

**Forms**

**Please note any form can be submitted electronically to [gcc.registrar@guamcc.edu](mailto:gcc.registrar@guamcc.edu). If you cannot send the form using your GCC email, please include a copy of your photo ID for faster processing. Students with access to their MyGCC student portal can submit the following requests electronically:**

- [Enrollment Verification Request](#) [1]
- [Transcript Request](#) [2] (via the National Student Clearinghouse)
- [Add or Change Program/Major](#) [3]
- [Change of Name Request](#) [4]
- [Dual Credit Articulated Program \(DCAPS\) Application](#) [5]
- [Notre Dame High School Course Articulation Application](#) [6]

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## **New Postsecondary / Undergraduate Students to GCC (Declared or Undeclared):**

Prospective students who wish to attend GCC as declared students must complete all forms below. The Evaluation Request form is only required for students who have previous postsecondary coursework that they would like evaluated for transfer credit.

1. [Application for Admission](#) [7] \*\*After completion, kindly email the form and a copy of your valid ID to [gcc.registrar@guamcc.edu](mailto:gcc.registrar@guamcc.edu)\*\*

2. [Student Health Information](#) [8]
  3. [CLYMER Application](#) [9]
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## **Returning Postsecondary / Undergraduate Students**

Students who have not attended classes for two or more consecutive regular semesters must complete all of the required forms below.

1. [Application for Admission](#) [7] \*\*After completion, kindly email the form and a copy of your valid ID to [gcc.registrar@guamcc.edu](mailto:gcc.registrar@guamcc.edu)\*\*
  2. [Student Health Information](#) [10]
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## **Adult Basic Education (Adult High School & GED/HiSet):**

1. [Admissions Application for Adult High School Diploma Students](#) [11]
  2. [Evaluation Request Form](#) [12]
  3. [Student Health Information](#) [13]
  4. [Diploma Order Request for GED or HiSet](#) [14]
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## **REGISTRATION RELATED FORMS:**

1. [Petition for Credit By Exam \(CBE\)](#) [15]
  2. [Course Exception](#) [16]
  3. [Course Substitution](#) [17]
  4. [Dual Credit Articulated Program \(DCAPS\) Application](#)
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[5]

[5. Withdrawal](#) [18]

[6. Registration Form](#) [19]

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## **Other Forms:**

[Authorization to Release Student Information](#) [20]

[Change of Program/Major](#) [21]

[Change of Personal Data](#) [22]

[Credit Card Authorization](#) [23] (Must include a copy of a valid ID)

[Enrollment Verification Request](#) [24]

[Grade Change Request](#) [25]

[Incomplete Grade Request](#) [26]

? [27] [Transcript Request](#) [28]

[Transcript Request from Others Schools](#) [29]

[Tuition Refund Waiver Request](#) [30]