

STUDENT LIFE & LEADERSHIP CENTER: 623.845.4474

The Student Leadership Center coordinates more than 50 student clubs and organizations; student leadership workshops, retreats and other opportunities; and various student activities. Information regarding campus tours, clubs, student government, Phi Theta Kappa, Women Rising, M.E.N. and other areas of interest may be obtained from the Student Leadership Center. Visit www.gccaz.edu/student-leadership-center.

TESTING SERVICES: 623.845.3058 Testing Services administers course placement assessment exams. ACCUPLACER computerized assessment and CELSA (Combined English Language Skills Assessment) examinations are used as guides for proper course placement and academic success. Assessment, for the purpose of course placement, is required for students enrolling in English, reading or mathematics or a class for which English, reading or mathematics is a required prerequisite; for financial aid recipients and veterans on restrictive status; for degree-seeking students; and students whose primary language is not English. In addition to providing course placement assessment, Testing Services administers Biology/Chemistry Assessment, many classroom tests, and proctors tests for external colleges and organizations for a fee. Testing Services is also a Pearson Vue certified testing center. Visit www.gccaz.edu/testing.

TUTORING: 623.845.3812 Glendale Community College offers many free tutoring services for students. Tutoring across the college is available primarily in these locations: Center for Learning (CL Bldg.), STEM Connect (HT 2), The Math Solution (MAT 190), North Campus and Online. Drop-in, one-to-one, and small group tutoring are available. Visit www.gccaz.edu/center-learning/tutoring.

UNIVERSITY TRANSFER SERVICES: Advisors and representatives from Arizona's public and private institutions are available to meet with GCC students. The three state public universities and Grand Canyon University have offices located in the CL Building. Please contact them directly to set-up an appointment. You may also research transferability of credits to these universities, by accessing the AZ Transfer Website at www.aztransfer.com. Other colleges and universities visit GCC throughout the year. Look up the schedule at www.gccaz.edu/transfer-credits.



**GLENDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. MCCCDC institutions are accredited by The Higher Learning Commission.
www.gccaz.edu/accreditation (1718064)

Student Services



The Student Services staff welcomes you to Glendale Community College. Please visit or call any of these service departments for more information or assistance. Information about college policies, programs and courses is provided in the following links:

- Academic Catalog: www.gccaz.edu/gcc-catalog
- Student Handbook: www.gccaz.edu/student-handbook
- Find a Class: classes.sis.maricopa.edu

ACADEMIC ADVISEMENT: 623.845.3690 An academic advisor can help you develop an educational plan consistent with your academic and personal goals, assist you with selecting classes, petition to graduate, complete some financial aid paperwork, change your major, and general transfer information. We invite you to take advantage of the advisement tools at www.gccaz.edu/academic-advisement to obtain university check sheets and information on course transferability. Academic advisors are available on a walk-in basis in the enrollment center.

ADMISSIONS, RECORDS & REGISTRATION: 623.845.3333 Services include information and assistance with admission, residency, class registration, graduation, transcripts, enrollment verification, admission of students under the age of 18, nursing program and athletic eligibility. Visit www.gccaz.edu/admissions-records.

ESTUDIANTES QUE HABLAN ESPAÑOL: 623.845.3333 La educación superior es importante para poder aprovechar las oportunidades y los beneficios económicos de nuestra comunidad. Si usted necesita ayuda con el proceso de matrícula, recursos financieros o información acerca de los programas educativos de GCC, llame a la línea de información en español, 623.845.3333.

BOOKSTORE: 623.845.3545 The on-campus bookstore offers students easy access to a variety of school-related items: new and used textbooks; general school supplies; and software at an educational price. GCC-logo clothing, greeting cards, gift items and snacks are also available. Order textbooks online at www.glendaleshop.com.

CAFETERIA: 623.845.3543 Food service is provided by Chartwell's Dining Services, offering a wide variety of hot and cold foods and beverages. Breakfast, lunch and evening service is available during fall and spring semesters, with breakfast and lunch only during the summer. View the menu at www.gccaz.edu/student-union/campus-cafes.

CAMPUS POLICE

NON-EMERGENCY: 623.845.3535 / EMERGENCY: 480.784.0911

Campus Police officers patrol campuses 24/7 and enforce campus rules and regulations for the safety and well-being of the campus community. Officers provide many services, including: protection of college and personal property, visitor assistance, safety escorts, lost and found, loss prevention and reporting, traffic control, safety hazard identification, and more. For a complete list of services visit us online at www.gccaz.edu/police.

CAREER & EMPLOYMENT SERVICES: 623.845.3283

Career & Employment Services provides extensive job and career related resources for students, alumni and community members. Students can receive personalized assistance with obtaining internships, investigating employment trends (salary/growth) and job search strategies (interviewing/resume writing/salary negotiations). Students can also register with Maricopa CareerLink (<https://maricopa-csm.symplicity.com/students>) to get a first-hand look at job and internship postings, resume building, mock interviews, plus receive information about upcoming career fairs and events. Online career exploration resources are available at www.gccaz.edu/career.

CASHIERS OFFICE: 623.845.3589 The Cashier's Office administers a variety of student financial services including all cashiering functions, billing, collection, and account services for students and college employees. Students can pay tuition, fees, and fines and also request refunds. We accept cash, check, money orders as well as all major credit cards. The Cashier's Office is also responsible for the disbursement of Financial Aid refunds via the Maricopa Student Refund Program (MSRP) and can assist with Tuition Payment Plans. Visit www.gccaz.edu/cashiers-office.

CENTER FOR LEARNING: 623.845.3812 The Center for Learning provides students with free tutoring in a variety of subjects, computer lab assistance in Canvas, Microsoft How-To's, and other software, Conversations Circles for ESL and other world languages, and ACCUPLACER Test Preparation workshops. Visit <http://www.gccaz.edu/center-learning/tutoring>.

COUNSELING SERVICES: 623.845.3064 Counseling Services offers students assistance defining career and educational goals as well as their personal or academic concerns. Students may schedule a free and confidential appointment with a counseling faculty member. Several courses are offered on topics such as career exploration, personal development and college success, stress management and many others (see CPD courses in the Schedule of Classes). Visit www.gccaz.edu/counseling.

DISABILITY RESOURCES & SERVICES (DRS): 623.845.3080

TTY: 623.845.3086 Students with disabilities are encouraged to contact the DRS office early in the registration process. The DRS office coordinates all student requests for reasonable accommodations. Information is also online at www.gccaz.edu/disability-services. To register for services, go to the website and click on the gray DRS Connect button.

FINANCIAL AID : 1-855-622-2332 (toll free) Information about filing deadlines and processing timelines, grants, scholarships, employment or student loans is available at www.gccaz.edu/financial-aid or the GCC Financial Aid office.

FITNESS CENTER: 623.845.3800 The GCC Fitness Center is a state-of-the-art facility open Monday through Saturday during the fall and spring semesters. Summer hours vary. Strength training and cardiovascular exercises are led by certified instructors. Students of the fitness center can also participate in a variety of yoga and group exercise classes.

GED / HSE (HIGH SCHOOL EQUIVALENCY) TESTS: Rio Salado offers GED test preparation classes and the HSE test. 480-517-8110 or visit the website at www.riosalado.edu/abe.

HIGH TECH CENTER I: 623.845.3458

HIGH TECH CENTER II: 623.845.3552

The High Tech Center I (HT1) and High Tech Center II (HT2) are multidiscipline computer and technology facilities that together provide over 500 networked computers for student learning. HT1 provides support to students working on assignments for open entry/self-paced, hybrid, distance and traditionally classes.

GLOBAL EDUCATION SERVICES: 623.845.3135

The International Education Program coordinates the admission and registration of foreign, non-immigrant students. The program offers full services to help these students adjust to living and studying in the United States. The program also assists U.S. citizen students who want to participate in study-abroad programs offered in various countries throughout the world. In addition, the program coordinates international study opportunities for GCC faculty. Visit www.gccaz.edu/international-education-program.

JOHN F. PRINCE LIBRARY MEDIA CENTER (LMC): 623.845.3109

The John F. Prince Library welcomes GCC students and the local community. Come take advantage of the wide array of services available on both campuses. In addition to books, newspapers and magazines, members can check out CDs, DVDs, eBooks, and more. Library staff offer free assistance with finding reference and research resources, and access to databases. For a complete list of services and resources, visit us online at <https://lib.gccaz.edu/lmc>.

NEW STUDENT ORIENTATION / GAUCHO 101: 623.845.4590

All new students are required to attend a new student orientation before starting classes. Please visit www.gccaz.edu/gaUCHO-101 for more information.