



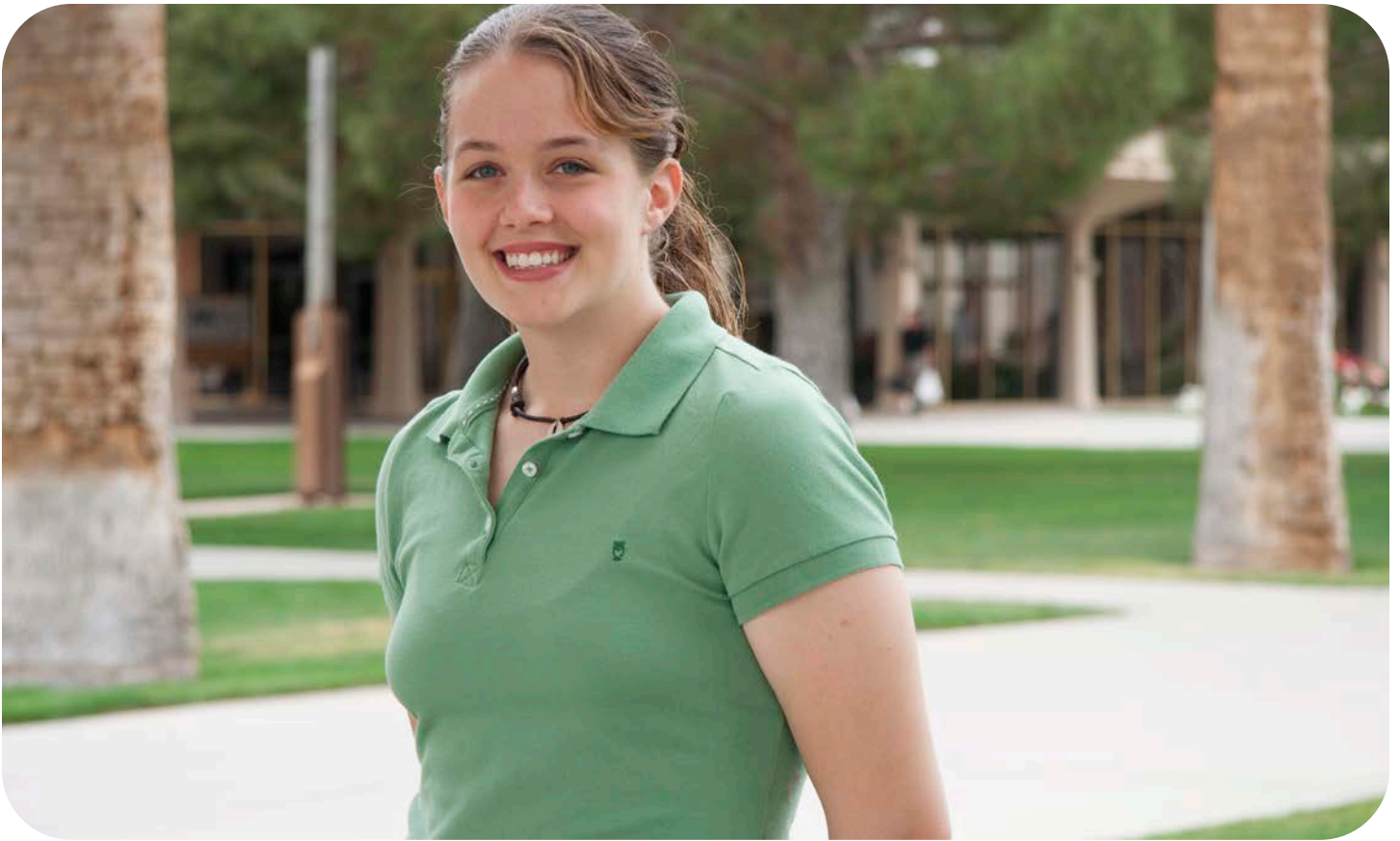
# Dual Enrollment Handbook

[www.gccaz.edu](http://www.gccaz.edu)



**GLENDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



## Welcome to Dual Enrollment at Glendale Community College!

Through dual enrollment, you can get a head start on college by earning college credits while you're still in high school.

As a dual enrollment student, you are joining more than 12,000 of your peers in Maricopa County who choose to accelerate their college studies at numerous valley high schools.

Glendale Community College (GCC), one of the Maricopa Community Colleges, has partnered with area high schools to offer dual enrollment courses. Students have successfully transferred Glendale Community College credits to pursue their degrees at many colleges and universities nationwide.

We hope this handbook answers your questions about dual enrollment. Further information can be found by visiting [www.gccaz.edu/dual-enrollment](http://www.gccaz.edu/dual-enrollment).

Glendale Community College  
6000 W. Olive Avenue  
Glendale, Arizona 85302  
Phone: 623.845.4821

# Student Policies

For more information on any of the policies below or to view the entire GCC student handbook, refer to [www.gccaz.edu/student-handbook](http://www.gccaz.edu/student-handbook) or call 623-845-4821.

## Alcohol and Drug Use

Glendale Community College is committed to providing an educational environment free from the problems associated with the unlawful use and abuse of alcohol and drugs. Drinking or possession of alcoholic beverages on campus or use of illegal drugs or narcotics not medically prescribed can result in loss of privileges, suspension, or expulsion from the college.

## Attendance

Attendance requirements in dual enrollment classes may be more stringent than those imposed by the high school. See the college course syllabus for attendance requirements.

## Disciplinary Standards

Disciplinary action for student misconduct falls into the general categories of:

1. Cheating on or plagiarizing assignments, lab work, exams or falsifying college records.
2. Actions or verbal statements which threaten the personal safety of others or interfere with the educational process.
3. Violation of Arizona statutes and or college regulations.
4. Disciplinary action may result in temporary or permanent removal from class.

## Enrollment Eligibility

Dual Enrollment students must meet the requirements established by Arizona Revised Statute ARS 15.1821.01. Students must satisfy college prerequisites for any dual course, such as: placement tests, prerequisite course work or college instructor approval. To see courses

that require testing and prerequisites, refer to the Dual Enrollment Course Testing & Prerequisites Guidelines within your registration packet or log onto our website at [www.gccaz.edu/dual-enrollment](http://www.gccaz.edu/dual-enrollment). Note: There may be some limitations as to the number of courses that students may take for dual credit. Please check with your high school.

## Grading

Letter grades on a 4.0 scale (i.e. A=4.0, F=0.0) are assigned at the conclusion of each course. Dual classes that run the full year will not receive a progress report mid-year. In some cases there may be a variation between the high school grade and the college grade. Once they are recorded, students can view final grades on line by accessing their Student Center at [www.maricopa.edu/students](http://www.maricopa.edu/students).

## Residency

A student must live in Arizona for one year and in Maricopa County for five months prior to the official term start date in order to be eligible for in-state and in-county tuition. However dual students who have lived in Arizona less than one year may be eligible for in-state classification by providing documentation that they are minor dependents of their parents. See the GCC Dual Enrollment office for the form and required paperwork.

## Registration

Students wishing to register for dual classes can find detailed instructions at [www.gccaz.edu/dual-enrollment](http://www.gccaz.edu/dual-enrollment). Registration packets and registration form are provided to the high school teacher. There is a non-refundable \$15 registration fee per semester.

## Sexual Harassment

Sexual harassment by and between employees, students and/or campus visitors is prohibited by the Maricopa Community Colleges. A complete text of this policy can be found at: [district.maricopa.edu/consumer-information/title-ix](http://district.maricopa.edu/consumer-information/title-ix).

## Student Grievance

If a student feels that he or she has been treated unfairly by a faculty member with regard to an academic process such as grading, testing or assignments, he or she should first discuss this with the faculty member. If no resolution is reached, a formal appeal process can be initiated within certain time limits. Refer to the college catalog for specific steps.

## Transcripts

Transcripts are available in your student center online at [my.maricopa.edu](http://my.maricopa.edu). You may also fill out a transcript request form in person at GCC's enrollment center instead. There is a \$5 fee for official transcripts which can be sent when transferring to another college or university. An unofficial copy can be accessed online for free as well. For more information, please visit [www.gccaz.edu/students/admission-records/transcripts](http://www.gccaz.edu/students/admission-records/transcripts).

## Withdrawal/Refund

The last day to withdraw from a class and still receive a refund from GCC dual enrollment courses is listed within the Dual Enrollment Registration Packet and on the GCC dual enrollment website [www.gccaz.edu/dual-enrollment](http://www.gccaz.edu/dual-enrollment). It is the student's responsibility to notify GCC directly if he or she must withdraw before the payment due date. Non-refundable fees include: \$15 per semester registration fee and the \$25 per semester Nelnet payment plan enrollment fee.



[www.maricopa.edu](http://www.maricopa.edu)

GET YOUR GRADES,  
REQUEST TRANSCRIPTS,  
ONLINE PAYMENT  
OPTIONS AND MORE!



## Student Support Services

As a student at GCC, you are eligible for many services that can make your college experience more meaningful. To learn more about these services, go to [www.gccaz.edu/student-life](http://www.gccaz.edu/student-life).

### Academic Advising

GCC provides access to academic advisors to help you with academic planning, course selection and course transfer questions. Advisors can also explain the general education and major requirements for degrees at Arizona colleges and universities.

### Counseling/Career Guidance

GCC counselors are available to assist you with educational or personal concerns such as stress management, test anxiety, goal setting and time management. Career exploration assessments and tips on job hunting are also available.

### Disability Services

GCC provides information, resources and services to promote a successful learning experience for students with disabilities.

## Library Services

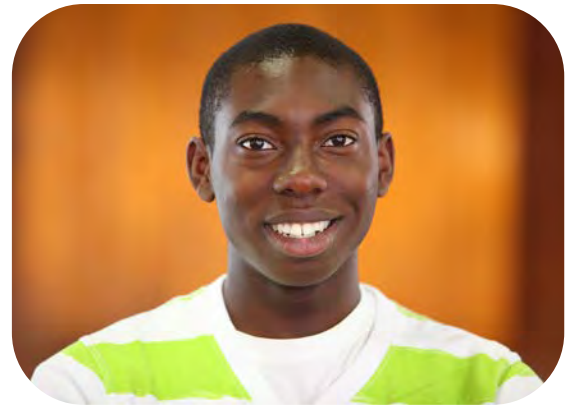
Library information services are available in both traditional and non-traditional formats. You may request an ID card to use the library facilities at GCC and other Maricopa Community Colleges. You can also access GCC's online library, which includes full-text searchable databases, electronic books, tutorials and a virtual reference center. Go to: [lib.gccaz.edu](http://lib.gccaz.edu).

## Tuition Assistance

If you have financial need, you may be eligible for tuition assistance through the Maricopa Grant from GCC. You may apply for tuition assistance each semester (when available) but funding is limited. Applications are available from your high school liaison or online at [www.gccaz.edu/dual-enrollment](http://www.gccaz.edu/dual-enrollment).

## Tutoring and Study Skills

The Center for Learning offers free, weekly tutoring in most academic subjects for students enrolled in credit classes at GCC. So don't let yourself fall behind in your college class. For more information on tutoring services available, log onto [www.gccaz.edu/academics/tutoring](http://www.gccaz.edu/academics/tutoring).



## Student Success Strategies

### How to Prepare for Exams

#### 1. Organize

- Summarize your notes, homework and previous tests.
- Develop a system that works for you: outline, map or chart key ideas
- List deadlines and block out study time on your calendar.

#### 2. Review

- Review lessons each week to put material into long-term memory.
- Use index cards, highlighters or outlines to review key points.
- Spread your review over several days or weeks – don't cram at the last minute.

#### 3. Practice

- Make up practice test questions and answer them yourself or with a study partner.
- Focus study questions on what you do not know.
- Teach or explain the material to someone else and you will learn it much better yourself.

### How to Manage Your Time

#### 1. Get a calendar and mark important dates

- Refer to your syllabus for class deadlines and exams.
- Schedule study and work time.
- Schedule family and leisure time.

#### 2. Set specific goals for each course

- Create a "to do" list for each day.
- Tackle the tough jobs first.
- Reward yourself after completing each major task.
- Don't beat yourself up if you don't complete everything on your list. Reschedule uncompleted tasks.

# College Survival Vocabulary

**Academic Advisor** – A resource person who assists you with planning your course of study and selecting appropriate courses. Also called a program advisor.

**Admissions** – The process of being accepted by a college or university to take classes as a student.

**Associate Degree** – A degree awarded by a community college for the completion of a specified curriculum, usually consisting of 60-64 credits.

**Bachelor's Degree** – A degree awarded by an upper-division higher education institution for the completion of a specified curriculum, consisting of approximately 120 credits.

**Catalog** – The annual publication that explains college policies, procedures, programs, and course descriptions.

**Class/Section Number** – The numerical code following the subject code and course number in the schedule of classes (ENG101 66997).

**Course Description** – The brief official statement of the content and prerequisites of each course. These are included in the college catalog.

**Course Equivalency Guide** – An agreement between colleges as to how courses will be accepted in transfer. Students can access this information for Arizona universities at [aztransfer.com](http://aztransfer.com).

**Course Number** – The three-digit number following the subject code, which identifies a particular course, such as ENG101.

**Credit Hour** – Numerical unit assigned to a course based on the content and amount of time spent in class.

**Drop/Add Period** – The period during which a student can make changes to his/her schedule without penalty. Non-refundable fees include: \$15 per semester registration fee and the \$25 per semester Nelnet payment plan enrollment fee.

**Electives** – Courses a student can select in order to complete a program of study, sometimes with restrictions, depending on one's major.

**FERPA** – Family Educational Rights and Privacy Act. Protects and restricts the release of student information and records. Only the student can grant another person permission to access their student records.

**GCC** - Glendale Community College

**General Studies** – A core of classes required in most degrees that gives students opportunities to explore broad areas of knowledge such as social sciences, natural sciences, humanities, communication and mathematics.

**Lower Division** – Courses usually taken during freshman and sophomore college years.

**MEID** - Maricopa Enterprise ID is a unique login to access your student center through [www.maricopa.edu](http://www.maricopa.edu).

**Prerequisite** – A requirement which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject or demonstration of prior knowledge through assessment.

**Register** – The process of submitting a registration form indicating which college classes you will enroll in.

**Scholarships** – Student financial aid based on academic achievement, financial need or a combination of factors. Scholarships do not have to be repaid.

**Student ID** - An 8 digit number that begins with a 3 issued by the college.

**Subject Code/Course Prefix** – The three-letter abbreviation, which identifies the subject area of a course, such as ENG for English courses.

**Syllabus** – A course outline and information on classroom policies, assignments, grading and materials to be used in a class, given to students by the instructor at the beginning of the course.

**Term** – College semester to which you will register for class.

**Transcript** – An official record of a student's course work and grades. This is required to transfer credits to another college or university.

**Transfer** – The acceptance of college course work between institutions of higher learning. How transferred courses apply to a student's degree completion depends on the student's major and required curriculum at the school granting the degree.

**Tuition Assistance** – A form of financial assistance but not a scholarship.

**Upper Division** – Courses usually taken during junior and senior college years.



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CHANDLER-GILBERT | ESTRELLA MOUNTAIN | GATEWAY | GLENDALE | MARICOPA SKILL CENTER | MESA  
PARADISE VALLEY | PHOENIX | RIO SALADO | SCOTTSDALE | SOUTH MOUNTAIN | SOUTHWEST SKILL CENTER

The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. GCC is accredited by the Higher Learning Commission.