

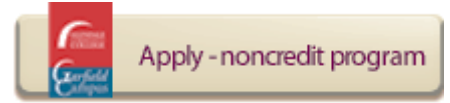
2019 - 2020

GARFIELD CAMPUS NONCREDIT NEW STUDENT CHECKLIST



STEP 1 > APPLICATION – Complete Noncredit Student Application:

- ◆ Go to 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

New Student Orientation

DATE: _____
TIME: _____
ROOM: _____

STUDENT EDUCATION PLAN & COUNSELING

Sign up in MP 221 for an appointment with an academic counselor to complete a Student Education Plan (SEP)

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

Glendale Community College Garfield Campus
1122 East Garfield Ave. Glendale, CA 91205
(818) 240 – 1000 x 5678

Follow us @GarfieldCampusGCC

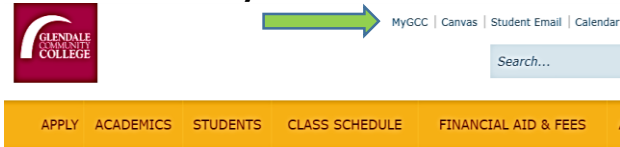


How to Register

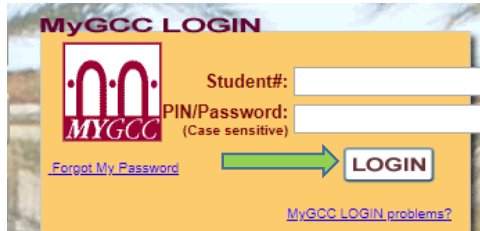
Before you begin the registration process make sure you have:

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

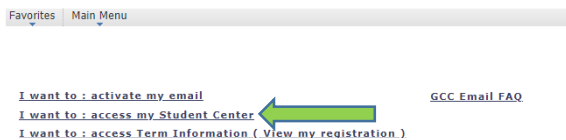
STEP 1 Go to **www.glendale.edu/ce** and then click on **MyGCC**



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



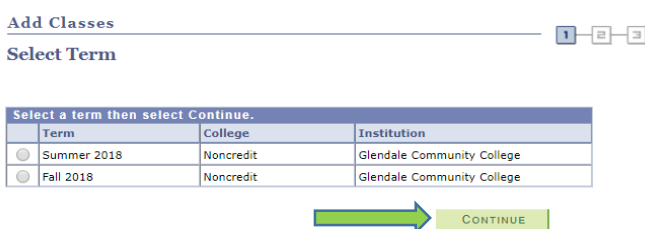
STEP 3 Click on **I want to: access my Student Center**



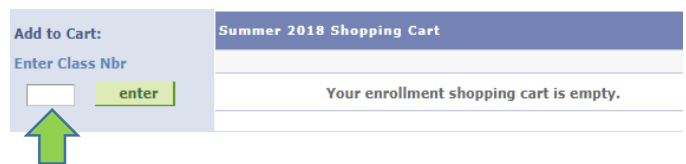
STEP 4 Click on **Enroll** under the **Academics** section



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



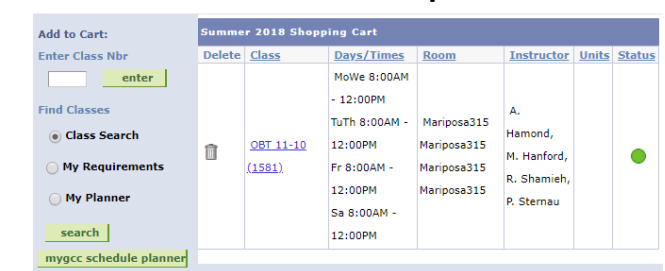
STEP 6 Enter your Class Number and click **Enter**



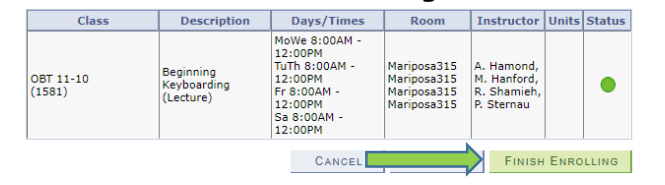
STEP 7 Select Wait list if class is full and then click **Next**



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



STEP 9 Click on **Finish Enrolling**



Congratulations!

You are now enrolled in the class.

Class	Message	Status
OBT 11	Success: This class has been added to your schedule.	✓

[MAKE A PAYMENT](#) | [MY CLASS SCHEDULE](#) | [ADD ANOTHER CLASS](#)