STEP 1 > APPLICATION – Complete Noncredit Student Application:

- Go to www.glendale.edu/ce or visit MP 309
- Scroll down and click on “Apply to Noncredit”
- Complete entire application
- Include your e-mail address if you have one
- Once application is submitted, you will receive notification of GCC student ID number with instructions by email within 3 days (if no email is listed, a letter will be sent within 10 days). If you have not received your ID, please contact the counseling office at ext. 5055

STEP 2 > ASSESSMENT/TEST – Sign up and complete an assessment, if you are:

- ESL Student – Garfield Campus TR 200 or Verdugo Campus SF 110-A
- GED, HiSET, or High School Diploma (HSD) Student – Garfield Campus MP 221
- Adult Basic Education (ABE) Student – Garfield Campus MP 211

Note: If you are taking Office Business Technology (OBT), Parent Education, or Lifelong Learning classes, you do not need to take an assessment

STEP 3 > NEW STUDENT ORIENTATION & S.E.P.

NEW STUDENT ORIENTATION
Sign up and attend New Student Orientation in MP 221

SEP Appointment
DATE: __________
TIME: __________
ROOM: __________

(Walk-in counseling available and welcomed!)
How to Register

Before you begin the registration process make sure you have:

- Your Noncredit Student ID Number
- Your PIN Number associated with your Student ID Number
  - If you need any assistance with your ID Number or PIN, please call (818) 240 – 1000 x4360
- Your Class Ticket Number

**STEP 1**
Go to [www.glendale.edu/ce](http://www.glendale.edu/ce) and then click on **MyGCC**

**STEP 2**
Enter your **Student ID Number** _________
your **PIN** __________
and click on **LOGIN**

**STEP 3**
Click on **I want to:** access my Student Center

**STEP 4**
Click on **Enroll** under the **Academics** section

**STEP 5**
Select the **Term** you want to register for and click on **Continue**

**STEP 6**
Enter your **Class Number** and click **Enter**

**STEP 7**
Select Wait list if class is full and then click **Next**

**STEP 8**
Click on **Proceed to Step 2 of 3**

**STEP 9**
Click on **Finish Enrolling**

Congratulations!
You are now enrolled in the class.