GAUCHO GUIDE
GLENDALE COMMUNITY COLLEGE
STEPS TO SUCCESS
Keeping Records
Record your account information and keep it in a safe place for future reference. Always use caution when recording your password.

Student ID: ________________________________________________________
MEID: ____________________________________________________________
eGCC: ____________________________________________________________
Email: ____________________________________________________________

Online services for the following:
• Search and register for classes
• Check important messages in the message center related to your enrollment and financial aid
• View/print your class schedule and refund deadlines
• Drop/Withdraw from classes
• View charges and due dates
• Pay tuition and fees by credit card or sign up for the payment plan
• View grades
• Request official transcripts

Watch for special announcements regarding system access, new programs or services within Maricopa, FAQs and training tutorials for the online student center.

What is my MEID?
Your MEID is a unique student account number used for accessing the My.Maricopa student center, for your college-provided student e-mail account and to sign into a class that uses Canvas as a course management system.

When do I need my Student ID?
Your student ID number is used when conducting transactions in the Enrollment Center, the library and other student affairs offices on campus. Staff will need your student ID number to access your information for advisement, registration, financial aid, testing or cashier services.

eGCC Account
eGCC is Glendale’s computing environment. Your MEID is used as your eGCC ID. It is needed to access student use stations in the High Tech centers, Library and classrooms. Self-help account lookup stations are located in High Tech 1 & 2, the Library and the Enrollment Center. Your student ID card is required to use the lookup stations.

Student email
Maricopa has partnered with Google to provide free student e-mail for all enrolled students. The link to access your e-mail is located at My.maricopa.edu.

The College will communicate official business and important information to your student e-mail account. Check out the website for additional information. The Frequently Asked Questions page is a great resource and provides instructions about how to forward your student e-mail account to a home e-mail account. GoogleApps@Maricopa also includes a personal website space where you can create and share documents, spreadsheets and presentations with other students.
**New Student Pathway to Success**
Life and college are about choosing your own path. As you plan your educational future and set your goals, Glendale Community College is here to assist you through the process. This checklist guides you through the steps required to get signed up for classes. Visit My.maricopa.edu for a printable checklist and detailed instructions for each step.

> **View the Connect2College Video**
The Connect2College video describes the ins and outs of attending college and the value of a college education. It will help you successfully complete classes at a MCCCD institution.

> **Create Your Maricopa Student Account**
Go to My.maricopa.edu and click on “New Student? Click Here.” Follow instructions and the online tutorial to create your Maricopa self-service ID (MEID) and password. Find instructions under “Set up Online Student Center.” Sample screen shots will walk you through the process. You’ll use your MEID and password to sign into all of your Maricopa student accounts.

(A social security number is requested as a unique identifier. Students who do not wish to provide their social security number will not be able to complete this process online. You will need to come in person to the Enrollment Center at GCC main or North to submit an application and receive a confirmation number for online access.)

> **Complete the Student Information Form**
Go to My.maricopa.edu and select the Student Center Icon under Student Tools. Use your MEID and password to sign into the student center. Select the Admissions Link to complete a Student Information Form online. The online new student Check sheet provides additional instructions. You may also complete a paper Student Information Form in the Enrollment Center at the GCC main or in Building C at the GCC North campus.

*Students under age 18 who have not graduated from high school and do not have a GED will need special permission to enroll. For information visit www.gccaz.edu/FutureStudents/GettingStarted/Under18.html or call 623.845.3313.*

> **Activate Student Email**
Your student email account is one of the main ways the college communicates important information about class cancellations, tuition due dates, or course specific items from your instructors. You must activate your email before you can receive these important messages.

Go to My.maricopa.edu and click on “New Student? Click Here”, then click on “Set up Online Student Center” and “Activate Student Email.” Once your email is set up you will be able to link to it from the Maricopa Email Icon on the My.maricopa.edu home page.
> Prepare For and Take Course Placement Tests
A placement test is not an admissions test, but simply a tool we use to determine the best English, reading or math course for you to take. Visit my.maricopa.edu/checklist/new-student/prepare-placement-tests to help you prepare for placement tests. Students are required to complete a course placement test under any one of the following conditions:
• The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
• The student is pursuing a degree or transfer pathway and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
• The student who is taking his or her first English as a Second Language class and who does not speak English as their primary language must take an English proficiency test.

Course placement tests are administered at GCC main, the North campus, and at the Communiversity in Surprise. Allow 2.5 hours for testing. Please arrive 15 minutes prior to testing and bring current photo identification.

> Plan Payment/Apply for Financial Aid & Scholarships
Before you register for classes, create a plan to pay your tuition and fees. You have several options to pay for your education:
• Apply for financial aid or scholarships
• Sign up for a monthly payment plan
• Pay in full

Students should apply for financial aid several months in advance of the start of a semester to allow adequate processing time. To apply for financial aid and scholarships, visit the Financial Aid web site at www.gccaz.edu/finaid.

Tuition must be paid (or you must be enrolled in a payment plan) on or before the tuition due dates (found in your Student Center).

> Prepare for Academic Advisement
An academic advisor is a valuable resource in planning your education. Students who will be attending college for the first time, and intend to earn a degree or to transfer to a college/university are required to meet with an academic advisor prior to the start of their first semester.

For additional help defining your goals or choosing a career pathway visit the Counseling Department or the Career Center before meeting an academic advisor.

> Meet with an Academic Advisor
An academic advisor will help you plan your class schedule, i.e. the classes you will take in your first semester and beyond. Academic Advisors are available in the Enrollment Center on a walkin basis at GCC main, or at GCC North by appointment or walk-in basis. Limited advisement is also available at the Communiversity in Surprise.
Register for Classes and New Student Orientation
Once you have selected your major, met with an advisor and planned your schedule, and you are ready to register for classes, go to My.maricopa.edu and click the “Student Center” icon under Student Tools. Students may also register in person or on the telephone.

New Student Orientation – Students who will be attending college for the first time, and intend to earn a degree or transfer to a college/university will be required to attend New Student Orientation prior to the start of their first semester. Look under NSO in the online class schedule to select your New Student Orientation session.

College Success Course – Students who will be attending college for the first time, and intend to earn a degree or transfer on to a college/university, and who test into one or more developmental education courses will be required to complete a college success course (CPD/AAA150 or CPD/AAA115) at a MCCCD college.

Below 100 Level Courses – Students who test into courses that are below college level (i.e., below 100-level) will be advised and placed into the courses within the first two semesters enrolled.

Buy/Rent Textbooks
Buying your books is easy and convenient at your college’s online bookstore. Simply log into your Student Center and, with a single click, you’ll see a list of every book you’ll need for all of the classes you’re taking. Choose the books you want to buy, add them to your shopping cart, and proceed to the checkout. The bookstore carries new and used books for purchase or rent. Pay with a credit card or your financial aid book advance. If you’d rather buy your books at the campus bookstore, bring a copy of your textbook summary with you. Textbook costs, ISBN number and publisher information is available in the online schedule of classes.

Student Photo I.D. Card
Obtain your free Student I.D. card at the admissions counter in the Enrollment Center or in Building C at GCC North.

Attend and Complete All Classes
Regular attendance is critical to your success. Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absences before the scheduled class meeting may, at the option of the instructor, be withdrawn. This could also have an impact on financial aid.

Special Note: Glendale Community College is currently not authorized to deliver classes to students who reside in a state other than Arizona per 34 CFR Part 600.9 - Institutional Eligibility under the Higher Education Act of 1965.
Testing Services at GCC
Testing Services provides academic testing to help students with proper course placement. Students will be required to complete placement assessments under the following conditions:
  • The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
  • The student is pursuing a degree and does not have current valid district approved placement assessment on file or does not have previous college credit in English, reading and math.
  • The student for whom English is not the primary language is required to take a test of English proficiency.

Prior to testing, students can study for the ACCUPLACER by using the resources on the GCC ACCUPLACER Study Guides and Resource Bookmark (see www.ggccaz.edu/testingservices).

Please arrive 15 minutes prior to testing time. Offices closed on Fridays in the summer.

All testing requires an official current photo ID, which includes:
  • GCC ID  • High School ID  • Drivers License  • Passport  • Government/State Issued IDs

More detailed information concerning tests is available online (www.ggccaz.edu/testingservices).

Types of Tests
ACCUPLACER
ACCUPLACER is a computerized testing system that helps place students into appropriate courses. The tests assess student’s English, reading and math skills. The test are untimed, multiple choice, and computer-adaptive tests.

ACCUPLACER STUDY GUIDES & RESOURCES BOOKMARK
These web resources will help students study for the writing, reading and math sections of the ACCUPLACER. In addition, students can find useful information on strategies and tips for testing, overcoming anxiety, problem solving, tips on writing, vocabulary and math, time management and thinking critically. Students are given a detailed description of each assessment and how many questions are in each section. Students can study for the ACCUPLACER by using the resources on our ACCUPLACER Study Guides and Resource Bookmark.

Re-Test Policy
Tests are not timed. Students should allow approximately 40 minutes to complete each test. Students are allowed two tests within two years. One retest at least 24-hours or later and another retest three months or later. Scores are valid for two years. Students will be placed according to MCCCD Course Placement Chart.

CELSA (Combined English Language Skills Assessment)
CELSA is a 45-minute, 75 question multiple-choice test designed to measure context and grammatical understanding of the English language for students who are not native speakers of English. Directions are given in English.
How to Apply for Financial Aid

Start with the FAFSA
The FAFSA (Free Application for Federal Student Aid) is the application used to determine financial aid awards, whether federal grants, student loans, or federal work-study.

High school seniors and college students may fill out a FAFSA as early as January 1.

Gather these documents, then go online to fill out your FAFSA:
• PIN (personal identification number). Obtain this at www.pin.ed.gov;
• Federal School code for Glendale Community College: 001076;
• Social Security number;
• Driver’s License number, Citizenship Verification or Alien Registration number;
• Your parents’ U.S. income tax return (IRS Form 1040, 1040A, or 1040EZ) from last year (or yours, if you are an independent student). We encourage you to use the IRS Data Retrieval Tool;
• W-2 Forms and other records of money earned last year;
• Current bank statements.

The FAFSA must be completed every year. The government budgets a limited amount of money each year for federal student aid. So don’t wait. The earlier you submit your FAFSA, the better your chances of receiving financial aid.

Financial Aid Office Hours
• Monday-Thursday: 8 a.m. - 7 p.m.
• In order to expedite processing, the Financial Aid Office will be closed Fridays beginning May 4 through mid-October.
• Summer: Closed Thursdays and Fridays

General Information
• Phone: 623.845.3366
• Fax: 623.845.3310
• Faxes received will be tracked within 3 business days. Students should check their Student Center to ensure “To Do List” items have cleared. If items have not cleared, please contact the FA office
• Email: finaid@gccaz.edu
• GCC School Code for FAFSA: 001076

The GCC Student Financial Aid Department mission is to assist students and our community in achieving their educational goals by providing professional assistance and timely financial aid resources.

Financial Aid Programs
Financial aid is awarded on the basis of demonstrated need or for recognition of special talents and accomplishments, in accordance with Federal, State and donor-prescribed criteria.
Scholarships

Maricopa Community Colleges Foundation Scholarships
Apply for Maricopa Community Colleges Foundation scholarships using the STARS online scholarship application. Your unique profile will automatically be compared to criteria for available scholarships to determine probable eligibility. You may work at your own pace up to the application deadline and return at your convenience to check your application status. Go to www.maricopa.edu/foundation.

Scholarship Basics
There are three types of scholarships that can help fund your education at a Maricopa Community College:

Maricopa Community Colleges Foundation Scholarships
Maricopa Community Colleges Foundation Scholarships are privately funded and open to all Maricopa Community College students. In most cases they may be used at any Maricopa Community College and, in some cases, non-Maricopa colleges and universities. A Free Application for Federal Student Aid (FAFSA) is not required to apply. Apply for Foundation scholarships or check the status of an application.

College and Department Scholarships
Several academic departments at GCC also offer scholarships. The award amounts and criteria vary and scholarships are usually restricted to students majoring in a particular academic discipline. Each academic division is responsible for awarding these scholarships; therefore, it is necessary for students to contact the departments directly for information and application process.

ACE Plus – www.gccaz.edu/aceplus/
Adapted PE – www.gccaz.edu/fw/11707.htm
Automotive – www.gccaz.edu/auto/gcc_auto_website_003.htm
Helping Hands for Single Moms - helpinghandsforsinglemoms.org/program-overview/application
Nursing – www.gccaz.edu/nursing/Scholarships/
Honors & Presidential Programs – www.gccaz.edu/honors/14086.htm
Performing Arts – www.gccaz.edu/performingarts/12045.htm
Science, Technology, Engineering, & Math Programs – web.gccaz.edu/stem/SSEAA.pdf

External Scholarships
External Scholarships are offered through various local and national organizations. Free scholarship search engines are available to aid in your search for funding and enhance your knowledge about financial aid. View external scholarship resources at www.maricopa.edu/foundation.
Academic Advising

Take the guesswork out of choosing classes.
Meet with an academic adviser prior to the start of your first semester.

Advisers are here to help:
• Guide you through the admissions process;
• Find a degree or certificate program;
• Complete financial aid paperwork, RCL’s and consortium agreements;
• Evaluate your assessment scores;
• Select classes each semester;
• Complete advisement forms (drop/add, overload signatures);
• Fulfill graduation requirements;
• Start the transfer process to a university.

Advisement Center Locations:
GCC main campus: No appointments needed, just walk in to the Enrollment Center. Students are seen on a first come, first served basis. Wait times can be an hour or more during peak enrollment times. Phone: 623.845.3099.

GCC North: By appointment or walk-in, in the Chinle Building (Bldg. C) Phone: 623.845.4012

Communiversity in Surprise: The Student Services Specialist at the Communiversity can provide students with general academic advisement. For detailed advising please contact your main GCC advisor.

Tutoring Services

The Center for Learning (CFL) offers free tutoring in most academic subjects for students enrolled in credit classes at GCC or the GCC North campus. Tutoring sessions are held on a weekly basis at the CFL.

Requesting a tutor
To request a tutor, simply stop by the Center for Learning and complete a Request for Tutoring form. A student may request a tutor for any credit class which they are enrolled in for the current semester. Be advised that chances for receiving a tutor are greater earlier in the semester. Also, tutors may not be available for some non-academic classes.

GCC North Tutoring
Tutoring at GCC North is located in the D Building (Dinnebito). See the GCC North map.

Astronomy Assist
The Astronomy Program offers help sessions for students enrolled in any astronomy class. A schedule of times and locations is available online. For more information contact the Astronomy Department at 623.845.3675.
Tutoring Services - continued

Business Department Drop-in Tutoring
The Business Department offers drop-in tutoring for students in BPC and CIS classes in HT2, on the Academic Solutions computer floor. Faculty and student assistants are scheduled throughout most of the week.

Chemistry Solutions
The Chemistry Department offers drop-in tutoring, with qualified adjunct and residential faculty on a schedule that varies each semester. The schedule for tutoring is posted in all the classrooms and laboratories, as well as in the commons area.

GeoAssist
Hit rock bottom? Need help with Geology? Try GeoAssist! Geology can be interesting and fun. Don’t fall behind and wait until the week before finals to get help. Seek help from “Geology Assist.” Geology is gneiss...don’t take it for granite!

Math Solution - Free Tutoring
Drop-in Mathematics tutorial facility located in the northwest area of the Math (MA) building. Students needing tutorial assistance in math courses from Arithmetic Review through Calculus are welcome to drop in during the scheduled hours of operation. The Math Solution is staffed by Mathematics Faculty, student part-time tutors, and members of the community. For more information, call the Math Department at 623.845.3655 or see the Math Solutions web site at www.gc.maricopa.edu/math/MathSolution.htm.

Logic (PHI103) Tutoring
Please click here to see the tutoring schedule for PHI103 Introduction to Logic. All sessions are held in the Center for Learning, Room 041.

Physical Science Assist
The Physical Science Department Program offers help sessions for students enrolled in any Physical Science class.

The Physics Assist
Do you need help with: Physics homework problems? Laboratory assignments? Computer spreadsheets? Come and visit the Physics Assist!

The Writing Center
The Writing Center offers students appointments to discuss their writing: assignments, prewriting, résumés, taking essay tests effectively, general study skills, etc. Any writing in any class is fair game. For evening and weekend students and GCC North students, GCC also offers the Electronic Writing Center on the online.

Becoming a tutor:
Students interested in providing tutoring may obtain an application for employment at the Center for Learning. For more information on tutoring at the CFL, please call Martina Aranda at 623.845.3811.
GCC MAIN
Enrollment Call Center ........ 623.845.3333
Cashier’s Office ............... 623.845.3589
Financial Aid Office .......... 623.845.3366
Course Placement Testing ..... 623.845.3058
Academic Advisement ........ 623.845.3099
College Safety ................. 623.845.3535
College Switchboard .......... 623.845.3000
Counseling & Career Services 623.845.3064
Disability Services .......... 623.845.3080
GCC Technology Helpdesk .... 623.845.3555

GCC NORTH
Enrollment Services .......... 623.845.4000
Cashier’s Office ............... 623.845.4000
Financial Aid ................. 623.845.4000
Course Placement Testing .... 623.845.4015
Academic Advisement ........ 623.845.4000

GCC COMMUNIVERSITY @ SURPRISE
Information ..................... 480.384.9995

24-hour Helpdesk for My.maricopa and Canvas Issues 1.888.994.4433
24-hour Financial Aid Answer Center ........ 1.855.262.2332

GCC MAIN
6000 W. Olive Avenue, Glendale, AZ 85302 | www.gccaz.edu

GCC NORTH
5727 W. Happy Valley Road, Phoenix, AZ 85310 | www.gccaz.edu/gccnorth

GCC COMMUNIVERSITY @ SURPRISE
15950 N. Civic Center Plaza, Surprise, AZ 85374 | www.gccaz.edu/surprise