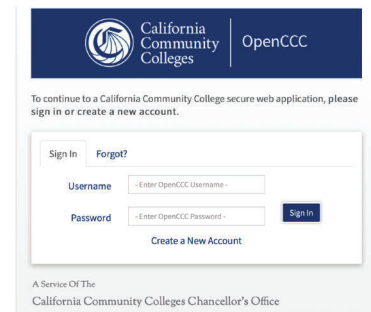


JUMP START CHECKLIST

YOU MUST COMPLETE STEPS 1-3 FOR JUMP START ENROLLMENT

1. SUBMIT A GCC APPLICATION

- Go to www.glendale.edu/APPLY
- Click on "High School Students"
- Click on "APPLY TO GCC" button —
you will be directed to www.OpenCCCApply.net
 - Step 1: Log-in OR create an OpenCCC account
 - Step 2: Click on "Start a New Application" to complete the application
- You will receive an e-mail with your GCC Student ID number within 2 hours.



2. MEET WITH YOUR HIGH SCHOOL COUNSELOR

You must meet with your high school counselor to complete the following forms and discuss class options (forms are available in PDF format at www.glendale.edu/JUMPSTART). When selecting classes, use www.glendale.edu/JS

- Recommendation for Admission of Selected Students Form
Required: Student, Parent, & High School Counselor or Principal Signatures
Required: School Stamp or Seal
- Authorization and Consent for Treatment of a Minor Form (must be signed by a parent or guardian)

All forms must be submitted to Admissions & Records Office using a valid photo ID
(Located on the 3rd floor of Sierra Vista building)

Monday & Tuesday 9:00 a.m. – 6:00 p.m.

Wednesday & Thursday 9:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 1:00 p.m.

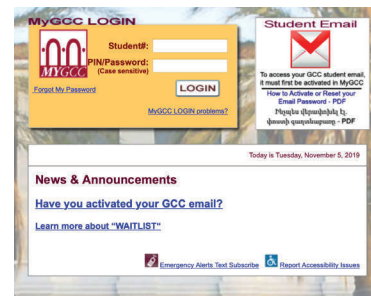
*hours subject to change

3. REGISTER FOR CLASSES

Go to www.glendale.edu/SCHEDULE

You must discuss class options with your high school counselor in order to register for classes (see Step 2).

- Register for classes in person in Admissions & Records office, located on the 3rd floor of Sierra Vista building. Valid photo ID required.
- Activate MyGCC, your student portal. Log in to www.glendale.edu/MYGCC by using your ID number and birthday in 6 digits (example: January 9, 2001 would be 010901).
- Activate your GCC email address (in MyGCC)
- Activate your Canvas Account www.glendale.edu/CANVAS



**FOR MORE INFORMATION,
CALL (818) 240-1000 EXT. 4SOS (4767)
OR VISIT WWW.GLENDALE.EDU/JUMPSTART**

GCC JUMP START IMPORTANT DATES

WINTER 2020 (JANUARY 6–FEBRUARY 13, 2020)

Jump Start registration begins: November 12, 2019

SPRING 2020 (FEBRUARY 18–JUNE 10, 2020)

Jump Start registration begins: December 16, 2019

SUMMER 2020 (JUNE 15–AUGUST 21, 2020)

Jump Start registration begins: May 11, 2020

FALL 2020 (AUGUST 31–DECEMBER 16, 2020)

Jump Start registration begins: June 8, 2020

WINTER 2021 (JANUARY 4–FEBRUARY 11, 2021)

Jump Start registration begins: November 10, 2020

SPRING 2021 (FEBRUARY 22–JUNE 16, 2021)

Jump Start registration begins: December 14, 2020

Students must register in person in the Admissions and Records Office during the registration period. Students must bring a picture ID to register (High School Picture ID, CA ID, Passport, etc.)

FEES

- Tuition is waived for California residents.
- Free parking permit for Jump Start students with valid California driver's license.
- Funding available for textbooks (up to \$150 book voucher FOR EACH FALL AND SPRING). Enrolled students will be emailed the week prior to beginning of semester for voucher redemption. Funding is limited and distributed on a first come, first serve basis.

**MEET WITH A COUNSELOR TO TALK ABOUT
SELECTING CLASSES, TRANSFER GUIDANCE,
AND ADDITIONAL SUPPORT AS A HIGH SCHOOL STUDENT.**

MARTHA C. CUEVAS, M.S.

Email: mcuevas@glendale.edu

Phone: (818) 240-1000 ext. 3031

Sign up for an advising session: www.glendale.edu/DualAdvice

Application Steps

Before you begin the application make sure you have:

- An email account
- Your social security number or a valid TIN (Tax identification Number)
- Your address and phone number
- Your educational history, including where you graduated from high school and the last college you attended, and the years you last attended these institutions
- Know your residency status
>>If you have a permanent resident card, you will need to know your alien registration number, the issued date and expiration date.

PART 1

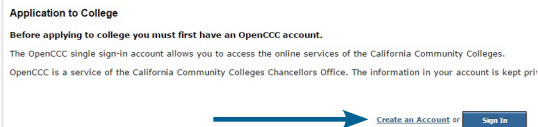
1

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



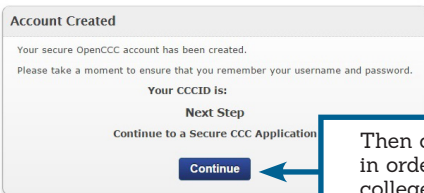
2

Click on **Create an Account**



3

After you create your account, **save your OpenCCC account information** since you may need it in the future (*note this information is different from your MyGCC login information*)



Then click on Continue in order to start on the college application

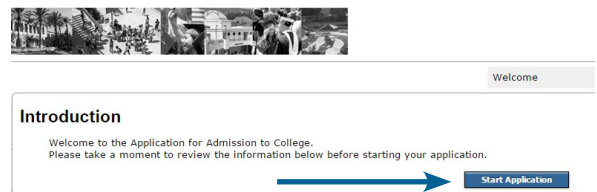
- OpenCCC Username: _____
- Password: _____
- CCCID: _____

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

PART 2

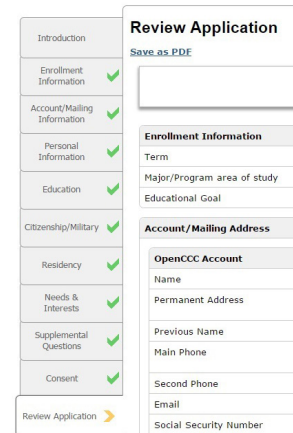
4

Then click on **Start Application**



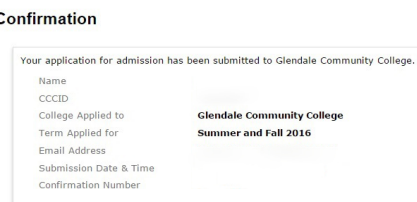
5

You will be able to submit your application **once you see the green arrow check marks on all the sections on the left side**. If all the check marks are not green, you will need to edit or add information.



6

Once you submit your application, you will see the confirmation page. *Note, the confirmation number is not your Student ID number. You will receive an email from GCC after 24-72 hours (not including the weekend and holidays) with your Student ID number.*



Confirmation # _____

STUDENT
ID NO.

--	--	--	--	--	--	--	--	--	--

Semester/Session

ADD/DROP FORM

Last Name _____ First Name _____ Middle Initial _____ Signature _____ Date _____

ADDS

Class Number	Course & No. (example: Math 101)	Permission # (get from instructor)	Instructor Signature

DROPS

Class Number	Course & No. (example: Math 101)	Units	Instructor Signature (section change only)

To ADD or DROP a class use “MGCC”
NOTE: Submit this form to *Admissions and Records* – *Sierra Vista Building – 3rd Floor ONLY* if you are completing the following:

- 1- If you are changing (adding and/or dropping) sections of the same class. (*Section Change*)
- 2- If you are changing levels in the same course. (*Level Change*)
- 3- If you are enrolling in a class a *Third Time*; petition must accompany this form.
- 4- If you are returning from *Academic Dismissal*. Adds cannot be done online.
- 5- If you are a *High School Student* registering in college courses.

Be sure to check the GCC website for ADD & DROP deadlines.
 (Under *Students* > *Admissions & Records* > *Session Dates and Deadlines*)



Glendale Community College
 1500 N. Verdugo Road
 Glendale, CA 91208
www.glendale.edu

THIS FORM ONLY APPLIES TO APPLICANTS UNDER THE AGE OF 18 AND ENROLLED IN K - 12TH GRADES.

** Failure to submit this form will result in a delay of your admission and registration process. **

Authorization and Consent for Treatment of a Minor

Name: _____ Student I.D. _____

Emergency Contact Information (required)

The following information must be completed for students under the age of 18 who plan to attend Glendale Community College.

Name of Parent or Guardian

Relationship _____

Telephone numbers:

Home _____

Work _____

Cell _____

Name of Parent or Guardian

Relationship _____

Telephone numbers:

Home _____

Work _____

Cell _____

Consent to Treat

If your daughter/son is injured or ill on campus, the Health Center cannot provide most treatments without the following consent. Consent is not required, but highly recommended.

As the parent/guardian of _____, I give permission for the utilization of the health services provided by the Glendale Community College Health Center. I understand these services may include: first aid, health assessment, health education, physical/mental health counseling, physician appointments, over-the-counter and selected emergency medications. I understand that licensed health providers/state approved health care providers provide all services.

Signature of Parent or Guardian _____

Name of student _____

Student's date of birth _____

Today's date _____

Telephone contact (if different from above) _____

Glendale Community College
Recommendation for Admission of Selected Students

Student's Name: (Last Name, First Name, MI) _____ GCC ID#: _____

Grade Level (Level during the term of attendance): _____ If enrolled in grades K - 8th, please indicate your grade level: _____

Anticipated High School Graduation Date: 20 _____ Current School Name: _____

All high school students are required to submit a copy of their high school transcripts including all coursework completed to date. Student must be making satisfactory progress towards a high school diploma.

NOTE: Home-schooled students must attach a current copy of their Department of Education Private School Affidavit form with confirmation number.

If you are in grades **10th, 11th or 12th**, during the term of your attendance, you will need **ALL** of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the high school principal or counselor.)

If you are in grades **9th or below**, during the term of your attendance, you will need **ALL** of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the principal or counselor.)
4. A designee of the Governing School Board.
5. Director of Admissions and Records at GCC. *

* An interview with the Director of Admissions and Records is required. - The student must bring a copy of their transcript to the appointment.

STUDENT'S CONSENT

YOU MUST SELECT ONE OF THE FOLLOWING:

- I give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.
 I DO NOT give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.

I understand that I am creating a permanent college record. I am also aware that I am responsible for my own progress and actions as a Glendale Community College student. I will adhere to the Standards of Student Conduct at the college (refer to the college's catalog).

X _____ Date: ____/____/____
Signature of student Phone Number

PARENT OR LEGAL GUARDIAN'S CONSENT

Your son or daughter will be exposed to educational programs designed for a diverse population of adult learners, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in college level courses and participate in all required activities that may include field trips off campus.

X _____ Date: ____/____/____
Signature of Parent or Legal Guardian

Parent or Legal Guardian's Name (print) Telephone Number

FOR HIGH SCHOOL USE ONLY

Basic skills courses are not considered to be advanced scholastic courses. High school students may not enroll in courses that they have previously completed with a substandard grade. High school students are limited to a maximum of six (6) units in each spring or fall term, and three (3) units in each winter or summer intersession.

Recommended Courses approved by High School Principal or Counselor

Course # 1		Note: If this course recommendation is for a summer session class, your signature also certifies that this student's participation does not cause your school to exceed the 5% statutory limit.
Course # 2		
Course # 3		

Student's anticipated date of graduation: MONTH _____ YEAR 20 _____

X _____ Date: ____/____/____
Signature of Principal or Counselor

Principal or Counselor's Name (print) Telephone Number



REQUIRED SIGNATURES FOR STUDENTS IN GRADES 9TH OR BELOW

X _____ Date: ____/____/____
Signature (approval) from a designee of the Governing School Board

Designee's Name (print) Telephone Number

X _____ Date: ____/____/____
Signature (approval) from the Director, Admissions and Records