YOU MUST COMPLETE STEPS 1-3 FOR JUMP START ENROLLMENT.

1. SUBMIT A GCC APPLICATION
   - Go to www.glendale.edu/APPLY
   - Click on “High School Students”
   - Click on “APPLY TO GCC” button — you will be directed to www.OpenCCCApply.net
     Step 1: Log-in OR create an OpenCCC account
     Step 2: Click on “Start a New Application” to complete the application
   - You will receive an e-mail with your GCC Student ID number within 3-5 business days after submitting your application.

2. MEET WITH YOUR HIGH SCHOOL COUNSELOR
   You must meet with your high school counselor to complete the following forms and discuss class options (forms are available in PDF format at www.glendale.edu/JumpStart). When selecting classes, use www.glendale.edu/js
   - Recommendation for Admission of Selected Students Form
     Required: Student, Parent, & High School Counselor or Principal Signatures
     Required: School Stamp or Seal
   - Authorization and Consent for Treatment of a Minor Form (must be signed by a parent or guardian)
   - Unofficial High School Transcript with cumulative GPA calculated (2.0 GPA or above)
   - ADD Form

   If you are in grade 9 or below, GCC also requires:
   - The signature of the Designee of the Governing School Board
   - GCC Director of Admission & Records approval (by appointment)

   All forms must be submitted to Admissions & Records Office using a valid photo ID
   (Located on the 3rd floor of Sierra Vista building)
   Monday & Tuesday 9:00 a.m.- 6:00 p.m.
   Wednesday & Thursday 9:00 a.m.-4:00 p.m.
   Friday 9:00 a.m.-1:00 p.m.
   *hours subject to change

3. REGISTER FOR CLASSES
   Go to www.glendale.edu/schedule.
   You must discuss class options with your high school counselor in order to register for classes (see Step 2).
   - Register for classes in person in Admission & Records office, located on the 3rd floor of Sierra Vista building. Valid photo ID required.
   - Activate MyGCC, your student portal. Log in to www.glendale.edu/mygcc by using your ID number and birthday in 6 digits (example: January 9, 2001 would be 010901).
   - Activate your GCC email address (in MyGCC)
   - Activate your Canvas Account www.glendale.edu/canvas

FOR MORE INFORMATION,
CALL (818) 240-1000 EXT. 4SOS (4767) OR VISIT WWW.GLENDALE.EDU/JUMPSTART
GCC JUMP START IMPORTANT DATES

SUMMER 2019
(JUNE 17–AUGUST 23)
Jump Start registration begins: May 13, 2019

FALL 2019
(SEPTEMBER 3–DECEMBER 18)
Jump Start registration begins: June 10, 2019

WINTER 2020
(JANUARY 6–FEBRUARY 13)
Jump Start registration begins: November 12, 2019

SPRING 2020
(FEBRUARY 18–JUNE 10)
Jump Start registration begins: December 16, 2019

STUDENTS MUST REGISTER IN PERSON IN THE ADMISSIONS AND RECORDS OFFICE DURING THE REGISTRATION PERIOD. STUDENTS MUST BRING A PICTURE ID TO REGISTER (HIGH SCHOOL PICTURE ID, CA ID, PASSPORT, ETC.)

FEES
• TUITION IS WAIVED FOR CALIFORNIA RESIDENTS.
• FREE PARKING PERMIT FOR JUMP START STUDENTS WITH VALID CALIFORNIA DRIVER’S LICENSE.
• FUNDING AVAILABLE FOR TEXTBOOKS (UP TO $200 BOOK VOUCHER FOR EACH FALL AND SPRING).
• ENROLLED STUDENTS WILL BE EMAILED THE WEEK PRIOR TO BEGINNING OF SEMESTER FOR VOUCHER REDEMPTION. FUNDING IS LIMITED.

MEET WITH ONE OF OUR JUMP START COUNSELORS TO TALK ABOUT SELECTING CLASSES, TRANSFER GUIDANCE, AND ADDITIONAL SUPPORT AS A JUMP START STUDENT.

CAROLYN DARIN, M.A., M.S.
Email: Cdarin@glendale.edu
Phone: (818) 240-1000 ext. 3031

HAYARPI NERSISYAN, M.S.
HNersisyan@glendale.edu
Phone: (818) 240-1000 ext. 3031
Application Steps

Before you begin the application make sure you have:

- An email account
- Your social security number or a valid TIN (Tax identification number)
- Your address and phone number
- Your educational history, including where you graduated from high school and the last college you attended, and the years you last attended these institutions
- Know your residency status
  >>If you have a permanent resident card, you will need to know your alien registration number, the issued date and expiration date.

If you have any questions about the application, you can contact Student Outreach Services at 818-240-1000 Ext. 4767

PART 1

1. Go to www.glendale.edu/apply and then click on the OpenCCC Apply box

2. Click on Create an Account in order to start on the college application

3. After you create your account, save your OpenCCC account information since you may need it in the future (note this information is different from your MyGCC login information)

4. Then click on Start Application

PART 2

5. You will be able to submit your application once you see the green arrow check marks on all the sections on the left side. If all the check marks are not green, you will need to edit or add information.

6. Once you submit your application, you will see the confirmation page. Note, the confirmation number is not your Student ID number. You will receive an email from GCC after 24-72 hours (not including the weekend and holidays) with your Student ID number.

Confirmation

Your application for admission has been submitted to Glendale Community College. Your contact information has been recorded. Please feel free to return to the college to complete admission requirements.

Confirmation # ____________________________
**ADD/DROP FORM**

**Semester/Session**

**ADD**

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course &amp; No. (example: Math 101)</th>
<th>Permission # (get from instructor)</th>
<th>Instructor Signature</th>
<th>Units</th>
</tr>
</thead>
</table>

**DROPS**

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course &amp; No. (example: Math 101)</th>
<th>Instructor</th>
<th>Signature</th>
</tr>
</thead>
</table>

**NOTE:** Submit this form to Admissions and Records – Sierra Vista Building – 3rd Floor only if you are completing the following:

1. If you are a High School Student registering in college
2. If you are changing levels in the same course: **Level Change**
3. If you are changing sections of the same class: **Section Change**
4. If you are returning from Academic dismissal: **Add cannot** be done online.
5. If you are enrolling for the Third Time: **Petition must accompany this form**.

**TO ADD OR DROP a class use “MyGCC”**

**STUDENT ID NO.**
Glendale Community College  
1500 N. Verdugo Road  
Glendale, CA 91208  
(818) 240-1000

THIS FORM ONLY APPLIES TO APPLICANTS UNDER THE AGE OF 18 AND ENROLLED IN K–12TH GRADES.  
** Failure to submit this form will result in a delay of your admission and registration process. **

Authorization and Consent for Treatment of a Minor

Name: ___________________________ Student I.D. ______________________________

Emergency Contact Information (required)

The following information must be completed for students under the age of 18 who plan to attend Glendale Community College.

Name of Parent or Guardian                                                   Name of Parent or Guardian
______________________________________                     ___________________________________

Relationship ___________________________                      Relationship ________________________

Telephone numbers:                                                                Telephone numbers:

Home ________________________________                      Home _____________________________
Work ________________________________                       Work _____________________________
Cell _________________________________                       Cell ______________________________

Consent to Treat

If your daughter/son is injured or ill on campus, the Health Center cannot provide most treatments without the following consent. Consent is not required, but highly recommended.

As the parent/guardian of __________________________________, I give permission for the utilization of the health services provided by the Glendale Community College Health Center. I understand these services may include: first aid, health assessment, health education, physical/mental health counseling, physician appointments, over-the-counter and selected emergency medications. I understand that licensed health providers/state approved health care providers provide all services.

Signature of Parent or Guardian _______________________________________________________

Name of student _____________________________________________________________________

Student’s date of birth _________________________________________________________________

Today’s date ________________________________________________________________________

Telephone contact (if different from above) _______________________________________________
Recommendation for Admission of Selected Students

Student's Name: (Last Name, First Name, MI) ___________________________ GCC ID#: ___________________________

Grade Level (Level during the term of attendance): ___________ If enrolled in grades K-8th, please indicate your grade level: ___________

Anticipated High School Graduation Date: ___________ Current School Name: ___________________________

All high school students are required to submit a copy of their high school transcripts including all coursework completed to date. Student must be making satisfactory progress towards a high school diploma.

NOTE: Home-schooled students must attach a current copy of their Department of Education Private School Affidavit form with confirmation number.

If you are in grades 10th, 11th or 12th, during the term of your attendance, you will need ALL of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the high school principal or counselor.)

If you are in grades 9th or below, during the term of your attendance, you will need ALL of the following signatures:

1. Student
2. Parent or legal guardian
3. High School Principal or Counselor (with recommended courses listed by the high school principal or counselor.)
5. Director of Admissions and Records at GCC. *

* An interview with the Director of Admissions and Records is required. - The student must bring a copy of their transcript to the appointment.

STUDENT'S CONSENT

YOU MUST SELECT ONE OF THE FOLLOWING:

□ I give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.

□ I DO NOT give my permission for Glendale Community College to release my college enrollment information and grades to my high school Principal or Counselor.

I understand that I am creating a permanent college record. I am also aware that I am responsible for my own progress and actions as a Glendale Community College student. I will adhere to the Standards of Student Conduct at the college (refer to the college's catalog).

_________________________________________ Signature of student

_________________________________________ Phone Number

_________________________________________ Date: ___________ / ___________ / ___________

PARENT OR LEGAL GUARDIAN'S CONSENT

Your son or daughter will be exposed to educational programs designed for a diverse population of adult learners, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in college level courses and participate in all required activities that may include field trips off campus.

_________________________________________ Signature of Parent or Legal Guardian

_________________________________________ Date: ___________ / ___________ / ___________

Parent or Legal Guardian's Name (print)

_________________________________________ Telephone Number

FOR HIGH SCHOOL USE ONLY

Basic skills courses are not considered to be advanced scholastic courses. High school students may not enroll in courses that they have previously completed with a substandard grade. High school students are limited to a maximum of six (6) units in each spring or fall term, and three (3) units in each winter or summer intersession.

Recommended Courses approved by High School Principal or Counselor

<table>
<thead>
<tr>
<th>Course # 1</th>
<th>Course # 2</th>
<th>Course # 3</th>
</tr>
</thead>
</table>

Note: If this course recommendation is for a summer session class, your signature also certifies that this student’s participation does not cause your school to exceed the 5% statutory limit.

_________________________________________ Date: ___________ / ___________ / ___________

Signature of Principal or Counselor

Principal or Counselor's Name (print) Telephone Number

Affix School Seal

REQUIRED SIGNATURES FOR STUDENTS IN GRADES 9TH OR BELOW

_________________________________________ Date: ___________ / ___________ / ___________

Signature (approval) from a designee of the Governing School Board

_________________________________________ Date: ___________ / ___________ / ___________

Designee's Name (print) Telephone Number

_________________________________________ Date: ___________ / ___________ / ___________

Signature (approval) from the Director, Admissions and Records

July 2016