



2017 SUMMER SCHEDULE of CLASSES

SUMMER 2017 REGISTRATION

March 31, 2017 through May 25, 2017

LAST DAY TO MAKE PAYMENTS

May 25, 2017

SCHEDULE ADJUSTMENT PERIOD

June 2 through June 5, 2017

REGISTRATION HOURS

8:00 a.m. - 5:00 p.m., Monday through Friday

Students can register at Admissions & Registration office located at the Student Services & Administration Building. All students are obligated to pay for registered courses unless they officially drop a course(s) no later than 4:00pm the last day to make payment, May 25, 2017. After which a late registration fee will be charged. For more information about tuition & fees please refer to the fee schedule and refund policy.

STEPS TO REGISTER

- **OBTAIN YOUR USERNAME and PASSWORD.**
MyGCC usernames & passwords are issued at the Admissions & Registration Office. Please bring proper identification.
- **UPDATE HEALTH RECORDS (as needed).**
Pursuant to public law, health records must be updated for all new students and returning students before registering for classes. Returning students are students who were previously enrolled but have not attended for 2 consecutive regular terms. Please update your health records at the Student Health Center. Students who have not cleared with our Health Center will not be allowed to register.
- **SEE YOUR ACADEMIC ADVISOR OR A COUNSELOR.**
New students and returning students are encouraged to seek pre-enrollment counseling with one of our counselors. Continuing students are encouraged to meet with their academic advisor. If you are asked to enter your Alternate PIN to register online, please see your academic advisor. Students enrolled in the Adult High School Diploma Program, Culinary Arts, Practical Nursing, Criminal Justice Academy, and International Students are required to meet with their advisor prior to registering for classes.
- **UPDATE FINANCIAL RECORDS (as needed).**
Please clear any outstanding balances before registering for courses. Students with a past due balance will not be allowed to register. Note: transcripts will be held until full payment is made to Guam Community College.
- **LOG IN TO MYGCC TO REGISTER ONLINE OR VISIT ADMISSIONS & REGISTRATION.**
Visit our homepage, <http://GuamCC.edu>, log in and using the "My Courses" tab, you may register for classes.
- **PAY TUITION and STUDENT FEES.**
Tuition and fees are due no later than 5pm May 25, 2017 for Summer. Failure to make payment will result in a referral to a collection agency. The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment. Students may pay for tuition and fees at the Cashier's Office or online via MyGCC. To arrange payment plans please contact the GCC Business Office.
- **RENEW YOUR STUDENT I.D.**
Student ID card must be obtained at the Student Support Office. Students must have a valid student ID in order to purchase books at the GCC Bookstore. You must pay for your student fees before obtaining your I.D.
- **PURCHASE YOUR BOOKS.**
Only GCC students may purchase books at the GCC Bookstore. Students must present a valid GCC student ID when purchasing books.

COURSE PREREQUISITE WAIVERS & CLASS OVERLOADS

- Prerequisites can only be waived in writing by Department Chairpersons from the department overseeing the course using the registration form.
- Course prerequisites can be waived based on test scores or course work outside of GCC. Please contact Assessment & Counseling for details.
- To enroll in a class that is full, the instructor must specifically authorize the overload on the registration form.
- Maximum allowable credit hours is 15 credit hours. Please see your advisor to authorize total credit hours over 15 on the registration form.

PLACEMENT TESTS

College English and Mathematics Placement Tests are offered each week. Interested students must make payment before signing up for the Placement Test. There is a \$22.00 non-refundable charge. Payments must be made to the GCC cashier prior to testing. Students must bring their payment receipt and a photo ID at the time of testing. Please see a counselor or call 735-5583 for details.

The schedule is subject to change. Please visit GuamCC.edu to view the most current schedule or contact the Admissions & Registration Office at 735-5531 for more information.

TUITION & FEES for Summer 2017

TUITION, STUDENT FEES & COURSE FEES

RESIDENT: \$130.00 / Semester Hour

A "Resident Student" is a student who makes his/her permanent home on Guam and pays Guam income taxes or is claimed by someone who pays Guam income taxes. Active duty military personnel and their dependents are considered as "Resident Students".

NONRESIDENT: \$155.00 / Semester Hour

A "Nonresident" is a student who makes his/her permanent home away from Guam and does not pay Guam income taxes.

FOREIGN STUDENT: \$180.00 / Semester Hour

A "Foreign Student" is a non-citizen who holds a nonimmigrant visa; i.e. A, B, C, D, F, H, J, L, or M visa.

All students enrolling will be classified as a resident, nonresident, or foreign student for tuition purposes when they register for classes. When the College is unsure of a student's residency classification, the College will assess the higher tuition rate. The burden of showing that the residence classification should be changed is on the student and must be provided during the semester in question. The Residence Classification Policy and Procedures of the College are available for inspection at the Office of the Registrar.

Tuition is charged per credit hour for all credit courses (courses numbered 050-299); no tuition is charged for Basic Education courses (courses numbered 000-049).

Registration Fee is \$22, Student ID Card Fee is \$7, Library Fee is \$15, Student Activity Fee is \$15, Health Fee is \$15 and the Technology Fee is \$73 (half set aside in a special fund to systematically upgrade computer lab, software, and other technology-related student services). Total Student Fees is \$147 (not including tuition, course fees, laboratory fees, textbooks, and/or supplies).

Citizens over 55 years of age do not pay tuition and fees for classes appearing in the regular term. For example, courses such as Culinary Arts technical courses, HS237/238/244/245/246/247/248/249, are not offered in the regular term and are not subject to the senior citizen tuition and fee waiver. Proof of age will be required. Course fees are charged for some courses offered by the College; these courses and fees include but are not limited to the following:

Course Description	Fee
Automotive courses	\$37.00
Auto Body Repair courses	\$59.00
Culinary Course Fee (HS 237/238/244/245/246/247/248/249)	\$200.00
AE150	\$59.00
ASL 100,110,120,130 Am Sign Lang I,II,III,IV	\$27.00
CD110 Early Childhood Orientation	\$27.00
CD180 Physical & Language Development	\$67.00
CD240 Cognitive and Creative Development	\$67.00
CD260 Social and Emotional Development	\$67.00
CJ135 Firearms Use/Safety/Care	\$200.00
CJ126L Office of Survival Lab	\$150.00
CM Cosmetology Lab (per credit hr)	\$146.00
CS courses (except CS152)	\$22.00
CS152 Macintosh Application	\$37.00
ED180 Teaching Methods	\$67.00
EE courses (per course)	\$51.00
EM 111 Electrical Wiring (Residential)	\$51.00
EM 113, EM114, EM115	\$51.00
EN 100 B/R/W Fundamentals of English	\$15.00
HL 130 First Aid & Safety	\$66.00
HL 131 BLS for Healthcare Providers	\$66.00
HL 140 Introduction to Clinical Lab	\$176.00
HS 206 Beverage Management	\$110.00
HS 245 Food Production Principles	\$220.00
MS 141 Medical Assisting	\$176.00
NU 101 Nursing Assistant	\$66.00
NU 110 Nursing Foundations	\$439.00
OA 101,103,109,130,210,211,220,230,240,250	\$22.00
SI101L,SI103L,SI110L,SI110L,SI130A,SI130B,SI150 - Science Lab	\$40.00
TH101 Introduction to Theater	\$20.00
VC 102, 103	\$59.00
VC 125,126,131,135,161,165,167,172	\$73.00
VC 171,182	\$37.00
All WE courses (except WE 102, 220, 228)	\$66.00
G.E.D. Placement Test	\$10.00
G.E.D. Test (Register online at www.gedtestingservice.com)	\$125.00
G.E.D. Retest (Register online at www.gedtestingservice.com)	\$31.25

LATE FEE

The College will charge a Late Fee of \$37.00 if a student fails to make full payment. The College will not charge the Late Fee if:

1. A student registers only for non-credit courses, special courses, or open-entry courses, or
2. Student registers at mid-semester for courses that begin at mid-semester, or
3. A student adds a course during ADD/DROP dates to replace a cancelled course on or before the last day to add a class. The Late Fee is a non-refundable fee.

Please note Payments Plans are optional for Fall and Spring terms only.

For the 2017 Summer term, the College will charge the Late Fee after 5:00pm, May 25, 2017.

Late Fees will not be assessed for non-credit courses, special courses or open-entry courses

REFUND POLICY

All students are obligated to pay for registered courses unless they officially drop a course(s) on or before the last day of registration, by 5:00pm May 25, 2017 for Summer 2017.

The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs before the first day of classes, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.
- The Registration Fee and Student I.D. Card Fee are non-refundable.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses requiring special fees or laboratory fees. In instances where the College cancels all of the student's classes and the student chooses not to enroll in other classes, the College will also refund the registration fee. Refunds will be mailed to the student during the semester. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

PAYMENT OPTIONS

Payment in full of all current tuition and fees and outstanding obligations is required. Payment may be made in cash, by personal check, or by credit card; American Express, VISA or MASTERCARD are accepted.

RETURNED CHECK POLICY

If a student makes payment for tuition and fees using a check and the check is returned, then the student will be contacted by the GCC's Business Office informing him or her of the returned check. Once contacted, the student must pay the amount of the check in full by cash or cashier's check within 48-hours of notice. Additionally, a \$37.00 returned check fee would be assessed for returned check payments. A \$37.00 late fee may also be assessed. If a student fails to make payment, he or she may be withdrawn from courses and referred to a collection agency.

BOOKSTORE INFORMATION

Regular Business Hours: Monday - Friday 9:00am - 3:00pm
Closed on Weekends and govGuam Holidays

Modified Business Hours:
Summer 2017:

May 30 - Jun 10, 2017

Mon - Thu 9:00am - 6:00pm

Friday 9:00am - 4:00pm

For more information about the bookstore or for book prices, please go to GCC Bookstore under the Academics or Student Services tab on the GCC website. To contact the Bookstore send e-mail to bookstore@guamcc.edu or call 735-6018.

Book prices can be located in the **Academic Information** channel of the **My Courses** tab in **MyGCC**. For more information contact the GCC Bookstore at 735-6018 or email bookstore@guamcc.edu.

The schedule and all fees are subject to change.

Visit GuamCC.edu or MyGCC.guamcc.edu

for current and updated information

POSTSECONDARY COURSES

ASL - AMERICAN SIGN LANGUAGE

60004	ASL100-01	American Sign Language I	4	MTWRF	1201-1400	E-103	Lecture	Leon Guerrero, Sarah S.	06/02/17	07/14/17
60005	ASL100-02	American Sign Language I	4	MTWRF	1401-1600	E-103	Lecture	Leon Guerrero, Sarah S.	06/02/17	07/14/17
60006	ASL110-01	American Sign Language II	4	MTWRF	1401-1600	E-104	Lecture	Rosario, Kirsten L.	06/02/17	07/14/17
60074	ASL130-01	American Sign Language IV	4	MTWRF	1201-1400	E-104	Lecture	Rosario, Kirsten L.	06/02/17	07/14/17

CJ - CRIMINAL JUSTICE

60042	CJ100-01	Intro to CJ	3	MTWR	0801-1200	A-8	Lecture	Cruz, Donna M.	06/02/17	07/14/17
-------	----------	-------------	---	------	-----------	-----	---------	----------------	----------	----------

CUL – CULINARY ARTS

60083	CUL120-01	Foodservice Sanitation Safety	2	MTWRF	0800-1200	TC1101	Lecture	Laguana, Carlos L.	06/02/17	07/14/17
60037	CUL293-01	Culinary Practicum	3	S	0801-1200	400-E	Practicum	Kerner, Paul N.	06/02/17	07/14/17
60038	CUL293-02	Culinary Practicum	3	S	1201-1600	400-E	Practicum	Kerner, Paul N.	06/02/17	07/14/17
60060	CUL293-03	Culinary Practicum	3	F	0800-1200	400-E	Practicum	Kerner, Paul N.	06/02/17	07/14/17

EN - ENGLISH

60008	EN100R-01	Fund of English - Reading	3	MTWR	1201-1400	6219	Lecture	Tam, Wilson W.	06/02/17	07/14/17
60009	EN100W-01	Fund of English/Writing	3	MTWR	1001-1200	C-4	Lec / Lab		06/02/17	07/14/17
60010	EN100W-02	Fund of English/Writing	3	MTWR	1401-1600	C-4	Lec / Lab		06/02/17	07/14/17
60011	EN110-01	Freshman Composition	3	MTWR	1001-1200	E-203	Lecture		06/02/17	07/14/17
60012	EN110-02	Freshman Composition	3	MTWR	1601-1800	E-204	Lecture		06/02/17	07/14/17
60013	EN110-03	Freshman Composition	3	MTWR	1201-1400	E-204	Lecture	Cruz, Jose A.	06/02/17	07/14/17
60035	EN111-01	Writing for Research	3	MTWR	1001-1200	E-204	Lecture	Cruz, Jose A.	06/02/17	07/14/17
60014	EN125-01	Intro to Human Commun & Speech	3	MTWR	1401-1600	E-203	Lecture	Padua, Anitra M.	06/02/17	07/14/17

HL – ALLIED HEALTH

60075	HL135-01	Heartsaver First Aid CPR AED	1	S	0800-1600	3229	Lab	Hiura, Tamara	07/01/17	07/08/17
60016	HL160-01	Intro to Pharmacology	1	M	0901-1200	3226	Lecture	Mafnas, Barbara C.	06/02/17	07/14/17
60017	HL161-01	Pharmacological Treat/Diseases	1	T	0901-1200	3226	Lecture	Mafnas, Barbara C.	06/02/17	07/14/17
60018	HL162-01	Administration of Medication	1	WR	0901-1200	3223	Lecture	Mafnas, Barbara C.	06/02/17	07/14/17

MA - MATHEMATICS

60019	MA085-01	Fundamentals of Mathematics	3	MTWR	0800-0930		Lecture	Paulino, Ronaldo M.	06/02/17	07/14/17
60059	MA108-01	College Algebra	3	MTWRF	1401-1530	A-7	Lecture		06/02/17	07/14/17
60022	MA108-02	College Algebra	3	MTWR	1001-1200	A-27	Lecture		06/02/17	07/14/17
60023	MA110A-01	Finite Mathematics	3	MTWR	1001-1200	C-25	Lecture	Ginson, Christie Marie F.	06/02/17	07/14/17
60024	MA110A-02	Finite Mathematics	3	MTWR	1401-1600	C-25	Lecture	Ginson, Christie Marie F.	06/02/17	07/14/17

MK - MARKETING

60084	MK292-01	Marketing Practicum	6	MTWR	1201-1400	TC1101	Practicum	Chargualaf, Katherine M.	06/02/17	07/14/17
-------	----------	---------------------	---	------	-----------	--------	-----------	--------------------------	----------	----------

MS – MEDICAL ASSISTING

60025	MS201-01	Medical Law and Ethics	2	F	0901-1300	3229	Lecture	Mafnas, Barbara C.	06/02/17	07/14/17
-------	----------	------------------------	---	---	-----------	------	---------	--------------------	----------	----------

NU – PRACTICAL NURSING

60026	NU140-01	Mental Health Nursing	2	F	1031-1430	3210	Lec / Lab	Loveridge, Rosemary J. Artero, Jennifer B.	06/26/17	08/04/17
60027	NU220-01	Adult Medical-Surgical Nursing	8	STWRF	0831-1500	3210	Lecture	Artero, Jennifer B. Loveridge, Rosemary J. Melegrito, Loressa M.	05/16/17	08/01/17
60028	NU280-01	Nursing Trends	1	F	0901-1000	3210	Lecture	Joo-Castro, Lucy H.	05/19/17	07/28/17

OA – OFFICE TECHNOLOGY

60029	OA101-01	Keyboarding	6	MTWR	1601-1800	D-9	Lecture	Guerrero, Lorette T.	06/02/17	07/14/17
60030	OA101-02	Keyboarding	3	MTWR	1231-1430	D-3	Lecture	Payumo, Luz Annette	06/02/17	07/14/17
60031	OA101-03	Keyboarding	3	MTWR	1431-1630	D-3	Lecture	Payumo, Luz Annette	06/02/17	07/14/17

PY - PSYCHOLOGY

60032	PY100-01	Personal Adjustment	3	MTWR	1401-1600	A-28	Lecture	Jackson, Arwen A.	06/02/17	07/14/17
60033	PY120-01	General Psychology	3	MTWRF	0801-1200	A-28	Lecture	Concepcion, Jonah M.	06/02/17	06/19/17
60056	PY125-02	Interpersonal Relations	3	MTWR	1001-1200	C-21	Lecture	Jackson, Arwen A.	06/02/17	07/14/17

SI - SCIENCE

60087	SI103-01	Introduction to Marine Biology	3	MWF	1001-1300	3117	Lecture	Paulino, Ronaldo M.	06/02/17	07/14/17
60088	SI103L-01	Intro to Marine Bio Lab	1	TR	1001-1300	3115	Lab	Paulino, Ronaldo M.	06/02/17	07/14/17
60063	SI130A-01	Human Anatomy and Physiology I	3	MTWRF	1301-1500	3111	Lec / Lab		06/02/17	07/14/17

VC – VISUAL COMMUNICATIONS

60085	VC292-01	Visual Communication Practicum	6	MTWR	1001-1200	TC1101	Practicum	Chargualaf, Katherine M.	06/02/17	07/14/17
-------	----------	--------------------------------	---	------	-----------	--------	-----------	--------------------------	----------	----------

Please note that the schedule is subject to change.
Please log into MyGCC at <http://GuamCC.edu> for the most current Schedule of Classes.
When in conflict the online schedule is the authoritative source for schedule.

FINANCIAL ASSISTANCE

Financial assistance is available for students. Types of financial assistance available include Pell Grants, privately funded scholarships and loans, and VA Education Benefits. Applications for any of these types of financial assistance can be obtained at the GCC Financial Aid Office, Room 2116 of the Student Services & Administration Building or by calling 735-5543/4. In general, a student may be eligible for assistance if:

1. Student demonstrates financial need,
2. Student maintains satisfactory progress toward declared program of study,
3. Student is admitted as a Declared Student,
4. Student is a U.S. citizen or eligible non-citizen, and
5. Student, as required by Federal Law, attests to his/her Selective Service status.

In order to receive any form of assistance, the student must comply with the following list of requirements:

1. Complete all necessary forms and documents on or before the established deadlines,
2. Be admitted as a DECLARED STUDENT and have a declared program of study,
3. Enroll in courses required by the program of study
4. Maintain academic SATISFACTORY PROGRESS,
5. Inform the Financial Aid Office of any changes that may affect financial assistance and/or educational benefits, and
6. Comply with all other policies established by the Financial Aid Office

Students who fail to comply with the requirements listed above may jeopardize their assistance and/or educational benefits.

FOREIGN STUDENTS

All foreign students must have a valid status. All foreign students will be required to show their I-94 before being permitted to register for classes. All full time, foreign students must obtain a Counselor's or an Advisor's approval of their program of study before they register.

PROOF OF CITIZENSHIP AND RESIDENCY

All students may be required to provide documentary evidence that indicate their citizenship and residency. Permanent Resident Aliens may be required to show their Alien Registration Card as they register.

SERVICES FOR STUDENTS WITH A DISABILITY

Students with disabilities can be provided with reasonable academic accommodations, to pursue their academic/vocational goals. Students with disabilities who are in need of academic accommodations should register with the Office of Accommodative Services, located on the 1st floor of the Student Services & Administration Building (Bldg. 2000), room 2138 or 2139 or students may contact the office at 735-5597 or TTY 735-5597.

2017 SUMMER ACADEMIC CALENDAR

Summer Registration Ends	5/25/2017
Last Day for Payment	5/25/2017
Drop for Non-Payment	5/25/2017
1st Day of Classes	6/2/2017
Schedule Adjustment Period START	6/2/2017
Schedule Adjustment Period END	6/5/2017
Last Day to Withdraw from Classes	6/23/2017
Independence Day Holiday (Observed)	7/4/2017
Last Day of Classes	7/14/2017
Liberation Day Holiday (Observed)	7/21/2017
Grades Due (except Saturday classes)	7/19/2017
Potential Make-up Days	06/30, 07/07, 07/01

