



# DUAL ENROLLMENT

## STEPS TO ENROLL



### 1. APPLY

Complete online application for admission at [www.glendale.edu/Dual](http://www.glendale.edu/Dual). Application help and support provided by the GCC Welcome Center (818) 240-1000 Ext. 4767 and at your high school Upon completion of the online application, you will receive an email with your GCC Student ID through email within 2 hours.

### 2. SUBMIT REQUIRED PAPERWORK

Turn in all paperwork to GCC staff at your high school or email paperwork to [dual@glendale.edu](mailto:dual@glendale.edu). Spaces in classes are limited. Submit paperwork as soon as possible.

- High School Concurrent Recommendation Form

**Submit paperwork to GCC by February 7, 2019**

### 3. ATTEND CLASS

- Spring 2020 semester will begin the week of February 18, 2020.
- What to do before classes begin:

- Activate MyGCC, your student portal.
- Activate your GCC email address (in MyGCC).

Log in to [www.glendale.edu/MyGCC](http://www.glendale.edu/MyGCC) by using your ID number and birthday in 6 digits (example: January 9, 2001 would be 010901).

- Activate your Canvas Account. Log in to [www.glendale.edu/Canvas](http://www.glendale.edu/Canvas)

**Schedule of classes available online: [www.glendale.edu/DualClasses](http://www.glendale.edu/DualClasses)**

**MARTHA C. CUEVAS, M.S.**

Email: [mcuevas@glendale.edu](mailto:mcuevas@glendale.edu)

Phone: (818) 240-1000 ext. 3031

Sign up for an advising session: [www.glendale.edu/DualAdvice](http://www.glendale.edu/DualAdvice)

**(818) 240-1000 EXT. 4767 • [WWW.GLENDALE.EDU/DUAL](http://WWW.GLENDALE.EDU/DUAL)**

Glendale Community College  
**High School Concurrent Enrollment Recommendation Form**  
*Dual Enrollment and Jump Start*

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

Grade Level (Level during the term of attendance): \_\_\_\_\_

Current School Name: \_\_\_\_\_

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

Select ONE year and Term you are applying for: 20\_\_\_\_  summer  fall  winter  spring

If you are in grades 9, 10, 11, 12, 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.)

**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).*

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of Student* *Phone 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

	Recommended Courses (example: Math 101)	
Course # 1		<i>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.</i>
Course # 2		
Course # 3		
Course # 4		

Student's anticipated date of graduation: MONTH \_\_\_\_\_ YEAR 20\_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of Principal or Counselor*



\_\_\_\_\_  
*Principal or Counselor's Name (print)* *Email Address* *Telephone Number*

**STUDENT ADD FORM**

Class Number	Course & No. (example: Math 101)	Permission # (get from instructor)	Instructor Signature

## Glendale College High School Concurrent Enrollment Policies & Requirements

Student Name	Date of Birth	GCC ID #
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High School Concurrent Enrollment permits high school students the opportunity to enroll in courses at Glendale Community College for educational enrichment to a limited number of eligible students as defined in the California Education Code, Section 48800 and 76002.

1. Students must have current admission application on file. <https://www.glendale.edu/apply>
2. Students must have completed the 8th grade or equivalent prior to the beginning of the semester or term they plan to participate in the program.
3. Students will only be permitted to enroll in classes approved by the High School principal or counselor.
4. 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.
5. The High School Concurrent Enrollment Recommendation form must be signed by the counselor and embossed or stamped with the high school's official seal.
6. Home-schooled students must attach a current copy of their Department of Education Private School Affidavit form with confirmation number.
7. Students must meet any English, Math, and/or other course prerequisites.
8. Credit courses are college courses and will remain on the student's permanent Glendale Community College transcript.
9. Glendale Community College is not responsible for the supervision of minor students anywhere on campus. Parents may not attend class with students.
10. Students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. <https://www.glendale.edu/students/student-policies/student-conduct-policy>
11. Students must act on their own behalf. Parents, legal guardians, relatives, or friends of Glendale Community College students are not permitted to enroll, drop, or add classes on behalf of the student.
12. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, GCC will not discuss or release student information to anyone, including parents, without the student's signed written consent.
13. GCC waives the enrollment & student fees for eligible CA residents. A free parking permit is provided to students with a current driver's license. (\*Non-Resident and Materials Fees may apply)
14. Select non-immigrant Visa students may not be eligible to enroll as High School Concurrent Enrollment students. F-2 visa students, with required documentation, may be admitted to the program.
15. **PARENT OR LEGAL GUARDIAN'S CONSENT:** The student may 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.

X \_\_\_\_\_  
Signature of Parent or Legal Guardian

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read and understood Glendale College's Enrollment Policies and Requirements for participation in Dual Enrollment and/or Jump Start programs.

X \_\_\_\_\_  
Signature of Student

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Authorization and Consent for Treatment of a Minor

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.

Name of Parent or Guardian	Signature of Parent or Guardian	Date
Daytime Phone	Evening Phone	Relationship to Student
Name of student	Signature of Student	Date