



How Do I Apply to GCC?

JUMP START ENROLLMENT GUIDE

WINTER and SPRING 2008

1 Application for Admission

I. Obtain an 1) Application for Admission 2) a Recommendation for Admission of Selected Students Form and 3) high school transcript:

- From your high school counselor or college/career center
- From the Information desk, main lobby of Administration building at GCC
- Call (818) 240-1000 ext. 3031 and request Jump Start application packet
- Or Apply Online at www.glendale.edu

II. Complete the requirements for the Recommendation for Admission of Selected Students Form that may be located on the last page of the application:

SIGNATURES

ALL high school students are required to obtain the following signatures:

- Student
- Parent
- High School Counselor or Principal

If the student is **in grade 9 or below during the term of attendance**, obtain **all of the above listed signatures**, AND the following signatures:

- Designee of the Governing School Board
- Dean of Admission and Records at GCC- Please call (818) 240-1000 ext. 5117, to schedule an appointment for an interview. Bring the following to your interview: parent, completed admission application, completed Recommendation for Admission of Selected Students Form, and a copy of your high school transcript.

RECOMMENDED COURSES APPROVED BY HIGH SCHOOL COUNSELOR

ALL high school students must obtain course recommendation from their high school counselor. The student will only be allowed to register for those classes listed by their high school counselor on their Recommendation for Admission of Selected Students Form.

III. Submit the following documents to the Admissions Office in the Administration building:

- 1) Completed GCC Application
- 2) Completed Recommendation for Admission of Selected Students Form (located on the last page of the application)
- 3) High School transcripts with G.P.A. calculated

** After submitting your admissions documents, you will be given your 7- digit GCC ID number and information regarding assessment, counseling, registration and add/drop form.

Admissions and Records Office, Administration Building, 1st Floor

Hours of Operation: Mon & Th. 8a.m.-8p.m., Fri. 8a.m.-12 noon.

What Does It Cost?

The enrollment fee and parking fees are waived! You pay only for college fees and services, plus the cost of textbooks.

- Spring fee is \$27.50 plus a one time \$10 charge for a college I.D

2 Complete Assessment and Orientation

Assessment

Assessment is required for any course that has a prerequisite that requires English/Math/ESL/Chemistry skills. Go to the **San Fernando Complex, Room 112** where you will complete an assessment Self-Referral Form.

You will usually be able to take the English and Math computerized assessment immediately. ESL assessment requires an appointment.

**Visit www.glendale.edu/AR/assessment For testing schedule and sample tests or call (818) 240-1000 ext. 5329

Orientation

Several options are available:

- 1) Computerized orientation, Assessment Center (SF 112)
- 2) Orientation workshop (scheduled through Academic Counseling on 2nd floor of the San Rafael building)
- 3) Enroll in a Student Development class
- 4) Online orientation at www.glendale.edu

3 Meet with a Jump Start Counselor

Make an appointment to see your Jump Start Counselor

Schedule an appointment with Jonn Aque or Teresa Davis

Location: San Rafael Building 2nd floor.

Call (818) 240-1000 ext. 5918

Bring your:

- GCC assessment test results
- AP, CLEP, ST, ACT or other test results
- High School transcripts

4 Register for Classes in Person

Obtain a Class Schedule from

- GCC Bookstore
- GCC Information desk, main lobby Administration building
- GCC Outreach Services, room SM 266 **OR**

Review the Class Schedule from your:

- GCC Representative at your high school or online at www.glendale.edu
- Register for classes in person based on dates and times specified in your admissions and Records packet.

Register in the Admissions and Records Office (AD143)

Winter 2008

January 2 & 3, 2008 (AD-143) 8:00am – 8:00pm

January 4, 2008 Aviation Arts Bldg. (AA-1) 9:00am-3:00pm

Spring 2008

February 4 - 13, 2008 (AD-143) 8:00am-8:00pm

February 14, 2008

Aviation Arts Bldg. (AA-1) 9:00am-7:00pm

Glendale Community College

Student Outreach Services- SM 266

1500 North Verdugo Road

Glendale, CA 91208

Phone (818) 240-1000 x3031 Fax (818) 291-6635

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

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

F – 7:30am to 4:00pm



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.