

JUMP START ENROLLMENT GUIDE WINTER – SPRING 2014

 \Box 1 Apply for Admission

1) Apply Online at: www.glendale.edu,

2) Complete the following forms:

- Recommendation for Admission of Selected Student Form
- Authorization to Treatment form
 These forms are available at www.glendale.edu/jumpstart

All high school students are required to obtain the following signatures in the Recommendation form:

- > Student
- > Parent
- High School Counselor or Principal (The student will only be allowed to register for those classes listed by their high school counselor)

Note:

- > If you are in grade 9 or below during the term of attendance must get the signature of Designee of the Governing School Board and schedule an appointment with the Director of Admission and Records at (818) 240-1000 ext. 5116.
- You are limited to a maximum of six (6) units for each spring or fall semester, and three (3) units in each winter or summer intersession.
- 3) After receiving an e-mail with the GCC student ID number, you must submit the following documents to the Admissions and Records:
 - > Recommendation for Admission of Selected Students Form
 - > Authorization and Consent for Treatment of a Minor
 - ➤ High School transcripts with G.P.A. calculated

Admissions and Records Office, Administration Building, 1st Floor

Hours of Operation:

Mon & Tu. 9 a.m. - 6 p.m. Wed & Thu 9 a.m. - 4 p.m.

Fri 9 a.m. – 1 p.m.

What Does It Cost?

The enrollment fee and parking fees are waived! (Student must have a valid CA driver's license) You pay only for college fees and services, plus the cost of textbooks.

Spring & Fall fee is \$30.50 plus a onetime \$10 charge for a college I.D Winter & Summer fee is \$26.50 plus a onetime \$10 charge for a college I.D.

Glendale Community College -Student Outreach Services- SM 266 1500 NorthVerdugo Road, Glendale, CA 91208 Phone (818) 240-1000 x 450S (4767) Fax (818) 291-6635

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

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

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

F - 7:30am to 4:00pm

Assessment is required for any course that has a prerequisite of English/Math/ESL/Chemistry skills. Assessment Center is located at San Fernando Complex, Room 112. **Visit www.glendale.edu/assessment for testing schedule and sample tests or call (818) 240-1000 ext. 5329 Complete Orientation You may choose one of the following options: Online orientation at www.glendale.edu/orientation OR

4 Meet with a Counselor

Make an appointment to see a Jump Start Counselor, John Aque, Teresa Davis, or any Academic Counselor. Academic Counseling is located at:
San Rafael Building 2nd floor.
Call (818) 240-1000 ext. 5918
Bring your:

Enroll in a Student Development class

GCC assessment test results AP, CLEP, SAT, ACT or other test results

5 Register for Classes

Obtain a Class Schedule from:

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

Winter-Spring 2014

• Admissions will start accepting applications <u>September</u> 30, 2013

Winter 2014

Semester starts January 6 - February 14, 2014

<u> Spring 2014</u>

Semester starts February 18 - June 11, 2014

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



SUPPORTING DOCUMENTS FOR ADMISSIONS TO GLENDALE COLLEGE

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

For Students Born Outside of the United States

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

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