

## Registration, Withdrawals, and Other Changes

MyGCC is Guam Community College's web-accessible information system that brings all major functional areas such as Student, Financial Aid, Finance, and Human Resources together into a single database information system. With MyGCC, students can register and pay for classes, check grades, and communicate with peers or faculty via student email. The launching of MyGCC is another example of GCC's commitment to preparing students for success in the classroom and at the workplace using proven and cutting-edge technology. Although students may now register online, the Admissions & Registration Office is always available to assist students and applicants. A Schedule of Classes is published each semester and is available to students before registration.

A Schedule of Classes can be viewed and printed via GCC's website, [www.guamcc.edu](http://www.guamcc.edu). Students should plan their program of studies using the Catalog available online at: [www.guamcc.edu/Runtime/GCCcollegecatalog](http://www.guamcc.edu/Runtime/GCCcollegecatalog).

A student is obligated to pay the tuition and fees for registered courses unless officially dropped on or before payment deadline. Failure to make payment by the due date may result in drop from all classes. However, it is the responsibility of the student to verify whether he or she has been dropped for nonpayment prior to the start of the semester. For more information regarding dates and deadlines, please review the academic calendar.

### Online Registration

Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the College's website, [www.guamcc.edu](http://www.guamcc.edu). All students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisite, program requirements, or educational goals. Students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, Criminal Justice Academy Bachelor's of Science in Career and Technical Education, and Cosmetology. All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the College at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130. Updated health records must be submitted to the GCC Health Services Center by new and returning students. Students who maintain their continuous student status, students enrolled for classes in at least one regular semester (fall or spring) each academic year, do not have to update their health records each academic year unless advised to do so.

### Class Withdrawal

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the academic calendar available in the catalog as well as the College's website, [www.guamcc.edu](http://www.guamcc.edu). Any student who fails to officially withdraw from a class by this deadline will be assigned any grade, except "W" for the class. Classes officially dropped prior to the end of the schedule adjustment period will not appear on a student's academic record. Classes officially withdrawn will be assigned a "W" on the academic record.

### Complete Withdrawal

Students who wish to withdraw completely from the College must do so by the deadline for dropping a class. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College.

### Change or Addition of Program/Major

Declared Students enrolled at the College with a cumulative GPA of 2.0 or better may change their program or major or add a second program or major at any time during a regular semester but it will not go into effect until the following semester. Request forms are available at the Admissions & Registration Office.

### Change of Personal Data

Any change of personal data such as name, address, telephone number and citizenship must be submitted to the Admissions & Registration Office. Copies of supporting documents are required for change of name and citizenship. Some visa restrictions apply to international students.

### Auditing Courses

Students wishing to audit a class must complete all admission and registration requirements and procedures, including payment in full of all tuition and fees. Students will be permitted to register on a space-available basis only after all students taking the course for credit have been registered. No credit or grade is given for a course which is audited. Students may participate in class activities only to the extent permitted by the instructor of the class. Students wishing to audit a class must indicate this status at the time of registration.

### Class Attendance

Regular and prompt class attendance is expected of all students. Each student is responsible for informing instructors of his or her absences (if possible) and to make arrangements with instructors to complete work missed due to his or her absence from class.

### Transfer of Credits from Postsecondary Institutions

GCC will accept credit transfer for all courses successfully completed at any college or university in the United States which is accredited by its regional accrediting body, affiliated accrediting body, the Distance Education Council, or any accrediting body recognized by the United States Department of Education (e.g. MSCHE, NEASC-CIHE, NEASC-CTCI, NCA-

HLC, NWCCU, SACS, WASC-ACCJC, WASC-ACSCU, or the DETC) or which is recognized and approved by the Department of Education or Ministry of Education in a foreign country. Transfer credit is given for courses taken at another college or similar institution that closely correspond to those offered at GCC. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a minimum grade of "C" are considered for transfer), and credit is indicated on the student's transcript. No letter grade is provided. Transfer credit will only be considered if:

- Official transcripts are received directly from the institution where the credits were earned or can be hand delivered by student provided the transcripts are in their original sealed envelope.
- The course is at the postsecondary level; with GCC, this means the course is at the 100 level or above and receives undergraduate level credit.
- Credits earned outside of GCC are equal to or greater than the credits to be received from GCC.
- The student has earned a "C" grade or higher (or equivalent).
- The course is not a credit awarded for life experience.

Full English translations of course descriptions as well as a NACES approved course by course evaluation are required for any international student seeking to receive transfer credit. Program faculty or Department Chair will determine whether any transfer course does or does not fulfill any program requirement, except where there is clear equivalence between the transfer course and the GCC course, in which case the Registrar makes the decision. Transfer students will be advised to contact the Department Chair of their program for evaluation of any course that does not transfer as equivalent to a GCC course but which the student believes should satisfy a program requirement. A form or template will be utilized for this purpose.

The transfer evaluation provided to the student at the beginning of the student's matriculation at GCC will be entered into the student's permanent record unless specific errors are found (e.g. misidentifying the number of credits for a course or giving a student credit for a course more than once) or the student requests and is granted a modification by the Dean and the Vice President for Academic Affairs.

It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Admissions & Registration Office.

#### **Advanced Placement**

Students may be placed in higher-level courses or a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses passed but both placement and the granting of credit are at the discretion of the Registrar in consultation with the

Department Chairperson, the Deans, or the Vice President for Academic Affairs, as necessary and appropriate.

Credit granted through advanced placement will be recorded with a "CR" (satisfactory completion) grade. Students who wish to be considered for advanced placement must request an evaluation of their high school achievement, training or test results for this purpose.

### **Recognition of Non-Traditional Learning**

#### **Credit-By-Examination College Sponsored Examinations**

Credit-by-Examination (CBE) is available for some courses at Guam Community College. Interested students should contact the appropriate Dean or Department Chair to determine whether or not this option is available for any particular course.

- Only continuing students in good academic standing may apply for credit by examination.
- Examinations shall be provided to the student no more than 10 working days after the Petition for Credit-by-Examination form has been approved and all applicable fees have been paid.
- No more than 9 credits applicable to a student's declared Certificate program may be earned through CBE.
- No more than 12 credits applicable to a student's declared Associate or Bachelor's Degree program may be earned through CBE.
- Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable fees must be paid, without exception.
- The Department Chair is responsible for determining the examination in consultation with his or her faculty and Dean. Examinations must be no more rigorous or no less rigorous than what a student may experience as a regularly enrolled student.
- Standardized examinations should be prepared by the Department Chair in conjunction with his or her faculty and kept on file by the Department Chair in anticipation for CBE requests.
- Credit-by-Examination should not be used for general education courses (English, math, science, etc.) with the exception of foreign languages offered by the institution (e.g., Japanese, Korean, Chamoru, and American Sign Language).
- A student receives a grade of CR for passing Credit-by-Examination; student receives a grade of NC for failing Credit-by-Examination. Courses passed by examination do not carry grade or grade points.
- Credit-by-Examination is recorded on a student's academic record for each course challenged through Credit-by-Examination. After an unsuccessful attempt at Credit-by-Examination, students must wait six months before making another attempt.