



COURSE REGISTRATION FORM

(ADD/DROP)

Last Name: _____ First Name: _____

GCC EMAIL: _____ GCC ID#: _____

Phone#: _____ Semester/Year: _____

Program: _____

NOTE: Please indicate the courses you intend to register for and/or courses you intend to drop. If you have courses requiring instructor or additional special approvals not listed on this form, please complete the **COURSE EXCEPTION FORM**. If you have courses you would like to withdraw from, please ensure to complete the **WITHDRAWAL FORM**. For policies regarding payment obligations, please contact the GCC Business Office at businessoffice@guamcc.edu. For information regarding tuition and fees, please refer to the GCC Academic Catalog on the website.

CRN	COURSE	SEC	COURSE TITLE	DAY	TIME	ADD	DROP

Approvals (if applicable)

Approved – Continuing Education Approval (Apprenticeships, etc.)

Signature: _____ Date: _____

Approved – Business Office Approval

Signature: _____ Date: _____

Approved – Health Services Center Clearance

Signature: _____ Date: _____

I certify that the statements made in this form are true and correct. I understand that any false information found to have been willfully given by me herein or in any supporting document may be cause for denial of admissions or immediate dismissal from Guam Community College.

I authorize Guam Community College to use my image, video and/or voice to help promote GCC in print, web, radio, video, presentation and other media.

By signing this form I affirm that I have read, understood and agree to Guam Community College's policies and procedures regarding registration and payment of tuition & fees. I understand that if I do not make full payment or payment arrangements with GCC's Finance & Administration Department before the first day of class, I will be dropped from all courses registered.

Student Signature (Parent/Guardian Signature)

Date

STEPS TO REGISTER

- **OBTAIN YOUR USERNAME and PASSWORD.**
MyGCC usernames & passwords are issued at the Admissions & Registration Office (Building 2000). Please bring valid picture identification.
- **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 (Building 5000). 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.
- **SCHEDULE PLACEMENT TESTS (as needed)** – New students must take an English and Math placement test. The placement test fee is \$22. Make the payment at the Cashier's office. Schedule your placement test via guamcc.edu under the Admissions tab. If you have taken a placement test for English or Math course(s) at another college or university, please bring your results or transcript to the Assessment & Counseling Office in the Student Services & Administration Building (2000).
- **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 payments are due the day on the last day of registration for each semester. Students may pay for tuition and fees at the Cashier's Office or online via their MyGCC Account.
- **RENEW YOUR STUDENT I.D.**
Student ID card must be renewed at the Student Support Services Office (Building B). 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.
- **ATTEND NEW STUDENT ORIENTATION** - Attendance of the new student orientation is **mandatory** for all new students.

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 Course Exception form.
- Course prerequisites can be waived based on test scores or course work outside of GCC. Please contact Assessment Counseling Office for details.
- To enroll in a class that is full, the instructor must specifically authorize the overload on the Course Exception form.
- Maximum allowable credit hours is 15 credit hours. Please see your advisor to authorize total credit hours over 15 on the Course Exception form.

PLACEMENT TESTS

College English and Mathematics Placement Tests are offered each week. Interested persons should pay the \$22.00 non-refundable testing fee at the GCC Cashier and schedule the test via guamcc.edu under the Admissions tab. 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 currently virtual and is required for all new GCC students, and all full-time GCC students who have not attended a GCC Student Orientation program. Important information will be provided regarding Admissions and Registration, Counseling, Financial Aid, Student Handbook, Title IX, Accommodative Services, Student Support Services, Reach for College, Health Services, Library Services, Environmental Health and Safety, Student Involvement, and other important topics. Call the Center for Student Involvement for more details.

LATE FEE

The College will charge a Late Fee of \$37.00 if a student fails to make full payment by the payment deadline of each semester. 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

REFUND POLICY

All students are obligated to pay for registered courses unless they officially drop a course(s) before the last day of regular registration for each semester.

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

- If drop occurs on or before the last day of regular registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- On the first day of class, 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 Finance & Administration 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.