JUMP START ENROLLMENT GUIDE
SUMMER – FALL 2014

☐ 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.

☐ 2 Complete Assessment

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**

☐ 3 Complete Orientation

You may choose one of the following options:

- **Online orientation at www.glendale.edu/orientation**

OR

- Enroll in a Student Development class.

☐ 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:
GCC assessment test results
AP, CLEP, SAT, ACT or other test results
High School transcripts

☐ 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.**

Summer - Fall 2014

- *Admissions will start accepting applications* ***January 20, 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.

Summer 2014

Semester starts ***June 23 – July 24, 2014.***

Fall 2014

Semester starts ***August 25 – December 9, 2014.***

Jump Start students will register for classes in Admissions and Records office the week of August 18 – 22, 2014.

Glendale Community College -*Student Outreach Services*- SM 266
1500 NorthVerdugo Road, Glendale, CA 91208
Phone (818) 240-1000 x 4SOS (4767) Fax (818) 291-6635
E-mail: collegeoutreach@glendale.edu Website: www.glendale.edu/jumpstart
Office hours: M-TH 7:30am to 4:30pm
F – 7:30am to 4:00pm

Updated 4/24/2014

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 semester starts and your status is **Permanent Resident, Temporary Resident, Resident/Amnesty, Political Asylum** or ****Refugee***, you must bring:

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

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

Updated 4/24/2014