NEW REGULATIONS

HOW TO GET IN TOUCH WITH US

If you have any questions, please call:

Admissions and Records..... (818) 240-1000, ext. 5910
Registration Information..... (818) 240-1000, ext. 5910
Tuition and Refunds..... (818) 240-1000, ext. 5930
Financial Aid Office..... (818) 240-1000, ext. 5916
Disabled Students Center ..... (818) 240-1000, ext. 5905
EOPS..... (818) 240-1000, ext. 6900
Counseling..... (818) 240-1000, ext. 5918
Job Placement ..... (818) 240-1000, ext. 5914
Student Affairs ..... (818) 240-1000, ext. 5913
Baja Program Office..... (818) 240-1000, ext. 3159
CalWORKs..... (818) 240-1000, ext. 5508

INTERNET:

College Website: ..... www.glendale.edu

EMAIL:

Admissions:.....info@glendale.edu
Baja Field Studies: ..... baja@glendale.edu
International Students..... gcciso@glendale.edu
JumpStart:..... jumpstart@glendale.edu
Outreach:..... collegeoutreach@glendale.edu
PACE:.....pace@glendale.edu
Scholars:..... scholarsinfo@glendale.edu
Service Learning: ..... slc@glendale.edu
Study Abroad:..... studyabroad@glendale.edu

This schedule is available in alternate text formats upon request.

Plan ahead!
Future session/semester dates

Fall 2012
September 4

NEW REGULATIONS ABOUT COURSE REPETITION AND WITHDRAWALS

The California Community Colleges Board of Governors has adopted new regulations limiting the number of times a student may repeat a credit course. At Glendale Community College, a student may only repeat the same credit course two times

This new regulation applies to currently enrolled students. If you enroll in the same course three times and receive a D, F, NP, W, or NC, you may not take the course again at GCC. This regulation will take effect Summer 2012. **For further information on how this regulation may affect you, please see your counselor.**

GCC **MAY** permit one additional enrollment in the same credit class for the fourth time, but the student will need to submit a *Petition to Wave a College Requirement* (Admissions and Records Office). The petition only allows a student to repeat a course due to "significant lapse of time" since the course was last taken, **OR** when there are specific documented extenuating circumstances such as flood, fire, or other extraordinary conditions beyond the student's control.

Example:

- John takes English 101 in the fall 2011 semester and gets an F.
- John repeats the class for the second time in the spring 2012 semester, but withdraws from the class receiving a W.
- John takes the class for the third time in the fall 2012 and gets a D.
- John cannot take the class *AGAIN* because he has taken the class "**three times**" (i.e., he received an F, W, and D).
- John must take the class at another community college unless he has "documented extenuating circumstances," such as flood, fire, or other extraordinary conditions beyond his control.

Information about the new regulations can be found on the State Chancellor's Office website:

http://www.cccco.edu/ChancellorOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx

SUMMER 2012 - JUNE 18-JULY 26 - IMPORTANT DATES

April 20 ..... Deadline for students to apply for admissions for SUMMER 2012 and be eligible for priority registration

April 30 – May 11 ..... **Check your Priority Registration Appointment Date and Time for SUMMER 2012 online at MyGCC.glendale.edu**

May 14 - 18 ..... **Priority registration for SUMMER 2012**

May 28 ..... **Memorial Day (Observance) - Campus Closed**

May 21 – June 14..... Open registration for the summer session

June 14..... Walk-through registration for the summer session

June 17..... Residence determination date for summer session

June 18..... **INSTRUCTION BEGINS FOR THE SUMMER SESSION**

June 18 - 21..... **Late registration for the summer session**

June 22..... Deadline to **ADD** a summer session class

Deadline to **DROP** a summer session class without a "W" notation and receive a refund.

Deadline for students to apply for admissions for **FALL 2012** and be eligible for priority registration

June 25 – 28..... Summer session refunds are automatic for those students who dropped by the due date. (June 22) Requests for parking fee refunds must be initiated by the students when they return their parking permit to the Student Fees Office.

June 26..... Last day to apply for Pass/No Pass in a summer session class

July 4..... **Independence Day (Observance) – Campus Closed**

July 2 - 27..... Check your Priority Registration Appointment Date and Time for FALL 2012 online at MyGCC.glendale.edu

July 6 ..... Deadline to **WITHDRAW** from a 5 week summer session class with a "W" notation

July 13 ..... Deadline to **WITHDRAW** from a 6 week summer session class with a "W" notation

July 16 – Aug. 3 ..... **Priority registration for FALL 2012**

July 26 ..... End of the summer session

Aug. 6 - 17 ..... Summer session grades available online at MyGCC.glendale.edu

Sept. 4..... **INSTRUCTION BEGINS FOR THE FALL SEMESTER**

It is the student's responsibility to know and adhere to all of the dates listed above.

For deadlines not listed above, please refer to your MyGCC student portal located in your "My Class Schedule" for your personalized Academic Add/Drop Calendar.

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

OFFICE HOURS

SERVICE	LOCATION*	PHONE**	HOURS
Academic Counseling	SR, second floor	ext. 5918	Mon., Tues.: 9 a.m.-7 p.m., Wed., Thurs. 9 a.m.-5 p.m.
Admissions & Records	AD 143	ext. 5910	Mon., Tues.: 9 a.m.-6 p.m., Wed., Thurs: 9 a.m.-4 p.m., Fri.: Closed
Alumni Association	AD 149	ext. 5201	Mon.-Thurs.: 9 a.m.-4 p.m.
ASGCC Business Office	SC, first floor	ext.3018, 3019	Mon.-Thurs.: 8 a.m.-3 p.m. Fri.: Closed.
Assessment Center	SF 112	ext. 5329, 5332	Mon.-Thurs.: 8 a.m.-8 p.m.
Bookstore	SC, first floor	242-1561 ext. 3015, 3024	Mon.-Thurs.: 7:30 a.m.-3 p.m. Fri.: Closed.
CalWORKs	SF 114 Garfield Campus, TR	ext. 5508 ext. 5681	Mon., T., Thurs.: 9 a.m.-5p.m., Weds.: 9 a.m.-6:15 p.m. Mon., T., Thurs.: 9 a.m.-5 p.m., Weds.: 9 a.m.-7 p.m.
Career Center and Re-entry services	SR, second floor	ext. 5407	Closed
Center for Student Involvement (CSI)	SM, second floor	ext. 5580	Mon.-Thurs.:8 a.m.-5 p.m.
Center for Students with Disabilities	SR, second floor	ext. 5905	Mon., Thurs.: 8 a.m.-4 p.m.
Citizenship Center	Garfield Campus Rm 105	ext. 5717	Mon., Wed., Thurs.: 6 p.m.-9 p.m. Sat.: 8 a.m.-2 p.m.
EOPS	EOPS Annex	ext. 6900	Mon., Tues.: 9 a.m.-7 p.m., Wed., Thurs. 9 a.m.-5 p.m.
Fees, Tuition & Refunds	AD 127	ext. 5930	Mon.-Thurs.: 8 a.m.-4:30 p.m.
Financial Aid	SF 110	ext. 5916	Mon.-Tues.: 10 a.m.-7 p.m., Wed.: 10 a.m.-4 p.m. Thurs.: 10 a.m.-1 p.m.
Health Center	SR, first floor	ext. 5909	Mon.-Thurs.: 8 a.m.-9 p.m.
Instructional Services	AD 145	ext. 5904	Mon.-Thurs.: 7 a.m.-9 p.m.
International Student Services	SR, second floor	ext. 5439, 6645, 5440	Mon.-Thurs.: 8 a.m.-5 p.m.
Learning Center	AD 232	ext. 5333	Mon.-Thurs.: 8 a.m.-6 p.m.
Learning Center (CAI)	AD 232	ext. 5333	Mon.-Thurs.: 8 a.m.-6 p.m.
Library	Library	ext. 5586	Mon.-Thurs.: 8 a.m.-8 p.m.
Lost & Found	SM 153	ext. 5925	Mon.-Fri.: 7 a.m.-10:30 p.m.
Police Department	SM 153	ext. 5925 ext. 4000 (Emerg.)	Business office hours: Mon.-Fri.: 7 a.m.-5 p.m.
Scholarship Office	SC, second floor	ext. 5591	Mon.-Thurs.: 7 a.m.-5 p.m.
Student Affairs	SC, second floor	ext. 5913, 5592	Mon.-Thurs.: 7 a.m.-5 p.m.
Student Employment Services/ Job Placement Center	SR, second floor	ext. 5914	Mon.-Thurs.: 7 a.m.-5 p.m.
Student Outreach Services (SOS)	SM 266	ext. 3031, 5457	Mon.-Thurs.: 7:30 a.m.-5:30 p.m.
Transfer Center	SR, second floor	ext. 5928	Closed
Tutoring Center	AD 232	ext. 5333	Mon.-Thurs.: 8 a.m.-6 p.m.
Veterans Office	AD 143	ext. 5307	Mon., Tues.: 9 a.m.-6 p.m., Wed., Thurs: 9 a.m.-4 p.m., Fri.: Closed
The Writing Center	AD 232	ext. 5333	Mon.-Thurs.: 8 a.m.-6 p.m.

*Use the Campus Map to find locations
**Call (818) 240-1000 to use extensions

HOURS SUBJECT TO CHANGE

ONLINE REGISTRATION INFORMATION

Spring Semester - June 18 - July 26, 2012

Summer 2012
Registration Dates

Priority .....May 14 - 18, 2012

Open .....May 21 - June 14, 2012

Hours

Weekdays and Weekends

Registration: 24/7

BEFORE YOU CHOOSE YOUR COURSES

See a COUNSELOR to update your Student Education Plan, update your prerequisites, and discuss which classes you need to take.

USE PRIORITY REGISTRATION...

- if you applied for admission by April 20, 2012.
- if you were enrolled at GCC during spring 2012.

You can register on the time and date assigned to you or any time after that.

ONLINE REGISTRATION WILL:

- automatically move you from a waiting list into the class if someone drops.
- automatically check your prerequisite file if you satisfactorily completed or are currently enrolled in the prerequisite at GCC.
- accept your credit card to pay your registration fees. *Have your credit card ready.*
- show open sections for a particular course. *Have your class schedule available for reference.*

ONLINE REGISTRATION CANNOT:

- enroll you in a more than 5 units per session.
- allow you to repeat a course in which you got an A, B, C or P (except for certain classes that can be taken more than one time).
- enroll you in a course for a third time if you got a D, F, NP or W the first two times.
- give you prerequisite credit for a course you took somewhere else unless your counselor has entered it in your prerequisite file. See your counselor first.

HELP

Questions before registering?
Call 818-240-1000, ext. 5910.

Problems during or after registration?
Call the Helpline at 818-240-1000, ext. 4111
8 a.m.-1 p.m. Mon.-Fri.

ADDING & DROPPING CLASSES

You can complete all add and drop transactions online via MyGCC. During the first two weeks of each semester or the first week of a winter or summer session, **adds with a Permission Code** and drops may be completed.

If you have a problem adding a class, go to walk-through registration in AA1. Walk-through registration will be available:

June 14.....9 a.m. to 1 p.m.

ONLINE REGISTRATION

INSTRUCTIONS FOR ONLINE REGISTRATION

Go to the GCC home page: **www.glendale.edu**

Click on **MyGCC** and login to your own MyGCC — use your GCC ID# and your password, once logged in your Student Center will be displayed.

View your holds (right-hand side). If you have a hold, click on: **DETAILS** and follow the instructions to clear it. Holds will prevent you from enrolling. If there is no hold, continue to enrollment.

View your To Do list (right-hand side). All "to dos" must be completed prior to the start of the session of attendance.

TO ADD A CLASS —

Click on **ENROLL** from the Student Center**: ADD CLASSES**. Select the term then click on: **CONTINUE**

You can search the schedule or enter the course number to add the class. When you are finished selecting classes, click on: **NEXT**

Check your shopping cart and make sure all the classes you added are in your shopping cart, click on **PROCEED TO STEP 2 OF 3** and confirm the courses are correct. If there is a red error message, follow the instructions given.

If the courses are correct and there are no errors, click on **FINISH ENROLLING**.

To view your complete schedule, click on: **MY CLASS SCHEDULE**. Check the **STATUS**. The status will show if you are enrolled, on the wait list, or dropped from each course.

MAXIMUM CLASS LOAD: You may take a **MAXIMUM OF 5** units during **Spring semester**.

TO GET ON A WAIT LIST FOR A CLASS —

If you want to wait list a class, you have two options.

1. Click on the box next to **WAIT LIST** when you select your class, so you will be placed on the wait list if the class is full.

2. If you receive an error message telling you the class is full, click on the box next to **WAIT LIST.** Once you have done this, make sure to click on **FINISH ENROLLING.**

*Note: You will not be on a wait list until you **FINISH ENROLLING***

If you are on a wait list, you are not enrolled in the course. You need to attend the first day of the class and check on your status.

PAYMENT IS DUE WITHIN SEVEN WORKING DAYS FROM REGISTRATION. You may be dropped if payment is not received within seven days. Check the amount owed by clicking on **MY ACCOUNT** then **ACCOUNT INQUIRY**.

TO DROP A CLASS —

Click on: **ENROLL: DROP CLASSES**. Select the course you want to drop, then click on: **DROP SELECTED CLASSES**

Confirm your selection, then click on: **FINISH DROPPING**

www.glendale.edu/mygcc

REGISTRATION INFORMATION

DEADLINE TO PAY FEES

Fees must be paid within **seven (7) working days** from date of registration or student ***WILL*** be disenrolled from summer courses.

Students **WILL NOT** be disenrolled for nonpayment of fees if they:

-Receive a BOG

-Have applied for a deferment of payment through the Student Fees Office

-Register for spring session on **June 11, 2012 or thereafter**

FEES

Enrollment Fee	**$46 per unit***
Health Services Fee (*summer or winter*)	**$13**
Health Services Fee (*fall or spring*)	**$17**
Student Services Fee	**$12.50**
Picture I.D. Card Fee	**$10 per card**
Nonresident Tuition	**$181 per unit**
Capital Outlay Fee	**$5 per unit**
Parking Fee (*summer or winter*)	**$40 per vehicle**
Parking Fee (*fall or spring*)	**$70**

Fees are subject to change.

INCORRECT FEES AND FEE WAIVERS

If you believe that an error was made in your fee calculation, you will need to go to the Student Fees Office located in the lobby of the Administration Building. If you wish to waive the Student Services Fee due to financial hardship, go to the Student Business Services Office located in the Bookstore. If your fees are waived you relinquish all privileges and your rights to use all services funded by the Student Services Fee. The health fee may be waived by students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (Waivers for the current semester/session will not be granted after the final deadline to withdraw from classes and be eligible for a refund as published in this class schedule.)

FINANCIAL AID STUDENTS

MyGCC will let you know if you have been awarded a BOG. If you are awarded a BOG, the enrollment and health fee are waived, but you must pay all other fees.

WAITING LISTS

Many classes have a wait list. If a registered student drops the course, the first wait list student will be automatically moved into the course. It is the student's responsibility to verify enrollment status on the first day of class from the instructor. ***It is the student's responsibility to drop a class without a "W" to be eligible for a refund or not be held responsible for payment of fees.***

PARKING PERMIT

Parking permits are no longer sold online through MyGCC. **Parking permits must be purchased IN PERSON at the Bookstore.** If you have any questions regarding the purchase of a parking permit, please call (818) 240-1000 ext. 3023.

Students who are awarded with a BOG A must purchase their parking permit in person at the Student Fees Office, located in the Administration Building lobby area.

Please confirm your registration. If you did not follow instructions, you will not be enrolled in a course(s), or you will receive a letter grade rather than a "W" notation. **It is your responsibility to make sure you have completed all transactions correctly.**

WAITLIST INFORMATION

The waitlist is not a new feature at the college, but the options and the rules have changed. If a class is full, but has a waitlist, you can add yourself to the waitlist and as seats open up, students on the waitlist will be automatically enrolled. When you add yourself to the waitlist, you are given a position number. Students are enrolled in open seats based on their position number. The lower your number is on the waitlist, the greater your opportunity is to be enrolled in the class.

WAITLIST FREQUENTLY ASKED QUESTIONS

What is the advantage of enrolling to a waitlist?

The waitlist enables you to be auto-enrolled in closed classes as seats become available.

How many classes can I waitlist for?

You may add yourself to any number of waitlists, but you will not be allowed to enroll in and waitlist in more than the maximum number of units for the term. For example, for the spring term, the maximum number of units allowed is 16; therefore, your combined enrolled and waitlist units can't exceed 16.

Can I waitlist in more than one section of the same class?

Yes, you can waitlist for multiple sections of the same class. Once you have been enrolled in one section of a class, you will be removed from the waitlists for all other sections of that class. If you are already enrolled in one section of a class, you may waitlist for additional sections, but you will not be enrolled from the waitlist until you drop the section that you are enrolled in.

I was in position number 1 on a waitlist, why wasn't I enrolled when a seat opened?

The requirements to be moved off of a waitlist are the same as standard enrollment:

- You will not be enrolled from the waitlist if you are already enrolled in another section of the same class.
- You will not be enrolled in a class if it conflicts in meeting times with another class in which you are enrolled.
- You will not be enrolled in more units than permitted in the term.
- You will not be enrolled if you have not met the prerequisites for that class.
- You will not be enrolled if you have any registration holds, i.e. Financial, Library, PE etc.

Can I take myself off of a waitlist?

Yes, you may remove yourself from a waitlist by following the same process as to drop a class.

What is the first day I can get on a waitlist?

Waitlists are only available once the class has reached its enrollment capacity. For high-demand classes, this may be the first day of registration or for other classes as late as the last week of registration.

Once I am on the waitlist, how do I get into the class?

If seats become available and you meet all of the requirements, you will be added automatically to the class based on your waitlist position number. If you are successfully enrolled from the waitlist, you will see the change in your "My Schedule" in your Student Center. You will be sent an email to your college issued email address notifying you that you have been moved into the enrolled status.

Can I waitlist for a class that conflicts in meeting times with a class that I'm already enrolled in?

Yes, you can waitlist for time conflicted classes, but you will not be moved off of the waitlist until the time conflict has been resolved.

Where can I find my waitlist position number?

In your class schedule, there is a checkbox to show waitlisted classes – if you check this box, you will see classes that you are waitlisted for, and your position number.

What if I decide that I no longer want to take a class that I have waitlisted?

It is your responsibility to remove yourself from the waitlist. If you have been enrolled from the waitlist and do not wish to take the class, it is your responsibility to drop the class before the last day to drop with refund, or you may still be accountable for the class.

What happens if I am added to a class from a waitlist after I have paid fees for other classes that I enrolled in?

Your account in your Student Center will reflect the additional enrollment fees. Log into your MyGCC Student Center and click on Account Inquiry. These fees must be paid immediately.

If I am already enrolled in NelNet payment plan, how might enrolling in an additional class via the waitlist impact my payment plan?

Any additional enrollment fees and charges not included in your initial budget and plan will need to be added. You need to let the Tuition Office know of any changes to your enrollment or fees for the added class will be due immediately.

If I have Financial Aid, how will adding a class to my schedule from the waitlist impact my aid?

The enrollment fees will be waived as long as you have been awarded the BOG grant. If you are automatically enrolled through the waitlist process, the enrollment will be complete prior to the last day to add a class and your Financial Aid awards will be adjusted accordingly. However, if you are given a "permission code", you must add the course either online or in person prior to the last day to add a class or your Financial Aid will not be adjusted. We suggest that you contact the Financial Aid office if your units increase or decrease any time during the term.

COURSE ENROLLMENT

OPEN ENROLLMENT

Unless specifically exempted by statute, every course, course section, or class shall be open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisites for such courses.

REQUIREMENTS

When you look at the class listings, you will see that many courses have conditions you must meet before you can enroll. These conditions are called assessment tests, prerequisites, co-requisites, recommended preparation, or limitations on enrollment.

DEFINITIONS

Assessment Test:

These exams measure your current skills. Your composite scores determine your placement in English, mathematics, English as a Second Language, and in other areas.

Prerequisite:

This means you already must have completed the course or courses listed as prerequisite(s) with a grade of A, B, C, or Credit *before* you enroll in the class you're considering.

Corequisite:

This means the class listed as a corequisite already must have been completed, or you can take it at the same time as the class you're considering.

Recommended Preparation:

This is a condition that you are advised, but not required, to meet before enrolling in the class you're considering.

Other Limitations on Enrollment:

Certain courses may require tryouts, auditions, or may be limited by health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations or legal requirements imposed by statutes, regulations or contracts. All limitations conform with the provisions of the Title V, Section 58106, California Community College Board of Governors.

PREREQUISITE CHALLENGE PROCESS

You may challenge your assessment placement, course prerequisite, corequisite or limitation on enrollment for any of the following reasons:

1. You have the knowledge or skills to complete the course.
2. The prerequisite course has not been reasonably available and will cause you a delay in the completion of your academic goals according to your Student Educational Plan.
3. The course has not been established in accordance with the district's process for establishing prerequisites and corequisites.
4. The prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Follow these instructions:

1. Complete the Glendale Community College Prerequisite Challenge Petition.
2. Submit the petition to the appropriate division chair.
3. You may need to submit evidence of the necessary skills to pass the course.
4. You will be notified within 15 days of the decision.
5. If the petition is denied, you may appeal the decision to the Executive Vice President of Instruction.

Prerequisite Challenge Petition forms may be obtained from the Academic Counseling Office.

TRANSCRIPTS AND TRANSFER OF UNITS

Transcripts should be sent directly from the high school or college to Glendale Community College. All transcripts become the property of Glendale Community College and will not be returned.

Glendale Community College reserves the right to evaluate work completed in other colleges or universities. The external credit units and cumulative grade points will be posted on the student's Glendale College transcript. Transfers with acceptable grades will be granted advanced standing in-so-far as the work completely corresponds with that of Glendale Community College.

Upon the written request of a student, a transcript of the student's record at Glendale Community College will be forwarded to a college or university, individual, firm, etc. providing that such student has no outstanding financial obligation to the college. Records may be withheld for monies owed the college, library fines, unreturned P.E. supplies and/or equipment, health holds, or for disciplinary problems. For more information visit the college website at www.glendale.edu.

WHERE TO FIND DIVISION CHAIRS

Biology	SG 210	x 5364
Business	SG 157	x 5886
English	LB 215-A	x 5609
ESL, Credit	SG 223	x 5510
Health & P.E.	VG 223	x 3193
Health Sciences	HS 318	x 5842
Language Arts	AD 217-A	x 5720
Mathematics	SG 324	x 5650
Physical Science	CS185	x 5359
Social Science	SR 351	x 5466
Student Services	SR 220	x 5424
Technology/Aviation	AT 106	x 5541
Visual/Performing Arts	AU 217-D	x 5622