

COLLEGE SERVICES

MISSION AND PHILOSOPHY OF COLLEGE SERVICES

The primary mission of all educational institutions is learning. Glendale Community College recognizes that there are many activities and programs outside of the classroom which enhance the learning process. Consequently, numerous student services have been established to help students move toward the attainment of their goals.

College Services, by contributing to the overall educational process at the college, is committed to serving the special needs of a diverse student population. Thus, the variety and comprehensive nature of student services at the college is intended to support a multitude of concerns for a large and changing student enrollment.

The programs offered by College Services are designed to assist students in the decision-making process by helping them identify and clarify personal, career, and educational goals. The intent is to help students select options for improving the quality of their lives. Personal, career, and academic choices are not viewed as separate and disconnected entities but as inter-related issues, the combination and interaction of which determine the present and future quality of each individual's life experience.

College Services is committed to assisting students to attain their educational goals and personal development through a comprehensive program of student services. The major student support programs are:

Enrollment Services—Outreach and recruitment, admissions, orientation, assessment, counseling, advisement, educational planning, registration and record services to assist students in enrolling in the appropriate classes.

Support Services—Counseling services, learning assistance (writing lab, learning center, and tutoring center), adult re-entry programs, career guidance, job placement, veterans' services, transfer services, disabled student program, health services, and library services to help students develop goals, to plan for achieving desired results, and to support and contribute to student self-realization.

Financial Services—Financial aid, student employment, scholarships, and awards for students who need financial assistance.

Activity Programs—Athletics, student clubs, student government and student activities to broaden the students' involvement in college life.

To assist students in meeting their educational objectives, College Services is the primary advocate on the students' behalf to provide access for all persons who wish to attend the

college: physical access to facilities on the campus; access to programs and services; and access to the required courses.

College Services promotes an atmosphere conducive to growth and special programs to eliminate educational, social, cultural, economic, and physical barriers to a person's education.

ADULT RE-ENTRY CENTER

The Adult Re-entry Center is open to all students at Glendale Community College as well as all interested persons in the community. It is staffed by specially-trained counselors to serve the counseling needs of returning students. The counseling services provide new and returning students an opportunity to develop a long range educational plan (SEP). The staff is sensitive to the issues and concerns that relate to adult students. The center is located in the San Rafael Building, second floor, SR 213 or you can call extension 5446.

The Adult Re-entry Program has a major goal of providing students with the opportunity to expand views and increase their personal, academic, and vocational self-fulfillment in an educational environment which is both flexible and accessible. Special services offered in the Re-entry Program are focused on single parents and displaced homemakers. A mentoring program is also available.

AMERICA READS

America Reads is the National Service Program that encourages people to learn while serving their communities. All AmeriCorps members are entitled to receive an education award after one year of service.

Ready to Read

The mission of the Ready to Read Program is to create rich, sustainable literacy programs for infants, toddlers, and preschoolers in our community and to train, educate, and inspire CalWORKs (welfare) participants to successfully transition from welfare to work.

The aim of AmeriCorps' partnership with community colleges, "Building Individual and Community Self Sufficiency Through Service," is to empower welfare recipients through community service and workforce preparation, while targeting the early literacy needs of infants, toddlers, and preschool children.

Tell Me a Story

The mission of Tell Me a Story is to create rich, sustainable literacy programs for children in our community. The members of the program (literacy leaders) are trained to use one-on-one tutoring during the school day to help children from first through third grades develop their reading skills. The literacy leaders also lead interactive storytelling and creative activities after school to inspire a life-long love of reading.

BOOKSTORE

The college bookstore is located in the center of the campus. The store is operated by professional managers and staff, and its income is used to promote the programs of the Associated Students. College textbooks, reference books, school supplies, clothing, software, film and gift items are available. Shopping for your textbooks made easy. Order your textbooks online at our safe and secure website, www.glendalebookstore.com. Pay by credit card and pick up your books (reservation) or have your books shipped directly to your home or business.

The bookstore is open 7:30 a.m. to 7:15 p.m. Monday through Thursday and 7:45 a.m. to 3 p.m. Friday during the Fall and Spring semesters, with extended hours the first two weeks of each semester. Please check schedule for summer hours.

For student purchases the bookstore will accept the following:*

1. Personal checks must be imprinted by the bank with check signer's name and address. You must have a valid California Driver's License or California ID or a photocopy of the ID, of the person signing the check. No passports or green cards will be accepted.
2. ATM/Debit Card
3. MasterCard, Visa, Discover, or American Express credit cards will be accepted. Credit card purchases will require proof of signature and if not the cardholder, written authorization is required.

*Please carry your student I.D. or course printout at all times.

CalWORKs

California Work and Responsibility to Kids (CalWORKs) is a Welfare-to-Work program enacted to facilitate assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency. Coordinated student services include work-study, job placement, childcare, coordination, curriculum development and redesign. Under certain conditions, post-employment skills training, and instructional services are included. Glendale Community College has joined this statewide effort under the CalWORKs initiative to provide education, employment and guidance towards self-sufficiency for TANF (Temporary Aid for Needy Families) recipients.

Training and employment services are available for CalWORKs to build basic job skills or upgrade transferable skills for those seeking immediate employment and self-sufficiency. Options available to students include certificates in vocational programs, AA/AS degrees and preparation for transfer to pursue higher degrees. Workforce specialists are trained to effectively coordinate the provision of supportive services and provide mentorship from education to employment to promote success to the CalWORKs students. The CalWORKs office is a liaison between the city, county and

state offices that provide essential supportive services to CalWORKs students. The various resources and services offered at Glendale Community College are also available and utilized by CalWORKs students.

The CalWORKs office is continually developing collaborative relationships within the community in an effort to successfully implement welfare reform on a wide basis. Through the successful attainment of additional programs and grants, Welfare-to-Work projects are currently available to specifically assist those students prepare to return to the work force. The CalWORKs office is located in SF 114. The office hours are 7:30 a.m. to 5:30 p.m. Monday through Friday. Staff may be reached by calling extension 5508.

CAREER CENTER

The Glendale Community College Career Center feels it is important that students choose a major or course of study early in their educational experience. Students are facilitated in the career exploration process by the administration of comprehensive standardized inventories, surveys, computerized systems and career tests. Students are assisted in exploring their values, interests, and abilities for application to the world of work.

The staff provides individualized career counseling, as well as mini-workshops and classroom interaction.

The Career Center offers new and up-to-date information in the following areas:

1. Finding a college major.
2. How to do research and use career resources.
3. Career changes and career planning through the lifespan.
4. The decision making process in careers.
5. Choices for further academic training.
6. Balance of work/leisure and school/social.
7. Resume writing and job interviewing.
8. Information interviews to test reality.
9. Certificate or transfer choices.
10. Women in non-traditional jobs; minority concerns.
11. Referral to community and college resources.
12. Provide a format for questioning in a positive, supportive environment.

The Career Center is located in the San Rafael Building, second floor. Call the Career Center at (818) 240-1000, ext. 5407 for day and evening hours.

COLLABORATIVE LEARNING (SI)

Another innovative program that the college offers its students is the Collaborative Learning (SI) workshops that are available each semester with selected courses. These workshops provide students with an enjoyable, structured way to study and/or solve problems collaboratively under the supervision of an instructor or specially trained student

leader. Regular workshop participants usually reach a better understanding of course content and tend to pass at a much higher rate and with better grades than non-participants. A list of workshop offerings is available in the current class schedule or through counseling services. The program coordinator is happy to answer questions about this free service in PB109-A.

DISABLED STUDENTS

Students with verified disabilities, or health impairments are eligible for services through Disabled Students Program and Services. Eligible students include those whose conditions limit one or more of the major life activities and impose educational limitations preventing them from fully benefiting from classes, activities or services offered by the college. These conditions include but are not limited to learning disabilities, speech and hearing impairments, vision loss, emotional or mental illness, orthopedic limitations, neurological and health related impairments.

Qualified students receive disability-related counseling and are assisted in the pursuit of academic, vocational, and personal goals. The professional staff serves as liaison with on-campus faculty and resources as well as off-campus agencies and allied health professionals. Support services and specialized instruction are provided to students based on individual educational plans and contracts. Services include but are not limited to the following:

Disabled Student Center

Disability Related Counseling
Vocational Counseling
Priority Registration
Registration Assistance
Mobility Assistance
Special Parking
Mobility Orientation
Readers
Books on Tape
Interpreters for the Deaf
Note Takers
Adapted Physical Education
Lip Reading Instruction

Instructional Assistance Center

Learning Disabilities Program
Learning Strategies Instruction
Specialized Tutoring
Examination Proctoring
Specialized Assessment

High Tech Center

Assistive Technologies
Equipment Loan
Braille Materials
Visual Aids

For information regarding any of these programs and services please call (818) 240-1000, ext. 5449 or come to the Disabled Students Center Office in the San Rafael Building, 8 a.m. to 7 p.m. Monday and Thursday, 8 a.m. to 4:30 p.m. Tuesday and Wednesday or 8 a.m. to 12 noon on Friday.

ENGLISH LABORATORY

The English Laboratory is a Macintosh-based computer laboratory open to all staff and students who have paid the campus technology fee. Services include word processing programs, practice programs in reading and English grammar, and access to the Internet. Reading students can work on laboratory work and use hundreds of professional and teacher-authored programs in vocabulary, reading comprehension, and word attack skills. Writing students benefit

from various programs in sentence combining and paragraph writing, and also from the free availability of word processing programs, which, with the help of online spelling checkers and other support, aid them in producing better papers. Instructional aides are available to answer questions about reading and writing and in the use of the materials.

The English Laboratory is in Administration AD 238. Phone: (818) 240-1000, ext. 5339. E-mail: eng.lab@glendale.cc.ca.us. <http://english.glendale.cc.ca.us/eng.lab.html>.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES

The Glendale Community College Extended Opportunity Program and Services (EOPS) was established at Glendale Community College in 1972 and is jointly funded by the State of California and the Glendale Community College District. EOPS provides programs and services designed to afford educationally and economically disadvantaged students the opportunity to participate fully in the educational program of the college.

The EOPS program at Glendale Community College provides grants to eligible students. The EOPS certificated counselors and the student personnel worker provide services related to enrollment procedures, obtaining financial aid, counseling, and university transition. The EOPS staff is also prepared to serve in many languages besides English (Arabic, Armenian, Persian, Japanese, Spanish, Vietnamese). Each semester EOPS offers a book service to eligible students.

EOPS also offers a Cooperative Agencies Resources for Education (CARE) program, designed to reduce long term AFDC/TANF welfare dependency and support the needs of single parents for economic self sufficiency. Funding from this program provides books and supplies for classes, gas vouchers, bus passes, and CARE grants.

In order to assist Glendale Community College achieve the goals of the Student Equity Plan, EOPS conducts an active student recruitment program in the multi-ethnic communities of the college service area.

FINANCIAL AID

The Financial Aid office assists students seeking financial help to pay for the costs of attending Glendale Community College. Funds are available to cover the cost of enrollment fees and/or tuition, books, transportation, and partial living expenses. There are basically two types of financial aid: grants and self help (such as work study and loans). Grants are awarded on the basis of financial need and do not require repayment. Loans provide an opportunity to defer educational costs by borrowing now and paying later. (Please refer to the loan information below for more information and ask for a copy of the Glendale Community College loan policy in the Financial Aid Office.) Work study offers students the

TYPES OF FINANCIAL AID

Type of Aid	Amount	Criteria	Required Forms	Must apply by:
Board of Governors Fee Waiver (BOGW)	Enrollment & health fees	CA resident	- BOG Application - FAFSA Form	last week of the semester
Federal Pell Grants	\$400 – 3500 Depending on need and enrollment status	High amount of financial need per FAFSA	- FAFSA Form - Other documents required by FAO	Priority date 4/15/2001 Applications processed during semester
SEOG (Supplemental Educational Opportunity Grants)	\$200 per semester	Lowest income Pell recipients	- FAFSA Form - Other documents required by FAO	Priority date 4/15/01 depending on availability of funds
Cal Grant A	Awarded after transfer to 4-year school	CA resident Low income GPA criteria	- FAFSA - GPA Verification Form	March 2 nd , 2001 September 2 nd , 2001
Cal Grant B	Up to \$775/semester	CA resident Less than 16 completed college units Low income	- FAFSA - GPA Verification Form	March 2 nd , 2001 September 2 nd , 2001
Cal Grant C	Up to \$530/semester	CA resident Enrolled in vocational program	- FAFSA - GPA Verification Form	March 2 nd , 2001 September 2 nd , 2001
Federal Work-Study	Can earn up to semester award depending on hours worked	Low income	- FAFSA - Supplemental forms required by Financial Aid Office	Priority deadline is 4/15 for following fall semester
Federal Subsidized Stafford Loan (student loan program provided through the college and commercial lenders)	Up to \$2625 per year; sophomore-level students may be eligible for up to \$3500/year	Enrolled at least ½ time Interest and payments begin 6 months after no longer enrolled at least ½-time	- FAFSA - Loan application - Supplemental forms - Loan counseling session required	November 15 for Fall Semester April 15 for Spring Semester
Federal Unsubsidized Stafford Loan (student loan program provided through the college and commercial lenders)	Up to \$4000 per year	Enrolled at least ½-time Interest begins accruing immediately	- FAFSA - Loan application - Supplemental forms - Loan counseling session required	November 15 for Fall Semester April 15 for Spring Semester

opportunity to earn a portion of their college expenses through part-time employment during the school year.

The Free Application for Federal Student Aid (FAFSA) must be completed to apply for financial aid. Applying on time is critical. The completed FAFSA should be mailed to the federal processor after January 1, but no later than April 15 of the previous spring semester, in order to ensure funds will be available for the beginning of fall semester in September. Applications submitted after April 15 of the previous spring semester may still receive funds (if eligible), but they will be made available later in the academic year.

After receiving the FAFSA, the federal processors will forward a Student Aid Report (SAR) to the student. Students should review this form. If changes are necessary, make the corrections on Part II of the SAR and return it to the Federal Student Aid Programs at the address listed on the form. If no changes are necessary, the student should keep the SAR for their records. Students are not required to submit the SAR to the Financial Aid Office. Once the Financial Aid Office reviews your application, you may be asked to submit federal tax returns or other documents. It is important that all requested documentation be returned as soon as possible. Financial Aid awards are made only **after** a student's file is complete. New students must submit an admission application and be assigned a Glendale College Student I.D. number before financial aid is offered.

On-time applicants (those with complete applications by the last day of the previous spring semester and who have returned all requested materials) can expect to receive a financial aid award letter by the beginning of the fall semester. Students receiving financial aid are expected to make satisfactory academic progress toward their educational goal. Please refer to the Satisfactory Academic Progress Policy in this catalog for more information.

The Financial Aid staff is here to assist you. Students often find applying for financial aid a difficult and confusing process. Those needing help or advice are encouraged to go to the Financial Aid Office, located in the San Fernando Complex, SF 110.

TYPES OF FINANCIAL AID

Board of Governors Enrollment Fee Waiver

This waiver is available to California residents to cover resident enrollment and health fees. Students must demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA) or the Board of Governors Enrollment Fee Waiver Application. The maximum waiver is equal to the community college enrollment and the health services fee.

Cal Grants

The California Student Aid Commission offers grants for which Glendale Community College students are eligible to apply. The deadlines for these programs are March 2 and September 2 for the following Fall. Students interested in

this program must meet these published deadlines; no exceptions are made. To apply students must complete the Free Application for Federal Student Aid (FAFSA). Students who have completed fewer than 24 degree applicable units at Glendale Community College will also have to complete a GPA Verification form (both forms are available in the Financial Aid Office).

Federal Pell Grant Program

Glendale Community College participates in the Federal Pell Grant Program which provides federal grants of up to a maximum of \$3500 per year for students, depending upon the financial ability of the family and/or individual to contribute to the cost of higher education (as determined by a federal methodology). Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All application materials are available in the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (SEOG)

Glendale Community College participates in the Federal Supplemental Educational Opportunity Grant program which provides federal grants for students who qualify. The average grant at Glendale Community College is \$200 per semester. Applicants must be US citizens or eligible non-citizens and complete the Free Application for Federal Student Aid (FAFSA) and other required supplemental materials. All applications materials are available in the Financial Aid Office.

Federal Work Study

Students who are interested in the federal work study (FWS) program are required to complete a Free Application for Federal Student Aid (FAFSA) and other supplemental materials. All application materials are available in the Financial Aid Office. If awarded FWS, the student goes to the Placement Office to inquire about work opportunities.

Federal Family Education Loan Program

The Federal Subsidized Stafford Student Loan program is a federally supported loan available to needy students. Eligible Glendale Community College students may borrow between \$500 and \$3,500 based on their need, year in school, and satisfactory academic progress. Students must be eligible for need-based aid to receive a Subsidized Stafford Loan. There is no repayment or interest accrual while a student is enrolled at least half-time. Six months after ceasing at least half-time enrollment, a variable interest rate not to exceed 8.25% begins to accrue and payments begin at a minimum of \$50 per month. There is a maximum of 10 years to repay the loan. The Federal Unsubsidized Stafford Student Loan program is available for students who do not demonstrate financial need. While the terms of the loan are similar to those noted above, interest accrual is immediate. Students may be eligible for an additional \$4,000 through this program.

To apply for a loan under the Federal Family Education Loan Program a student must complete a Free Application for Federal Student Aid (FAFSA), a Stafford Loan application and Glendale Community College supplemental materials as well as attend an "entrance interview" with a member of the Financial Aid staff. Please come to the Financial Aid office to receive a copy of the student loan policy.

Short Term Emergency Loans

Emergency loans, not exceeding \$50, are available to enrolled students. These loans are administered by the Student Activities office and are available only to those students awaiting disbursement of a financial aid award. To apply for a loan, a student must complete the Emergency Loan Application and be a member of the Associated Student Body (ASB). There is a \$5 service charge for each loan. Funds are limited and therefore it may not be possible to grant all requests. A student may receive only one loan per semester.

Campus Employment

See Student Employment Services/Job Placement Center

HEALTH CENTER

The Glendale Community College Health Center is open Monday through Friday during most class hours and is found on the first floor of the San Rafael Building. Daily services include, blood pressure screening, tetanus shots and measles-mumps-rubella immunizations. A registered nurse is available for health assessment, first aid and crisis counseling. They will also discuss such subjects as health and family issues, birth control and nutrition. They have many outside referrals available for registered students who may need help. No appointment is necessary for these services.

TB skin testing, anonymous HIV testing, vision screening and hearing tests, occur on selected dates during the semester. Students may schedule appointments with physicians, nurse practitioners, dietetic interns and mental health interns. All services are confidential. (Specific legal exceptions do exist.)

A Health Resource Center is in the Health Center. It contains a computer with Internet access. CD-ROM programs on health subjects are available for research on class projects or general health knowledge. Literature, from magazine and newspaper articles about health related subjects, is available for check out and is updated daily. Books, video tapes and audio cassettes, on diet and nutrition, stress, exercise, AIDS and STD's, are available for student use in the Health Center.

All services are paid for through the Student Health Fee except some laboratory work.

Visit the Glendale Community College Health Center's website: www.glendale.cc.ca.us/health or call (818) 551-5189.

Medical Emergency and Student Accident Policy

If you have a medical emergency on campus or are a witness to an emergency situation, contact College Police, ext. 4000 or the Health Center, ext. 5189 immediately. Nurses are available to triage, or provide first aid. If paramedics need to be called, College Police or Health Center staff can expedite response time.

In the event you are involved in an accident while on campus or at a supervised activity, the accident must be reported immediately to the Health Center. If the accident occurs on campus, the staff of the Health Center will provide first aid. The College Police should be called if the injury occurs when the Health Center is closed. If the accident occurs off campus, it is essential for the accident to be reported to the Health Center staff during working hours as soon as possible. The College does have Student Accident Insurance to assist students with the costs associated with accidents that occur as a result of a student activity, but this policy is a secondary policy. This means that if the student needs to go to the hospital or see a physician, the student must first follow all of the rules of their private insurance. The Student Accident Insurance is designed to assist with additional charges. If the injured individual does not report the accident to the Health Center in a timely manner, there is no guarantee that any of the costs associated with care will be covered.

LEARNING CENTER

The Learning Center at Glendale Community College offers free help to any student or staff member who wants to improve or build skills. Services provided by the Center are:

- Computer-assisted instruction in mathematics, English, reading, or general science.
- Free tutoring in any subject either for individuals or in small groups.
- Help with written assignments for students in any class through our Writing Center.
- Instructional video tapes and compact disks free loan library for use in the Center or at home.
- Access to the Internet through our CAI Lab.

Offices in the Learning Center include:

The Writing Center

The Writing Center provides tutorial assistance on a first-come, first-served basis to students who need help in improving their general writing skills or who are working on specific papers and/or projects. Staffed by writing technicians and student tutors, the Writing Center helps students with organization and mechanics. Sessions focus on the purpose of the assignment and the types of organization that lend themselves to that purpose. If a student's work indicates a major problem with mechanics, one or more examples of the problem will be pointed out, and the student will be shown how to identify and correct similar

errors. Handouts on grammar and essay organization are available. Editing and proofreading services are not provided. The Writing Center also offers computer-assisted instruction software on vocabulary building, “idiom demons,” writing about literature, organizing a paragraph, and critical thinking.

Videos, Audio Tapes, and Compact Disks Library

Students enrolled in telecourses may borrow videos for home use. Tutorial videos and audio tapes on a variety of subjects and study skills techniques are available for use in the Learning Center. Materials placed in the Center by faculty as part of class assignments (videos, CD ROMs, tapes) are available for use in the Learning Center. In addition to making use of the services described above, many students find the Learning Center a comfortable place to study.

Computer-Assisted Instruction (CAI Lab)

The Center’s PassKey learning system helps students gain proficiency in mathematics, reading, English grammar, or general science in a series of lessons that specifically address individual needs as recommended by instructors, or they may use the system’s diagnostic tools to determine which skills need work. Access to the Internet is also available through the CAI computers.

Tutoring Center

The Tutoring Center provides many services:

- **Group Tutoring**
Tutoring in small groups is available when there is a demand and when students’ schedules permit. In addition to being aided by a tutor, students in these groups have the opportunity to practice what they’re learning while they work together, teaching each other and learning from each other. Group tutoring has worked well with math, foreign languages, history, ESL reading, and ESL conversation.
- **One-to-One Tutoring**
Whenever possible—and most often it is—our Tutoring Coordinator finds tutors to assist students who feel the need for tutoring in any college subject. After being recommended by their instructors, individual tutors register with the Center and place a schedule of their available hours in our files. Students’ requests are then matched to tutors’ schedules.
- **Tutor Training**
Once they have been recommended by an instructor, tutors are eligible for a specially designed paraprofessional course, Student Development 150—Tutor Training. This one unit credit/no credit class provides tutors with a background in the various approaches to successful learning and an introduction to the diversity in teaching and learning styles. An International Tutoring Certificate is available to students who meet the requirements of the Tutor Training Program.

The Learning Center is located in Administration 232. Phone: (818) 240-1000, ext. 5333. <http://english.glendale.cc.ca.us/learning.center.html>. E-mail: learning.center@glendale.cc.ca.us.

LIBRARY

The Glendale Community College Library is one of the most dynamic and technologically advanced libraries in the California community college system. Its web site and instructional programs have been awarded grants as models for the entire State. The library faculty and staff are outstanding. The Library is open Monday through Saturday and Library services are also available remotely, 24 hours a day, 7 days a week, on the Library’s Web site at www.glendale.cc.ca.us/library.

Professional librarians are available at all times in the library and also through e-mail to assist with your research and provide instruction in the use of library resources. “Pathfinders” such as guides to the library, instructions for using the on-line catalog and electronic databases, and tips on research in particular subjects, are available both in the library and on its web site.

The library collections consist of over 100,000 reference works, indexes, periodicals, books, pamphlets, cassettes and CD recordings, professionally selected to meet the specific needs of Glendale College students and faculty. A new, state of the art on-line catalog and over fifteen on-line databases can be accessed from all library computers, from any campus lab, and from your home or office.

Library faculty also teaches information competency courses and workshops. Library 191, Introduction to Information Competency (1 unit), and Library 101, Introduction to Information Resources and Research Methods (2 units) are both transferable to the University of California and California State University. Library workshops cover the basics of library and Internet research. A campus study recently showed that taking library workshops significantly improved pass rates in ESL 152, English 120, and English 101.

MATH/SCIENCE CENTER

The Math/Science Center located in CM 131 provides the following services: Drop-in tutoring, computer programs, and videotapes. Selected student tutors and/or faculty members are available to answer questions and give explanations about math, physics, chemistry, and astronomy courses. No appointment is necessary. Computer programs are available for student use. These are one-to-one learning processes with a computer that will reinforce certain course topics, correct answers, show solution methods, or be used to review previous courses. Videotapes are also available for overnight check-out or for viewing in the center. The collection of videotapes includes topics in Basic Math, Elementary and Intermediate Algebra, Pre-Calculus, Calculus, and Statistics.

MATRICULATION SERVICES

Matriculation is a process which is designed to assist students 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 is enhancing student success.

Listed below are the basic components of the matriculation partnership shared between the college and the student.

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 an educational plan.
- Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express at least a broad educational intent upon admission.
- Declare an educational goal before or during the term after which the student completes 15 units.
- Attend class.
- Work diligently to complete course assignments.
- Demonstrate an effort to attain an educational goal.

The college is committed to student success, and with this in mind provides the following matriculation services.

Admissions

For new students, the first step is applying for admission to Glendale Community College. Students will be asked to provide the college with information about themselves so the staff can provide them with the types of services needed to help them achieve their goals and objectives. Some of this information is required by federal or state law, or college policies. Other information will assist the college in determining whether the student needs to be referred to orientation and assessment programs. It is important to submit copies of high school transcripts and transcripts of any previous college work at the time of admission.

Orientation

The orientation workshop gives the student important information regarding the services, programs and courses available through the college. At this time, a counselor will explain the assessment program and will answer questions regarding assessment. Orientation sessions are scheduled periodically throughout each year. A schedule of the orientation sessions is available in the Academic Counseling office.

New and transfer students are required to participate in the orientation program.

Assessment

To help the students determine their skill levels in many academic areas including written English expression, reading, and mathematics, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll in during the first semester.

Counseling and Educational Planning

One of the most important activities involved in the matriculation process is counseling and educational planning. Professional counselors are available to assist each new student in several areas:

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services needed to assist students in achieving their objective;
4. Assisting students in course selection appropriate to their goals.

The Student Educational Plan (S.E.P.)

It is important for all students to have a Student Educational Plan (S.E.P.). The S.E.P. serves as an outline of the preliminary educational program students will undertake. In addition, the S.E.P. identifies the students' goals (i.e. transfer, A.A./A.S. degree, certificate, etc.) and refers them to support services, if needed.

Students are responsible for completing the S.E.P. before finishing their first year at Glendale Community College. After completing the S.E.P., students should review the plan with a counselor, particularly if they have decided to change their educational objective, college major, or if other factors concerning their education should change.

Completion of the S.E.P. is required during the student's first year at the college. Students should make an appointment with a counselor to begin this process as soon as possible.

Follow-up

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on- and off-campus services when appropriate.

Matriculation Appeals Procedure

A matriculating student has the right to challenge or appeal any step in the matriculation process. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

1. *Review of assessment/placement decisions*—The student shall make an appointment to see the assessment counselor to discuss the results of the placement testing. The assessment counselor will determine whether the student should be offered an opportunity to “re-test” based upon mitigating factors affecting the student’s test performance or be referred to the division chair.
2. *Waiver of prerequisites*—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 education goal as detailed in the student educational plan; that the course has not been established in accordance with the district’s process for establishing prerequisites and corequisites; or that the prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. To request a prerequisite waiver, the student must complete the Glendale Community College Prerequisite Challenge Petition, and submit the document to the division chair responsible for the course. If the petition for a waiver is based upon the student’s contention that he/she has the necessary skills to succeed in the class, the student may be asked to submit evidence of this proficiency. The student will be notified, within fifteen (15) working days, of the receipt of the petition. The student may appeal the decision of a division chair to the executive vice president of instruction.
3. *Complaint of unlawful discrimination*—If a student feels that assessment, orientation, counseling, (or any other matriculation procedure or service) is being applied in a discriminatory manner, a petition may be filed with the dean of student services. The student will be notified, within five (5) working days of the receipt of the petition, regarding the college’s proposed response to the complaint and any additional steps which will be taken.

Other Counseling Services

In addition to educational planning services, the counseling staff of the college provides a variety of other counseling services to assist students.

1. Career Counseling

The Career Center assists students in determining their academic majors, vocational or career goals. Most students require specific information about certificate, vocational and/or college preparation and career or job requirements. Often students need specialized counseling in seeing how their interests, skills, personal styles and values relate to an academic course of study. Career counseling helps students integrate their aspirations with the work world.

2. University Transfer Counseling

Many students at the college aspire to transfer to a four-year college or university. All counselors at the college

are prepared to assist students in preparing for their eventual transfer. It is particularly important for students to see a counselor periodically to review the requirements for transfer to the institution of their choice. In addition, the college’s Transfer Center can assist students in meeting with representatives of many of the local four-year institutions and can provide them with other important information.

3. Disabled Student Programs and Services

Specialized support services and counseling are available in a number of offices on campus. The Disabled Student Services program offers individual counseling services to students with disabilities. These services are provided to help with educational planning and to identify specific support services required to assist the student in achieving his/her educational goal.

4. Extended Opportunity Program and Services

The Extended Opportunity Program and Services office also provides specialized counseling services related to enrollment procedures, financial aid, tutorial services and university transition. The EOPS staff is prepared to serve students whose primary language is not English (Arabic, Armenian, Farsi, Spanish and Vietnamese).

5. Financial Aid

The Financial Aid office provides the student with counseling regarding his or her financial circumstances, and will assist the student in obtaining financial support needed to attend the college. Financial aid is available in a number of forms, including grants, loans and work-study programs.

6. Adult Re-entry Services

The Adult Re-entry Program provides academic, career and personal counseling services to adult students who are returning to formal education after a lapse of time. In addition, the program offers many classes and workshops designed to meet the interests and needs of the adult student.

Course Selection and Enrollment

At the time of registration students will be asked to select classes in which to enroll. However, prior to enrollment, it will be necessary for them to see a counselor and complete a study list, that is, a list of courses they are eligible to take which will lead toward the completion of their educational objective. It is to their advantage to see a counselor as soon as possible prior to the next semester, to work out the class schedule they would like to take for the next semester.

The process of enrolling in classes is explained in the orientation session. Students will also be provided with information from the Admissions and Records office regarding their date and time for registration, as well as the other requirements for completing this process.

Instruction and Progress Toward Goals

Students’ active and diligent participation in their classes is the single-most important factor leading to their eventual

academic success. Students are expected to attend all classes and to complete all course assignments in a timely fashion. To assist students in making progress toward their goal the college will provide them with a variety of support services, such as tutoring, other learning assistance activities, financial support (where applicable) and other forms of assistance to increase their educational development. Students are responsible for notifying the college of any specific needs they have, or of any change in their goal.

Periodically students may be contacted by the college for information regarding their progress towards completing their stated goals. This contact may involve a meeting with a counselor, or other staff member of the college, or it may take the form of written communication to the students regarding their progress. In either case, it is up to students to follow up on this communication so that the college may better serve them.

Completion of Student Goals

The college's goal is to assist in achieving the objectives students have for themselves. However, the students must determine when this is accomplished. They are responsible for notifying the college of any change in their goals or status as it relates to the college. The college can provide students with assistance to make changes as easy as possible. Students should feel free to contact any staff member to assist them during a period of transition when they are leaving the college for some other activity or environment.

SCHOLARSHIPS

Any currently enrolled student who has completed at least 12 units of college credit, and has a GPA of 2.5 or higher at Glendale Community College may apply for scholarships or grants through the Scholarship Office. Selections are made by the GCC Scholarship Committee or award sponsors based on academic achievement, financial need, campus leadership, or other criteria established by the scholarship donors. Interested students may submit a single application during the fall or spring filing periods to be considered for all GCC scholarships for an entire school year. For more information, please call the Scholarship Office at (818) 240-1000, ext. 5591.

Aimee Braun Memorial

An annual scholarship is awarded to an outstanding dance student who is pursuing a career in dance.

Albert Clemens

Established in honor of Mr. Clemens, former president of the Glendale College Foundation, this scholarship is awarded annually to a transferring student who is pursuing a career in special education.

Alice Lee Ingledue Memorial Scholarship

A scholarship is donated by the John and Bob Gregg families and Glendale Community College in honor of a pioneer Glendale business woman and long supporter of Glendale Community College. The scholarship is awarded annually to a woman transferring to upper division and majoring in business Administration, Engineering, Science, or Architecture.

Aleta Rutter Memorial Scholarship

A scholarship is awarded to a student majoring in either art or art history. The recipient is nominated by the faculty of these departments. Funds for this scholarship have been donated in memory of Aleta Rutter, a former student at Glendale Community College.

Alpha Gamma Sigma Scholarship

The Glendale Community College Chapter of Alpha Gamma Sigma State Scholarship Society awards scholarships to its current members. The candidates must have a minimum GPA of 3.0 and must have been active in the honor society.

Alpha Upsilon Chapter of Delta Kappa Gamma

A scholarship is awarded to a transferring education major who intends to pursue a teaching career.

Alumni Association Scholarship (GCC)

Each year scholarships are awarded, one to a transferring student and one to a student continuing at Glendale Community College.

American Association of University Women Scholarship

The American Association of University Women awards two annual scholarships to female students who are graduating from Glendale Community College, and transferring to a four year school.

American Business Women's Association, Verdugo Glen Chapter

An annual scholarship is awarded to an outstanding female student who is transferring to a four-year college or university.

Angela and Anthony Battaglia

A scholarship is awarded annually to a continuing or transferring student majoring in elementary education. Funds for this scholarship have been donated by the family and friends of Angela and Anthony Battaglia to recognize their dedicated service to the students of Glendale Community College.

Ann Grassi Memorial

A grant is awarded to one or two students majoring in choreographic studies.

Ann Marie Novinger Scholarship

A scholarship has been established in honor of Anne Marie Novinger, former Health Services Specialist at Glendale Community College, by her family and friends. The award is given to a transferring student with financial need and high academic achievement.

Arnulfo Casillas Memorial

An annual award is given in memory of Arnulfo Casillas, a former Glendale Community College counselor.

ASGCC Fine Arts Scholarship

Sponsored by the Associated Students of Glendale Community College, this scholarship is awarded each year to an outstanding student in the Visual and Performing Arts program.

Assistance League of Glendale Scholarship

The Assistance League of Glendale awards two annual scholarships to female students who are transferring to a four year school. Eligibility criteria include involvement in campus activities and community services.

Associated Students of Glendale Community College Grants

Grants are awarded each semester to continuing students who have financial need and are involved in campus activities.

Aulden O. Schlatter Scholarship

A scholarship has been donated by friends to honor Aulden O. Schlatter, a former Executive Director of the Glendale Chamber of Commerce.

AVIATION SCHOLARSHIPS**Angeles Antiquers Scholarship**

Grants are available to two outstanding students in the Aircraft Power Plant Maintenance Program to help with the purchase of books.

August Boyles Memorial Scholarship

In memory of August Boyles, former instructor in the Aircraft Power Plant and Maintenance Program, a scholarship is awarded to an outstanding second year student in the Aircraft Power Plant and Maintenance Program.

Aviation Maintenance Instructor's Award

Scholarships are awarded annually to outstanding students in the Aviation Maintenance Program.

David E. Kern Memorial Scholarship

An annual award is given to an outstanding student in the Aerospace Program in memory of David E. Kern, former professor of aerospace studies and division chair of the Aerospace Program.

John A. DeAngelis Memorial Flight Training Scholarship

One scholarship established by Mr. and Mrs. John DeAngelis is awarded to a student each semester to help defray flight training expenses.

Lee Norris Memorial

Established in memory of Lee Norris, a former aviation and transportation instructor, this award is given annually to a student in the Aviation Program.

Baja California Field Studies Program Scholarship

A number of scholarships are awarded each year to help students defray their expenses while attending courses offered under the auspices of the Baja California Field Studies Program at Glendale Community College.

Bonnie Koploy Memorial Scholarship

An annual scholarship is awarded to an outstanding student in memory of a biology professor, Bonnie Koploy. The award was established by the faculty of the college and other friends of Ms. Koploy.

Braille Transcriber's Guild Scholarship

One scholarship is awarded to visually handicapped students who are continuing at Glendale Community College or transferring to upper division studies.

Burtis and Opal Taylor

A scholarship has been established by Dr. and Mrs. Taylor to assist continuing students who have financial need. Dr. Taylor served as superintendent of Glendale Community College from 1967 to 1982.

C. E. Stirdivant Memorial

A scholarship is awarded to a student transferring to a university and majoring in ecology, environmental science, environmental biology, or environmental studies.

California Retired Teachers Association Scholarship

A number of scholarships are awarded by the California Retired Teachers Association to outstanding students seeking careers in the teaching profession.

Charles Danforth Memorial

Established in memory of Charles Danforth, a former social science professor at Glendale Community College, this scholarship is awarded annually to a graduating student who is majoring in social science.

Charles Gibson Academic Achievement Scholarship

A scholarship has been established by the ASGCC to honor Charles Gibson, Professor of History. Award is based on academic achievement.

Charles Lazzaretto Memorial

Established in memory of Chuck Lazzaretto, a former Glendale Community College police cadet and Glendale Police Department officer, this scholarship is awarded annually to a student majoring in criminal justice administration.

Chemistry Scholarship

A scholarship established by Lytle, Tate, and Stamper Dental Corporation is awarded to an outstanding student in chemistry.

Classified Council Association (GCC)

A scholarship is awarded to a student employed on campus who is in need of financial assistance for college expenses.

Cindy Lee Hudspeth Memorial Scholarship

A scholarship established by the friends and family of Cindy Lee Hudspeth is awarded yearly to a student majoring in psychology who has completed 30 units of college work with at least a 3.0 GPA.

Cindy Zerman-Duncan Memorial Athletic Scholarship

This award was established by Mr. and Mrs. Fred Zerman in memory of their daughter Cindy. The scholarship will be awarded annually to a sophomore member of the women's tennis team who will be transferring to a four-year college or university.

College Women's Club of Pasadena

Scholarships are awarded annually to female students who have demonstrated outstanding academic achievement and are ready to transfer to a four-year college or university.

Collin Guilmette Memorial

A scholarship has been established by the Social Science Division in memory of Mr. Guilmette, a former History professor at Glendale Community College. The award will go to a transferring student who is majoring in History.

Colton-Field Academic Achievement Scholarship

Established by political science professor, Mona Field, and her family, this scholarship is awarded annually to a transferring student majoring in social science or language arts.

Cora de Rowe Memorial Scholarship

A scholarship established by ACCTLA and friends of Cora de Rowe, former Dean of Instructional Support Services, is awarded to a student tutor.

Culinary Arts Scholarship

Scholarships/awards are given by Yeimei Wang, professor of Culinary Arts, to honor outstanding students majoring in the Food Services Program.

David Christ Memorial Scholarship

Established in memory of a former GCC aviation instructor, David Christ, this scholarship is awarded to a student in the Aviation Program.

Dean McKennon Memorial Scholarship

An annual award is made to a continuing student majoring in theatre arts (stage design, makeup, technical stage, etc.), nominated by the Theatre Arts Department.

Dick Charles Memorial Scholarship

An annual scholarship given in memory of Dick Charles, a long-time supporter of the college and of the arts in the Glendale community, is awarded to transferring Glendale Community College students with at least a 2.5 GPA and with an academic emphasis in the instrumental music program.

Drake C. Hawkins Academic Achievement Scholarship

A scholarship has been established by the ASGCC to honor Drake C. Hawkins, professor of political science and division chair. The award is based on academic achievement.

Drake C. Hawkins Scholarship in Political Science

A scholarship is awarded in honor of Drake Hawkins, professor of political science and Social Science Division chair at Glendale Community College, to a student who has demonstrated excellence in political science.

Dwaine "Bud" Reinbolt Memorial Scholarship

A scholarship in memory of Dwaine "Bud" Reinbolt, former dean of Admissions and Records at Glendale Community College, has been established by his family and friends. The scholarship is awarded each spring to a student transferring to a four-year institution.

Early Childhood Education

Scholarships are awarded annually to outstanding students who are majoring in early childhood education.

Edvard Grieg, Norwegian Scholarship

Six scholarships are donated by the members of the Norwegian Lodge, Edvard Grieg Chapter 74, to help defray expenses while attending Glendale Community College.

Edward Sarkissian Memorial

A scholarship established by the ASGCC in memory of Mr. Sarkissian, a former director of the Glendale College Bookstore.

Eleanor Kentner Kohler Memorial Scholarship

An annual award is given to a continuing student with outstanding talent in art or poetry.

Electronics & Computer Technology (ECT) Scholarship

A scholarship in honor of Mack Jones, retired Professor of Electronics, is awarded by the electronics faculty.

Elizabeth Rowley Memorial Scholarship

An award is presented each year to a student planning to transfer to a four-year institution with a GPA of at least 3.0. This award is made from funds contributed by the Glendale Community College faculty to a memorial fund in honor of Elizabeth Rowley, a former Dean of Women at Glendale Community College.

Ella and Everett Lillie Mathematics Scholarship

A memorial to Everett Lillie, husband of Ella Lillie, Professor Emeritus of Mathematics, is awarded annually to a woman transferring to upper division, majoring in Mathematics.

Elmer G. Denton Memorial Scholarship

A scholarship is awarded to an outstanding student in art history who has attended Glendale Community College for one year. The award is in memory of Elmer G. Denton, and is donated by the Glendale Art Association and friends.

Epsilon Epsilon Chapter of Delta Kappa Gamma Scholarship

One scholarship is awarded to a female student transferring to a four-year institution. The scholarship is only given in even years.

Ercil Adams Memorial

Established in memory of Ercil Adams, a former English professor at Glendale Community College, this scholarship is awarded annually to a graduating student who is majoring in English.

Ernest and Patricia Horton Philosophy Scholarship

Established by Ernest and Patricia Horton, this scholarship is awarded annually to a transferring student majoring in philosophy.

Evans Family Scholarship

Established by Mr. and Mrs. Charles Evans, this scholarship is awarded annually to a continuing student who is planning to transfer to a four-year institution.

Faculty Award for Academic Excellence (GCC)

The faculty of Glendale Community College annually awards a plaque and a monetary award to a student with a GPA of 3.5 or better in at least 60 units, 45 of which must have been taken at Glendale Community College.

Fidelity Federal Scholarship

An annual scholarship is awarded to a continuing student at Glendale Community College planning to major in business administration with an emphasis on finances. A 3.0 GPA in at least 24 units is required with preference for a minority student.

Florence Miller Hammer Scholarship

A scholarship is awarded to a continuing/transferring student who has exhibited outstanding leadership skills and provided service to the college and community. Funds for this scholarship have been donated by the family and friends of Florence M. Hammer to honor her dedicated service to the scholarship program and the Glendale College Foundation.

Gary W. Parker Mathematics Scholarship

The GCC Mathematics Division established this scholarship in honor of Dr. Gary Parker. It is awarded annually to an outstanding student who is majoring in mathematics.

Gary W. Parker Memorial Scholarship

Established in honor of Dr. Gary Parker, former GCC Dean of Admissions and Records, this scholarship is awarded annually to a continuing international student with a g.p.a. of 3.0 or higher.

Gateway Kiwanis Scholarship

The Gateway Kiwanis Club of Glendale awards a scholarship each year to an outstanding sophomore student who is planning to transfer to a four-year institution.

Gerry George Memorial Scholarship

A scholarship has been established from donations by the Associated Students, staff of Glendale Community College, and friends in memory of Mr. Gerry George, who was a counselor in the Disabled Students Center. The award is given to an outstanding disabled student.

Glendale Area Schools Federal Credit Union Scholarship

One \$200 scholarship is awarded to a student continuing at Glendale Community College or transferring to a four-year institution.

Glendale Bar Association Scholarships

Two scholarships are awarded to students majoring in the legal secretarial program. One scholarship is awarded to the outstanding first-year student continuing at Glendale Community College. The second scholarship is awarded to the outstanding graduating student in the program. Awardees are selected by the Business Division faculty.

Glendale Board of Realtors Scholarship

An annual scholarship is donated by the Glendale Board of Realtors and is awarded to an outstanding student majoring in business administration or economics. Preference will be given to a student completing at least six units in real estate courses.

Glendale Business and Professional Women Scholarship

A scholarship is awarded to a female student continuing at Glendale Community College. Must be a Glendale resident.

Glendale Community College Guild

An annual scholarship is awarded to an outstanding student who has been involved in campus activities and community service.

Glendale Rotary Foundation

Annual scholarships are awarded to outstanding students in the Adult Re-entry Program.

Glendale Sunrise Rotary on Entrance Scholarship

Several scholarships are awarded annually to graduates from local high schools who intend to enroll at Glendale Community College. Recipients must demonstrate high academic achievement and involvement in community service activities.

Gorham Family Scholarship

Established in honor of Mrs. Judy Gorham in recognition of her dedicated service to the students of Glendale College. This scholarship is awarded annually to a continuing student who is a single parent.

Griffin R. McKay Memorial Scholarship

A scholarship donated by the friends and relatives of Griffin R. McKay is awarded to a student in the Vocational Education program.

Harry L. Beck Memorial Scholarship

A scholarship donated by the friends and relatives of Harry L. Beck is awarded to a student in the Adult Education/Evening College Program.

Helen C. Steele Memorial

Established in memory of Helen Steele, a former physical education professor at Glendale Community College, this scholarship is awarded to a female student who is majoring in physical education.

Helen I. Conner Nern Memorial

Scholarships are awarded on the basis of merit to promising vocal and drama students. These scholarships are made possible through a gift by the late Helen Conner Nern because of her love of music and theatre.

Helen Neufeld Woman-in-Medicine Scholarship

A scholarship is awarded annually to a former female student who has completed her lower division science requirements at Glendale Community College and has been accepted to an A.M.A accredited school of medicine, leading to a M.D. degree.

Holmes Family Scholarship

A scholarship established by the Holmes family is awarded annually to an outstanding continuing student.

Homemaker Academic Scholarship/Award

A scholarship/award is donated by the Glendale Community College Faculty Senate and awarded to a student functioning as a homemaker while attaining academic excellence at Glendale Community College.

Hoover High School—Ruth Starr Business Scholarship

Scholarships for students majoring in business are awarded each semester to Hoover High School graduates attending/or planning to attend Glendale Community College. Funds for the scholarship have been donated by Ruth Starr, a former faculty member at Hoover High School and Glendale Community College.

Hughes Journalism Scholarship

A scholarship is awarded by Mr. Tom Hughes to an outstanding journalism student.

Insurance Brokers and Agents of Glendale, Burbank, and Pasadena

An annual scholarship is awarded to an outstanding continuing student who has an interest in pursuing a career in the insurance industry.

International Students' Association Club Scholarships

Scholarships are awarded to assist international students in meeting their expenses at Glendale Community College. Funds are raised by the GCC International Club.

Irene Steinhilber Memorial

An annual scholarship is awarded to an outstanding political science major who has been involved in campus and community service activities.

J. Lee Gregg Memorial Scholarship

The Field Foundation has established a scholarship in memory of Mr. J. Lee Gregg, prominent Glendale citizen. The award is given to one or two outstanding students transferring to a four-year institution.

Jane Knecht Memorial Scholarship

A grant is awarded every year in memory of Jane Knecht to a music major student.

Janet and John Delmonte Scholarship

One scholarship of \$1000 established by Mr. & Mrs. John Delmonte is awarded in the spring to an outstanding math or science major transferring to a four-year institution.

Jean Larson Memorial Scholarship

A scholarship in memory of Mrs. Jean Larson, former vice president, Administrative Services at Glendale Community College, has been established by her husband and friends. The scholarship is awarded annually to a Glendale Community College student transferring to upper division studies.

Jeanne Rees Memorial Scholarship

A scholarship, in memory of Jeanne M. Rees, a long-time employee of Glendale Community College, is awarded annually to a student assistant, in financial need, to help with expenses at Glendale Community College. The student must be employed in the College Library.

Jeffrey Webreck Memorial Scholarship

A scholarship in memory of Jeffrey Webreck is awarded every spring to an outstanding student in broadcast journalism transferring to a four-year institution. The scholarship has been established by Jeffrey's sister and friends from KCOP Channel 13, where he was employed.

Jim Sartoris Cardinal and Gold

Established in honor of Jim Sartoris, Glendale Community College Athletic Director and Physical Education Professor, this award is given annually to a student athlete who is transferring to a four-year college or university.

Jo Rae McCuen

A scholarship is awarded in honor of Jo Rae McCuen, former dean of the Evening College. The scholarship is given to a Glendale Community College student planning to study abroad.

Joann Knickelbein Memorial

Established by the Glendale Association of Realtors in memory of Mrs. Knickelbein, a longtime community leader and realtor, this scholarship is awarded annually to a student who has demonstrated high academic achievement and financial need.

Joe Thomas Journalism Scholarship

Established in memory of former GCC journalism instructor, Joe Thomas, this scholarship is awarded to students who are pursuing careers in journalism.

John and Elsa Kreider Scholarship

A scholarship is awarded to assist a student transferring to a four-year institution with the objective of becoming a teacher in the public schools. This award is made with funds provided by John and Elsa Kreider in celebration of their 30th wedding anniversary. Mr. Kreider was a teacher at the college (1946-55) and its first dean of instruction.

John and Virginia Hedlund Scholarship

A scholarship donated by friends and family of Virginia and John Hedlund in honor of the first president of the Glendale College Foundation is awarded annually. The award goes to a student with a major in print journalism, graphic arts or literary writing.

John B. Keller Memorial

An annual scholarship is awarded to a continuing student who is majoring in engineering, mathematics, or music.

John E. Kienle Memorial Scholarship

Scholarships are awarded for superior achievement in sociology and/or anthropology to students in these areas. The scholarships were funded in memory of a former teacher of sociology at Glendale Community College.

Johnneta Van Avery Memorial Scholarship

A scholarship in memory of Johnneta Van Avery, a former classified staff member at Glendale Community College, has been donated by her family and friends. The scholarship will be awarded yearly to a woman over the age of 25 pursuing a career in the RN program.

Kazanjian Family Scholarship

Established by Mr. Phillip Kazanjian, former member of the Glendale Community College Board of Trustees, this scholarship is awarded annually to a transferring disabled student.

Ken and Betty Sweetnam Scholarship

Member of the GCC Board of Trustees, Dr. Ken Sweetnam, and his wife, Betty, established this annual award for transferring students who are majoring in engineering.

Kiwanis Club of Glendale Scholarship

A scholarship is awarded to a transferring student and is based on academic record and extra curricular and civic activity, with financial need also considered.

Knight Insurance/FYE Scholarship

These scholarships are awarded to outstanding students in the Glendale Community College First Year Experience (FYE) Program who intend to transfer to four-year colleges or universities.

La Crescenta Women's Club

A scholarship is awarded annually to an outstanding student who is transferring to a four-year college or university.

Lani De Vincentis and Karen Holden-Ferkich

A scholarship is awarded to a graduate of the Glendale Community College High School Diploma/GED Program who shows promise for academic achievement in college.

Linda Nibley Memorial

An annual scholarship is awarded to a transferring English major in memory of Linda Stirling Nibley, a former professor of English at Glendale Community College.

Lisa Gelfand Sollars Memorial

A scholarship established in memory of a former Glendale Community College student by her family and friends is awarded annually to a continuing student involved in campus activities and community services.

Lois D. and George S. Witt Memorial

An annual scholarship is awarded in memory of Lois D. and George S. Witt.

Loramae T. Venola Memorial Scholarship

A scholarship established in memory of Mrs. Venola by her husband and family is awarded annually to a continuing female student who is the most senior student enrolled and carrying at least 12 units in college work.

Lorenna Elise Seelos Memorial Scholarship

A scholarship in memory of Lorenna Elise Seelos, a former student at Glendale Community College, has been donated by the family and friends of Miss Seelos.

Los Angeles County Medical Association Award

Three awards are given to help nursing students with college expenses while attending Glendale Community College.

Lloyd Noble Memorial Award

A grant is awarded to a continuing student majoring in business with a 3.25 GPA or better at Glendale Community College.

Luigi L. Sabatini Memorial

A scholarship is awarded annually to a continuing or transferring technology major with a 3.0 GPA or higher.

Mabel Minor Summerville Memorial

Scholarships are awarded annually to outstanding students in the Nursing Program.

Magda von Tautphoeus

Established by Mrs. von Tautphoeus, a long-time college employee, this scholarship is awarded annually to an outstanding ceramics student.

"Magic Music" Robert D. and Robert W. Butcher

A scholarship is awarded to a disabled student continuing at Glendale Community College with a major or minor in music.

Male and Female Scholar/Athlete Scholarship

Two scholarships are awarded to a male and female student demonstrating outstanding scholarship, citizenship and ath-

letic achievement. To qualify, a candidate must have a 3.5 GPA in at least 36 units and have participated in two seasons of sports at the community college level.

Margaret E. Voegele Scholarship

Two scholarships have been donated by friends of Margaret Voegele in memory of her husband, Christian, and in recognition of her long and distinguished service as executive secretary in the office of the superintendent/president.

Maria and Teresa Rivas Scholarship Fund

An annual scholarship is awarded to a female Hispanic student with financial need and a 3.0 GPA.

Mark David Hansen Memorial Scholarship

Family and friends of former GCC student, Mark David Hansen, established this scholarship to assist continuing students in the Drug and Alcohol Studies Program.

Martin Mondrus Art Scholarship

An award is given in the spring to encourage students to do good work in art.

Mary D. Burke (Vocal)

A grant is awarded by the Burke family to a student majoring in music.

Mathematics Teacher Scholarship

A scholarship is awarded to students who are interested in becoming mathematics teachers at the high school or college levels.

Michael Coomes Memorial

A scholarship is awarded in memory of Mr. Coomes, a former art instructor at Glendale Community College, to a continuing student majoring in fine arts.

Michael Daly Memorial

An annual scholarship is awarded in memory of Mr. Daly, a former English professor at Glendale Community College.

Michael Winston Sutherland Memorial Scholarship

A scholarship is awarded annually to a continuing or transferring student who has demonstrated academic achievement. Funds for this scholarship have been donated by the family and friends of Michael to remember his dedication to his work, his love for life and logic.

Mikey Montante Memorial Scholarship

A grant is awarded to a continuing student with a 3.5 GPA, majoring in language arts (English, foreign language, philosophy, history or fine arts).

Milton Young Memorial

Established in memory of Milton Young, a former professor of music at Glendale Community College, this award is given annually to an outstanding music major.

Montgomery Family Scholarship

Richard Montgomery established this scholarship in memory of his wife and his son. The scholarship will provide financial assistance to a deserving Glendale Community College student each year.

Music Grant

An award is given each semester to a student in the Music Program who has demonstrated financial need and outstanding academic achievement.

N. Arthur Rasmuson Scholarship

A scholarship has been established by the Associated Students to honor N. Arthur Rasmuson, former executive vice president Instructional Services. Award is based on academic achievement.

National Charity League Scholarship

A scholarship donated by the Glendale Branch of the National Charity Leagues is awarded to a student transferring to an upper division institution.

Northwest Glendale Lions Club Scholarship

Scholarships are awarded each year by the Northwest Glendale Lions Club to disabled students transferring to upper division or continuing at Glendale Community College.

Oakmont League of Glendale Scholarship

The Oakmont League of Glendale awards scholarships annually to transferring students, assisting them in completing their education at a four-year institution.

Oakmont League Fine Arts Scholarship

A scholarship is awarded to a fine arts major who is transferring to a four-year accredited institution.

Patricia L. DeFrain Memorial

A scholarship is awarded annually to an outstanding business law student in memory of Patricia L. DeFrain, a former professor of business at Glendale Community College.

Patricia A. Lienhard Academic Achievement Scholarship

A scholarship has been established by the Associated Students to honor Dr. Patricia A. Lienhard, former vice president, college services. Award is based on academic achievement.

Patricia A. Lienhard Memorial

Two scholarships are awarded annually to students in the Adult Re-entry Program in memory of Dr. Patricia Lienhard, former vice president of college services at Glendale Community College.

President's Merit Award for Scholars

This scholarship is awarded each semester to an outstanding student who is continuing at Glendale College.

Vera Mc Gillivray Scholarship

Established in honor of Ms. Vera Mc Gillivray in recognition of her dedicated service to Glendale Community College, this scholarship is awarded annually to a continuing student involved in community service and volunteerism.

Washington Mutual Bank Scholarship

A scholarship is awarded by the Washington Mutual Bank to an outstanding student majoring in business administration and transferring to upper division.

PATRONS CLUB SCHOLARSHIPS**50th Anniversary Scholarship**

A scholarship is awarded yearly to an outstanding Glendale Community College graduating student who has contributed to the college through service or participation in college-sponsored activities. This scholarship commemorates the 50th anniversary of Glendale Community College.

Golden Anniversary Scholarship

A scholarship is awarded yearly to an outstanding Glendale Community College graduating student who has contributed to the college through service or participation in college-sponsored activities. This scholarship commemorates the 50th anniversary of Patron's Club.

Grants-in-aid

Grants are awarded to students for use at Glendale Community College on the basis of financial need. The number awarded each year depends on the amount of money raised by The Glendale Community College Patrons Club.

H. Rex Craig Memorial Scholarship

A scholarship is awarded to a freshman student continuing at Glendale Community College in the field of science. The recipient is selected by the science faculty.

Humanities

A scholarship is awarded to a transferring student at Glendale Community College majoring in the humanities.

J. Walter Smith Scholarship (Outstanding Man)

The Glendale Community College Patrons Club awards a scholarship to the outstanding student selected by the student body. This scholarship is in honor of J. Walter Smith, former dean of Student Activities at Glendale Community College.

John A. Davitt Scholarship

The Patrons Club awards a scholarship to an outstanding transferring student with definite career goals. The scholarship is in honor of Dr. John A. Davitt, superintendent/president who formerly held the positions of vice president of Instructional Services and administrative dean of Student Personnel Services at Glendale Community College.

John A. Grande Scholarship

The Glendale Community College Patrons Club and friends of Dr. Grande award a scholarship to a transferring student who exhibits leadership skills and community service to others. This scholarship is in honor of Dr. John A. Grande, former president of Glendale Community College and former executive director of the Glendale College Foundation.

Kenneth Kobellas Memorial Scholarship

A scholarship is awarded to a male student continuing at Glendale Community College or transferring to upper

division. The student must be a graduate from one of the high schools within the Glendale Unified School District and must be a United States citizen.

Matt Gillespie Memorial Scholarship

A perpetual scholarship is granted through a fund established by Mr. and Mrs. Michael Gillespie and supplemented by the Glendale Community College Patrons Club in honor of Matt Gillespie, former football player at Glendale Community College. The scholarship is given to a returning, outstanding defensive lineman as selected by the Athletic Department.

Music Scholarship

A scholarship is awarded to a full time student who is majoring in music and is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

Past Presidents' Scholarship

A scholarship is awarded to a student transferring to upper division with a GPA of 2.5 or better.

Retired Deans Scholarship

A scholarship is awarded to a full time student who is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

Theatre Arts Scholarship

A scholarship is awarded to a full time student who is majoring in Theatre Arts and is continuing at Glendale Community College or transferring. The student must have a GPA of 2.5 or better.

Pearl Proctor Memorial Scholarship

A perpetual scholarship in memory of Pearl Proctor has been donated by the family and friends of Mrs. Proctor. The scholarship is awarded annually to a woman studying vocal music.

Presidents Advisory Council Scholarship

Scholarships are awarded each year by the President's Advisory Council to students who have returned to college and who have maintained exemplary academic records.

Priscilla Mahnken Memorial

Established in memory of Priscilla Mahnken, a long-time community leader, this scholarship is awarded to a single parent who is involved in community service activities.

Professor Derrill Place Memorial Scholarship

One scholarship is awarded to an outstanding graduating student majoring in journalism. Funds for this scholarship have been donated in memory of Professor Derrill Place, former journalism instructor at Glendale Community College.

Rae Berry Scholarship

Two scholarships are awarded each year to female students in the Re-entry Program.

Ralph I. Levy Memorial

Established in memory of Mr. Levy by his family, this schol-

arship is awarded annually to a biology major who intends to pursue a career in medicine.

Raymond and Editha Edwards Scholarship

A scholarship has been established by Glendale Federal Savings and Loan to honor Raymond and Editha Edwards for their outstanding contributions to the community and Glendale Community College. The award is made to a student majoring in business and transferring to an accredited four-year institution.

Richard W. Tang Memorial

Each year, a scholarship is awarded to the outstanding male athlete of Glendale Community College.

Robert Grumbley Memorial Scholarship

A scholarship is donated by the friends and relatives of Robert G. Grumbley. This scholarship is awarded to a student majoring in athletics with at least a 3.0 GPA and planning to attend a four-year institution.

Robert Haskins Memorial

A scholarship is awarded annually to a graduating student who is majoring in science or computer science.

Robert J. Taylor Academic Achievement Scholarship

A scholarship has been established by the Associated Students to honor Robert J. Taylor, counselor. The award is based on academic achievement.

Robert Pike Whitten Scholarship

Scholarships are awarded each semester to performing arts students by Mr. Robert Pike Whitten. Mr. Whitten has established these scholarships to encourage and financially assist students pursuing a career in the performing arts.

Robert Thomsen Memorial Scholarship

A scholarship in memory of Robert Thomsen, former instructor of photography at Glendale Community College, has been established by funds donated by the family and friends of Mr. Thomsen.

Rossall-Smith Men and Women Scholar Athlete

A scholarship is awarded to the outstanding male and female scholar athlete.

Rossall-Smith Men and Women Trustee

Two scholarships are awarded each year to continuing male and female students who have demonstrated excellent leadership qualities.

Rossall-Smith Nursing Grants

Grants are awarded to students in the Nursing Program to help them with school expenses.

Russell Halsey Turrill Humanities Award

A scholarship has been established by Pauline Venable Turrill, in memory of Russell Halsey Turrill, valedictorian of the class of 1945. The honor is presented to the outstanding student majoring in an interdisciplinary program and transferring to a four-year institution.

Ruth L. Memmler, M.D. Scholarship

A scholarship donated by Dr. Ruth L. Memmler is awarded

every year to an outstanding student transferring to upper division and following a pre-medical or pre-dental curriculum.

Samuel Vazzana Family Scholarship

A scholarship is awarded to a disabled student with financial need and outstanding academic achievement.

Sandie Myers Memorial Scholarship

Two awards are donated by the Xi Pi Theta Chapter-Beta Sigma Phi for students enrolled in the nursing program.

Sara Evelyn Clover Memorial Scholarship

A scholarship has been established by the family and friends of Sara Evelyn Clover in her memory. The award is given each spring to an outstanding transferring student.

Sharon Costales Veterans Scholarship

One scholarship is awarded in the fall to help a student, a veteran of the U.S. Armed Forces, to continue his/her education at Glendale Community College. This award has been established by Sharon Costales, former counselor at the College.

Shirley Seeley Memorial

Sponsored by the Glendale Community College Alumni Association in memory of Mrs. Seeley, a local business woman and community leader, this scholarship is awarded annually to a student majoring in music.

Southern California Restaurant Writers Award

A scholarship is awarded by the Southern California Restaurant Writers Association to the outstanding student in the Food Services Program.

Teching Huang Memorial Scholarship

Glendale Community College faculty and staff initiated this scholarship fund in memory of Mr. Teching Huang, father of Culinary Arts professor, Yeimei Wang. The Wang family will award the scholarship each year to an outstanding international student who is majoring in Culinary Arts or Nutrition.

Ted Connett Memorial Scholarship

A scholarship has been established by donations from the friends and relatives of Ted Connett, former English instructor who was instrumental in developing the Learning Center at Glendale Community College.

Terry Markwell Memorial

A scholarship is awarded in memory of Terry Markwell a former Glendale Community College dance instructor. The scholarship is awarded annually to a student studying dance.

Theresa Greco Memorial

An annual scholarship is awarded in memory of Mrs. Greco, a long-time Glendale Community College employee and former president of the Glendale College Patrons Club.

Tim Richards Foundation

One scholarship is awarded to a transferring or continuing physically disabled student.

Tye Veden Scholar Awards (GCC)

The awards will go to transferring students who have completed the College Scholars Program and have given special services above and beyond the call of duty to that program.

Walter R. Huber Art Scholarship

A scholarship has been established by Walter R. Huber to be awarded at the Fine Arts Festival in May. The award is made to a student in illustration.

Wayne Striker Memorial Scholarship

An annual scholarship is awarded to an outstanding second-year botany student as nominated by the Botany Department. The scholarship fund was established in memory of Wayne Striker, former botany student.

William H. Fell Memorial Scholarship

A scholarship has been established by the family and friends of William H. Fell in his memory. It is awarded to assist an outstanding engineering student while attending Glendale Community College.

William Kunze Memorial

A scholarship is awarded annually to a male re-entry student in honor of Dr. Kunze, a former counselor at Glendale Community College.

William Wessly Memorial Scholarship

Three scholarships are awarded annually to students transferring to an upper division institution and planning a career in a medical or para-medical field. These scholarships were donated by the late Dr. William Wessly, a Glendale physician, in memory of Charlotte and Ernestine Rose Wessly. (Formerly Aesculapian Scholarship.)

Women's Athletic Club Study Grant

The Women's Athletic Club of Glendale awards a scholarship to an outstanding student in the graduating class who plans to make physical education a career.

Women of the Moose

A scholarship is awarded annually to an outstanding student in the Nursing Program.

SERVICE LEARNING CENTER

The Service Learning Center at Glendale Community College serves as a resource and placement center to help students make service and volunteer work a vital part of their college experience. The center provides services and information to help students make the most of their volunteer experience including general orientations, a database of over 200 local non-profit agencies where service can be performed, reflection sessions which help students discuss their experience with other students doing service, and follow-up activities to ensure the best possible placement.

Students choose to perform service for a variety of reasons, including:

- exploration of career options;
- fulfillment of civic duty and/or social responsibility;
- experience in chosen field of study/major;
- experience to list on resume and/or college application

In addition to volunteer work, the center works with select faculty to implement *Service Learning* (service that is connected to actual classroom instruction) into certain courses. Students either receive extra-credit or choose volunteer service as their class project. Since this list changes each semester, please check with the center for an updated copy.

Students and faculty are encouraged to propose their own service activity. Contact the center for more information.

The SLC can be reached at 818-240-1000, extension 5789 or 5790 and is located in the Sierra Madre building, room 267. Hours of operation are Monday and Tuesday, 9 a.m. to 7 p.m., Wednesday and Thursday, 9 a.m. to 5 p.m., and Friday 9 a.m. to 3 p.m.

STUDENT CENTER

The J. Walter Smith Student Center contains offices for the Associated Students of Glendale Community College (ASGCC), the Office of Student Affairs, and work and office for student clubs. Also included in the building is a conference center with meeting rooms that members of the campus community may reserve for social and business functions. Arrangements for the use of Student Center meeting rooms may be made through the Office of Student Affairs at (818) 240-1000, ext. 5592.

STUDENT EMPLOYMENT SERVICES / JOB PLACEMENT CENTER

The Student Employment Services office is located on the 2nd floor of the San Rafael Building. The mission of the Student Employment Services is to provide ongoing, comprehensive assistance to all Glendale College students in obtaining on- and off-campus employment.

The Student Employment Services staff assists students in finding off-campus positions related to their disciplines. Students are advised on application and interview techniques

and resume writing. In addition to providing part- and full-time job listings, the center sponsors on-campus recruiting by interested businesses who wish to hire students.

Job listings are also provided via the internet through our partnership with JOBTRAK CORP. To access these listings you must be a Glendale Community College student or an alumnus. You must call the Student Employment Services/ Job Placement Center for JOBTRAK registration information.

Referrals for employment are given to students on the basis of their experience, training and ability to fulfill the requirements of the positions.

On-campus positions are also available for currently enrolled students. Glendale Community College participates in the Federal College Work Study program, and also has a program totally funded by the college. Positions are available in most areas of the college. Students interested in the Federal Work Study program are required to apply for federal financial aid.

TRANSFER CENTER

The Transfer Center is a counseling program designed to assist students with the process of transferring to four-year colleges and universities. The Transfer Center is especially committed to the goal of increasing the transfer rate of underrepresented students to institutions of higher learning.

The center provides counseling and advising, workshops, and transfer day and evening programs, maintains a library of catalogs, materials and applications for CSU, UC and private universities, and hosts university representatives who advise students.

The Transfer Center is very active in ongoing intersegmental efforts with local universities and has been involved in the articulation of services for Glendale Community College students and staff. The Transfer Center is located on the second floor of the San Rafael Building.