

Admissions Process

Register for Classes Year-round with Chalani365!

As a student registering for courses via MyGCC, you acknowledge that you assume academic and financial responsibility for these adjustments to your registration. You acknowledge that you will be responsible for the full tuition and fees unless **you officially drop courses before the end of the schedule adjustment period.**

How to use the **GCC ONLINE COURSE SCHEDULE** to check course availability:

- Search for the classes you want to take by clicking on the desired semester/summer term schedule in the Online Course Schedule, then press Return, or Enter.
- Select the subject or subjects you want by clicking on a subject, or several subjects by holding down the control key (on a PC) or the command (Apple) key (on a Mac) and clicking on the various subjects you want, then press Return, or Enter. The schedule of classes for the various subjects you have selected will then appear in the order you selected them. From there, you can decide the dates/times for your courses. Click on the course section name/number to check course seat count/availability.

[ONLINE COURSE SCHEDULE \[1\] \(Current\)](#)

Please be advised the of the following

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[GCC 5-year Academic Calendar 2018-2023 \(pdf\) Updated 7.9.18 \[2\]](#)

New students, please view the [Steps to Register \[3\]](#) under Admissions on the front page of the website, and visit the Admissions & Registration Office on the first floor of Building 2000, the Student Services & Administration Building.

IMPORTANT DATES:

Updated

	Fall 2019	Spring 2020
Registration Dates	08/09/2019	Now - 01/03/2020

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Last Day for Payments	08/09/2019	01/03/2020
First Day of Classes	08/14/2019	01/08/2020
Schedule Adjustment Period As a student registering for courses via MyGCC, you acknowledge that you assume academic and financial responsibility for these adjustments to your registration. You acknowledge that you will be responsible for the full tuition and fees unless you officially drop courses before the end of the schedule adjustment period.	08/12 – 08/13/2019 - Schedule Adjustment Period (all students) 08/14 - 08/16/2019 - Cancelled class adjustment period only.	01/06-01/07/2020 - Schedule Adjustment Period (all students) 01/08-01/10/2020 - Cancelled class adjustment period only.
Last Day to Withdraw (standard term courses)	10/25/2019	03/20/2020
Last Day to Withdraw (First 8 week courses)	09/13/2019	02/07/2020
Last Day to Withdraw (Second 8 week courses)	10/11/2019	03/13/2020

ADMISSIONS & REGISTRATION OFFICE HOURS

Visit the Admissions & Registration Office in the Student Services & Administration Building (Bldg. 2000, 1st floor)
8:00 a.m. - 5:00 p.m. (Monday through Thursday)
8:00 a.m. – 12:00 p.m. (Friday)

CONTACT INFORMATION

EMAIL: gcc.registrar@guamcc.edu [4]
PHONE: (671) 735-5531

Continuing students can register online via MyGCC, new students will need to come to Admissions & Registration

Closed on Weekends and Government of Guam Holidays

TUITION & FEES

RESIDENT/MILITARY & DEPENDANTS/VETERANS: \$130.00/ Semester Hour

NONRESIDENT: \$155.00/ Semester Hour

FOREIGN STUDENT: \$180.00/ Semester Hour

All students must pay the following fees:

Registration \$22.00

Student ID Card \$7.00

Library Services \$15.00

Student Activities \$15.00

Health Services \$15.00

Technology Fee \$73.00

Total Student Fees per semester is \$147.00**

**Not including course fees, laboratory fees, textbooks, and/or supplies

Senior Citizen Tuition & Fee Waiver

Citizens over 55 years of age do not pay tuition and fees for classes appearing in the regular term (POT 1), classes that are taught the first half (POT F) or second half (POT S) of the semester are not covered by the tuition & fee waiver. Proof of age will be required at registration. The student is responsible for paying for all applicable tuition and course fees taken outside of the regular term, please verify with Admissions & Registration to determine course waiver eligibility.

For more information regarding tuition and fees, please see the Guam Community College Academic Catalog

LATE FEES & REFUND POLICY

The College will charge a Late Fee of \$37.00 if a student fails to make full payment. The Late Fee is a non-refundable fee and is charged the last day to make payment for that semester. 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 mid-semester, or
3. A student adds a course during ADD/DROP dates to replace a canceled course on or before the last day to add a class.

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

Students are obligated to pay for registered courses unless they officially drop a course(s) before the first day of class. Please refer to the Academic Calendar for specific dates and deadlines. If students do not withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes. The “Regular Semester” refund policy will be applied as follows to semester-long courses offered.

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 after the last day of registration (not schedule adjustment) for students who drop all courses.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are canceled 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.

Placement Tests/Clymer

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. Recent Guam high school graduates may be eligible to bypass the placement tests, review the CLYMER Program page on <http://guamcc.edu/clymer-program> [5] for more information regarding eligibility and requirements.

Bookstore Information

Regular Business Hours:

Monday - Friday 9:00am – 3:00pm

*Closed on Weekends and Government of Guam holidays, please note that summer hours can vary, please call the bookstore for more information

Phone: 735-6018

Email: bookstore@guamcc.edu [6]

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. Book prices can be located in the Academic Information channel of the My Courses tab in MyGCC.

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

Questions? See your academic advisor if you are a current student, or email gcc.registrar@guamcc.edu [4], or call 735-5531.