

Glendale Community College Dual Enrollment

Taking a FREE college class at my high school

What is Dual Enrollment?

- ▶ High school students take college classes
- ▶ College classes are offered at the high school site
- ▶ Students receive college credit from GCC
- ▶ Students can receive high school credit (please check with your school district)
- ▶ GCC waives all fees for students
- ▶ Books and supplies are the responsibility of the student. With some classes, books may be provided by the K-12 District.

www.glendale.edu/Dual



Dual Enrollment

TAKE A FREE COLLEGE CLASS



Dual Enrollment is an early college enrollment opportunity for high school students.

www.glendale.edu/dual

Turn in paperwork to dual@glendale.edu
(818) 240-1000 Ext. 4767

Class offerings at High Schools

Find class listings at
www.Glendale.edu/dual

- ▶ (note: Students need a 2.0 cumulative high school GPA to enroll except for classes with an asterisk*)

STEP 1:

GCC Application



Application Steps

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

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.

1

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



2

Click on **Create an Account**



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)



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

• Username: _____

• Password: _____

• CCCID: _____

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. You may print this out for your own records. **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.**

Please contact Admissions and Records at (818) 240-1000 ext. 5910 if you do not receive an email with your ID number.



Log in to MyGCC at www.glendale.edu/MyGCC
The first time you log in your password will be your birthday in six digits (MMDDYY).



• GCC ID #: _____

• Password: _____

STEP 2:

Recommendation for Admission of Selected Students



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	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.
Course # 2	
Course # 3	
Course # 4	

Student's anticipated date of graduation: MONTH _____ YEAR 20 _____

X _____ Date: ____/____/____

Signature of Principal or Counselor

Affix
School
Seal

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 Fee 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 _____ Date: ____/____/____
Signature of Parent or Legal Guardian

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

X _____ Date: ____/____/____
Signature of Student

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.

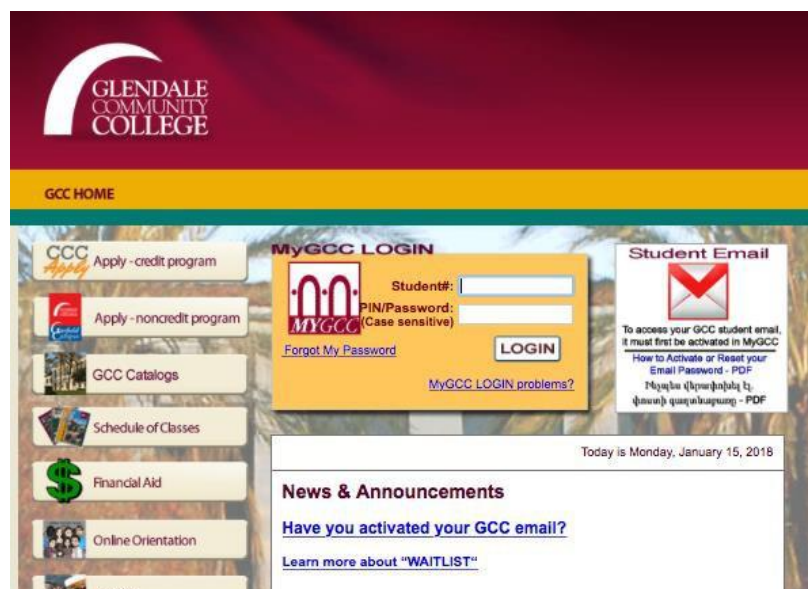
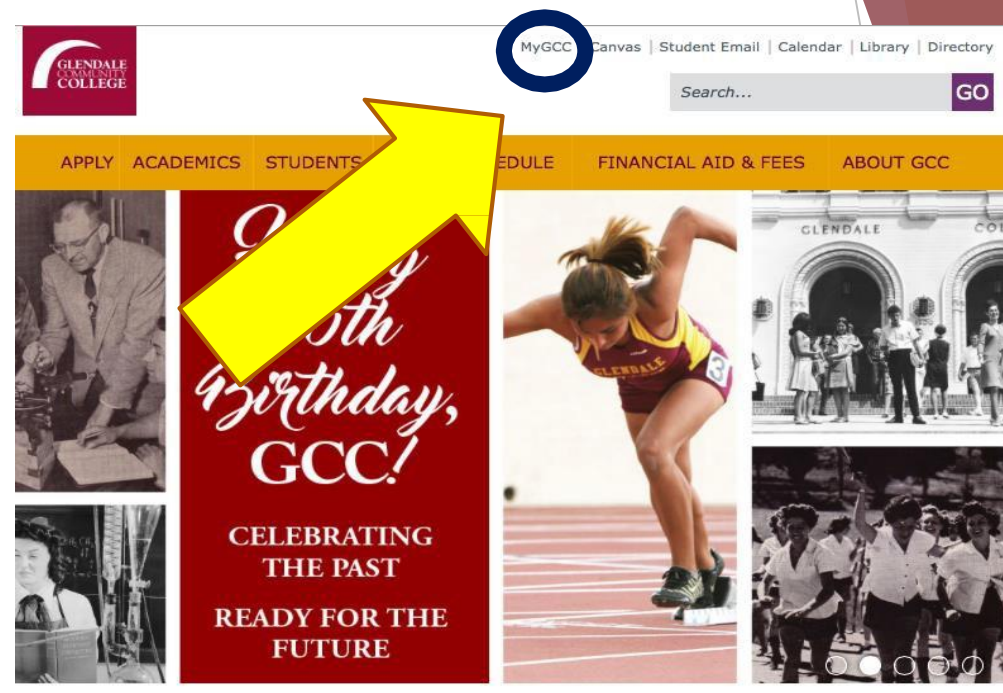
Name of Parent or Guardian	Signature of Parent or Guardian	Date
Daytime Phone	Evening Phone	Relationship to Student
Name of student	Signature of Student	Date

ACTIVATE

MyGCC -- Student Portal

▶ www.Glendale.edu

▶ Log in with your ID number.
The first time you log in,
you will use your birthday as
6-digits





Academics

- [Search](#)
- [MyPlanner](#)
- [Enroll](#)
- [My Academics](#)
- [MYGCC Schedule Planner](#)

other academic...

Deadlines
 URL

Spring 2011
 [Schedule](#)

ST DV 141-40
LEC (2320)

Schedule

Tu 1:40PM - 2: 45PM
San Rafael - 112
Th 1:40PM - 2:30PM
San Rafael - 112

- [weekly schedule](#)
- [enrollment shopping cart](#)

SEARCH FOR CLASSES

Holds

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

GCC Links

[Financial Aid Forms](#)
[MOODLE](#)
[GCC News Release](#)

Glendale Community College

[Main Campus](#)
[Garfield Campus](#)
[This Week's Events](#)

Student Services

[GCC Student E-Mail](#)
[Orientation](#)

Finances

Personal Information

ACTIVATE GCC EMAIL

- ▶ www.Glendale.edu/MyGCC
- ▶ Log in with your ID number. The first time you log in, you will use your birthday as 6-digits
- ▶ You Can:
 - ▶ Drop classes
 - ▶ Access your grades
 - ▶ Plan classes for the future

The image shows two screenshots of the Glendale Community College (GCC) website. The top screenshot is the 'GCC Email FAQ' page, which includes a green banner with the text 'Dear GCC student' and 'Please follow these steps and complete your user profile'. Below the banner is a numbered list of seven steps: 1. Click on 'Main Menu', 2. Click on 'My System Profile', 3. Under General Profile Information click on 'Change or set up forgotten password help', 4. Choose a question, 5. Click on the question, 6. Click on the answer, and 7. Click on the answer. The bottom screenshot shows the 'GCC Email Account Information' page, which states: 'A GCC Student email account has been created for you. Your account information is below:'. The account information is: Email Account: [redacted]@student.glendale.edu, Temporary Password: z7r9z, Password format: NumberLetterNumberLetterNumberLetter (password all lowercase). It also notes that users will be required to change their password on first login and provides a link to 'GCC Email' for login instructions.

This screenshot shows the 'GCC Email Account Information' page. The page header includes the GCC logo and navigation links: Home, Add to Favorites, Sign out. The breadcrumb trail is: Favorites | Main Menu > Student Center > Activate Email / Account Info. The main content area is titled 'GCC Email Account Information' and contains the following text: 'A GCC Student email account has been created for you. Your account information is below:'. The account information is: Email Account: [redacted]@student.glendale.edu, Temporary Password: z7r9z, Password format: NumberLetterNumberLetterNumberLetter (password all lowercase). Below this, it states: 'When you log in for the first time you will be required to change your password.' At the bottom, it says: 'To log in to your student email account, click here [GCC Email](#)'.

FERPA

- ▶ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student's educational record.
- ▶ Communication in regards to class and grades **CAN ONLY** happen between the professor and the student.
- ▶ Students need to turn in their own forms to enroll in the class.
- ▶ Students can access their information (grades, schedule, etc.) through MyGCC, the student portal.

Reference

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Glendale College Student Conduct Policy

- ▶ Class Syllabus is a students contract
- ▶ The syllabus will outline course expectations and instructor's policies in regards to conduct, classroom behavior and academic honesty.
- ▶ Please be respectful of classroom, as we are borrowing a teacher's classroom after school. All incidents will be reported by instructor.
- ▶ *This is a Glendale College class*, all student conduct rules apply.

Please refer to GCC's student conduct policy at <http://www.glendale.edu/studentconduct>

Drop Deadlines

- ▶ Be aware of deadlines to DROP your college class (In MYGCC)
 - ▶ Drop Deadline for class
 - ▶ Withdraw deadline
(Listed on Flyer and on MyGCC)
 - ▶ What does it mean to get a “W”?

Questions and Comments?

(818) 240-1000 x4767

[Dual@Glendale.edu](mailto: Dual@Glendale.edu)