Get an early start now!

Ready. Set. Enroll.

Did you complete your packet for enrollment?

Yes, I have my:

☐ GCC ID Number (all numerical 8 digits)
☐ Recommendation for Admission of Selected Students form
☐ Authorization & Consent for Treatment of a Minor form
☐ Add/Drop Form
☐ High School Transcripts
☐ I have turned my complete Dual Enrollment packet to:
  1) Dual@glendale.edu email by scanning or taking a clear picture
     OR
  2) The Welcome Center at Glendale Community College

www.glendale.edu/dual

818-240-1000 ext 4767

2019-2020
Enrollment Packet
# GUSD Dual Enrollment Course Offerings Fall 2019

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLASS #</th>
<th>SCHEDULE</th>
<th>LOCATION</th>
<th>START DATE</th>
<th>END DATE</th>
<th>ADD/DROP DEADLINE</th>
<th>WITHDRAW DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Technician 138</td>
<td>3729</td>
<td>M 3:30pm-6:00pm</td>
<td>HHS TBD</td>
<td>9/23/2019</td>
<td>12/18/2019</td>
<td>10/5/2019</td>
<td>11/30/2019</td>
</tr>
<tr>
<td>Nursing Science 255</td>
<td>1617</td>
<td>M 3:30pm-6:00pm</td>
<td>CVHS 7202</td>
<td>9/23/2019</td>
<td>12/18/2019</td>
<td>10/5/2019</td>
<td>11/30/2019</td>
</tr>
<tr>
<td>Speech 101</td>
<td>1840</td>
<td>TTh 3:45pm-5:40pm</td>
<td>GHS TBD 4119</td>
<td>9/23/2019</td>
<td>12/18/2019</td>
<td>10/5/2019</td>
<td>11/30/2019</td>
</tr>
<tr>
<td>Speech 101</td>
<td>1823</td>
<td>S 1:00pm-4:10pm</td>
<td>GCC Room AD205</td>
<td>9/3/2019</td>
<td>12/18/2019</td>
<td>9/14/2019</td>
<td>11/23/2019</td>
</tr>
<tr>
<td>Student Development 101 (Online)</td>
<td>3045</td>
<td>Online</td>
<td>Online</td>
<td>9/3/2019</td>
<td>11/30/2019</td>
<td>9/14/2019</td>
<td>11/9/2019</td>
</tr>
<tr>
<td>Student Development 101 (Online)</td>
<td>3819</td>
<td>Online</td>
<td>Online</td>
<td>9/23/2019</td>
<td>12/18/2019</td>
<td>10/5/2019</td>
<td>11/30/2019</td>
</tr>
<tr>
<td>Student Development 145</td>
<td>3911</td>
<td>TTh 3:30pm-5:25pm</td>
<td>GHS 4118</td>
<td>9/23/2019</td>
<td>12/18/2019</td>
<td>10/5/2019</td>
<td>11/30/2019</td>
</tr>
</tbody>
</table>

We recommend referencing the online class listing (www.glendale.edu/dual) as class times, dates and rooms are subject to change. TBD rooms will also be updated online. Updated as of 9/4/2019
<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice 101</td>
<td>ADMJ 101 covers the history and philosophy of administration of justice in America, recapitulation of the system, identification of the various subsystems, role expectations, and their interrelationships, theories of crime, punishment, and rehabilitation, ethics, education, and training for professionalism in the system.</td>
</tr>
<tr>
<td>Introduction to the Administration of Justice</td>
<td></td>
</tr>
<tr>
<td>American Sign Language II 4 Units Transfer Credit: CSU, UC, USC</td>
<td>ASL 102 is designed to provide a continuation of the introductory course. The major focus of this course is to develop students' American Sign Language vocabulary and comprehension of signed material. Lecture 4.5 hour. Prerequisite: ASL 101 or equivalent.</td>
</tr>
<tr>
<td>Business 101 Introduction to Business</td>
<td>BUSAD 101 orients students to the field of business, introducing, in survey form, the functions, characteristics, organization, and problems of business. The course serves as a foundation for later specialized study, and directs the thinking of students to possible careers.</td>
</tr>
<tr>
<td>American Sign Language 102 American Sign Language</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Technician 138 Emergency Medical Responder</td>
<td>EMT 138 introduces foundational concepts related to the emergency medical care of sick and injured persons. This course is designed for students interested in pursuing emergency medical services or other healthcare occupations. Topics also include the framework of emergency medical services, as well as the unique challenges of ethical dilemmas and stress management in the emergency setting.</td>
</tr>
<tr>
<td>Medical Office Administration 182 Medical Terminology</td>
<td>MOA 182 is designed to familiarize those interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. A comprehensive overview of each body system’s common medical terms is emphasized. In addition, anatomy, physiology, and disease processes for each are detailed.</td>
</tr>
<tr>
<td>Nursing Science 255 Basic Electrocadioigraphy</td>
<td>NS 255 is designed to provide an overview and introduce the novice healthcare provider to the basics of electrocardiography (EKG). Course content reviews principles of cardiac anatomy, physiology, and electrophysiology which are foundational to course content. Content includes cardiac hemodynamics, proper lead placement to obtain EKG waveforms, waveform identification, rate calculation, normal rhythm, and arrhythmia recognition and treatment. Note: This course is intended for nursing students, nurses, EMT students, EMTs, or individuals working in health care settings who have sufficient background knowledge to master the content.</td>
</tr>
<tr>
<td>Speech 101 Public Speaking 3.0 units Transfer Credit: CSU, UC, USC</td>
<td>SPCH 101 is an introductory course focusing on public speaking - the process of learning to speak in front of a group of people in a structured, deliberate, organized manner in a variety of public speaking environments. Through class discussions, written assignments, verbal and nonverbal communication exercises, and oral presentations, students learn the essential elements of public speaking and how extemporaneous speeches are used in personal and professional contexts. This course satisfies speech requirements for those students who expect to transfer to colleges and universities.</td>
</tr>
<tr>
<td>Speech 108 Intercultural Communication 3.0 units Transfer Credit: CSU, UC, USC</td>
<td>SPCH 108 is an introductory course focusing on the principles and practices of intercultural communication. This course is designed to help students become familiar with the major theories and research of intercultural communication in domestic and global contexts. Students examine culturally coded communication behaviors to identify and understand differences in communication patterns among individuals and groups from diverse ethnic and cultural backgrounds. The course provides students with an opportunity to enhance their intercultural communication knowledge and skills through practical exercises and activities.</td>
</tr>
<tr>
<td>Student Development 101 College Success Strategies</td>
<td>ST DV 101 is dedicated to ensuring students’ college success and motivating their journeys toward lifelong learning. Students develop their own plan for personal, academic, and career success through self-evaluation, application of specific techniques, and classroom activities. Topics include effective study strategies, short and long-term goals, time management, and campus resources. This course is about making choices, especially those about setting and meeting personal, academic, and career goals.</td>
</tr>
<tr>
<td>Student Development 145 Achieving Academic and Career Success 3.0 units Transfer Credit: CSU, UC</td>
<td>ST DV 145 is a survey course designed to increase academic motivation and career success throughout the life span. The primary goal of this course is to examine how an individual’s psychological, social, physical, and environmental factors impact academic achievement and academic, career and personal life choices. Topics include learning theory, achievement motivation, identity development, critical thinking strategies, study and time management techniques, career exploration, and more.</td>
</tr>
<tr>
<td>Theatre Arts 101 Introduction to Theatre 3.0 units Transfer Credit: CSU, UC, USC</td>
<td>T ART 101 introduces students to elements of the theatre arts production process as a collaborative art form including playwriting, acting, directing, design, and criticism. While exploring its elements, practices, and collaborators, its historical, social, political, and economic context will be examined. Note: During the semester, students are expected to attend professional and Glendale Community College Theatre Arts Department productions as a part of the learning process.</td>
</tr>
</tbody>
</table>
1. APPLY
Complete online application for admission at www.glendale.edu/Dual. Application help and support provided by the GCC Welcome Center (818) 240-1000 x4767 and at your high school (see dates and times below). Upon completion of the online application, you will receive an email with your GCC Student ID through email within 4-5 business days.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>School</th>
<th>Room</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27/2019</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>GHS</td>
<td>4115</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>8/27/2019</td>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>Daily</td>
<td>Bungalow 1</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>8/27/2019</td>
<td>12:15 PM</td>
<td>1:00 PM</td>
<td>HHS</td>
<td>Career Center</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>8/28/2019</td>
<td>11:20 AM</td>
<td>12:00 PM</td>
<td>Clark</td>
<td>1316</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>8/28/2019</td>
<td>12:45 PM</td>
<td>1:15 PM</td>
<td>CVHS</td>
<td>Library</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>9/3/2019</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>GHS</td>
<td>4115</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>9/3/2019</td>
<td>12:15 PM</td>
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<td>HHS</td>
<td>Career Center</td>
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<td>Application Workshop</td>
</tr>
<tr>
<td>9/4/2019</td>
<td>12:25 PM</td>
<td>1:00 PM</td>
<td>CVHS</td>
<td>Library</td>
<td>Application Workshop</td>
</tr>
<tr>
<td>9/4/2019</td>
<td>11:20 AM</td>
<td>12:00 PM</td>
<td>Clark</td>
<td>1316</td>
<td>Application Workshop</td>
</tr>
</tbody>
</table>

2. SUBMIT REQUIRED PAPERWORK
All additional paperwork is attached to this packet. Turn in all paperwork to GCC staff at your high school or email paperwork to dual@glendale.edu latest one week before the class begins.

- ADD Form (attached)
- Authorization and Consent for Treatment of a Minor Form (attached)
- Recommendation of Admission of Selected Students Form (attached)
- Unofficial High School Transcripts

3. ATTEND CLASS
- Fall 2019 semester will begin the week of September 23, 2019.
- Spring 2020 semester will begin the week of February 18, 2020.
- What to do before classes begin:
  - Active MyGCC, your student portal.
  - Active your GCC email address (in MyGCC).
  - Log in to www.glendale.edu/mygcc by using your ID number and birthday in 6 digits (example: January 9, 2001 would be 010901).
  - Active your Canvas Account. Log in to www.glendale.edu/canvas. A log-in guide is available on website.
PART 1

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 2

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

Click on Create an Account

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)

Then click on Continue in order to start on the college application

- OpenCCC Username: ______________________
- Password: ______________________
- CCCID: ______________________

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>CCCCID</th>
<th>College Applied To</th>
<th>Terms Applied For</th>
<th>Email Address</th>
<th>Admission Date</th>
<th>Type</th>
<th>Confirmation #</th>
</tr>
</thead>
</table>

Confirmation # ______________________

If you have any questions about the application, you can contact

Student Outreach Services at 818-240-1000 Ext. 4767
## ADD/DROP FORM

**Last Name** | **First Name** | **Middle Initial** | **Signature** | **Date**
--- | --- | --- | --- | ---

### ADDS

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DROPS

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course &amp; No. (example: Math 101)</th>
<th>Units</th>
<th>Instructor Signature (section change only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ADD or DROP a class use “MyGCC”

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

1. If you are changing (adding and/or dropping) sections of the same class. *(Section Change)*
2. If you are changing levels in the same course. *(Level Change)*
3. If you are enrolling in a class a **Third Time**; petition must accompany this form.
4. If you are returning from **Academic Dismissal**. Adds cannot be done online.
5. If you are a **High School Student** registering in college courses.

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

*(Under Students > Admissions & Records > Session Dates and Deadlines)*

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:

Home

________________________________________
Work

________________________________________
Cell

________________________________________
Telephone numbers:

Home

________________________________________
Work

________________________________________
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

Glendale Community College

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 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  Date:  /  /
Phone Number

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.

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

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

Designee’s Name (print)  Telephone Number

July 2016