

ADMISSION AND REGISTRATION

ADMISSION REQUIREMENTS

Glendale Community College will admit any California resident possessing a high school diploma or the equivalent thereof.

Glendale Community College may admit any other California resident who is 18 years of age and older and who is determined to be capable of profiting from the instruction offered.

Non-residents, including international students, may be admitted. Information concerning residency may be found elsewhere in this catalog. For further information contact the Office of Admissions and Records.

APPLICATION

An applicant may apply for admission to the College by doing one of the following:

- Completing an application on-line at www.glendale.edu
- Submitting a completed application at the Office of Admissions and Records
- Mailing a completed application to Glendale Community College, Office of Admissions and Records, 1500 North Verdugo Road, Glendale, California 91208

An applicant need only submit one application per academic year. An academic year is summer through spring.

ASSESSMENT

All first time matriculating students (see matriculation for definition) are required to assess prior to registering for their first semester at the College. The required assessment tests are English or ESL and mathematics. Failure to take these tests will prevent registration. The English and mathematics tests are computerized and are administered continuously during the Assessment Center hours of operation. An appointment must be scheduled to take the ESL test. The Assessment Center is located in SF 111. No student will be admitted to take a test without a picture I.D.

Arithmetic Test

This test is required for Nursing applicants.

Chemistry Placement

This test is required for placement into Chemistry 101. It is not needed if the student has completed Chemistry 110 with a grade of "C" or better.

English Placement

This examination is similar in difficulty to material found in most newspapers and popular magazines. It includes both reading and written language sections. It is needed for placement into the nursing program and most English classes as well as many language, social science, speech, business, and humanities courses.

English as a Second Language (ESL) Placement

This exam is needed to qualify for initial placement into any ESL course. The exam includes reading comprehension, written grammar, listening comprehension, and a writing sample.

English as a Second Language (ESL) (Non-credit) Placement

This test is used to place students in non-credit ESL courses.

Mathematics Placement

This test is designed for initial placement only. Once placed in a Glendale College mathematics course, students advance in the mathematics sequence according to the course prerequisites.

The following test taking policy is strictly enforced at the Assessment Center. Placement re-testing is not allowed without permission of the appropriate division chair. Test scores for placement are valid for only a specific period of time; the table below lists the longevity of each test. Once that period of time expires, the student will have to retest.

Placement Tests	Test Score Longevity	Test Taking Policy
Arithmetic Test	one semester	once per semester
Chemistry	one year	once per year
English Placement	five years	once per year
ESL Placement	one year	twice within one year
ESL/NCR Placement	one year	once per year
Mathematics Placement	one year	once per year

CATALOG RIGHTS

New Students

When a new student first begins attending Glendale Community College, he or she will come under the catalog requirements in effect at that time; thus, a student who begins in fall 2002 semester will follow the requirements for graduation, IGETC certification for either the CSU or UC, G.E. Certification for the CSU, and certificates of completion that are listed in the 2002-2003 Glendale Community College catalog.

Continuing Students

1. A student remaining in continuous attendance in regular sessions at the campus of any California community college or in any combination of California community colleges and the California State University may, for the purpose of meeting graduation requirements or G.E. certification for the California State University, elect to meet the catalog requirements in effect at the time of beginning his or her continuous enrollment at the California State University or at a California community college.
2. Students may maintain their continuing student status for catalog purposes provided that they complete a course and earn units at Glendale Community College at least one semester during an academic year without missing two consecutive semesters.

Returning Students

1. Students who return to Glendale Community College and would normally be placed under the new catalog requirements in effect, may petition for their original catalog if the following conditions are met:
 - a. Student has earned 45 semester units with a minimum GPA of 2.00 and these units are recorded on the student's official transcript at Glendale Community College. Units earned may reflect courses taken at Glendale Community College as well as courses taken at other institutions.
 - b. Student has seen a counselor, has completed an SEP, and has officially declared a major and an educational goal (including transfer institution, if applicable).

CLASS AUDIT POLICY

A student may audit a class at Glendale Community College providing that the following conditions are met:

1. Auditors must be eligible for admission to the college as regularly enrolled students.
2. Enrollment for the purpose of auditing will be on a space available basis, and requires the approval of the instructor.
3. Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes will not be permitted until Monday of the second week of instruction.
4. Once audit enrollment is completed, no student will be permitted to change his or her enrollment to receive credit. A student shall not be permitted to change his or her enrollment from credit to audit.
5. A non-refundable audit fee of \$15 per unit shall be payable at the time of enrollment as an auditor. Auditors shall not be charged the enrollment fee for auditing a class. Students enrolled in 10 or more units will not be charged a fee for auditing up to three units.
6. No credit will be received for auditing a course. The college will not maintain any attendance or academic records.

CONTINUOUS ENROLLMENT

Although not continuous, new and returning students who submit applications during the current academic year (summer through spring) are not required to submit more than one application per academic year. Such students do not have priority registration as described above, but will be informed by mail of registration dates and times.

ELIGIBILITY FOR COURSES

It is the policy of the Glendale Community College District that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the college. Students may occasionally have had outstanding experience in

a given area which they may feel will substantially satisfy the stated prerequisite for a course. Where it is desired to offer such experience for the regular prerequisite, the student must have a petition approved to make such substitution. Once such a petition has been approved students may not later receive credit for a course for which they substituted the outside experience. Students who are considering developing a petition should first read the section on Credit by Examination.

Credit for lower level courses will not be granted if credits have been earned in higher level courses. Some courses have no stated prerequisite; however, many courses have expected skill levels in reading, writing, listening/speaking and math. It has been substantiated that students enrolled in a course with the stated skill levels are more successful in satisfactorily completing the course. Students should check the current schedule of classes for a complete explanation on how to match skill level to an appropriate course.

These factors are considered by counselors when assisting students with their Student Educational Plan (SEP) from which they will select courses as they make out their programs during the registration period.

FEES

Fees are established by the California State Legislature and the Glendale Community College District Board of Trustees. All fees are subject to change.

\$ 11 per unit	Enrollment Fee*
\$130 per unit	Nonresident Tuition
\$ 12 fall/spring	Health Services Fee
\$ 9 summer/winter	
\$ 10	Student Services Fee
\$ 7	Student Photo I.D. Fee

Enrollment Fee: All students, resident and non-resident, must pay the basic enrollment fee of \$11 per unit for each semester or summer/winter session.

Nonresident Tuition: The tuition is \$130 per semester unit for students who are residents of other states, who are foreign nationals or who have taken legal residence in California for less than one year.

Health Services Fee: A Health Services fee of \$12 per semester and \$9 for the summer/winter inter-session is required of all students. Services include blood pressure screening, vision screening and hearing tests, tetanus, measles, mumps, and rubella immunizations, and assistance with health insurance questions. A registered nurse is available, and students may schedule appointments with physicians, nurse practitioners, and mental health counselors.

Student Services Fee: The \$10 Student Services fee is assessed each semester and summer/winter session. This fee provides membership in the A.S.G.C.C. In addition, payment of the fee funds and allows student access to various college activities: the college bookstore, the college newspaper, inter-collegiate athletics, scholarship program, the emergency loan fund and instructional support.

Student Photo I.D. Fee: All new students are asked to purchase a photo I.D. card. The fee for the photo I.D. is \$7, and is charged only once. The card is used at the library, the bookstore, offices in College Services and instructional labs at the college.

Supplementary Fees:

College Catalog:	\$4 per copy
Course Audit Fee:	\$15 per unit
GED Test Fee:	\$38 per battery of tests or \$10 per test

Official College

Transcript: \$5

Immediate service for processing transcripts is an additional \$5 per copy

Parking: \$20 for summer/winter intersessions
\$47.50 for fall or spring semester

Refund Processing Fee: \$10

Returned Check: \$30

Verification of Enrollment: \$5

Financial aid may be available to students who meet the qualification requirements. The enrollment fee and the health services fee are waived for students who qualify for financial aid. Students with questions concerning financial aid eligibility should contact the college Financial Aid Office.

* Mandatory Fee. There is an exemption procedure for fees that are not mandated by the California State Legislature. Contact the Admissions and Records Office for details.

REFUND/REPAYMENT POLICY

Refund Policy for all Students:

- To receive a refund for tuition and/or enrollment fees and Health Services fee, classes must be dropped or canceled within the first two weeks of instruction for the particular class.
- Requests for refunds must be initiated by the student and will be processed according to the following:

Summer—Students who withdraw (or drop units) during the first week of the summer intersession are entitled to a refund provided that they submit a refund application during week two when refunds are processed.

Fall and Spring—Students who withdraw (or drop units) during the first two weeks of the semester are entitled to a refund provided that they submit a refund application during weeks three and four when refunds are processed.
- Refund request forms are available in the Student Business Services window in the lobby of the Administration Building. Student must present an I.D. card and a receipt showing payment of fees. There is a \$10 refund processing fee.

Repayment Requirement Policies for Students Receiving Financial Aid:

Students who receive financial aid in the form of a Pell Grant, SEOG Grant, Cal Grant or EOPS Grant are subject to state and federal regulations that may require repayment of all or part

of the funds received if they drop some or all of their units during a semester.

Students who receive financial aid and never attend class:

Federal regulations only allow students to receive financial aid for classes that they actually attend. Students who receive financial aid for classes that they drop before the first day of class or that they otherwise never attend, must return those funds.

Students who receive financial aid for classes they attend and then drop:

Financial aid is based on the number of units a student is enrolled in as of the Registration Deadline. Students who receive financial aid for 6 units or more and then drop to less than 6 units prior to the Registration Deadline established by the Admissions and Records Office, may be required to repay some of the funds received.

Students who drop all classes prior to completing 60% of the semester:

Federal Return to Title IV regulations governing the federal student financial aid programs stipulate that students who withdraw from the college before completing at least 60% of the semester have not “earned” the funds they received and must repay some of their financial aid. The Financial Aid Office is required by law to notify the student of the overpayment due within 30 days of the date the student withdraws from school. The specific date at which the 60% point of the semester occurs is sent to students in the information accompanying their Financial Aid Award Notification. Students who have not received the total amount of financial aid that they may have earned prior to withdrawing from school may be entitled to a post-withdrawal disbursement. In these cases, students will be notified within 30 days regarding the amount due them and how accepting additional funds will effect their standing under the Financial Aid Satisfactory Academic Progress policy. Please note the following:

- There is no appeal process. Federal regulations do not allow a college to make any exceptions to the Return to Title IV requirements.
- Students who do not repay the funds owed or set up a repayment plan with the Financial Aid Office are disqualified from eligibility for federal student aid at any college and university.

Financial Aid Overpayments:

If a student owes a repayment on federal student aid, the student has the option of repaying the amount in full or meeting with the Associate Dean of Financial Aid to discuss a repayment plan. If the student fails to repay the amount due or set up a payment plan, the college is required to notify the US Department of Education accordingly and the student loses eligibility for any further federal student financial aid.

REGISTRATION

Each student must officially register in classes chosen from a Student Educational Plan. These classes constitute the official program of the student.

All students register according to the dates and times assigned to them. To be a continuing student, the registrant must have been enrolled in the immediately prior semester or sessions. New and returning students who submit applications during the current academic year (summer through spring) are considered active and eligible for registration for the entire academic year, and those students will receive registration information by mail.

All students may register by telephone. For information concerning this process, consult the semester Schedule of Classes or call the Office of Admissions and Records, (818) 240-1000, ext. 5901.

After the beginning of the semester, students may:

- enroll in open semester-length courses through the first week of the semester without the permission of the instructor;
- enroll in closed semester-length courses with the permission of the instructor through the third week of instruction; and
- enroll in courses less than 16 weeks provided that 15% of the class meetings have not been held.

No registrations or adds of semester-length classes are allowed after the end of the third week of instruction.

No student will be enrolled in a class and have a grade recorded subsequent to the completion of a given semester unless it is established that the procedures for enrolling set up by the College are proved to have failed.

RESIDENCE REQUIREMENTS

The following statement of the rules regarding residency is intended for general information only. More detailed information can be obtained from the Office of Admissions and Records.

At the time of application and at registration each student is required to verify residence information. Even though a student may be otherwise admissible to Glendale Community College, the student may be classified as a tuition-paying student in accordance with the residence requirements.

A “resident student” means any person who can verify physical presence in California for one year or more on the day preceding the first day of instruction of a semester or intersession during which the person proposes to attend, who can demonstrate intent to make California a home for other than a temporary purpose and, if classified as a non-resident in the preceding term, financial independence.

Alien Students: A student who is an alien may establish his or her residence if he or she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States.

A “non-resident student” means any person who has had residence in California for less than one year on the day preceding the first day of instruction of a semester or

intersession during which the person proposes to attend.

A “non-resident student” may be admitted to Glendale Community College, but will be required to pay either an out-of-state or an international student tuition charge as appropriate to their circumstances. The tuition rates are established on a yearly basis. For information concerning the current rates please contact the Office of Admissions and Records.

In determining the place of residence the following rules are to be observed:*

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. The residence can be changed only by the union of act and intent.
5. A man or woman may establish his or her residence. A woman’s residence shall not be derivative from that of her husband.
6. The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his or her residence is that of the parent with whom he or she maintained his or her last place of abode, provided the minor may establish his or her residence when both parents are deceased and a legal guardian has not been appointed.
7. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control.
8. An alien, including an unmarried minor alien, may establish his or her residence, unless precluded by the Immigration and Nationality Act (8 U.S.C. 1101, et seq.) from establishing domicile in the United States.
9. The residence of an unmarried minor alien shall be derived from his or her parents pursuant to the provisions of subdivisions (f) and (g).

*California Education Code Section 68062

STUDENT RECORDS

Annually Glendale Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended; of the provisions of Sections 76200-76246 of the Education Code of the State of California; and of the provisions of Sections 54600-54630 of Title 5 of the California Administrative Code. These references, with which the institution intends to comply fully, were designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide the process by which students may challenge the accuracy of those records, and to provide guidelines for the correction of

inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

An institutional guide explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the guide may be found in the campus library as well as in the Office of Admissions and Records.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

STUDENT RESPONSIBILITY

Glendale Community College provides its students with a wide variety of academic assistance and support services; however, it is the responsibility of each student to meet the requirements printed in the college catalog, the class schedule and college announcements.

The college establishes certain academic policies and requirements which must be completed before a degree or certificate can be granted. These include major and unit requirements, as well as verification of satisfying course prerequisites. Students also are responsible to see that they meet the admission requirements to the college or university of their choice if they elect to pursue an educational goal beyond their sophomore year. While counselors, faculty, administrators and staff will provide students with information and assistance, responsibility for meeting these requirements remains with the students.

To insure timely information from the college, students must inform the Office of Admissions and Records of changes in personal data, including change of name and address. It is the student's responsibility to enroll properly for classes. A student who fails to enroll officially in a class will not be given credit for that class. It is the student's responsibility to withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines. Otherwise, "F" grades may be assigned.

Other areas regarding student responsibility are included in the catalog under sections for: Admission and Registration; and Scholarship Information and Regulations.

TRANSCRIPTS

Transcripts should be sent directly from the high school or college to Glendale Community College. All transcripts become the property of Glendale Community College and will not be returned.

Glendale Community College reserves the right to evaluate work completed in other colleges or universities. Transfers with acceptable grades will be granted advanced standing in-so-far as the work completely corresponds with that of Glendale Community College. Transfers accepted with previous college academic records below a "C" average will be placed on academic probation upon admission.

Upon the written request of a student, a transcript of the student's record at Glendale Community College will be forwarded to a college or university, individual, firm, etc. providing that such student has no outstanding financial obligation to the college. For more information visit our website at www.glendale.cc.ca.us