside (Q) – 1	University of San Francisco, San Francisco (S) – 2
Loyola Marymount University, Los Angeles (S) –1	University of Southern California, Los Angeles (S) –1
Marymount College, Palos Verdes (S) – 1	University of the Pacific, Stockton (S) – 4
Menlo College, Atherton (S) –2	University of West Los Angeles, Los Angeles (T) – 1
Mills College, Oakland (S) –2	Vanguard University of Southern California, Costa Mesa (S) –1
Mount Saint Mary's College, Los Angeles (S) –1	Western University of Health Sciences, Pomona (T) – 1
National University, San Diego (one course each month) – 3	Westmont College, Santa Barbara (S) – 4
New College of California, San Francisco (S) – 2	Whittier College, Whittier (S) –1
Notre Dame de Namur University (S) – 2	William Jessup University, Rocklin (S) – 4
Occidental College, Los Angeles (Q) – 1	Woodbury University, Burbank (Q) –1

ACADEMIC CALENDAR: "(Q)" = Quarter (three 10 week terms), "(S)" = Semester (two 16 week terms), "(T)" = Trimester (year round, 3 terms).

GEOGRAPHIC LOCATION: "1" = Los Angeles Basin (49), "2" = San Francisco Bay Area (22), "3" = San Diego Area (9), "4" = Outlying Cities (23)

California Independent Colleges

California's Independent colleges and universities represent an established tradition of higher education in California. The first institutions opened their doors in 1851. Yet, each of the 75 colleges and universities have their own unique character and strengths.

75 campuses—125 Majors

- Two - and Four-year Specialized Schools in the Arts and Sciences
- Traditional Liberal Arts Colleges
- Small Comprehensive Universities
- Major Research Universities
- Free-Standing Graduate and Professional Schools
- Campuses for Working Adults

AICCU Schools are:

- AFFORDABLE: 86% of our students have college costs reduced through student aid.
- ACCESSIBLE: Our students receive over 1.4 billion in scholarship aid each year.
- COMMITTED TO STUDENTS: Our schools average one faculty member for every twelve students.
- DIVERSE: Our students are of many ethnic and/or racial backgrounds.
- SUCCESSFUL: The majority of our students graduate in four years.

Annual Financial Aid Assistance

- 86% of the Students Receive Financial Aid—(percent of students receiving aid by type)
 - 23% Cal Grants
 - 33% Pell Grants
 - 62% Federal Student Loans
 - 80% University Grants

Degrees Awarded

- Approximately 25% of California's Baccalaureate Degrees
- Approximately 50% of California's Masters and Ph.D. Degrees
- Approximately 75% of California's Professional Degrees

There are 75 fully accredited independent colleges and universities affiliated with the Association of Independent California Colleges and Universities (AICCU) providing a host of options at the undergraduate, graduate, and professional levels. Independent colleges are often flexible in admissions policies and in awarding previous college credit. They invite interested student to make an appointment with their Admissions in order to discuss transfer opportunities on a personal basis.

Visit www.aiccu.edu for additional information on programs and member colleges and universities

Learning Assistance at Glendale College

Glendale College wants you to succeed in achieving your academic goals. The following programs are designed to support you in achieving your potential as a student.

Do you need help to learn how to take good lecture notes? Do you need to learn how to take tests without stress? Are you wondering where to go to get help with your classes? Do you need to learn how to prepare a term paper? Would you like to improve your memory? If you want answers to these questions and more contact the following programs.

LEARNING CENTER

AD 232

Provides various tools to help ensure your academic success. The center provides materials such as videos CD-ROM and software programs, and computer assisted instruction available for help in specific skill areas: reading, English grammar, writing, mathematics, general science and foreign languages. Computers are also available for word processing.

MATH DISCOVERY CENTER

AS 103

The Math/Science Center offers, on a no appointment basis, computer assisted instruction and audiovisual assisted instruction for students in mathematics, chemistry, biology, physics, and astronomy courses. There are faculty and trained student tutors to help you. The center is equipped with some computers, VCR's, microscopes and a slide projector.

TUTORING CENTER

AD 232

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. Appointment is recommended to enable the Tutoring Center to match you up with a tutor in the specific subject for which you would like assistance.

WRITING CENTER

AD 232

The writing center is located in the Learning Center. Here, students can improve their writing abilities, whether it's writing paragraphs, essays, business letters, or research papers. You do not have to be enrolled in an English course to use these services.

COLLABORATIVE LEARNING (SI) COURSES

SI offers out of class workshops in which groups of students work together to master course content. The workshops blend what you need to know with suggestions on better ways to learn the material. SI makes studying easier, more effective and fun.

Student Computer Laboratories

LAB	Location	Computers	Additional Hardware
High-Tech Center*	SG108		
English Lab	AD 238	PC, Mac	Printers
ESL/Foreign Language Lab	SG 135	PC	Printers
Computer Assisted Instruction Lab (CAI)	AD 232	PC	
Math Science Center	AS 103	PC	
Music Lab	AU 213	Mac	
Physical Science Computer Lab	CR 146	Mac	Printers
San Gabriel Lab	SG 129	PC, Mac	Printers, Scanner
San Rafael Lab	SR 321	PC	Printers, Scanner

These are only the open labs. Other special programs are available elsewhere on campus.
*For students with disabilities

ACADEMIC SUCCESS

TIPS FOR ACTIVE CLASSROOM LEARNING:

1. Be prepared-have the textbook, paper and pencil, colored marker pen.
2. Write notes in the textbook and highlight important topics with a colored marker pen if the instructor is lecturing about textbook information.
3. When taking notes about the instructor's lecture, write down the main points. Avoid writing every word. Be sure to review and edit your notes later the same day.
4. Tape record the lecture, only with permission of the instructor.
5. Listen carefully and ask questions if you do not understand something.
6. Actively participate in classroom discussion.
7. Know how to contact you instructor if you are going to be absent or if you need clarification of classroom material. All instructors have office hours and offices where they can be reached.
8. Read your assignments before the next class meeting. You will then be able to ask questions about information which you do not understand.
9. Set up a study schedule and follow it. Allow enough time for all your classes. Keep up with your assignments day by day or within the respective week - at least the very least. This avoids having to "cram."



TIPS FOR STUDYING



1. Select the best time for you to study. Develop a study plan and follow it. Refer to the Schedule Planning information provided in this guide.
2. Select a quiet place to study. Be aware of proper lighting and ventilation. Sit upright at a desk.
3. Avoid all interruptions - phone, radio, TV, people.
4. Be prepared - have all reading materials, pencils, paper, and dictionary.
5. Keep a "Things I Have To Do" list. List dates when assignments and projects are due. Update the list frequently.
6. Review your class notes the day you wrote them. Re-write them if they are hard to read
7. Survey a book chapter before you begin reading it. Actively read it by underlining important points.
8. Be strict with yourself. Force yourself to follow your study schedule. Re-read and review difficult information until you understand it.
9. Make a list of questions to ask your instructor about material that needs clarification.



TIPS FOR PREPARING FOR A TEST

1. Find out as much information about the test as possible from the instructor:
 - A. Type of test-objective, essay, true/false, etc.
 - B. The number of questions and how many points they are worth.
 - C. The material to be covered.
 - D. The value of the test toward the final grade.
2. Set up an exam study schedule which includes at least three one-hour sessions or six half-hour sessions.
3. Know your own best time to study. Many people learn best in daylight hours.
4. Maximize the quality of your study time by paying attention to the following details:
 - A. Select a room conducive to study where the lighting is bright and the air temperature is fresh. A warm, poorly lighted room will make you sleepy.
 - B. Get organized - have all the materials you need to study with you when beginning your study session.
 - C. Select a quiet setting that is free from interruptions, such as the telephone, radio, television and people.
5. Review as actively as possible; use pencil and paper, use color markers to highlight special items in your notes; make flash cards for materials to be memorized.
6. Make up an exam as if you were the instructor; then take the exam.
7. Pay attention to troublesome points. Make another list for these areas on separate flash cards.
8. Organize your thoughts for possible essay questions. Know the concept about which you are writing.
9. Cram only as a last step. Be selective about what you are cramming. Cover vital points and troublesome areas.
10. Set up a study session with two or three people from class. Ask each other questions and discuss important concepts. Avoid getting off the subject and wasting time.



TIPS FOR TAKING THE TEST

1. Get to class early or at least on time.
2. Be prepared with pen and other materials requested by the instructor (for example: blue book, scantron sheet).
3. Understand the test instructions. Ask questions for clarification before the test begins.
4. Be aware of how much time you have to complete the test.
5. Skim the entire test first: note the point value, types of questions.
6. Answer the easy questions first, leaving appropriate space for the others.
7. Look for key words on true/false questions such as “always,” “sometimes,” “never,” “usually.”
8. On multiple choice questions, eliminate the obviously incorrect answer first.
9. On matching questions, answer those items which you are sure - and check them off. Then, guess at the rest.
10. On essay questions, outline in your mind how to organize your answer before you begin writing.
11. Re-read all your answers, if you have time at the end of the test.
12. Be confident and think positive.

ATTENDANCE AND GRADING

ATTENDANCE

It is your responsibility to attend classes regularly and apply yourself to the college classes in which you are enrolled. When you have been absent due to illness, you should report to your instructor to explain the absence. No credit will be given for a class in which you are not officially enrolled. You must attend the first class meeting or your name may be removed from the roll to allow another student seeking admission from the waiting list to be added. If you are unable to attend the first class meeting, the instructor must be notified.

It is the student's responsibility to register properly for classes. A student who fails to enroll officially in a class will not be given credit for that class. Students also have the responsibility of officially withdrawing from college or dropping from class when they stop attending, and of observing established deadlines. Otherwise, "F" grades may be assigned.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled. It is the responsibility of each instructor to inform his or her class of the attendance and absence policies at the beginning of each semester.

Students shall be dropped from class for failure to attend the first class meeting during the first week of instruction if they have not made prior arrangements with the instructor. Students also may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.

WITHDRAWAL

Once you are enrolled, it is your responsibility to attend class and complete the course requirements. If it becomes necessary to withdraw, use MyGCC by the deadline. It is the responsibility of the student to withdraw from a class you are no longer participating in by using MyGCC by the deadline. "W's" are not used in calculating grade point averages, but excessive "W's" are used as factors for probation, course enrollment and dismissal procedures.

GRADING

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory, the equivalent of a "C"; units awarded not counted in GPA)	
NP	No Pass (less than satisfactory or failing - units not counted in GPA)	
I	Incomplete	0
W	Withdrawal	0
*RD	Report Delayed	0

*RD - The RD symbol is used when there is a delay in reporting your grade due to circumstances beyond your control. It is a temporary notation to be replaced by a permanent grade as soon as possible. RD is not to be used in calculating grade point average.

WHAT IS PROBATION?

It is a warning system used to alert student and counselors that a student is not making satisfactory progress.

TWO TYPES OF PROBATION

ACADEMIC PROBATION

Students who achieve less than 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 than 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.

CAREER CENTER

The Career Center offers Glendale Community College Students an opportunity to talk to any of our specialized career counselors about life goals, vocational plans, choices of college majors and career options.

The staff can help students answer all of the following questions and many more, depending on the student's circumstances and needs:

1. Choosing a college major
2. Matching personality to a career/job
3. Working in strength areas instead of weaknesses
4. Finding out about your abilities and talents
5. Exploring specific jobs for future
6. Outlook and trends for the future
7. The link between personal interests and career success
8. How your values relate to career satisfaction
9. Advantages and disadvantages of a technical degree
10. Pros and Cons of being a Liberal Arts major
11. Environments and how they impact workers
12. Starting salaries across the nation and in California
13. Certificate, AA/AS, Transfer: Job implications
14. Getting correct and current information about careers
15. Second careers: starting fresh, or building on experience

SERVICES: COUNSELING APPOINTMENTS

The staff is available to help students with in-depth career needs as well as short answers to specific questions. No two students are alike. Most students need one or two appointments with a career counselor to feel comfortable about how their interests, personality style, values and abilities fit together with a field of study or major.

In planning for their future careers, many students may change their majors as they gather more occupational information. They need to see a counselor a few times before they finally decide on a career goal.

TOOLS: SURVEYS AND INVENTORIES

The Career Center is a place as well as an opportunity to meet with a career counselor, in a relaxed, confidential setting. Career counselors may suggest resources, references, computerized as well as written questions about your interests or personal, likes and dislikes.

These "tools" provide the counselor with scientific research information that compares an individual student with people who are happy and successful in the workplace.

CLASSES AND WORKSHOPS

Semester length as well as 4 and 8 week classes are offered in such areas as Occupational Planning, Job Search Strategies, College Major Exploration and other Student Development classes designed to give students occupational study in group format.

CAREER INTEREST SURVEY

Realistic



Social



Artistic



Enterprising



Conventional



Investigative



Instructions:

(Step 1) Circle the number in front of those activities you would like to do. Leave blank those things you would dislike doing or would be indifferent to.

(Step 2) Take this survey to the **CAREER CENTER** for an interpretation by a counselor to help you define and choose a major or field of study.

R

1. Repair machines/engines/equipment.
2. Refinish furniture/make shelves out of wood.
3. Drive heavy equipment/use power tools.
4. Be a computer technician.
5. Install telephone equipment.
6. Be an electrician.
7. Operate a printing press.
8. Use a welding torch.
9. Fix a sewing machine or repair appliances.
10. Be a surveyor, building inspector or Architect.

I

11. Work in a science lab.
12. Read books on space or ocean research.
13. Use a microscope.
14. Research social problems.
15. Apply math formulas to an engineering project.
16. Study the effects of acid rain.
17. Be part of a medical team implanting a heart valve.
18. Work on the development of a new submarine.
19. Be a Biologist.
20. Take a chemistry class.

A

21. Write a play, novel or newspaper article.
22. Be a Photographer or Commercial Artist.
23. Be the Interior Decorator for a large office complex.
24. Perform in a play.
25. Draw designs for a window display.
26. Play a musical instrument.
27. Write an article for a magazine.
28. Dance, act or sing in a movie production.
29. Draw landscapes, people or animals.
30. Be a Cartoonist.

S.

31. Be a School Counselor
32. Perform as part of a medical or mental health team.
33. Take classes in Sociology.
34. Teach handicapped children.
35. Instruct new mothers in childcare methods.
36. Direct a sports program.
37. Conduct a group session for drug abusers.
38. Teach people to communicate more effectively.
39. Help others to help themselves.
40. Be an Elementary School Teacher.

E

41. Be a Buyer in a department store.
42. Study to be a Marketing Executive.
43. Manage a large office complex.
44. Sell stocks and bonds.
45. Take classes in Business Administration.
46. Manage a hotel or restaurant chain.
47. Discuss politics.
48. Run for a school leadership position.
49. Be a Public Relations Director.
50. Own your own business.

C

51. Be a Bookkeeper or Accountant.
52. Keep accurate records and files.
53. Take computer classes or word processing.
54. Be neat, efficient and detail oriented.
55. Process medical records in a hospital.
56. Work in a bank or financial institution.
57. Operate office equipment/learn a new computer system.
58. Follow procedures and rules.
59. Be a Paralegal.
60. Work as a Financial Analyst.

(Remember: Take this survey to the **Career Center** reception desk, second floor of the San Rafael Building. You may also call for an appointment. Bring your scored survey to your appointment with a career counselor. (818) 240-1000 ext 5407)



Add the number of circled statements for each area, put your scores on the lines below. (Which area shows your highest number of circled statements? Second and third highest?)

High scores, in specific areas, indicate people who prefer certain tasks and working environments. **Low scores** indicate a dislike for certain tasks or environments. (All scores relate to **interests, not ability or intelligence.**)



_____ **Realistic** Work with things, objects, machines, tools, materials, processes, technologies, plants or animals. Tasks include practical work to produce a product. People in this area often value physical activities, concrete things. They tend to be down-to-earth, matter-of-fact and are drawn to tasks that may require mechanical ability, physical strength or coordination.



_____ **Investigative** Performs scientific work using analytical thinking solve problems or create new knowledge. The person often values activities that would include science and math in order to observe, assess, evaluate and theorize in a logical manner. Tasks may require a person to be independent, precise and critical, using a scientific research approach.



_____ **Artistic** Works in the arts; music, writing, performing, studio and commercial arts, using creative ideas in perceiving or designing. Tasks require a person to work in situations that are relatively unstructured and require originality. A person often values creative talents, being imaginative, non-conforming and expressive in form, color, words, sound or movement.



_____ **Social** Works with people in activities to instruct, inform, develop, educate, train, counsel and cure them. Tasks require a person to be understanding, communicate ideas and help others. A person often values social and ethical tasks in which they can be of service to society in an enthusiastic, friendly, competent and supportive manner.



_____ **Enterprising** Works in activities that require persuasive, managerial, supervisory and leadership skills. Tasks require being goal directed toward institutional, political/social or economic gain. A person often values status, power and being ambitious. The person often seeks a business setting, where they can be self-confident, sociable, energetic and adventurous.



_____ **Conventional** Performs activities requiring attention to detail, accuracy in clerical tasks to record, file and organize numerical and written data according to specific instructions or procedures. A person often seeks office settings and may value being responsible, efficient and methodical., practical.

CAMPUS SERVICES

(818) 240-1000

ADMISSIONS AND RECORDS

AD143

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

SF 112

ext. 5329

Students take placement tests to determine their skill levels in many academic areas, including written English expression, reading, and Mathematics. The college gives tests in English, English as a Second language (ESL), Math and Chemistry. Your test score will help you and your counselor choose the correct courses for you to take.

BOOKSTORE

SC first floor

ext. 3011, 3023

College textbooks, reference books, school supplies, clothing, software, and gift items are sold.

CAREER CENTER AND ADULT RE-ENTRY SERVICES

SR second floor

ext. 5407

The Career Center provides individualized counseling as well as workshops, job interest and other testing, resume writing and job interviewing.

The Adult Re-Entry services are designed to help single parents and new or returning adult students.

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.

COUNSELING

SR second 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.

CENTER FOR STUDENTS WITH DISABILITIES

SR second floor

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 notetakers, realtime captioning, sign language interpreters, mobility orientation, specialized tutoring, test proctoring, equipment loan, campus/community liaison, test proctoring, 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.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

EOPS Annex

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

SF 110

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 BOG 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.

JOB PLACEMENT **SR second floor** **ext. 5194**
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.

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 **CR 141** **ext. 5146**
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, Human Resources, Scholars Garret, Service Learning Center, and The Snack Bar.

TRANSFER CENTER **SR second 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 SERVICES **AD 143** **ext. 5301**
Veterans' services are provided through the Office of Admissions and Records. The veterans' staff provides assistance to veterans and eligible dependents in qualifying for educational benefits, and 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.

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.



Financial Aid

How to apply in 6 steps



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

STEP 3: Complete a BOG (Board of Governors) Enrollment Fee Waiver

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 2014-2015 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
- 2013 federal tax returns, 2013 W-2 forms or final 2012 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 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.

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 BOG fee waiver until you have a GCC ID number. Beginning Fall 2016, students will be required to maintain academic progress to be eligible for BOG.**

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

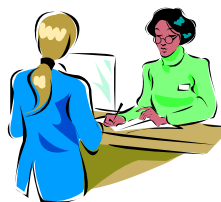
STEP 5: Submit all documents requested by the Financial Aid Office

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.

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

STEP 6: Enroll in Classes



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. The procedures for registering for classes by telephone are listed in the Class Schedule each semester and on the

college website at www.glendale.edu/AR/stars.htm

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



Extended Opportunity Programs and Services (EOPS) Cooperative Agencies and Resources for Education (CARE)



818-240-1000 ext. 6900
EOPS Annex

Who are potential EOPS and CARE students?

- Low income: must qualify for BOG A or B
- Completed no more than 30 degree applicable units
- Registered in 12 or more units
- Have taken Math and English/ESL assessment
- Have a demonstrated disadvantage met through one of the criteria listed below:
 - First generation college student
 - Have taken remedial courses
 - Have not graduated from HS
 - HS GPA below 2.0
 - Not qualified for English or Math required for the college degree (based on GCC assessment results)
 - Use English as a second language
 - Emancipated foster youth
 - Member of college identified underrepresented group: African-American/Black, American Indian/Alaskan Native, Asian/Pacific Islander, and Hispanic/Latino).

The goal of the EOPS program at GCC is to assist low-income and educationally disadvantaged students with supplemental educational support services that will enhance their academic success.

EOPS provides support services to students who demonstrate the potential to succeed in higher education. The program offers a variety of services that may include, but are not limited to priority registration, orientation, academic and personal counseling, instruction, book services and financial assistance. For more information on EOPS and program admission requirements 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 program admissions go to EOPS website and open CARE web page <http://glendale.edu/index.aspx?page=920>

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

TO APPLY FOR EOPS ONLINE FOLLOW THESE STEPS

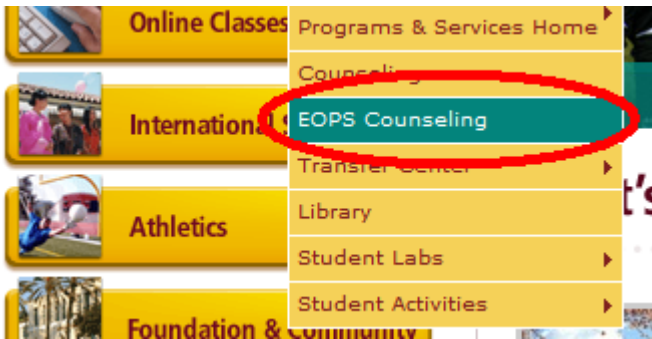
STEP 1: Go to www.glendale.edu



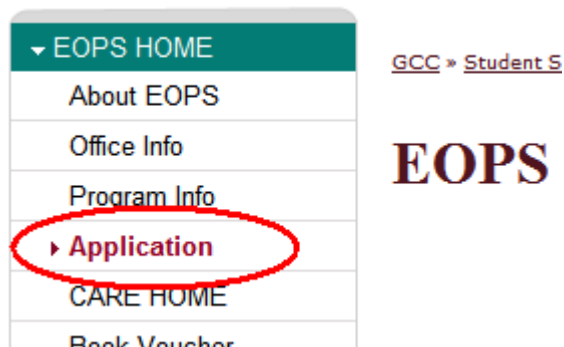
STEP 2: Roll over the STUDENTS tab in yellow



STEP 3: Scroll down and select EOPS Counseling



STEP 4: Click on Application



If you have any questions about EOPS please stop by our office in the EOPS 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 – SR 208, 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

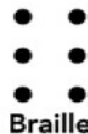
- PE 130 – Adapted Activities
- PE 131 – Self Defense for Disabled
- PE 132 – Adapted Aquatics
- PE 134 – Adapted Fitness Lab
- PE 135 – Adapted Indoor Cycling
- Dance 150 – Physical Reintegration



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.

Large
Print



Workability III LB 124-B, ext. 5529

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



QUESTIONS

WHAT TO TAKE YOUR FIRST SEMESTER?

What you take depends on your goal. If you haven't decided on a major or career then:

1. Make up a list of possible courses on a Study List by doing the following:
 - a. Look through the college catalog or class schedule to find:
 1. Courses you think might be interesting
 2. Exploratory courses (basic or beginning courses in a subject area)
 3. Courses to improve basic skills (English, math, reading, spelling, etc.)
 - b. General Education Requirements - certain basic courses are required for an Associate Degree or to prepare for transfer, no matter what major you may later choose.
 - c. Enroll in one of the Student Development courses - Orientation (ST DV 100), Study Skills (ST DV 142), Career Planning (ST DV 125), Academic Success (ST DV 145).
2. Decide how many units you want to take.
3. From your list of classes, figure out how many classes you need to make up the number of units you want to take.
4. Use your Study List at registration.
5. Make an appointment with a counselor to develop some long-range plans.

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) and 8 units (Winter/Summer). Students wishing to take more units must get approval during late registration from either the Dean of Admissions or the Dean of Student Services.

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, even if you never attended it.

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

It is very important that you either directly contact the instructor or leave a message for him/her concerning your absence. Failure to do so may 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.

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.

WHEN 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 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”

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:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

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.

EXAMPLE:

Units	Point Value	
3 units of A = 3 x 4 = 12		$\text{GPA} = \frac{\text{Total number of grade points}}{\text{Total number of units}}$
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		
15 units	30 grade points	Sample $\frac{30}{15} = 2.00$

To figure your grade point average divide your total number of grade points by your total number of units.

$$30 \div 15 = 2.00$$



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.

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.

BOGG: The Board of Governors (BOG) fee waiver is a California Community Colleges financial aid program for California residents that waives the enrollment fees for students. Any student enrolled for any number of units who meets the BOG criteria may receive a BOG. You only need to apply once each academic year. The BOG academic year begins with the Summer term and ends with the Spring semester. The application covers the semester in which you apply and any subsequent semesters in the school year. Your eligibility is automatically determined when you apply for financial aid by filing the federal FAFSA form or California Dream Application. Students not applying for other financial aid may complete the GCC BOG Application form to determine if you qualify for BOG A or BOG B. If you do not qualify for BOG A or BOG B, you must file FAFSA to determine if you qualify for BOG C.

CAL GRANT: The California Student Aid Commission (CSAC) offers California residents three types of grant programs to assist students in paying college expenses. Cal Grant award amounts vary based on financial need, enrollment status, and the availability of state funds. Cal Grant award selections are based on data obtained from your FAFSA (Free Application for Federal Student Aid) and submitted GPA (Grade Point Average) Verification form. The FAFSA and GPA Verification forms are available in the Financial Aid Office.

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

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 corequisites; or that the prerequisite is unlawfully discriminatory or is being applied in and unlawfully discriminatory manner.

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.

GENERAL EDUCATION: Specific subject requirements or courses which students must complete satisfactorily to graduate with A.A., A.S., AA-T or AS-T.

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.

MATRICULATION: 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.

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 5,645 per year. Students may receive Pell Grants for up to six years of undergraduate study,

PREREQUISITES: Prerequisite means 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: 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.

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%).

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 reinstated 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).

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.

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.

VOCATIONAL CERTIFICATE: A certificate granted by a community college, which recognizes a student's satisfactory completion of an organized program of vocational study.

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

WHAT IS ASGCC?



The Associated Students of Glendale Community College (ASGCC) is the official student government organization of Glendale College. Elected each semester, the ASGCC legislature meets weekly to determine budgetary expenditures, establish and review policies, and coordinate programs and services that benefit students.

Campus-wide elections are held to choose 21 student leaders for the positions of President, VP of Administration, VP of Finance, VP of Campus Activities, VP of Campus Relations, VP of Campus Organizations, 3 Senators of Administration, 3 Senators of Finance, 3 Senators of Campus Activities, 3 Senators of Campus Relations and 3 Senators of Campus Organizations. The legislature also includes 5 appointed Students-at-Large.

The ASGCC President serves as the student trustee on the GCC Board of Trustees.

Students who pay the student services fee each semester automatically become members of the Associated Students and are entitled to participate in activities, programs and services financed by the ASGCC. Those who wish to run for office must meet established eligibility requirements.

The Associated Students of Glendale Community College:

Coordinates and sponsors campus activities, programs and services, including...

Women's History Month	Black History Month	Musical Entertainment
AIDS Awareness Week	Poetry Readings	Domestic Violence Awareness
Political Forums	Voter Registration	Week
Educational Programs	Blood Drives	Cultural Events

Provides advocacy for students through participation in campus governance, and legislative efforts on national, state and local issues, which directly affect students.

Offers Scholarships, Grants for various campus projects and Emergency Book Loans.

Facilitates leadership development and growth retreats, conferences and Student Development classes.

Manages an annual line-item budget which provides support for various programs, including:

All Athletic Programs	Learning, Tutorial & Writing Center	Health Center Doctors &
Adult Re-Entry Center	Child Development Center	Immunizations
<u>Eclipse</u> student literary journal	<u>El Vaquero</u> student newspaper	Allied Health
Center for Students with Disabilities	Math Science Center	Fine Arts Programs

Oversees the Inter-Organizational Council, which promotes unity and provides leadership and financial support to campus clubs and organizations.

DO YOURSELF A FAVOR – MAXIMIZE YOUR COLLEGE EXPERIENCE! -- GET INVOLVED IN THE ASGCC!

- Enhance Leadership Skills
- Improve Communication Skills
- Develop Organization Skills
- Influence Campus Issues
- Experience Personal Growth & Professional Development
- Meet New Friends
- Learn Time Management
- MAKE A DIFFERENCE!!

Tear off at perforations and deposit in ASGCC mailbox or deliver to J. Walter Smith Student Center (SC 203), or call (818) 240-1000 ext. 3033



I WANT TO GET INVOLVED!

The Associated Students of Glendale Community College has been recognized as one of the finest Associated Students Organization in the state of California.

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: (____) _____

EMAIL: _____

GCC EMAIL

Have you activated your GCC email?

Most of your business transactions with GCC will be done through MyGCC.

We will communicate with you through your student email, so activate your account today!

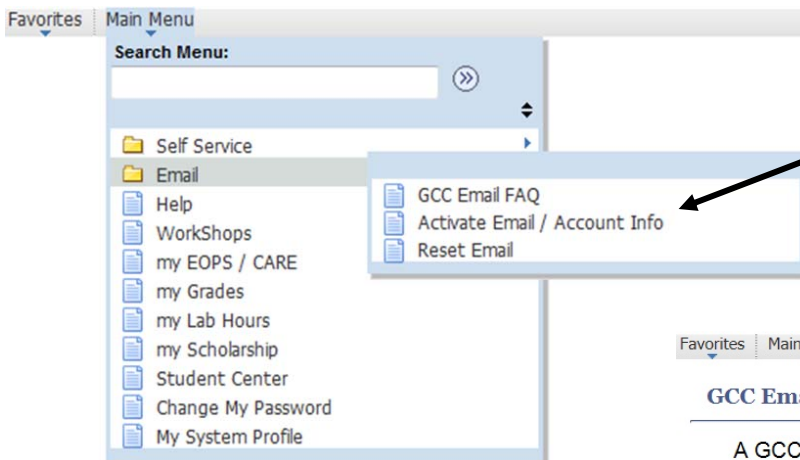
Don't miss out on:

- admissions information
- priority registration date
- remember to check MyGCC for updates
- financial aid notices, application status and award notification
- communication from faculty
- registration information and other important messages from the college



TO ACTIVATE YOUR EMAIL ADDRESS:

1. Log-in to MyGCC using your GCC ID# and your current PIN. If you have forgotten your PIN, you must go to Admission & Records Office with a photo identification
2. When you are logged into MyGCC from the "Main Menu" drop-down select Email link in the upper left hand corner of the browser. Click on the Email link.



Favorites | Main Menu > Email > Activate Email / Account Info

GCC Email Account Information

A GCC Student email account has been created for you. Your account information is below:

Email Account:
Temporary Password: **214e9jGC**
Password format: NumberLetterNumberLetterNumberLetter
(password all lowercase)

When you log in for the first time you will be required to change your password.

To log in to your student email account, click here [GCC Email](#)

3. The GCC internet/email policy will be displayed. Scroll to the bottom of the page and click on the "I Accept" button. You'll be directed to your email and temporary password information page.
4. Click the **GCC Email** link (a new browser tab will open) . Enter or copy/paste your email account name (without the @glendale.edu) and temporary password.
5. When logged in for the first time, you will be required to change your temporary password.
6. The Gmail use policy will be displayed. Scroll to the bottom of the page, retype the characters in the "captcha" text box, and click on the "Agree" button. Your emails from Glendale College will be displayed.


If you should forget your student email, password, follow these steps to reset it:

1. Log onto MyGCC and go the “Email” link
2. Click the Reset Email. This will reset your password to the temporary password that was first assigned to you.
3. When your password has been reset, log into your email account using your temporary password. Once you will be required to change your temporary password.



FORWARDING GCC STUDENT EMAIL TO A DIFFERENT EMAIL ACCOUNT

Once you've activated your account, you need to modify the account “Settings” in order to allow the email system to forward your incoming GCC student emails to your personal email account (yahoo.com, gmail.com, etc.), so you don't need to check multiple email accounts.

1. Sign in to your GCC email account on your MyGCC page (or log-in directly at the Gmail homepage).
2. Click on the gear in the top right 
3. Select **Settings**
4. Select the **Forwarding and POP/IMAP** tab



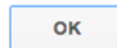
5. Click on **Add a forwarding address** in the “Forwarding section.

6. Enter the email address you want to forward to.


Add a forwarding address

7. For your security, we'll send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.

A confirmation code has been sent to verify permission.

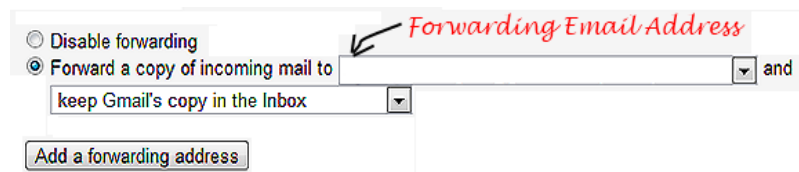


8. Click the verification link in that email (or type the given code in the confirmation box).

9. Back in your Gmail account, reload the page in your web browser—look for the reload icon 

10. On the same **Forwarding and POP/IMAP** page Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.

11. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as **keep the GCC email copies in the inbox** (recommended).



From now on, your GCC emails will be forwarded to your personal email account.

Don't forget to update these settings when you change your personal email account.

COLLEGE POLICE DEPARTMENT



Glendale College Police Department exists to serve and protect a pleasant environment in which to pursue an education. We stress being as proactive as possible in anticipating and

preventing unsafe conditions, protecting facilities and property, and protecting persons from the imprudent or illegal acts of others. However, we cannot do it alone. This is a service, which can only exist only when it has the support and involvement of the total 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 wishing 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 AlertU

This is a SMS-based emergency notification service for your mobile phone. In the event of an emergency, GCC students, staff, faculty and others will be alerted in real-time with important security information. This is particularly important for those students who may be in, or near, a crisis zone

Follow the simple steps below (it takes less than 30 seconds), and please help by encouraging your friends and fellow students to do the same. It only takes a minute, but you will need your cell phone to sign up for the service.

Text GCC to 253788 (AlertU) and reply Y or sign up online at <http://www.alertu.org/gcc>

Additionally, you might want to program '253788' into your phone contact list (address book) as 'AlertU' so you will recognize these messages as critical alerts from GCC if/when they are sent out.

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 as 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

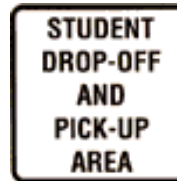
Appeal forms to contest a citation give by the City of Glendale or GCC Police can be obtained in SM 153. Forms must be submitted within the time limit specified.

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.

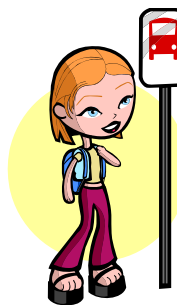


THIS IS IMMEDIATE LOADING AND UNLOADING ONLY

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.



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 an 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.

FALL 2014 Important Dates August 25 – December 10

June 13 June 23	DEADLINE for students to apply for admissions for FALL 2014 and be eligible for priority registration Check your Priority Registration Appointment Date and Time for FALL 2014 Online on MyGCC at https://mygcc.glendale.edu
June 30 – July 18 July 21 – August 21 August 21 August 24 August 25	Priority registration for the FALL semester Open registration for the FALL semester Walk through registration for the FALL semester Residence determination date for the FALL semester INSTRUCTION BEGINS FOR THE FALL SEMESTER 16-WEEK CLASSES BEGIN First 8-WEEK CLASSES BEGIN
Aug 25 – Sept. 6 August 30	Late registration for the fall semester DEADLINE to ADD first 8-week classes DEADLINE to DROP first 8-week classes without a “W” notation and receive a refund Last day to apply for Pass/No Pass in first 8-week classes DEADLINE to ADD 16-week classes
September 2 September 6	DEADLINE to DROP 16-week classes without a “W” notation and be eligible for a refund First 6-WEEK CLASSES BEGIN
September 8 September 8 - 12	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 they return their parking permit to the Students Fees Office. Last day to apply for Pass/No Pass in 16 week classes. DEADLINE to ADD first 6-week classes
September 12 September 13	DEADLINE to DROP first 6-week classes without a “W” notation and be eligible for a refund Last day to apply for Pass/No Pass in first 6-week classes
September 16 September 29 October 4	Begin processing applications for WINTER and SPRING 2015 DEADLINE to WITHDRAW from first 8-week classes with a “W” notation DEADLINE to WITHDRAW from first 6-week classes with a “W” notation
October 18	First 6-week classes end First 8-week classes end
October 20 October 25	SECOND 6-WEEK and 8-WEEK CLASSES BEGIN DEADLINE to ADD second 6-week classes DEADLINE to ADD second 8-week classes
October 27 - 31	DEADLINE to DROP second 6-week classes without a “W” notation and be eligible for a refund DEADLINE to DROP second 8-week class without a “W” notation and be eligible for a refund Refunds for Second 6 and 8 week classes are automatic those students who dropped by the appropriate due date. Requests for parking fee refunds must be initiated by the student when they return their parking permit to the Student Fees Office
October 28 November 8	Last day to apply for Pass/No Pass in second 6-week and second 8-week classes DEADLINE to WITHDRAW from 16-week classes with a “W” notation DEADLINE to WITHDRAW from second 6-week classes with a “W” notation.
November 10 November 27 - 29 November 29	Veteran’s Day –Observed – CAMPUS CLOSED Thanksgiving Vacation (No Saturday classes on Nov. 29) DEADLINE to WITHDRAW from second 8-week classes with a “W” notation
December 3 - 10 December 5 December 6 December 10	Final Examinations for the fall semester DEADLINE for students to apply for admission and be eligible for priority registration for SPRING 2015 Second 6-week classes end Second 8-week classes end 16-week classes end - End of the fall semester Final petitions for graduation and/or certificate for the fall semester due in the Office of Admissions and Records
Dec 15 – Jan 10	Check your Priority Registration Appointment Date and Time for SPRING 2015 Online at mygcc.glendale.edu
Dec 24 – Jan 1 January 6 January 12 – 30	Winter Vacation – CAMPUS CLOSED Fall grades available on MyGCC at https://mygcc.glendale.edu Priority registration for SPRING 2015

DATES SUBJECT TO CHANGE – PLEASE USE IMPORTANT DATES LISTED ONLINE

*It is the student’s responsibility to know and adhere to all of the dates listed above.
For deadlines not listed above, please refer to your MyGCC student portal located in your “MyClass Schedule” for your personalized Academic Add/Drop Calendar.*

WINTER 2015

Important Dates

January 4 – February 12

October 24	Deadline for students to apply for admissions for Winter 2015 session and be eligible for priority registration
Nov 3 – 14	.Check your Priority Registration Appointment Date and Time for Winter 2015 • Online at MyGCC.glendale.edu
November 11 – 14	Priority registration for the Winter session
Nov 17– Dec 23	Open registration for the Winter session
December 5	Deadline for students to apply for admissions for Spring 2015 and be eligible for priority registration
Dec 15- Jan 10	Check your Priority Registration Appointment Date and Time for Spring 2015 • Online at MyGCC.glendale.edu
Dec. 24 - Jan. 1	Winter Vacation – CAMPUS CLOSED
January 4	Residence determination date for Winter session
January 5	Instruction begins for the Winter session
January 5-8	Late registration for Winter session
January 6	Deadline to DROP 4 week classes without a “W” and receive a refund
January 9	Deadline to ADD a first 5/6 week Winter session class
	Deadline to DROP first 5/6 week Winter session class without a “W” and receive a refund
January 12	Second 5 week classes begin
January 12 - 30	Priority registration for Spring 2015 semester
January 13	Last day to apply for Pass/No Pass in 4 week or first 5/6 week Winter session class
January 16	Deadline to ADD/DROP 2nd 5 week classes without a “W” and get a refund
January 19	Martin Luther King, Jr. Day – Campus Closed
January 19 - 22	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 20	Last day to apply for Pass/No Pass in second 5 week Winter session class
January 23	Deadline to WITHDRAW from a 4 week or first 5-week Winter session class with a “W”
January 29	Four-week classes end
January 30	Deadline to withdraw from a second 5/6 week Winter session class with a “W”
February 5	First 5-week classes end
February 12	Second 5/6 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 13	Lincoln’s Day Observed- Campus Closed
February 16	Washington’s Day Observed - Campus Closed
February 17	Instruction begins for the spring 2015 semester
Feb 23	Winter grades available on MyGCC.glendale.edu

DATES SUBJECT TO CHANGE – PLEASE USE IMPORTANT DATES LISTED ONLINE

*It is the student’s responsibility to know and adhere to all of the dates listed above.
For deadlines not listed above, please refer to your MyGCC student portal located in your “MyClass Schedule” for your personalized Academic Add/Drop Calendar.*

SPRING 2015

Important Dates

February 17 – June 10

December 5 Dec 15 - Jan 10	Deadline to apply for admissions for Spring 2015 and be eligible for priority registration Check your Priority Registration Appointment Date and Time for Spring 2015 • Online at MyGCC.glendale.edu
Jan 12 - 30 January 19 Feb 2 - 12 February 12 February 13 February 16	Priority registration for Spring 2015 Begin processing applications for Summer and Fall 2015 Open registration for the spring semester Walk through registration for the spring semester Lincoln's Day Observed- Campus Closed Washington's Day Observed - Campus Closed Residence determination date for the spring semester
February 17	Instruction begins for the spring semester 16-week classes begin - First 8-week classes begin
Feb 17 – 28 February 21	Late registration for spring semester Deadline to ADD open classes without the permission of the instructor Deadline to ADD first 8-week classes Deadline to DROP first 8-week classes without a "W" notation and receive a refund
February 24 February 28	Last day to apply for Pass/No Pass in first 8-week classes Deadline to ADD 16-week classes Deadline to DROP 16-week classes without a "W" and receive a refund
March 2 March 2 - 6	First 6-week classes begin Deadline to DROP first 6-week classes without a "W" and receive a refund 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 March 7 March 10 March 27 March 28	Last day to apply for Pass/No Pass in 16 week classes Deadline to ADD first 6-week classes Last day to apply for Pass/No Pass in first 6-week classes. Petitions for spring graduation due in the Office of Admissions and Records
April 11 April 13 - 18 April 17 April 20 April 25	Deadline to DROP first 6- & 8-week classes without a "W" and receive a refund Requests for parking fee refunds must be initiated by the student when returning the parking permit to the Student Fees Office Spring Vacation Deadline to apply for admission and be eligible for priority registration for Summer 2015 Second 6- & 8-week classes begin Deadline to ADD second 6- & 8-week classes Deadline to DROP second 6- & 8-week classes without a "W" and receive a refund
April 27 - May 1	Second 6- & 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 27 - May 8	Check your Priority Registration Appointment Date and Time for Summer 2015 • Online at MyGCC.glendale.edu
April 28 May 11 - 15 May 16 May 25 May 30	Last day to apply for Pass/No Pass in second 6- & 8-week classes Priority registration for Summer 2015 Deadline to WITHDRAW from 16-week & second 6-week classes with a "W" notation Memorial Day Observed- Campus Closed Deadline to WITHDRAW from second 8-week classes with a "W" notation Second 6-week classes end
June 3- 10 June 10	Final Examinations for the spring semester Commencement exercises 16-week and Second 8-week classes end End of spring semester
June 12 June 19 June 22 June 22 - July 17	Last day to apply for admission and be eligible for priority registration for Fall 2015 Spring grades available on the Internet at MyGCC.glendale.edu Instruction begins for the Summer 2015 session. Check your Priority Registration Appointment Date and Time for Fall 2015 • Online at MyGCC.glendale.edu
June 29 - July 17	Priority registration for Fall 2015

DATES SUBJECT TO CHANGE – PLEASE USE IMPORTANT DATES LISTED ONLINE

It is the student's responsibility to know and adhere to all of the dates listed above.

For deadlines not listed above, please refer to your MyGCC student portal located in your "MyClass Schedule" for your personalized Academic Add/Drop Calendar.

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)

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
- EA EOPS ANNEX
- 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.
- VG VERDUGO GYM
- VGTT VERDUGO GYM Trailers

PARKING

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

SERVICE

- Academic Counseling SR, second floor
- Admissions & Records AD 143
- ASGCC Business Office SC, first floor
- Assessment Center SF 112
- Baja Field Studies Program SA
- Bookstore SC, first floor
- Career Center/Adult Re-Entry Services SR, second floor
- Center for Students with Disabilities SR, second floor
- English Lab AD 238
- EOPS EOPS Annex
- ESL Lab SG 135
- Fees, Tuition & Refunds AD 127
- Financial Aid SF 110
- Food Services
 - Cafeteria SM, 1st & 2nd floor
 - Cafe Vaquero SR Plaza
 - Milky Way Cafe SG Plaza
- Health Center SR, first floor
- Instructional Services AD 145
- International Student Services SR, second floor
- Kreider Hall SR 138
- Learning Center AD 232
- Lost & Found SM 153
- Outreach SM 266
- P.A.C.E. AD 145
- Police Department SM 153
- Scholars Office (Lounge) SM 256, CR 141
- Scholarship Office SC, second floor
- Service Learning Center SM, second floor
- Student Affairs SC, second floor
- Student Employment Services SR, second floor
- Study Abroad AD 145
- Job Placement Center SR, second floor
- Transfer Center SR, second floor
- Tutoring Center AD 232
- Veterans Office AD 143
- The Writing Center AD 232

BUILDING



City Lot 34 will be closed through November 2014