



**DUAL CREDIT
STUDENT GUIDE
2022-2023**

22-23 Outreach Site Information

DEERFIELD-USD 216

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Jennifer Wieberg-Coordinator
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Tim Parker-Principal
620-426-8516 tim.parker@usd216.org

GARDEN CITY-USD 457

1205 FLEMING
GARDEN CITY, KS 67846

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620-805-5425 rmeng@gckschools.com

Dr. Mike Dominguez-Superintendent
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Counselor's Office
620-805-5400

HOLCOMB-USD 363

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Dr. Scott Myers-Superintendent
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Jerry Johnson-Principal
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WICHITA COUNTY-USD 467

PO BOX 967*106 S INDIAN RD
LEOTI, KS 67861

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Delbert Schmidt-Principal
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SYRACUSE-USD 494

PO BOX 1187*502 N. MAIN
SYRACUSE, KS 67878

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Paul Larkin-Superintendent
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Paul Zuzelski-Coordinator/Principal
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DIGHTON-USD 482

PO BOX 878*200 S. WICHITA
DIGHTON, KS 67839

Cyrus Haynes-Coordinator
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Angela Lawrence- Superintendent
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Matt Hendricks - Principal
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HEALY-USD 468

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HEALY, KS 67850

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John West-Site Coordinator/Principal
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LAKIN-USD 215

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Julie Crum - Superintendent
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Nate Schmidt, - Principal
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SCOTT COUNTY-USD 466

712 S. MAIN
SCOTT CITY, KS 67871

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Jamie Rumford-Superintendent
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Matt Bayer-Principal
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GREELEY COUNTY-USD 200

400 W. LAWRENCE
TRIBUNE, KS 67879

Brandy Clevenger-Coordinator/Counselor
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John Niehues, Superintendent
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Josh Houston - Principal
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CHALLENGE ACT

The Kansas Challenge to Secondary School Students Act, K.S.A. 72-3220 through 72-3224, (Challenge Act) provides a means for school districts, in cooperation with eligible postsecondary institutions, to challenge high school students by procuring early college opportunities. https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#concurrent

The Challenge Act describes a student to mean a person who:

1. is enrolled in grades 10, 11, or 12 maintained by a school district, or a gifted child who is enrolled in any of the grades through 12 maintained by a school district.
2. has an individualized plan of study or an individualized education program.
3. has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary institutions.
4. has been authorized by the principal of the school attended to apply for enrollment at an eligible postsecondary educational institution.
5. is acceptable or has been accepted for enrollment at an eligible postsecondary educational institution as a degree-seeking or non-degree seeking student.

The purposes of the Challenge Act:

1. To reduce time-to-degree and lower costs. Students get an early start on their college education, thus potentially reducing the time required to complete a degree and lowering the costs borne by parents, students, and taxpayers.
2. To challenge high school students and promote college-level success. Students are provided a college-level learning experience by enhancing the amount, level, and diversity of learning in high school beyond traditional secondary curriculum.
3. To foster improved relationships between Kansas public postsecondary educational institutions and Kansas Secondary schools.

ACADEMIC CALENDAR

The academic calendar includes important dates for campus operation, including days when the College is closed. Also located on this page are important “Academic Dates” for each semester, including when drops dates, last date for refund, withdrawing, etc. The finals schedule can also be located here.

https://www.gcccks.edu/academics/academic_calendar.aspx

ADVISING

Advising of students who desire to enroll in dual credit courses will be carried out by both the high school as well as the Dual Credit Coordinator at GCCC.

Please refer to our Academic Catalog for details about GCCC, degree requirements, course descriptions, etc.
[catalog20-22_05-19-22.pdf \(gcccks.edu\)](#)

SYSTEMWIDE TRANSFER

The Transfer Kansas portal houses all Systemwide Transfer (SWT) courses approved by the Kansas Board of Regents, for which faculty develop and update learning outcomes. SWT courses transfer to any Kansas public institution offering an equivalent course. The decision of lower division courses to count toward upper division credit hours is at the discretion of the receiving institution. [Transfer & Articulation \(kansasregents.org\)](#)

Please be advised that when considering courses at other institutions for purposes of transfer credit, certain courses may not be approved for transfer. A college must have some assurance that the course you completed meets their requirements. In the event it does not, you may be asked to repeat that course.

STUDENT RESPONSIBILITY

Students are held responsible for knowing all published academic policies and degree requirements. They are likewise held responsible for knowing the requirements concerning the specific degree they plan to take and any special requirements within the department. In addition, it is the student's responsibility to be informed regarding the policies as to the standard of work required for continued enrollment in Garden City Community College. The Registrar's Office should be consulted if additional information is needed.

Please see the GCCC Student Handbook for more student information.

[student_code_of_conduct_2021-22.pdf \(gcccks.edu\)](#)

VIRTUAL ORIENTATION

GCCC provides students an opportunity to participate in a virtual orientation. This provides students an abundance of information to assist in their success.

[Garden City Community College | Virtual Orientation \(gcccks.edu\)](#)

STUDENT RECORDS PRIVACY ACT PROCEDURES

Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, with the following exceptions:

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information designated by the educational institution:
 1. Name
 2. Address
 3. Telephone listing
 4. Date and place of birth
 5. Major field of study
 6. Classification
 7. Participation in officially recognized College activities
 8. Sports - weights and height of athletic team members
 9. Dates of attendance 28
 10. Degrees or certificates earned
 11. Awards received
 12. Most recent previous educational institution attended
 13. Photograph
 14. Email Address

The College will publish Directory Information, collectively or individually, UNLESS a student notifies the Registrar in writing to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice all directory information will be withheld from publication. Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. , S.W., Washington, D.C. 20202-4605. Copies of the complete student records policy may be obtained on request from the Registrar.

GARDEN CITY COMMUNITY COLLEGE
Placement Guide



Mandatory Placement Policy

All degree-seeking students or students enrolling in a Math or English course must provide evidence of proficiency prior to enrollment. Only the Vice President for Instructional Services or designee may authorize enrollment in reading, math or writing courses without demonstrated proficiency through the placement methods below.

GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams. Please meet with an academic advisor prior to enrollment to ensure appropriate course selection.

At GCCC, students have three options to demonstrate proficiency for English, Math and Reading placement:

Option #1 High School Transcript

You may qualify if...

You are a current H.S. student, or have completed H.S. within three years

NOTE: using minimum 7-semester HS cumulative GPA

GPA	Math Placement	Writing Placement	Reading Placement
< 2.0	College Math MATH005	Basic English ENGL090	Reading Improvement I READ092
2.0-2.49 CUM	Beginning Algebra MATH006	Basic English ENGL090	Reading Improvement I READ092
2.5 < 3.0 CUM Or ≥3.0 CUM + <3.0 in Subject	Intermediate Algebra MATH107	English Companion ENGL098 + English I ENGL101	College Reading READ093
≥3.0 CUM + ≥3.0 in Subject	College Algebra MATH108	English I ENGL101	No Reading Requirement
≥3.25 CUM			

H.S. Transcript must be submitted prior or presented at advising/enrollment appointment to qualify. If your GPA is 3.25 or higher and you wish to qualify for a higher Math course, you must take the ACCUPLACER Advanced Algebra test or have a qualifying ACT score

Option #2 GED Test Scores

You may qualify if...

You have completed a GED (Version 2014) Test within three years

GED Scores	Math Placement	Writing Placement	Reading Placement
90			
145-154 Average	Beginning Algebra MATH006	Basic English ENGL090	Reading Improvement I READ092
155-164 Average	Intermediate Algebra MATH107	English Companion ENGL098 + English I ENGL101	College Reading READ093
≥ 165 Average	College Algebra MATH108	English I ENGL101	No Reading Requirement

GED Test Scores must be submitted prior or presented at advising/enrollment appointment.

Option #3 Placement Test

You may qualify if...

You have completed an ACT, SAT, or ACCUPLACER within three years

You will need to take a placement test if...

Your H.S. Transcript or GED Test Scores are more than 3 years old.

ACT					
Math Placement		Writing Placement		Reading Placement	
0-17	College Math MATH005				
18-20	Beginning Algebra MATH006	0-14	Basic English ENGL090	0-13	Reading Improvement I READ092
21	Intermediate Algebra MATH107	15-17	English Companion ENGL098 + English I ENGL101	14-17	College Reading READ093
22-23	College Algebra MATH108	18	English I ENGL101	18	No Reading Requirement
24-27	Trig. MATH109 or Stats MATH110 or Precalculus MATH120 or Fund. of Calc MATH121				
28-36	Calculus MATH122				

SAT					
Math Placement		Writing Placement		Reading Placement	
240-480	College Math MATH005				
490-520	Beginning Algebra MATH006	0-360	Basic English ENGL090	0-350	Reading Improvement I READ092
530	Intermediate Algebra MATH107	370-420	English Companion ENGL098 + English I ENGL101	360-440	College Reading READ093
540	College Algebra MATH108	430	English I ENGL101	450	No Reading Requirement

ACCUPLACER – Next Generation						
Math Placement (QR,Alg., & Stats)		Adv. Algebra & Functions	Writing Placement		Reading Placement	
200-236	College Math MATH005					
237-249	Beginning Algebra MATH006		200-236	Basic English ENGL090	200-236	Reading Improvement I READ092
250-262	Intermediate Algebra MATH107		237-254	English Companion ENGL098 + English I ENGL101	237-254	College Reading READ093
263-300*	College Algebra MATH108		255-300	English I ENGL101	255-300	No Reading Requirement
243-282		Trig. MATH109 or Stats MATH110 or Precalculus MATH120 or Fund. of Calc MATH121				
283-300		Calculus MATH122				

*If score is 274 or higher, student may request to take Adv Algebra & Functions test.

Test Administration

Students who wish to take a placement test for additional placement options are welcome to do so. The ACCUPLACER Next-Generation tests are available in the Testing Center, please call 620-276-9654 or email rafaela.arana@gcccks.edu for hours testing is available. All sections are untimed. However, you should allow at least 1½-2 hours to complete the entire battery of tests.

Testing Accommodations

Testing accommodations for testing can be provided when proper documentation is presented prior to the test administration.

Ability to Benefit

Accuplacer: Reading 55, Sentence Skills 60 and Arithmetic 34. All testing must be completed on the same day. Minimum one ID with student name, signature and recognizable photograph. No calculator allowed. Within any 3-month period, an initial and one retest are permitted. There must be a 2-week waiting period between the initial test and the retest. ATB testing accommodations can be arranged if proper documentation is supplied prior to the test administration.

Purpose of the Tests

ACCUPLACER Next-Generation is composed of tests in three subject areas: writing, reading, and mathematics. It is NOT a pass/fail test. However, your best effort is extremely important, as the results may determine placement in writing, reading, and mathematics courses.

Reading Placement Test

20 multiple choice questions with a focus on four main content categories: information and ideas, rhetoric, synthesis, and vocabulary. Reading passages range from 75-400 words and cover a variety of disciplines.

Writing Placement Test

25 multiple choice questions (presented in sets of 5) assessing ability to revise and edit multi-paragraph texts. Texts include both literary and informational, and are 300-350 words in length, covering a variety of disciplines.

Math Placement Tests

Quantitative Reasoning, Algebra, and Statistics (QAS)

Beginning, Intermediate & College Algebra Placement

20 multiple choice questions covering rational numbers, ration and proportional relationships, exponents, algebraic expressions, linear equations, linear applications and graphs, probability and sets, descriptive statistics, and geometry concepts.

Advanced Algebra and Functions (AAF)

Analytic Geometry and Calculus Placement

20 multiple choice questions covering linear equations, linear applications and graphs, factoring, quadratics, functions, radical and rational equations, polynomial equations, exponential and logarithmic equations, geometry concepts, and trigonometry.

Calculator Usage: 4-function and square-root calculators are available on-screen for select test items only.

HOW CAN I PREPARE FOR THE ACCUPLACER?

It's important that your ACCUPLACER scores accurately represent your skills and knowledge. ACCUPLACER offers tools and resources to help you prepare for the tests. Sharpening your academic skills by answering sample test questions in reading, writing, and math can lead you to improve and can help boost your confidence when you take the actual tests. ACCUPLACER resources at the link provided below include a FREE web-based study app, along with sample questions for each of the sections of the test. Simply go to <https://studentportal.accuplacer.org>, and click on "Practice Resources." Note: GCCC administers the "Next-Generation" version of ACCUPLACER.

TEST-TAKING TIPS

- Be well-rested before you test. If you are hungry, eat something before testing.
- If you have children with you, return when you have a sitter.
- Try to relax. We want to assess your best performance through the ACCUPLACER tests. • Take your time! None of the ACCUPLACER tests are timed.

Accuplacer Retest Policy

Students are permitted one retest per enrollment period (any single test or complete placement package). Students are highly encouraged to study/remediate prior to retesting.

Test Expiration

Placement scores are valid for three years except for Accuplacer ESL and Michigan Placement Test scores which are valid for 3 months.

ESL		
ESL ACCUPLACER Composite	Michigan Placement Test	Course Placement
≤ 196	0-54	Adult Learning Center (non-credit) LANG094 Dev. Lab in ESL (online)
197-318	55-74	LANG220 Inter. Reading Grammar LANG221 Inter. Speaking & Listening LANG222 Inter. Writing LANG223 Inter. Grammar LANG233 High-Inter. LANG224 Inter. Lab (online) LANG205 Academic Vocab.
319-440	75-95	LANG220 Inter. Reading Grammar LANG221 Inter. Speaking & Listening Inter. Lab (online) LANG222 Inter. Writing LANG205 Academic Vocab. LANG233 High-Inter. LANG234 High-
>441	➤ 95 + clear writing sample	LANG223 Inter. Grammar LANG233 High-Inter. Grammar ENGL101 English I

TUITION AND FEES

2022-2023 GCCC TUITION & FEES
Finney County On Campus

No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	61.00	55.00	116.00	1
2	122.00	110.00	232.00	2
3	183.00	165.00	348.00	3
4	244.00	220.00	464.00	4
5	305.00	275.00	580.00	5
6	366.00	330.00	696.00	6
7	427.00	385.00	812.00	7
8	488.00	440.00	928.00	8
9	549.00	495.00	1044.00	9
10	610.00	550.00	1160.00	10
11	671.00	605.00	1276.00	11
12	732.00	660.00	1392.00	12
13	793.00	715.00	1508.00	13
14	854.00	770.00	1624.00	14
15	915.00	825.00	1740.00	15
16	976.00	880.00	1856.00	16
17	1037.00	935.00	1972.00	17
18	1098.00	990.00	2088.00	18
19	1159.00	1045.00	2204.00	19
20	1220.00	1100.00	2320.00	20

2022-2023 GCCC TUITION & FEES
In State Out of County On Campus

No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	63.00	55.00	118.00	1
2	126.00	110.00	236.00	2
3	189.00	165.00	354.00	3
4	252.00	220.00	472.00	4
5	315.00	275.00	590.00	5
6	378.00	330.00	708.00	6
7	441.00	385.00	826.00	7
8	504.00	440.00	944.00	8
9	567.00	495.00	1062.00	9
10	630.00	550.00	1180.00	10
11	693.00	605.00	1298.00	11
12	756.00	660.00	1416.00	12
13	819.00	715.00	1534.00	13
14	882.00	770.00	1652.00	14
15	945.00	825.00	1770.00	15
16	1008.00	880.00	1888.00	16
17	1071.00	935.00	2006.00	17
18	1134.00	990.00	2124.00	18
19	1197.00	1045.00	2242.00	19
20	1260.00	1100.00	2360.00	20

2022-2023 GCCC TUITION & FEES
Out-of-State On Campus

No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	82.00	55.00	137.00	1
2	164.00	110.00	274.00	2
3	246.00	165.00	411.00	3
4	328.00	220.00	548.00	4
5	410.00	275.00	685.00	5
6	492.00	330.00	822.00	6
7	574.00	385.00	959.00	7
8	656.00	440.00	1096.00	8
9	738.00	495.00	1233.00	9
10	820.00	550.00	1370.00	10
11	902.00	605.00	1507.00	11
12	984.00	660.00	1644.00	12
13	1066.00	715.00	1781.00	13
14	1148.00	770.00	1918.00	14
15	1230.00	825.00	2055.00	15
16	1312.00	880.00	2192.00	16
17	1394.00	935.00	2329.00	17
18	1476.00	990.00	2466.00	18
19	1558.00	1045.00	2603.00	19
20	1640.00	1100.00	2740.00	20

2022-2023 GCCC TUITION & FEES
International On Campus

No. of Hours	Total Tuition	Credit Hour Fee	Total Charge	No. of Hours
1	100.00	55.00	155.00	1
2	200.00	110.00	310.00	2
3	300.00	165.00	465.00	3
4	400.00	220.00	620.00	4
5	500.00	275.00	775.00	5
6	600.00	330.00	930.00	6
7	700.00	385.00	1085.00	7
8	800.00	440.00	1240.00	8
9	900.00	495.00	1395.00	9
10	1000.00	550.00	1550.00	10
11	1100.00	605.00	1705.00	11
12	1200.00	660.00	1860.00	12
13	1300.00	715.00	2015.00	13
14	1400.00	770.00	2170.00	14
15	1500.00	825.00	2325.00	15
16	1600.00	880.00	2480.00	16
17	1700.00	935.00	2635.00	17
18	1800.00	990.00	2790.00	18
19	1900.00	1045.00	2945.00	19
20	2000.00	1100.00	3100.00	20

2022-2023 GCCC ONLINE TUITION & FEES \$150.00/CH

No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours
1	61.00	55.00	34.00	150.00	1
2	122.00	110.00	68.00	300.00	2
3	183.00	165.00	102.00	450.00	3
4	244.00	220.00	136.00	600.00	4
5	305.00	275.00	170.00	750.00	5
6	366.00	330.00	204.00	900.00	6
7	427.00	385.00	238.00	1050.00	7
8	488.00	440.00	272.00	1200.00	8
9	549.00	495.00	306.00	1350.00	9
10	610.00	550.00	340.00	1500.00	10
11	671.00	605.00	374.00	1650.00	11
12	732.00	660.00	408.00	1800.00	12
13	793.00	715.00	442.00	1950.00	13
14	854.00	770.00	476.00	2100.00	14
15	915.00	825.00	510.00	2250.00	15
16	976.00	880.00	544.00	2400.00	16
17	1037.00	935.00	578.00	2550.00	17
18	1098.00	990.00	612.00	2700.00	18
19	1159.00	1045.00	646.00	2850.00	19
20	1220.00	1100.00	680.00	3000.00	20

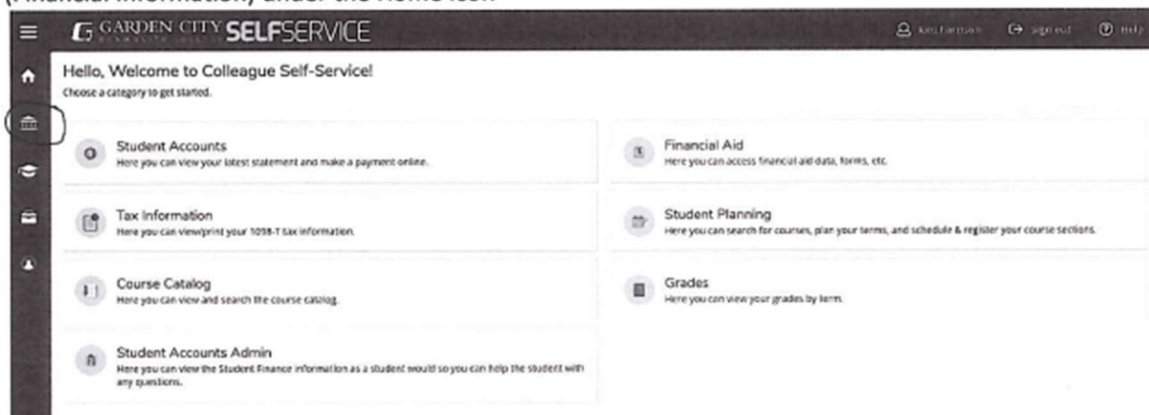
2022-2023 ONLINE HIGH SCHOOL \$116.00/CREDIT HOUR

No. of Hours	Total Tuition	Credit Hour Fee	On-Line Course Fee	Total Charge	No. of Hours
1	61.00	40.00	15.00	116.00	1
2	122.00	80.00	30.00	232.00	2
3	183.00	120.00	45.00	348.00	3
4	244.00	160.00	60.00	464.00	4
5	305.00	200.00	75.00	580.00	5
6	366.00	240.00	90.00	696.00	6
7	427.00	280.00	105.00	812.00	7
8	488.00	320.00	120.00	928.00	8
9	549.00	360.00	135.00	1044.00	9
10	610.00	400.00	150.00	1160.00	10
11	671.00	440.00	165.00	1276.00	11
12	732.00	480.00	180.00	1392.00	12
13	793.00	520.00	195.00	1508.00	13
14	854.00	560.00	210.00	1624.00	14
15	915.00	600.00	225.00	1740.00	15
16	976.00	640.00	240.00	1856.00	16
17	1037.00	680.00	255.00	1972.00	17
18	1098.00	720.00	270.00	2088.00	18
19	1159.00	760.00	285.00	2204.00	19
20	1220.00	800.00	300.00	2320.00	20

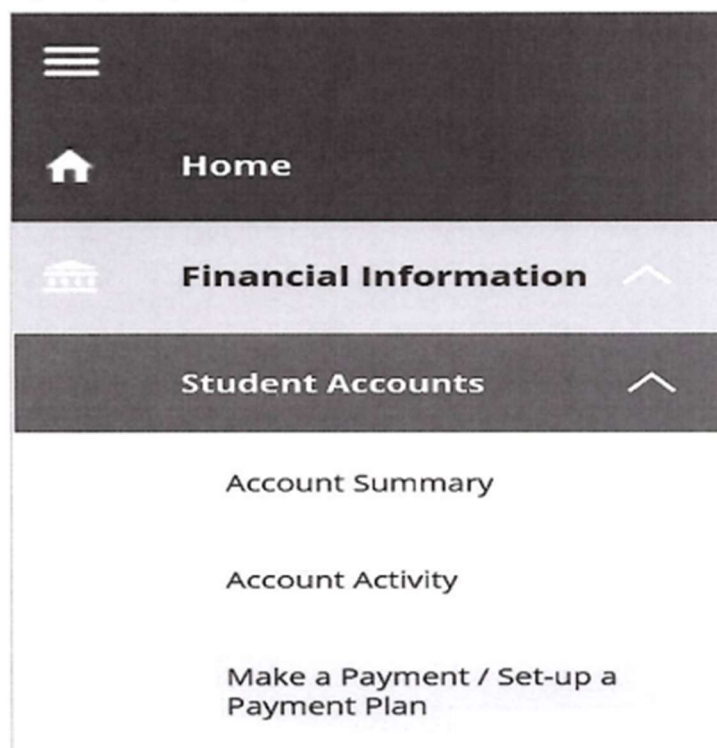
PAYING FOR COURSES

Paying for Courses

From the Home page of Garden City Community College Self Service click on the Icon on the right side (Financial Information) under the Home Icon



To Review your student account, make a payment or set up a payment plan simply click on Make a Payment/Set-up a Payment Plan.



This will direct you to GCCC's third party payment software (NelNet).

The first time you login to NelNet you will have to review and complete your contact information

There are several forms associated with the EDGE program. These forms are briefly explained below and a copy of each follows.

Application for Enrollment/High School Permission – This form is completed when students select classes for the semester. Kansas state statute requires that high school students enrolling in classes for college credit be of at least sophomore, junior or senior status and have the permission of their high school principal to enroll (see Kansas Legislative Guidelines in this handbook). GCCC additionally requires the student's signature and permission of the student's high school counselor and a parent.

Drop/Add – This form is used by students who need to adjust their schedules. If students decide to drop their EDGE classes, they must complete this form and return it to GCCC. Otherwise, they will receive a grade of "F" for the course(s).

Transcript Request – Students who wish to have an official copy of their GCCC transcript (including their EDGE courses listed by GCCC title, course number, credit hour and grade) sent to another college or university must complete this form. Without the transcript, other colleges and universities cannot accept the transfer of EDGE credits.

Contract for an Incomplete Grade – At the end of each semester, GCCC faculty are required to submit a Final Grade Roster. If a student has been unable to complete all requirements for valid reasons, the instructor can submit this form with the Final Grade Roster. The Contract is to be signed by both the student and the instructor.

Grade Change – Should faculty discover a mistake in the final grade given to a student, they must complete this form and return it to GCCC so the correct grade can be recorded. If a grade of Incomplete has been given, this form is used to record the final grade.

Payment Arrangement – Since EDGE students usually complete their enrollment from a satellite location, we ask that each one complete the Arrangement for Payment of Unpaid Obligations. Completed with the assistance of your Outreach Site Coordinator, this form explains the financial obligations of enrolling in GCCC classes.

GCCC Student Tuition and Fees Refund Policy – Commonly referred to as the "Fact Sheet," the GCCC Student Tuition and Fees Refund Policy explains the facts about tuition payment, refunds, and the refund appeal procedure. Students are asked to read and sign this document each semester.

Copies of these forms are available through GCCC or your local Outreach Site Coordinator.



Garden City Community College

High School Concurrent/Dual-Credit Enrollment Application

☐ **NEW STUDENT**

☐ **RETURNING STUDENT**

Semester/Year: FALL 20____ SPRING 20____ SUMMER 20____

GRADE LEVEL: ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR ☐ OTHER_____

GENDER: ☐ M ☐ F

High School Site:

Anticipated Graduation Month/Year: _____

☐ Deerfield
☐ Lakin

☐ Dighton
☐ Leoti

☐ Garden City
☐ Scott City

☐ Healy
☐ Syracuse

☐ Holcomb
☐ Tribune

APPLICANT INFORMATION:

DATE: _____ GCCC ID or SOCIAL SECURITY NUMBER: _____ DATE of BIRTH _____

LEGAL NAME: _____
Last Name First Name MI

PERMANENT ADDRESS: _____
NO. & Street PO Box City State & Zip

PRIMARY PHONE: _____ IS THIS A CELL PHONE? ☐ YES ☐ NO ☐ NO TEXTS PLEASE

EMAIL ADDRESS _____

DATA USED FOR OPTIONAL STATISTICAL INFORMATION ONLY:

Are you Hispanic or Latino? ☐ YES ☐ NO

RACE: ☐ African American or Black ☐ American Indian or Alaska Native ☐ Asian

☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Other _____

RESIDENCY INFORMATION:

Are you a U.S. Citizen*: ☐ YES ☐ NO If NO, what is your status? _____ Resident Alien Card No. _____

*Citizenship is used to determine tuition rate.

Kansas Resident: ☐ YES ☐ NO County: _____ Six (6) months prior to enrollment: ☐ YES ☐ NO

Previous State: _____ Date Kansas Residency began _____

COURSE REGISTRATION:

I wish to enroll in the following courses at GCCC:

Course	Section No.	Title	Instructor	Credit Hours
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☐ I have taken the ACCUPLACER test and I am recommended for the GCCC course(s) above.

☐ The ACCUPLACER test is not required for the GCCC course(s) above.

Applicant's signature for Enrollment and Residence Certification-Upon signing this form, I understand and agree to the policies and procedures of Garden City Community College. I understand withholding information requested on this form, or giving false information may make me ineligible for enrollment or continuation at Garden City Community College. I certify that all the statements on this application are correct and complete. I agree to abide by the rules and regulations of the College. The College reserves the right to refuse release of student's transcript or degree for failure to comply with enrollment requirements or to pay accounts due at the College.

STUDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE

SECTION 1>>>>PARENT SIGNATURE REQUIRED

I have read and understand all parts of this document. I agree to allow this student to take the GCCC course(s) listed above. By allowing student to enroll in GCCC courses, I understand that I will be responsible for all tuition and fees incurred.

PARENT SIGNATURE_____
DATE

(PLEASE COMPLETE THE SECTION THAT APPLIES)

SECTION 2>>>>SOPHOMORE, JUNIOR or SENIOR (10TH, 11TH, or 12TH Grade) STATUS STUDENT

I HEREBY CERTIFY THAT THE ABOVE NAMED STUDENT IS ENROLLED IN AT LEAST GRADE 10 AT _____ HIGH SCHOOL AND IS RECOMMENDED FOR ENROLLMENT IN COLLEGE COURSES AS AUTHORIZED BY KANSAS BOARD OF REGENTS AND THE COOPERATIVE AGREEMENT BETWEEN U.S.D. _____ AND GARDEN CITY COMMUNITY COLLEGE.

SIGNATURE, HIGH SCHOOL PRINCIPAL_____
DATE**SECTION 3>>>>GIFTED PROGRAM STUDENT**

I HEREBY CERTIFY THAT THE ABOVE NAMED STUDENT IS CURRENTLY ENROLLED IN GRADE 9 AT _____ SCHOOL, HAS BEEN SPECIFICALLY STAFFED AS "GIFTED", AND IS RECOMMENDED FOR ENROLLMENT IN COLLEGE COURSE(S) AT GARDEN CITY COMMUNITY COLLEGE. A copy of the student's Individual Education Plan (IEP) is attached hereto and made a part of this authorization.

SIGNATURE, HIGH SCHOOL PRINCIPAL_____
DATE**SOCIAL SECURITY NUMBER NOTICE**

In accordance with Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions is voluntary. Students are notified however that according to federal regulations, the Social Security number is the only identifier for grants and/or financial assistance including the 1098T tax credits. The student's Social Security number will not be disclosed to individuals or agencies outside Garden City Community College except in accordance with institutional policy on student records.

ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or those who need special accommodations, should contact Kari Adams, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, accommodations@gccocks.edu.

TITLE IX NON-DISCRIMINATION/ ANTI-HARASSMENT/ EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, pregnancy, age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the college's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, compliance@gccocks.edu.

GARDEN CITY COMMUNITY COLLEGE
Tuition and Fees Refund Policy/Student Financial Agreement
Effective Spring 2018

Tuition and Fee Refunds

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

Drop/No-Show Fee

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for Online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

100% Refund Periods - (also applies to Evening and Outreach classes):

• **12-16 Week Classes**

Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.

• **8 -11 Week Classes**

The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.

• **6 - 7 Week Classes**

The 100% refund period for a 6-7 week class is **prior to the fifth calendar day** after the start of the class.

• **2 - 5 Week Classes**

The 100% refund period for a 2-5 week class is **prior to the third calendar day** after the start of the class.

• **1 Week Classes**

The 100% refund period for a 1 week class is **prior to the start of the class.**

• **EduKan Classes**

For 100% refund period for EduKan classes, please refer to www.edukan.org for exact dates.

Refund Appeal Procedure

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Instructional Services.

The Business Office will notify the student, in writing, of the committee's decision.

I understand when I register for any class or receive any services from Garden City Community College (including but not limited to: tuition and fees, room and board, textbooks, supplies, etc.) I accept full responsibility and agree to pay for all associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, housing, and other associated costs by the published or assigned due date.

I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.

Student Signature _____ Date _____ Student ID # _____



CHANGE OF SCHEDULE
GARDEN CITY COMMUNITY COLLEGE

White Copy: Registrar
Yellow Copy: Business Office

Student Name _____ Local Phone # _____
Student I.D. # _____ Social Security # _____

SEMESTER

☐ Fall 20____
☐ Spring
☐ Summer

ADD

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day
Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day
Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

DROP

Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day
Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day
Course No.	Sec.	Course Title	Sem. Hrs.	Instructor's Signature	Time	Room	Day

Date _____ With above change(s), my current enrollment totals _____ hours.

Student's Signature _____ Advisor's Signature _____

Note: Dropping and adding classes after published dates will result in full obligation for classes dropped and added. For students who are receiving financial aid or scholarship assistance **AND** are dropping below 12 hours, signatures (approval) from the Financial Aid Office and the Scholarship Sponsor are **required**.

WHITE/YELLOW COPIES MUST BE FORWARDED TO THE REGISTRAR'S OFFICE.

5/13

Registrar's Office

Garden City Community College
TRANSCRIPT REQUEST

801 Campus Drive,
Garden City, KS 67846

Student's Signature _____ Date _____
(required by Federal Law)

Transcript fees: Mail or Pick Up - \$5.00 ea. FAX - \$5.00 ALL FEES ARE PAYABLE IN ADVANCE TRANSCRIPTS WILL NOT BE ISSUED IF ANY FINANCIAL H

Social Security Number _____ GCCC Student I.D. # _____ Date of Birth _____

Phone No. _____ Name/s used previously by student _____

☐ Currently Enrolled

☐ Not Currently Enrolled (Attended from _____ to _____)

☐ Send transcript NOW/Before semester grades

☐ After semester grades

☐ After degree statement is on record

☐ Will pick up

FILL OUT SEPARATE FORM FOR EACH ADDRESS

Send copies to:

(list person or mailing
department and complete
mailing address)

(print legibly - mailing label)

white-mailing copy yellow-registrar's copy pink-student copy

Enter YOUR ADDRESS BELOW IF
address to left is not your own

Name _____

Street _____

City _____ St _____ Zip _____

E-mail Address _____

Offi

Amt.

☐ ca

Proc

