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 2 hours.

☐ 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)

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 Admissions & 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

<table>
<thead>
<tr>
<th>Session</th>
<th>Duration</th>
<th>Registration Begins</th>
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</thead>
<tbody>
<tr>
<td>Winter 2020</td>
<td>January 6–February 13, 2020</td>
<td>November 12, 2019</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>February 18–June 10, 2020</td>
<td>December 16, 2019</td>
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<tr>
<td>Summer 2020</td>
<td>June 15–August 21, 2020</td>
<td>May 11, 2020</td>
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<tr>
<td>Fall 2020</td>
<td>August 31–December 16, 2020</td>
<td>June 8, 2020</td>
</tr>
<tr>
<td>Winter 2021</td>
<td>January 4–February 11, 2021</td>
<td>November 10, 2020</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>February 22–June 16, 2021</td>
<td>December 14, 2020</td>
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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 $150 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 and distributed on a first come, first serve basis.

### Meet with a Counselor

Meet with a counselor to talk about selecting classes, transfer guidance, and additional support as a high school student.

**Martha C. Cuevas, M.S.**

Email: mcuevas@glendale.edu  
Phone: (818) 240-1000 ext. 3031  
Sign up for an advising session: www.glendale.edu/DualAdvice
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.

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

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.

PART 2

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

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course &amp; No. (example: Math 101)</th>
<th>Permission # (get from instructor)</th>
<th>Instructor</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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**To ADD or DROP a class use “MGGC”**

**NOTE:** Submit this form to Admissions and Records 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 enrolling in a class for the First Time. (Section Change)
4. If you are returning from Academic Dismissal. (Section Change)
5. If you are a High School Student registering in college.

Be sure to check the GCC website for ADD & DROP deadlines.

For more information, visit the GCC website under Students > Admissions & Records > Session Dates and Deadlines.

### ADDS

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### DROPS

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Glendale Community College
1500 N. Verdugo Road
Glendale, CA 91208
www.glendale.edu
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) __________________________
Glendale Community College
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: 20__

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 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>
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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.

Student’s anticipated date of graduation: MONTH ___________ YEAR 20_______

Signature of Principal or Counselor __________________________ Date: ______/_____/______

Principal or Counselor’s Name (print) __________________________ Telephone Number __________________________

Affix School Seal

REQUIRED SIGNATURES FOR STUDENTS IN GRADES 9TH OR BELOW

Signature (approval) from a designee of the Governing School Board __________________________ Date: ______/_____/______

Designee’s Name (print) __________________________ Telephone Number __________________________

Signature (approval) from the Director, Admissions and Records __________________________ Date: ______/_____/______

July 2016