



REGISTRATION FORM

TERM: _____

NAME: _____

GCC ID#: _____

EMAIL: _____

DOB: _____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

PHONE#: _____ CELL#: _____

Check here if your personal information has changed.

Please mark the ADD, DROP or WITHDRAW box with a "√" or "X" to ADD, DROP, or WITHDRAW a course, respectively.
If you need more space, please use additional registration forms. A sample is provided for your convenience.

| CRN | COURSE | SEC | COURSE TITLE | ADD | DROP | WITH-DRAW | DAY | TIME | WAIVER / OVERRIDE APPROVAL (Print name & sign)* |
|-------|--------|-----|---------------------------|-----|------|-----------|-----|-----------|---|
| 90123 | EN110 | 01 | Freshman English (SAMPLE) | √ | | | MW | 1801-1930 | |
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REMARKS:

***WAIVE PREREQUISITES/COREQUISITES:** Dept Chairs, sign & print to waive course prerequisite and/or course co-requisite above.

***OVERRIDE MAXIMUM CREDITS:** Advisors, sign & print name to override maximum credits in the space provided above.

****CLASS OVERLOAD:** Instructors, write "Approved for Overload", print name & sign in the REMARKS section above.

Adult Education Office Clearance
(Sign & Date)

Business Office Clearance
(Sign & Date)

Health Services Center Clearance
(Sign & Date)

By signing this form you affirm that you have read, understood and agree to Guam Community College's policies procedures regarding registration and payment of tuition & fees. For more information refer to this form, the Schedule of Classes, or contact the GCC Admissions & Registration regarding registration. For policies regarding payment obligations contact the GCC Business Office. Policies are subject to change.

Also, by signing this form you agree that you are obligated to pay for tuition and fees in full unless you OFFICIALLY drop classes on or before the end of the Add/Drop period for the term.

Student Signature _____

Date _____

GUAM COMMUNITY COLLEGE

STEPS TO REGISTER

- **OBTAIN YOUR USERNAME and PASSWORD.**
MyGCC usernames & passwords are issued at the Admissions & Registration Office. Please bring proper identification.
- **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 HEALTH RECORDS (as needed).**
Pursuant to public law, health records must be updated for all for new students and returning students must be updated 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.
- **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.
- **LOG IN TO MYGCC AND REGISTER FOR COURSES.**
Visit our homepage, GuamCC.edu, log in and using the "My Courses" tab, you may register for classes.
- **PAY TUITION and STUDENT FEES.**
All accounts are due the day before classes start. Students may pay for tuition and fees at the Cashier's Office.
- **RENEW YOUR STUDENT I.D. & PARKING DECAL.**
Student ID card & parking decal 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. & decal.
- **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

- Course prerequisites can only be waived in writing by the Department Chairperson from the department that oversees 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 persons may call or walk-in to make an appointment with the Counseling Department. There is a non-refundable testing fee. 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 contact the office of Assessment & Counseling for details.

NEW STUDENT ORIENTATION

New Student Orientation is usually held at 1:00pm the Wednesday before the first day of classes for Fall and Spring terms. Orientation is required for all new GCC students, and all full-time GCC students who have not attended a GCC Student Orientation program. Call the Center for Student Involvement for more details.

LATE FEE

The College will charge a Late Fee if a student fails to make full payment by the day prior to the first day of classes. The College will not charge the Late Fee if:

- A student registers only for non-credit courses, special courses, or open-entry courses, or
- Student registers at mid-semester for courses that begin at mid-semester, or
- 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.

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 late registration.

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

- If withdrawal occurs on or before the last day of late registration, 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, Late 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.

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

All returned checks will be assessed a returned check fee. Students will be contacted by the GCC's Business Office if a check used for the payment of tuition and student fees is returned. The returned check amount and returned check fee must be paid in full with cash or cashier's check within 48-hours of notification. If a student fails to make payment, he or she may be withdrawn from courses and will be referred to a collection agency.

ADVERTISEMENT & PROMOTIONS

Guam Community College may use students' images, video and/or voice to help promote GCC in print, web, radio, video, presentation and other media. If a student does not wish to have their image and/or voice used by the college, a written request must be submitted to the Admissions & Registration Office.