### STEP 1 > APPLICATION
- Complete Noncredit Student Application:
  - Go to [www.glendale.edu/ce](http://www.glendale.edu/ce) or visit the Garfield Welcome Center, MP 125
  - Scroll down and click on “Apply to Noncredit”
  - Create a OpenCCC Account and complete the Noncredit CCCApply Application. Visit MP 125 for assistance.
  - Once application is submitted, you will receive notification of GCC student ID number with instructions by email within 3 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

- **STUDENT EDUCATION PLAN & COUNSELING**
  - Sign up in MP 221 for an appointment with an academic counselor to complete a Student Education Plan (SEP)

**New Student Orientation**
- **DATE:**
- **TIME:**
- **ROOM:**

**SEP Appointment**
- **DATE:**
- **TIME:**
- **ROOM:** MP 221

*(Bring your assessment/placement test results with you)*

*WALK-IN COUNSELING AVAILABLE AND WELCOMED!*

### STEP 4 > REGISTRATION
- Please see back for detailed steps on how to register for classes
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** and 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.