



Glendale Community College



Counseling Guide 2010–2011

strategies for college success

NAME: _____

STUDENT ID# _____

ADDRESS: _____

PHONE: _____

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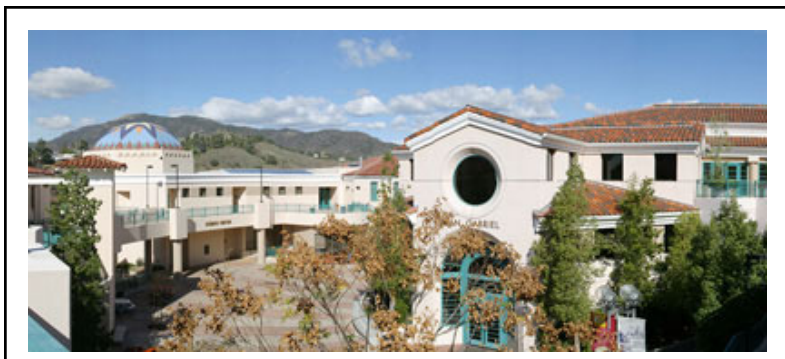
Patricia Hurley, Ed. D.
Associate Dean, Student Financial Aid Services

CREDITS

College Service Counselors
Matriculation Committee
Jolie Morris – editor
Judy Razze – editor

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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.

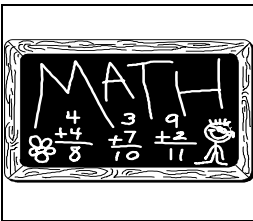
STEP 1 - ADMISSIONS



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



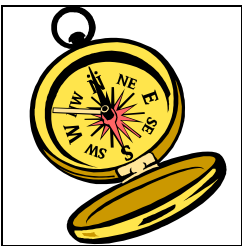
To help you determine your skill levels in many academic areas, including written English expression, reading and mathematics. The college gives tests in English, English as a Second Language (ESL), Math and Chemistry. Your test scores will help you and your counselor to choose the correct courses for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

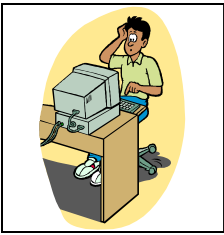


Students who have completed orientation are given an earlier registration time for the next semester.

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. A schedule of the orientations is available in the Admissions and Records Office, Information Booth, and the Academic Counseling Office.

- ⇒ you will learn how to use the college catalog, class schedule, prepare a possible class list

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.



STEP 4 - COUNSELING

An important part of the matriculation process is academic counseling. When you register you will choose your classes. However, before you can choose you must see a counselor and complete a Study List. 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.

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 SERVICES

The Financial Services 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.

PACE PROGRAM

PACE, Project for Adult College Education, is especially designed for working adults who wish to further their education by obtaining an AA degree. Completion of five-semester PACE curriculum satisfies the general education transfer requirements for the California State University System (CSU).

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					
5:45 PM					
6:00 PM					
6:15 PM					
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

MATRICULATION SERVICES:

Matriculation is a process which 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 matriculation in 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 on your progress towards your goal

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

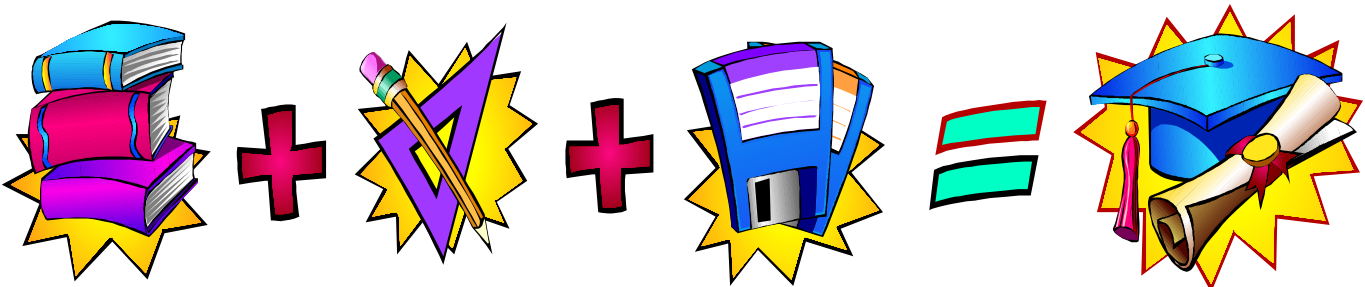
- * Your rights
- * Any matriculation service

THE STUDENT AGREES TO:

- * Attend orientation
- * 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 as their own, 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: 07-15-2011

Time: 1:45 P.M.

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

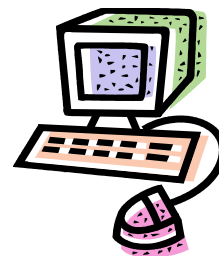
You will not be allowed to register in a “closed class”. These classes are full. If you want to wait list a class you have two options.

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. You need to attend the first day of the class to check on your status. If the waiting list is full, students must attend the first class meeting to see if the instructor will add them to the class. Students added to the class will be given a code number by the instructor that allows the student to register through online registration MyGCC.

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 2010) 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 7** units during Summer/Winter and 16 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 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**.

*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!

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

CLASS LISTING SAMPLE

ACCOUNTING

ACCTG 102 - 5.0 units- Principles of Accounting II

Description: ACCTG 102 continues student development in the use of accounting concepts. This course covers topics in financial management and managerial accounting. Materials fee

Prerequisite: ACCTG 101 or 106 with a grade of "C" or better or equivalent.

1234 MTWTF 7:00 am - 8:00 am AD 100 STAFF

1234 note: Collaborative Learning Workshop (SI) available

7890 MW 6:00 pm - 8:30 pm *GHS STAFF

1. DEPARTMENT

2. COURSE NUMBER

3. UNITS

4. COURSE TITLE

5. SHORT DESCRIPTION

6. COURSE PREREQUISITE

7. TICKET NUMBER

8. DAY & TIME

9. LOCATION

10. CLASS INSTRUCTOR

11. MATERIALS FEE

Day and early afternoon classes are shown in regular type.

Evening classes are shown in **BOLD** (dark) type

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. SHORT DESCRIPTION – For a more in-depth description consult the Glendale Community College *Catalog*.
6. 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.
7. TICKET NUMBER – Write this number in the appropriate place when filling out a Study List, STARS Worksheet or Add/DROP Form.
8. DAY & TIME – The class meets at these days and times. Classes begin on the hour or half-hour as shown. Students who go miss any of the class meetings during the first week of instruction may be dropped by the instructor.
9. 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.
10. CLASS INSTRUCTOR – If this area reads "STAFF," the name was not chosen by the time the schedule was printed.
11. 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 in your 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 NONREFUNDABLE.**
12. 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 NO PASS COURSES – Students receive either a Pass or No Pass instead of a letter grade. Students may also elect to take other courses on a Pass/no Pass 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 - Aroyo 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 - Cimmarusti 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

CVHS - Crescenta Valley High School 2900 Community Ave., La Crescenta
GC - Garfield Campus 1122 E. Garfield Ave., Glendale
GFS21 - Glendale Fire Department, Station 21 412 Oak St., Glendale
GHS - Glendale High School 1440 E. Broadway, Glendale
JBHS - John Burroughs High School 1920 Clark Ave., Burbank
STENGL - Stengel Ballfield 1601 Canada Bl., Glendale
WFM - Whole Foods Market 331 N. Glendale Ave., Glendale
WHITMN - Whiteman Airport 12653 Osborne, Pacoima

The class schedule is located online www.glendale.edu/schedules or MyGCC.

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. Take advantage of the Career Center to assist you in selecting a career goal or major if you are undecided.

GLENDALE COMMUNITY COLLEGE STUDENT EDUCATIONAL PLAN (SEP)

Date _____

ID# _____	Name _____	SS# _____ - _____ - _____
Major _____	Career Goal _____	Catalog Year _____

Educational Goal	Major	Catalog
<input type="checkbox"/> Certificate	_____	_____
<input type="checkbox"/> AA/AS Degree	_____	_____
<input type="checkbox"/> BS/BA Degree	_____	_____
<input type="checkbox"/> Transfer to _____	_____	_____
<input type="checkbox"/> Other _____	_____	_____

Placement Course Level	Information Given
English _____	<input type="checkbox"/> Graduation Requirements
Reading _____	<input type="checkbox"/> Major/Certificate Sheets
ESL Grammar _____	<input type="checkbox"/> Transfer Requirements
ESL Conversation _____	_____ GETC
Math _____	_____ CSU Breadth
Chemistry _____	_____ Other
Other _____	

Referrals	
<input type="checkbox"/> Admissions	<input type="checkbox"/> Learning Disab
<input type="checkbox"/> Assessment	<input type="checkbox"/> Math/Sci Tut Ctr
<input type="checkbox"/> Career Center	<input type="checkbox"/> Orient SD 100
<input type="checkbox"/> Counseling	<input type="checkbox"/> Adult Re-Entry
<input type="checkbox"/> DSPS	<input type="checkbox"/> Testing
<input type="checkbox"/> EOPS	<input type="checkbox"/> Transfer Center
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Tutorial Center
<input type="checkbox"/> Health Center	<input type="checkbox"/> Veterans
<input type="checkbox"/> Job Placement	<input type="checkbox"/> Other
<input type="checkbox"/> Learning Ctr	

SUMMER/WINTER _____

REASON TAKEN	COURSE	UNITS

SUMMER/WINTER _____

REASON TAKEN	COURSE	UNITS

TOTAL _____

TOTAL _____

FALL/SPRING _____

REASON TAKEN	COURSE	UNITS

FALL/SPRING _____

REASON TAKEN	COURSE	UNITS

TOTAL _____

TOTAL _____

WINTER/SUMMER _____

REASON TAKEN	COURSE	UNITS

WINTER/SUMMER _____

REASON TAKEN	COURSE	UNITS

TOTAL _____

TOTAL _____

SPRING/FALL _____

REASON TAKEN	COURSE	UNITS

SPRING/FALL _____

REASON TAKEN	COURSE	UNITS

TOTAL _____

TOTAL _____

REASON TAKEN

G.E. = General Education Requirement

AA/AS = Associate G.E. Requirement

Maj = Major Requirement (Lower Div. or AA major)

Cert. = Certificate Requirement

Elect = Elective or Recommended Course

Prep = Preparatory Course (e.g. ESL/Basic Math)

MAJOR COURSES

COMMENTS: _____

Counselor Name (PRINT) _____

Counselor Signature _____

Student Signature _____

Location Done: _____ Workshop _____ SD 100/101 _____ Appt _____

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:

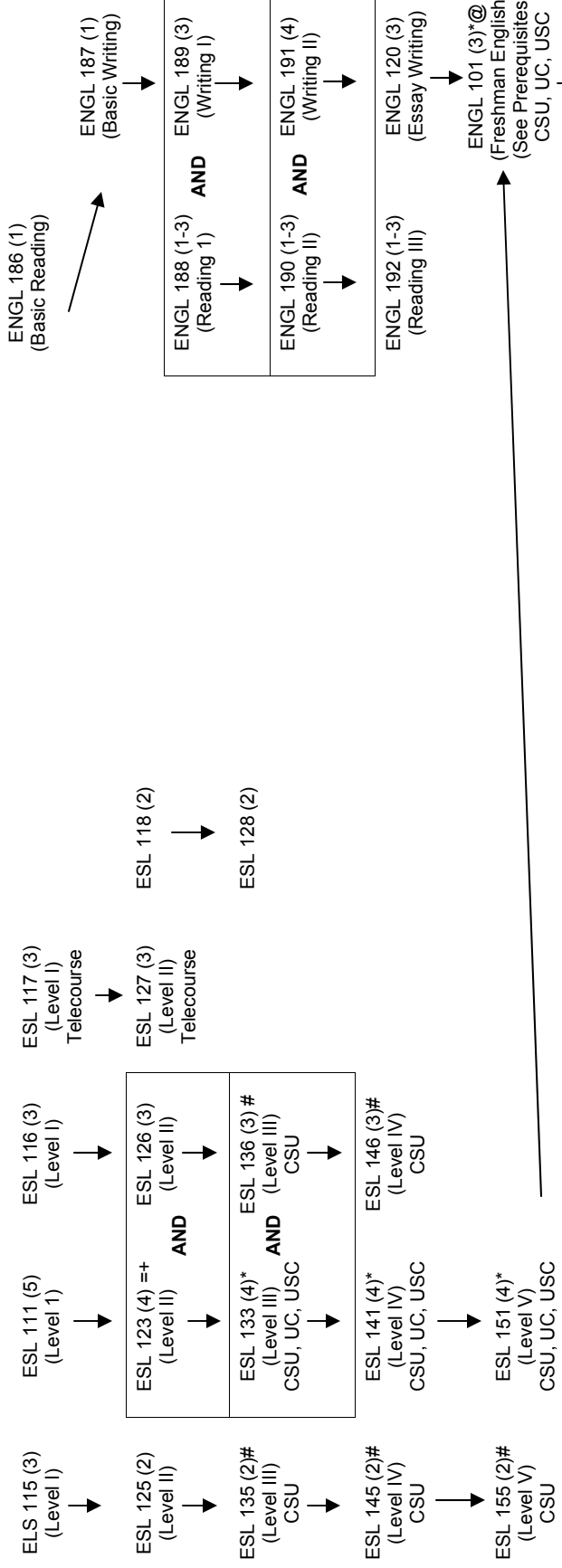
- English: _____
- Math: _____
- Prerequisites: _____

- General Education: _____



ESL/ENGLISH SEQUENCE

LISTENING/ SPEAKING **GRAMMAR/ COMPOSITION** **READING/ESL** **VOCABULARY** **SPELLING** **READING/ ENGLISH** **GRAMMAR & COMPOSITION**



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.

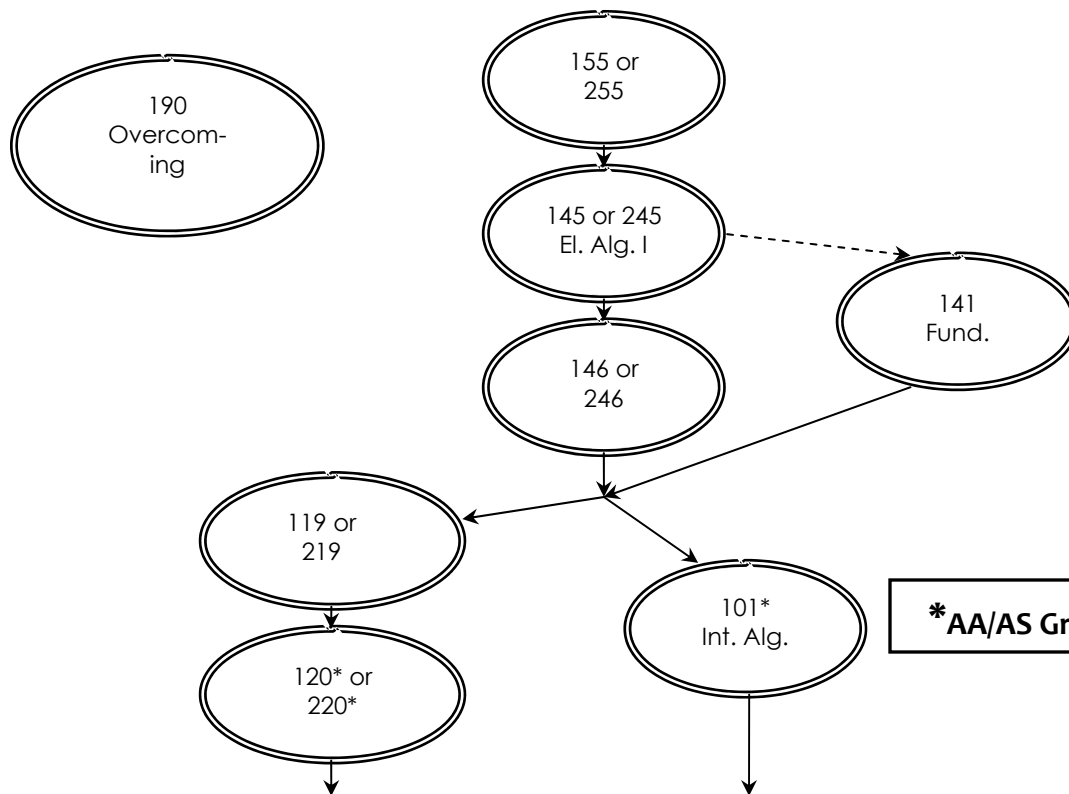
Transfer Credit: CSU, UC, USC

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

Note: In the above sequence, a grade of "C", Credit or better is uniformly required for promotion to the higher level course.

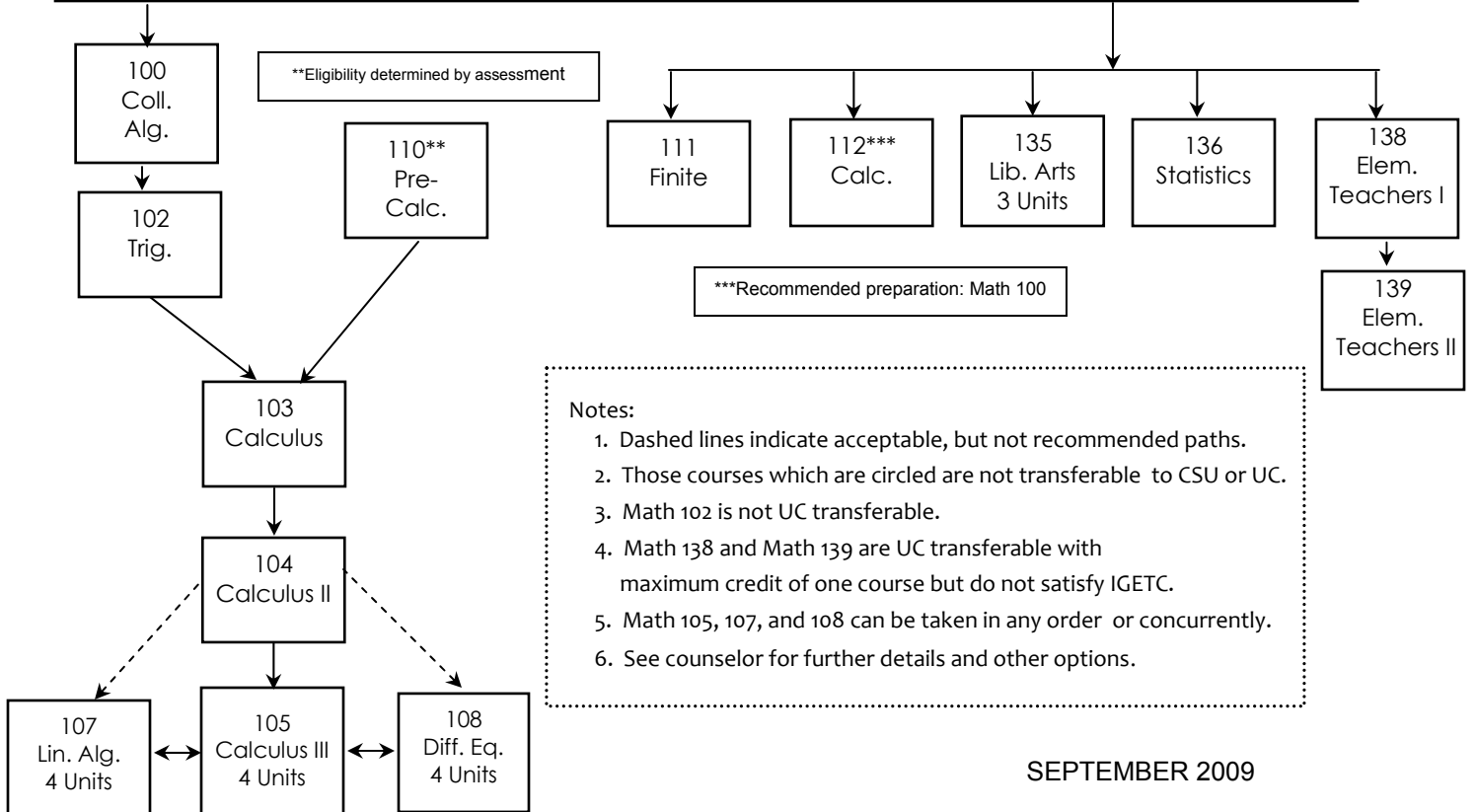
Glendale Community College MATH SEQUENCE

All students who have not taken a math course at Glendale Community College or another accredited college or have a qualifying AP Math score are required to take a math placement exam prior to enrolling in any math course, except Math 190. Following the initial placement, students advance in the sequence by successfully completing a math course, **not** by retesting.



***AA/AS Graduation Requirement**

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

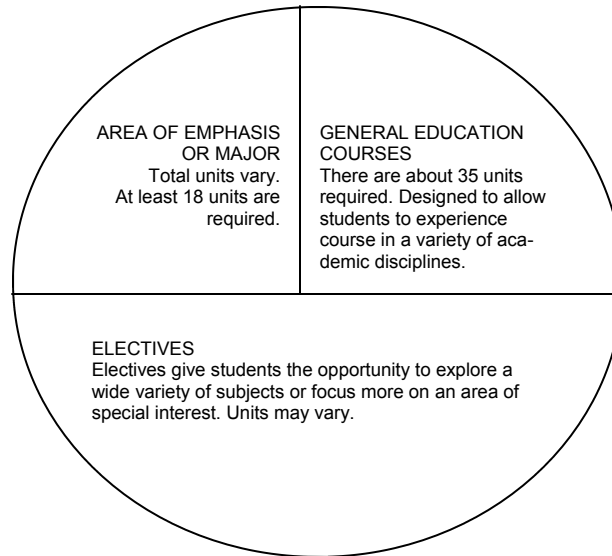


Notes:

1. Dashed lines indicate acceptable, but not recommended paths.
2. Those courses which are circled are not transferable to CSU or UC.
3. Math 102 is not UC transferable.
4. Math 138 and Math 139 are UC transferable with maximum credit of one course but do not satisfy IGETC.
5. Math 105, 107, and 108 can be taken in any order or concurrently.
6. See counselor for further details and other options.

SEPTEMBER 2009

The Associate of Arts Degree



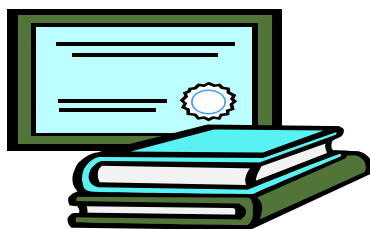
Associate in Arts Degree

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 in Arts Degree Majors



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

Mass Communications
 Mathematics
 Music
 Physical Education
 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 Science Majors and Certificate Programs

Accounting
 Administration of Justice
 Specialist Alcohol/Drug Studies Specialist
 Animation
 - Classical 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
 - Teacher – Preschool
 - Teacher – 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 and Computer Technology
 - Computer Engineer Technician
 - Electronics Engineering Technician
 Engineering/Electro-Mechanical Design
 - Electro/Mechanical Design
 Fire Technology
 Insurance Specialist: Life & Health
 Insurance Specialist: Property & Casualty
 Machine & Manufacturing Technology
 - Machinist
 Management
 Marketing
 Mass Communications
 Medical Administrative Services
 - Medical Front Office
 - Medical Secretary
 - Medical Transcription
 Music
 Photography
 Real Estate
 Real Estate Appraisal
 Recreation Leadership
 Registered Nursing
 Restaurant Management
 Tax Preparer
 Television Production
 - Corporate Television
 - Mass Media
 - Videography
 Technical Theatre
 Web Development
 Welding, Occupational
 (Combination Welder)



Certificates - Non-degree*

Animation
 - Digital Animation*
 Aviation and Transportation
 - Flight Attendant*
 Computer Applications Specialist*
 Computer Applications Technician*
 Computer Information Systems*
 Computer Operator *
 Computer Programmer*
 Computer Support Technician *

Computerized Accounting Specialist*
 CSU, General Education*
 Dental Front Office/Billing & Coding*
 Desktop Publishing Technician *
 Electro/Mechanical Fabrication
 Technician *
 Electronics and Computer Technology
 - Computer Repair Technician*
 Fire Academy*
 Human Resources Assistant*

IGETC*
 International Business Professional*
 Insurance Professional*
 Medical Billing and Coding*
 Receptionist/Office Clerk*
 Retail Management*
 Unix System Administrator*
 Verdugo Recruit Academy*

• *Non-Degree Option

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

GLENDALE COMMUNITY COLLEGE GRADUATION REQUIREMENTS 2011-2012

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 specific2 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 24 semester units.

AMERICAN INSTITUTIONS

2. Political Science 101, 105, or 151***
Social Science 125 & 126**, or 132***

STATE & LOCAL GOVERNMENT

3. Political Science 106, 151***
Social Science 125 & 126**, or 132***

U.S. HISTORY

4. Economics 111/History 116
History 110, 111(CD), 117, 118, 150, 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 220 (2 units)

HEALTH

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

PHYSICAL EDUCATION

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

FIRST AID

8. Health 101, 102 or 109

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
Biology 101, 101H, 102, 102H, 103, 103H, 112, 115, 120, 121, 122, 123, 125, 125H
126, 127, 128, 129, 130, 131, 132, 145, 146
Chemistry 101, 101H, 102, 102H, 103, 105, 106, 107, 110, 115, 120, 121, 143
Geography 101, 107, 111
Geology 101, 101H, 102, 103, 104, 105, 111, 111H, 112, 120
Oceanography 115,116
Paleontology 101
Physics 101, 101H, 102, 102H, 103, 103H, 105, 106, 110
Physical Science 131
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, 112, 113, 114, 115(CD), 119, 120, 121, 122, 131, 132, 133, 135, 136
Interdisciplinary Studies 110
Mass Communications 101
Political Science 102, 103, 103H, 109, 110, 111
Psychology 101, 101H, 104, 105, 106, 108, 109, 110, 111(CD)*, 113 (CD), 114, 115, 131, 150
Social Science 101, 124, 127(CD), 134, 136
Sociology 101, 102, 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 101(CD), 102(CD), 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, 103, 104
Dance 100, 102
Egyptian Hieroglyphs 101, 102
English 102*, 103, 105, 106, 107, 108, 109, 110, 111, 114, 115, 116,
117, 121, 122, 123, 124(CD), 125, 126, 127, 128, 130, 141 (CD), 142 (CD)
French 101, 102, 103, 104, 105, 121, 124, 125, 126
German 101, 102, 103, 104, 105, 106
Italian 101, 102, 103, 104
Japanese 101, 102, 103, 104
Korean 101, 102, 103, 104, 115, 116
Linguistics 101
Music 101, 102, 110, 120, 121, 122, 125, 126, 127, 128 (CD)
Philosophy 101, 112, 113(CD), 114(CD), 116, 118(CD), 119, 120, 121, 122
Russian 101, 102, 115, 116
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

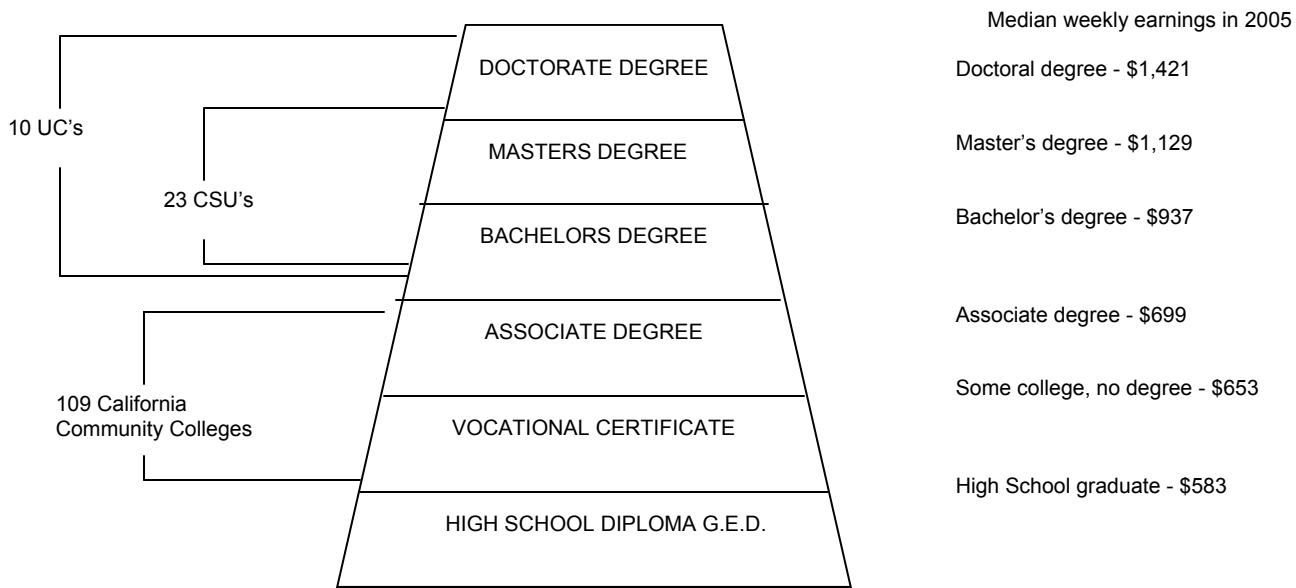
2. **Communication and Analytical Thinking** —at least one 3 semester unit course

Accounting 101, 102, 105, 106
Business Administration 120, 125
Computer Applications and Business Office Technology 102, 105
Computer Science/Information Systems 101, 110, 120, 125,
130, 135, 137, 139, 140, 150, 156, 165, 172, 180
English 102*, 102H, 104, 118
English As a Second Language 133, 141
Journalism 102, 107
Mathematics 100, 101, 102, 103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 110, 111, 112, 119,
120, 128, 130, 135, 136, 138, 139, 219, 220
Philosophy 117, 123
Speech 100, 101, 103, 104, 105, 107, 111
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



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 109 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.

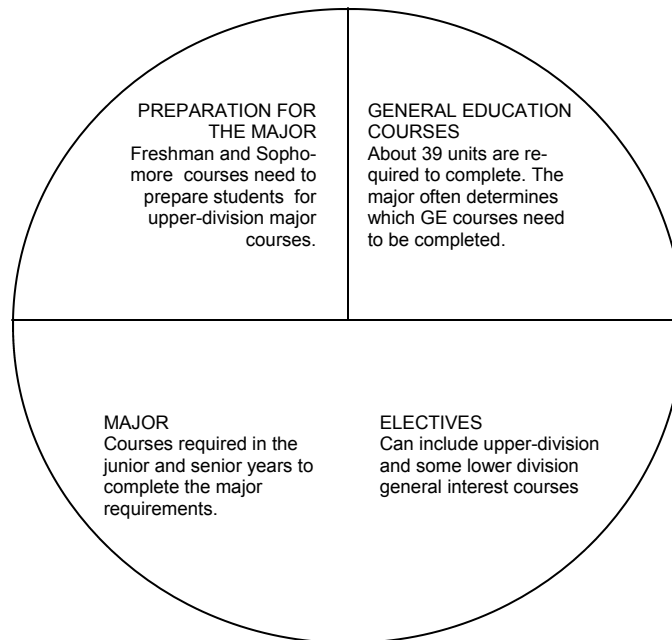
BACHELOR'S DEGREE - Major courses plus general education courses and electives, 124 - 132 total units required. Usually referred to as B.S. or B.A. (Bachelor of Science or Bachelor of Arts) degrees. Normally requires four to five years of full-time study. You may complete the first two years at a community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



Student's Name _____ Student ID# _____ Date _____

California State University General Education Certification Pattern

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 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	C	IP	N
CSU Graduation Requirement may be completed prior to transfer.			
American Institutions: Political Science 101, 105; Social Science 125 – 126, 132			
State and Local Government: Political Science 106; Social Science 125 – 126, 132			
American History: Economics 111; History 110, 111, 116, 117, 118, 150, 151; Social Science 125 – 126, 131			

Area A: Communication in the English Language and Critical Thinking	C	IP	N
Minimum of 9 semester or 12 quarter units; select one from each group below			
A1 - Oral Communication (1 course) Speech 101 Course from other college _____			
A2 - Written Communication (1 course) English 101 or 101H Course from other college _____			
A3 - Critical Thinking (1 course) English 102, 102H, 104, 118 Humanities 105, 105H, 110 Philosophy 117, 123 Speech 100, 102, 103, 104 Course from other college _____			

Area B: Physical Universe and its Life Forms	C	IP	N
Minimum of 9 semester or 12 quarter units; select one from each group below			
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> , 103, 105, 106, 107, 110, 114, <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 131 Physics <u>101</u> , <u>101H</u> , <u>102</u> , <u>102H</u> , 103, <u>103H</u> , <u>105</u> , <u>106</u> , 110 Technical Education 145 Course from other college _____			
B2 - Life Science (1 course) Anthropology 101, <u>111</u> Biology <u>101</u> , <u>101H</u> , <u>102</u> , <u>102H</u> , 103, 103H, <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 Course from other college _____			
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, 111, 112, 135, 136, 138 Course from other college _____			

C = COMPLETED IP = IN PROGRESS N = NEED

Area C: Arts, Literature, Philosophy, and Foreign Language	C	IP	N
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, 110, 111, 112, 113, 116, 118, 119, 120, 121, 125, 199 Dance 100, 102 English 103 Humanities 117*, 120* Music 101, 102, 104, 105, 107, 108, 110, 120, 121, 122, 125, 127, 128 Theatre Arts 101, 102 Course from other college _____			
C2 - Humanities (1 course) Armenian 101, 102, 103, 104, 115, 116, 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 French 101, 102, 103, 104, 121, 124, 125, 126 German 101, 102, 103, 104, 125, 126 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 Russian 101, 102, 115 Spanish 101, 102, 103, 104, 115, 116, 124, 124H, 125, 126, 127, 128 Speech 106 Theatre Arts 107 Course from other college _____			
C1 or C2 (1 additional course from either category above) Course from other college _____			
*May be used in only (1) area.			

Area D: Social, Political and Economic Institutions	C	IP	N
Minimum of 9 semester or 12 quarter units. Select courses from at least 2 category. D0 - Sociology and Criminology: Sociology 101, 102 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 Course from other college _____			
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, 152* Course from other college _____			
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, 108, 109, 110, 111 D9 - Psychology Psychology 101, 101H, 103**, 104, 115 Course from other college _____			
*May be used in only (1) area **Psychology 103 may be used if taken before SPRING 2011			

Area E: Lifelong Understanding and Self-Development	C	IP	N
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 145 Course from other college _____			

GLENDALE COMMUNITY COLLEGE INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM VALID THROUGH SUMMER 2012

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.

=====

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

AREA 1 ENGLISH COMMUNICATION

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

GROUP A: ENGLISH COMPOSITION

(1 course, 3 semester units)

English 101+, 101H+

Courses	Units	Status	Institution
_____	___	___	___

GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION

(1 course, 3 semester units)

English 102+, 102H+, 104

_____	___	___	___
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NOTE: English 102 completed fall, 1992 through summer, 1995 must be used in Area 3, Humanities.

GROUP C: ORAL COMMUNICATION (CSU ONLY)

(1 course, 3 semester units)

Speech 101

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

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+, 111, 112+, 135, 136

Course	Units	Status	Institution
_____	___	___	___

=====

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

AREA 3 ARTS and HUMANITIES

(3 courses, 9 semester units)

At least one course from the Arts and one from the Humanities.

ARTS COURSES:

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

Dance 100, 102

Music 101, 102, 110, 120+, 121, 122, 125+, 126+, 127, 128

Theatre Arts 101, 102, 107

Courses	Units	Status	Institution
_____	___	___	___

HUMANITIES COURSES:

Armenian 102+, 103, 104, 116+, 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, 121, 124, 125, 126

German 102, 103, 104, 125, 126

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

Russian 102

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

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	109	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 campus 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
Fresno (S) – 4	Northridge (S) – 1	San Marcos (S) – 3
Fullerton (S) – 1	Pomona (Polytechnic) (Q) – 1	Sonoma (S) – 4
Hayward (Q) – 2	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

The Students

225,000 Students equals 21% of California's Four-year Undergraduate Students

119,000 Undergraduate Students/106,000 Graduate Students

- 20% Transfer Students
- 39% Undergraduate Ethnic Minority Students
- 15% International Students
- Average Campus Student /Faculty Ratio—16:1

Annual Financial Aid Assistance

- \$610 Million from the Independent Colleges and Universities
- \$300 Million from the State and Federal Governments
- 80% of the Students Receive Financial Aid—\$15,000 Average Student Financial Aid Package

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.aiccmotor.org 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. Videos that are required viewing for telecourses are available for check out in the Learning Center.

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 in the Learning Center, provides specialized tutoring for you in any college subject. This is a free service for any Glendale Community College student.

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.

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.

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.

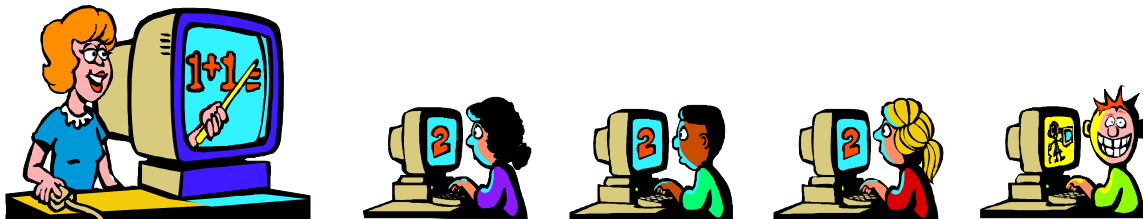
E

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 credit/no credit, 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, film, video rentals 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.

PACE PROGRAM **AD 145** **ext. 5153, 5744**
 PACE, Project for Adult College Education, is especially designed for working adults who wish to further their education by obtaining an AA degree. Completion of the five-semester PACE curriculum satisfies the general education transfer requirements for the California State University System (CSU).

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 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 2010 -2011 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.

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.**

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
- 2010 federal tax returns, 2010 W-2 forms or final 2006 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.
- If a parent(s) does not have a Social Security Number, enter all zeroes (000-00-0000) in question # 58 for father and #62 for mother.

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.

Mailing the Paper FAFSA

An envelope is provided in the FAFSA booklet for your convenience.

Before you mail the FAFSA, make a copy of it for your records. It is also a good idea to get a certificate of mailing from the post office. Make sure that your email address is correct, since the Dept. of Education will use that to notify you when your form has been processed.

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.

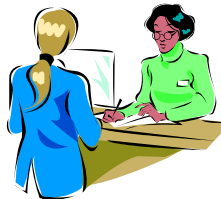
STEP 5: Submit all documents requested by the Financial Aid Office

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, tax returns, 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 mail 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 or on any campus kiosk.

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

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.

CAMPUS 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.

Smoking Policy on Campus

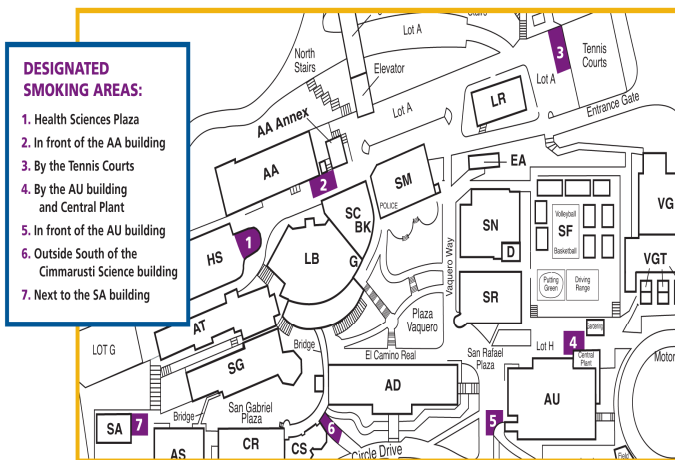


It is the intent of the Board of Trustees to maintain a learning and workplace environment that is conducive to the health and safety of the students and employees of the District. Realizing the health hazards posed by second-hand smoke, it is the policy of the Glendale Community College District to allow smoking only in certain posted areas. 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.

It is a violation of district policy to smoke in any area not officially marked/designated as a smoking area. A map of designated smoking areas will be posted on the college website and available in the police department, information booth and other areas on campus.

The College Police are authorized by the Board of Trustees to issue warnings and citations to enforce this policy, consistent with CA Gov. Codes 7596-7598.

Additional sanctions can be placed through other administrative means such as the Student Code of Conduct or Administrative Regulations as prescribed in campus policies and procedures.



Emergency Telephone Extension

Dial 4000 from any campus telephone during school hours. On weekends and holidays dial 818-547-4631.

Emergency Call Boxes

Emergency Call Boxes (ECBs) are located 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.

Additional Services

Lost and found – All lost and found articles should be turned in or claimed at the Campus Police Office.

Escorts (main campus and off sites) – This service is provided by Campus Police for anyone wishing to be escorted to their car at any time of the day or until 12 midnight.

Emergency Car Service – This service is provided to any student or staff. It includes battery jumps or help if you lock yourself out of your car (power locks excluded). The dispatcher can call for towing or auto club services.

Emergency Alerting System

We need your help to ensure the safety our student body. GCC is currently rolling out the AlertU emergency SMS messaging platform to enhance our current communication services during crisis situations. AlertU will allow us to broadcast critical information, in real time, to mobile devices of the student body. This is particularly important for those students who may be in, or near, a crisis zone

For this service to be successful, it is imperative to get all of our registered students signed up. 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.

SIGN UP INSTRUCTIONS:

1. With your cell, text GCC (your campus keyword) to 253788 (ALERTU)
2. You will receive a welcome text message: Please join GCC's Emergency Alert System. No spam. Reply Y to sign up.
3. Reply "Y"
4. That's it!

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

Student parking permits are issued by the Glendale Joint Parking Authority (JPA). Permits are sold through GCC Bookstore. Permits are not needed for classes at the Garfield Campus. Permits are not needed for classes at ACTC.

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 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).
- The Civic Auditorium parking structure when not used for Civic Auditorium functions. 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 . **THERE IS A 3 MINUTE TIME LIMIT IN THIS AREA.**



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

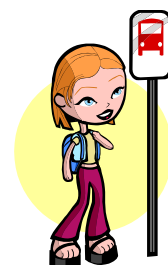
This lot is an extension of Lot B and is a Permit Only parking lot. Student should enter off of Mountain Street and Access the parking structure through the 3rd level entrance next to the police/parking information office. Student may park only in the white painted parking stalls. The green stalls are reserved for college employees only. The speed limit in all parking lots is 5 mph. For additional parking information please contact GCC Police by phone (818) 409-5925 or by emailing parking@glendale.edu.

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



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 18 weeks; however Glendale also offers 9-week courses. The hours a class meets per week usually equals the number of units the class is worth.

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 16 units (Fall/Spring) and 5 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.

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.

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

WHAT TIME DO I ATTEND CLASS?

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

PARKING REGULATIONS

During the registration process, students may purchase a parking permit which is valid from 6:30 a.m. until 10:30 p.m. daily, except Saturday and Sunday. 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
- W = 0
- CR/NC = 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. or A.S.) 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.

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. or A.S.

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

LOWER DIVISION: Courses at the freshman and sophomore level.

MAJOR: A planned group of courses selected by a student for special emphasis.

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.

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.

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: If the student's cumulative grade-point average for all units attempted at accredited postsecondary institutions are less than 2.0. This includes college credit that you may have transferred in from another college or university.

PROGRESS PROBATION: A student who has enrolled in a total of at least nine (9) units shall be placed on progress probation for which grades of "W", "I" and "NP" are recorded reaches or exceeds fifty percent (50%).

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 withdrawal 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
<i>Eclipse</i> student literary journal	<i>El Vaquero</i> 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: (____) _____

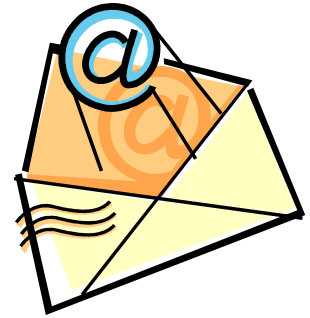
EMAIL: _____

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
- reminders 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 using your GCC ID# and your current PIN.
2. Now you are logged into MyGCC find the Email link in the upper left hand corner of the browser.
3. Click on the Email link.
4. Since this is your first time using student email you will need to activate your email by clicking on the Activate Email link.
5. Make a note of your Email Account and Temporary Password and click on GCC Email.

FORWARDING GCC STUDENT EMAIL TO A DIFFERENT EMAIL ACCOUNT

Once you've activated you account, you need to modify the account "Settings" in order to allow the email system to forward your GCC student emails to your personal email account (yahoo.com, gmail.com, etc.).

At the top of the email page click on the "Settings" link.

In the next screen select the "Forwarding and POP/IMAP" link.

Click on "Add a forwarding address."

Type in your personal email account and click "Add."

You'll see the message: "A confirmation code has been sent to verify permission."

Open a new internet window and log into your personal email account.

Check your inbox for a message from the GCC email system requesting to confirm the email forwarding settings.

Follow the instructions to complete the verification (click on the link provided).

Return to your GCC email account to see the confirmation.

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.

NOTES