



Jump Start Enrollment Guide 2017—2018

1 Apply for Admission

Step 1: APPLY

- Go to www.glendale.edu and click on "Apply & Register"
- Click on "Submit GCC Application"
- Click on "OpenCCC Apply" --- you will be directed to www.OpenCCCApply.net
 - Step 1: Create your OpenCCC Account
 - Step 2: Log into OpenCCC and "Start a New Application"
- You will receive an e-mail with your GCC Student ID number in 24 to 72 hours after submitting your application.

Step 2: COMPLETE & SUBMIT FOLLOWING FORMS (available at www.glendale.edu/JumpStart)

- Recommendation for Admission of Selected Student Form
—> All high school student are requires to obtain the following signatures: Student, Parent, High School Counselor or Principal, School Stamp/Seal
- Authorization and Consent for Treatment Form
- Unofficial High School Transcript with cumulative GPA calculated (2.0 minimum GPA)
- Submit Forms to Admissions & Records (1st floor of AD building)
 - Monday & Tuesday 9:00a.m. - 6:00p.m.
 - Wednesday & Thursday 9:00a.m. - 4:00p.m.
 - Friday 9:00a.m. - 1:00p.m.

NOTE:

If you are in grade 9 or below, you need:

- The signature of the Designee of the Governing School Board
- Schedule an appointment with the GCC Director of Admission & Records at (818) 240-1000 ext 5116

COST:

The enrollment fee and parking permit fees (with a valid CA drivers license) are waived for Jump Start students. You only pay for college services fees (\$30.50 for Spring/Fall semesters; \$26.50 for Winter/Summer semesters; All students will need a GCC Student ID card --- one time \$10 fee)

2 Complete Assessment

Assessment is required for **ONLY** courses that have a prerequisite for English/Math/ESL/Chemistry.

- Visit www.glendale.edu/Assessment for testing schedule and sample tests.
- Be sure to review sample tests prior to taking assessment tests.
- Assessment tests are taken at GCC in SF 112
- You will need a picture ID and your GCC Student ID number in order to take the assessment test

3 Meet with a GCC Counselor

If you need to meet with a GCC Counselor, make an appointment by calling:

Academic Counseling:
(818) 240-1000 ext. 5918
San Rafael (SR) Building - 2nd floor.

4 Register for Classes

- Obtain a Class Schedule from:
 - Online at www.glendale.edu
 - GCC Information desk (Administration building).
 - GCC Representative at your high school.
- Office of Admission & Records will help Jump Start student enroll in classes in person.

IMPORTANT REGISTRATION DATES

Summer & Fall 2017

Accepting applications: [November 21, 2016](#)

Summer 2017 • (June 19 - August 25, 2017)

⇒ Registration in Admission starting [May 8, 2017](#)

Fall 2017 • (August 28 - December 13)

⇒ Registration in Admission starting [June 20, 2017](#)

Winter & Spring 2018

Accepting applications: [June 26, 2017](#).

Winter 2018 • January 8 - February 15, 2018

⇒ Registration in Admission starting [October 16, 2017](#)

Spring 2017 • February 20—June 13, 2018

⇒ Registration in Admission starting [November 27, 2016](#)

Student Outreach Services

Phone: (818) 240 - 1000 ext. 4767
 Fax: (818) 291 - 6635
 E-mail: outreach@glendale.edu
 Website: www.glendale.edu/sos
 Room: SM265
 Office hours: M - Thu • 7:00 a.m. - 7:00 p.m.
 Friday • 7:00 a.m. - 5:00 p.m.



Supporting Documents for Admission to Glendale Community College

For Students Born Outside of the United States

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

If you have been living in CA and your INS documentation is dated more than two years, you only need:

- Your INS original documentation, CA ID or CA DL (copies) and your ***birth certificate or Income Tax Return*** if you were claimed as a dependent.

If you have been living in CA and your documentation is dated at least one year and one day prior the semester starts and your status is **Permanent Resident, Temporary Resident, Resident/Amnesty, Political Asylum or *Refugee,** you must bring:

- You and your parent's original INS documentation and copies.
- One of your parents CA ID or CA Driver's License (Copies)
- Your ***birth certificate or Income Tax Return*** if you were claimed as a dependent.
- TWO (2) or more items from the list below under your parents' name (if you are under ***Refugee*** status ****only one item*** is required):
 - ⇒ Ownership of residential property.
 - ⇒ Registering to vote and voting in California.
 - ⇒ Licensing from California for professional practice.
 - ⇒ Active membership in service or social clubs.
 - ⇒ Payment of California state income tax as a resident.
 - ⇒ Possessing California motor vehicle registration (pink slip).
 - ⇒ Maintaining a permanent military address of home of record in California while in armed forces.
 - ⇒ California bank account statement (checking or savings)
 - ⇒ Computer generated utility bills that show name, place, date and address.
 - ⇒ Paycheck stubs from place of employment with name and address of business and name of employee

Student Visa (F-1), other status or Unknown Status: Visit Admissions and Records at GCC.