

Admissions Information

ADMISSIONS INFORMATION

Student Classifications

A student may be admitted to the College in any one of the following classifications:

A **Declared Student** is a student pursuing a postsecondary certificate or degree. To be eligible, a student must be a

- Graduate of an accredited or recognized United States high school or foreign high school with equivalent programs of instruction and comparable standards; or
- Have the equivalent of a high school diploma (e.g., G.E.D);
- AA/AS, BA/BS degree, or successful completion of at least 60 semester hours of college credit from an accredited or recognized United States college/university or a foreign college/university with equivalent programs of instruction and comparable standards; or
- Be at least sixteen (16) years of age or older and have the ability to benefit from the education or training offered at the College. Students admitted on the basis of ability to benefit from the education or training offered must pass a U.S. Department of Education approved test such as ASSET prior to enrollment at the College.

An **Undeclared Student** is a student taking courses for personal enrichment and who is not working on a degree, certificate or diploma at the College.

Any person below 16 years of age may only enroll as a secondary student in classes held on the college campus, subject to proof of parental consent, home school consent, and College approval. The College will determine if such students are able to benefit from an educational experience delivered in an adult setting.

Full-time foreign students at other institutions are also eligible but foreign students who are full-time students at the College may not be admitted as Undeclared students.

A **Diploma Student** is a student pursuing an Adult High School Diploma.

To be eligible, a student must be at least 16 years old, not a high school graduate and not attending a regular high school program, which will meet their needs.

A **Special Student** is a student admitted to the College to participate in a special training project or taking special courses or is pursuing an educational objective not usually available at the College. Any person is eligible to be a Special Student.

Note: The Apprenticeship Program has additional admission requirements. These requirements are stated in the Apprenticeship Program description in this catalog.

Acceptance Information

When all information, forms and documents are received, students applying for admission as a Declared Student or as a Diploma Student will be notified by mail of their admission to the College and may be assigned a specific date and time for orientation, placement testing, advisement and registration. Students who are transferring course credit into the College will be provided a written evaluation.

In some cases, however, a student may not be permitted to enroll in the beginning courses in their program because:

- Certain prerequisites for the courses have not been met;
- The program may already be fully enrolled; or
- Beginning courses in the program are not offered in that semester.

Students applying for admission as an Undeclared Student are not formally notified of their acceptance. If an Undeclared Student is permitted to complete the registration process, that student is considered to have been admitted to the College as an Undeclared Student.

Admission Procedure for Declared Students/Diploma Students

Students applying for admission either as a DECLARED STUDENT or as a DIPLOMA STUDENT are required to complete the following steps prior to admission to the College:

- 1) File an Application for Admission with the Registrar.
 - a) Students working toward an Adult High School Diploma apply for admission as a Diploma Student.
 - b) Students working toward a certificate or degree apply for admission as a Declared Student. Students applying for admission as a Declared Student **must** specify the degree or certificate program they intend to pursue.
- 2) Submit official transcripts of all high school and/or college work.
- 3) Submit other information, forms or documents as requested by the College.

Note: Consideration for admission is based on a complete submission of all legal documents.

Admission is based on the semester in which a complete application is made. Failure to submit a complete application may result in denial of Declared Student status.

If the student is admitted, the student must, in addition:

- 4) Take placement tests, if required, and meet with a College counselor or advisor for advisement and program planning.
- 5) Register for classes during the registration period and pay all tuition and fees in full within the designated payment period.

All documents, transcripts and forms submitted by the student during the admission process become the property of the College and will not be copied for the student's own use, returned to the student, or forwarded on behalf of the student to any other institution.

Admission Procedure for Undeclared Students

No advance application for admission is required for admission as an Undeclared Student.

Admission of Foreign Students

This school is authorized under Federal law to enroll nonimmigrant alien students. Nonimmigrant alien students (hereinafter: foreign students) are not citizens of the United States or aliens permanently residing in the United States. Foreign students must meet the same admission requirements as all other students. In addition, foreign students must also meet the following special admission requirements:

- Submit, with their Application for Admission, an official transcript from the last school, college or university they have attended with a notarized or certified translation of the transcript if that document is recorded in a language other than English.
- Have their scores on the Test of English as a Foreign Language (TOEFL) submitted directly to the College. Scores must be from a test taken within the previous two years. Acceptable scores for admission are:

Associate Degree Programs	400 or above
Certificate Programs	400 or above
Diploma Programs	400 or above

Students scoring below 400 on the TOEFL may be required to enroll for additional language study prior to or concurrently with beginning courses for the program of their choice.

Applications and/or requests for scores to be sent to the College should be made by writing to:

TOEFL Programs
CN 6155
Princeton, New Jersey 08541-6155 USA

Applicants in the following categories may be exempted from taking the Test of English as a Foreign Language:

- Applicants whose native language is English.
- Applicants who have completed either two years of high school or 24 semester hours of college-level work at an accredited or recognized school, college or university in the United States.
- Applicants who are graduates of high schools situated in Micronesia.
- Applicants who can demonstrate proficiency in English at a level commensurate to college level work in the English language.

Foreign students will not be notified of their admission to the College until all admission requirements have been fulfilled. Foreign students must have an official Notice of Admission and Form I-20A-B in their possession before coming to Guam. Foreign students must also:

- Fall within the limit for foreign student enrollment as mandated by the College.
- Submit a Supplementary Information Form for Foreign Students (including evidence of ability to pay all expenses themselves, or through the support of their families in their native country, or through a sponsor who is either a citizen or permanent resident of the United States).
- Submit any other forms, documents or information as may be required by the College.

Foreign students will be admitted only to a specific certificate or degree program. Foreign students, except in extraordinary circumstances, will not be permitted to change their program of study and must enroll for a minimum of 12 semester hours per semester in courses which are required for their specific program of study.

Foreign students are required to register for English their first semester at the College and each subsequent semester until all English requirements of their program of study are met.

Guam Community College has no dormitory facilities for students. The majority of foreign students rent rooms or apartments near the College. Foreign students are encouraged to seek housing with English speaking families on Guam in order to facilitate speaking English on all possible occasions.

Immigration and Naturalization Service regulations do not permit foreign students to accept employment while attending college. A foreign student should not count on being able to accept employment on Guam to work one's way through college.

Registration, Withdrawals, and Other Changes

Registration

Registration is held prior to the first day of instruction. A Schedule of Classes is published each semester and is available to students before registration. A Schedule of Classes can be obtained at the Student Services & Administration Building or GCC's website: www.guamcc.edu. Students should plan their program of studies using the Catalog and Program Planning Guides: Declared Students must have their program of studies approved

by their advisor or counselor before they register

A student is obligated to pay the tuition and fees for registered courses unless officially dropped on or before the add/drop deadline. Failure to make payment by the due date will result in an assessment of a late registration fee.

Change of Registration (ADDS & DROPS)

To officially add or drop a class, a student must complete a Registration Form, submit the form, and pay any additional tuition or fees.

Classes officially dropped before the end of the Add/Drop period of a term will not appear on a student's academic record. Classes withdrawn from after the end of the Add/Drop period of a term will be assigned a "W" on the academic record. Students are obligated to pay the tuition and fees for classes from which they withdraw after the add/drop period.

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the Schedule of Classes for each term.

Any student who fails to officially withdraw from a class by this deadline will be assigned any grade except "W" for the class.

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 of Program/Major

Declared Students enrolled at the College may change their Program or Major at any time during a regular semester. Request forms are available at the Admissions & Registration Office. Foreign students require the Registrar's approval to change programs.

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 foreign 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 their absences (if possible) and to make arrangements with instructors to complete work missed due to their absence from class.

Transfer of Credits

Credits earned with course grades of "C" or better in other accredited or recognized colleges and universities may be accepted for credit at Guam Community College. Credits earned with course grades of "D" may be accepted on a conditional basis until successful completion of subsequent course work at the College in the same area of study. Only credits applicable toward a diploma, a certificate, or degree at the College will be accepted. Grades, grade point or grade point average will not be transferred. The Registrar, with the advice of the faculty (as needed) will determine which credits will be accepted. It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Transfer Credits by the Registrar.

Advanced Placement

Students may be placed in advance courses of a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses bypassed but both placement and the granting of credit are at the discretion of the Department Chairperson, the Dean and the Registrar.

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 is available for some courses at Guam Community College. Interested students should contact the appropriate Dean to determine whether or not this option is available for any particular course. To be eligible to earn Credit-by-Examination, students must be registered in the College and must meet all prerequisite requirements for the course they propose to challenge. Courses passed by examination do not carry grade or grade points. If credit is earned, the grade “CR” is recorded. An “NC” (unsatisfactory completion) will be recorded if a student fails to earn credit-by-examination. Credit-by-Examination (CBE) 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. Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable tuition and fees must be paid. For further information, contact the Registrar’s Office located in the Student Services & Administration Building.

Credit-by-Examination does not fulfill the residency requirement of degree, certificate or diploma programs.

External Examinations Credit is awarded by the College on the basis of the following examinations:

CLEP General Examinations: Maximum Credit English Compositions (with Essay)	6 semester hours
Humanities	6 semester hours
Mathematics	6 semester hours
Natural Sciences	6 semester hours
Social Sciences & History	6 semester hours

A minimum score of 421 is required on all CLEP General Examinations.

CLEP Subject Examinations

DANTES Subject Standardized Tests (DSSTs)

Minimum scores for credit are determined using the American Council of Education (ACE) recommendations.

ACT Proficiency Examination Program (PEP)

Credit may be awarded at the College on the basis of the following examinations:

College Board Advanced Placement Exams

USAFI Subject Standardized Tests (USSTs)

USAFI End-Of-Course Examinations

Prior Learning

The College recognizes that students may have had prior learning experiences, which might translate to academic credit. The College adheres to the following standards for assessing such experience:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted.

The College recognizes that students may have acquired learning through traditional college experiences as well as from work and life experience, independent reading and study, the mass media and participation in formal courses sponsored by associations, businesses, government, industry, the military, unions and learning reflected in various examinations.

The College will evaluate prior institutional (i.e., college) learning experience as transfer credit and as a basis for advanced placement.

The College will evaluate extra-institutional (i.e., non-college) learning using Credit-by-Examination. See also “Educational Credit for Training Programs.”

Recognition of Sponsored Learning

Military Education

Credit may be granted for armed services school and military experience only as recommended by the American Council on Education (ACE).

Educational Credit for Training Programs

The College awards credit for non-collegiate sponsored instruction as recommended by the National Program on non-collegiate sponsored Instruction (PONSI) or the American Council on Education in The National Guide To Educational Credit For Training Programs. These credits do not fulfill the residency requirement of degree, certificate and diploma programs. Nationally recognized training and certification programs will be assessed on a case-by-case basis.

Special Courses

Special courses are open-entry/open-exit courses; a student may register for a special course during any regular semester or summer session. To register for a special course, a student must complete the Application to Take A Special Course Form. A student must work with either a counselor or an advisor as well as the supervising faculty member in preparing the Application to Take A Special Course Form. The number of credits to be earned must be specified on the form. A student must obtain the approval of the counselor or advisor, supervising faculty member, Department Chairperson, Dean of the Division and the Registrar in order to take a Special Course.

Special Courses offered at the College are designed as follows:

- **__190, __290: Special Projects** Courses for individual students, including problems, special studies and individual research.
- **__192, __292: Practicum Courses** Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study.
- **__191, __291: Internship** A trainee, residency or intern program in which the student works in a specific technical or professional area under the direction of an expert in the field.
- **__198, __298: Cooperative Education/Work-Learn** Vocational instruction combined with employment related to that instruction, providing an opportunity to earn college credit and wages “paid or unpaid work experience” in an on-the-job setting arranged by the College.

Work Experience

The Work Experience Program provides an opportunity to qualified students to receive relevant paid or unpaid work experience related to their vocational/technical fields of study and individual interest within that field. Work Experience, listed as CO-OP/Work-Learn, is an option under Technical Requirements for some certificate/degree programs. Work Experience is also an option under Related Technical and General Education Requirements for most certificate/degree programs. Students may earn between 1 to 6 Work Experience credits upon successful completion of their training program. Students who wish to participate in this program must complete the Application to Take Form, which is available at the Student Services & Administration Building. Students should complete this form with the assistance of the program department chairperson and a Work Experience coordinator. Work Experience is an open-entry/open-exit program. Students may register for Work Experience credits during any registration period and throughout any semester. For further information regarding the Work Experience Program, contact a Work Experience coordinator in Room 206, Building 200 or call 735-5567/8.

Credits, Grades and Examinations

Credits

Credit is granted in recognition of work successfully completed in specific courses. For courses numbered 050-299, credit is granted in SEMESTER HOURS.

Credit Load

A student may not register for more than 15 credits in any one semester except under special circumstances. If a student’s program of study requires registration for more than 15 credits in any one semester, counselor or advisor approval is required.

Course Numbering

Courses offered by the College are numbered as follows:

- **000-049** These courses are noncredit courses. These courses may satisfy prerequisite requirements and/or provide appropriate remediation for courses numbered 050-099 in the same subject areas.
- **050-099** These courses are accepted toward meeting the requirements of the Adult High School and some Certificate/Degree programs. These courses may also satisfy prerequisite and/or provide appropriate remediation for courses numbered 100-299 in the same subject areas.
- **100-299** These courses are accepted toward meeting requirements of the Associate of Arts and Associate of Science degrees conferred by the College. These courses are also accepted toward meeting the requirements of the Certificate conferred by the College. Exceptions are MA 108, EN100R and EN100W. These are prerequisite/remedial courses.

Course numbers indicate the level of the course. Courses numbered 100-199 are intended for freshman or sophomore students; courses numbered 200-299 are intended for sophomore students.

Courses numbered 100-299 may be used to meet Adult High School Diploma requirements. Diploma Students taking courses numbered 100-299 to meet the Adult High School Diploma should select such courses with the advice and approval of their counselor or advisor.

Prerequisites

Course prerequisites are courses to be completed or conditions to be met before a student is eligible to enroll in a specific course. A student who has enrolled in a course without first completing all course prerequisites may be disenrolled from that course by the College. Prerequisites are identified in program listings with a “+” sign.

Course Waivers and Substitutions

Recommendation for a course waiver is made by the department chairperson or program coordinator. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A declared student wishing to have a course waived or substituted must complete the following steps :

1. Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor then to the department chairperson.
2. The department chairperson will confer with department members, and if they concur with the request, will forward the request to the appropriate Dean for approval.
3. If the Dean concurs with the request, it will be forwarded to the Registrar. If the Dean does not concur with the request, it will be returned to the student.

Each party involved in the Course Substitution procedure shall indicate approval/disapproval and indicate the reason(s) for the approval/disapproval of the requested waiver/substitution.

Repeating a Class

A student may repeat a course in the following cases:

- a course in which a grade lower than a “C” was received. Credit is allowed only once for the course, but the student will receive the higher grade and grade points for any course repeated.
- certain courses can be repeated for additional credit. The course description indicates if a course can be repeated for additional credit.

Note: The class being repeated will be assigned a repeat grade designation of “R” before the original grade.

Grade Reports

Grade reports are mailed to students at the end of each semester. It is the student’s responsibility to update their address and mailing information in their student records. Such information may be submitted to the Admissions & Registration Office.

Grading

Students are assigned grades based on standards of achievement established by the curriculum documents and by the instructor of each class. Students will be informed of these standards within the first week of instruction of each class each semester.

Faculty evaluation of student work may be appealed using the process described in the Student Grievance Procedure located in the student handbook. An Evaluation Review Committee shall be convened to review the faculty member’s evaluation of the student’s work. Students may contact a Counselor for further guidance.

Students who wish to challenge grades must do so within two semesters immediately following the grading period in question.

Grading System

The following grades may be issued at the College:

<u>GRADE</u>	<u>GRADE POINTS</u>	<u>INTERPRETATION</u>
A	4	Excellent Achievement
B	3	Above Average Achievement
C	2	Average Achievement
D	1	Minimal Passing Achievement
F	0	Failure
TF	none	Technical Failure
TW	none	Technical Withdrawal
W	none	Withdrawal
I	none	Incomplete
CR	none	Satisfactory Completion
NC	none	Unsatisfactory Completion
P	none	Satisfactory Completion/Test-Out (Used for development courses only)
Z	none	Satisfactory Progress made, continued enrollment required (Used for development courses only)
AU	none	Audit

Note: If a student repeats a class (see section on Repeating a Class), the class being repeated will be assigned a repeat grade designation with an “R” before the original grade.

Credit/No Credit Option

Students should consult their counselor or advisor before taking courses using the Credit/No Credit option; this option must be declared in writing prior to the first day of instruction. Credit/No Credit is used for all Credit-by-Examination challenges.

Incomplete or “I” Grade

This is a temporary grade given at the instructor’s option if a student has failed to complete the requirements of the course because of circumstances beyond the student’s control. In general, the “I” grade will revert to an “F” (and in no case a “W”) if the student fails to complete the course requirements before the end of the next regular semester. Students are responsible for making arrangements with their instructors for completing course work and are encouraged to make sure that a Change of Grade Form has been submitted on their behalf upon completing course requirements.

Technical Failure or “TF” Grade

If a student registers for a class but fails to attend the class, the instructor will award a “TF” grade, indicating that the student never attended the class. The “TF” will be entered on the student’s permanent record.

Technical Withdrawal or “TW” Grade

If a student registers for a class but fails to meet all College requirements for registration in that class (e.g., course prerequisites, immunization/health requirements, etc.), that student may be administratively withdrawn from that class. In such instances, a “TW” grade will be entered on the student’s permanent record.

Grade Point Average

A student’s grade point average (GPA) is computed by dividing the total grade points earned by the total credits attempted, excluding those credits for which “AU”, “CR”, “I”, “NC”, “P”, “TF”, “TW”, “W”, or “Z” grades are assigned.

Standards for Satisfactory Progress

A Declared Student is making Satisfactory Progress toward a degree or certificate if the cumulative grade point average is 2.00 or higher.

Satisfactory Progress

Satisfactory progress standards apply to all Declared Students including all students who receive financial aid at the College. Financial Aid Students should also consult the Financial Aid Handbook.

Academic Probation

At the end of each term the academic record of each Declared Student enrolled that term will be compared to the Standards for Satisfactory Progress. Any Declared Student who is not making Satisfactory Progress toward a degree or certificate will be placed on Academic Probation at the end of that term. Any student on Academic Probation may lose financial aid eligibility. See the Financial Aid Handbook for more information.

A Declared Student who has been placed on Academic Probation may enroll for at least one subsequent, probationary term. If, after the probationary term, the student's cumulative academic record meets at least the minimum standards, the student will be taken off Academic Probation.

If the student's cumulative academic record does not meet the minimum standards applicable to that student, but the academic record during the probationary term demonstrates progress toward meeting the cumulative minimum standards required for Satisfactory Progress, then that student may enroll for another probationary term at the College at the discretion of the Academic Vice-President. Such action is limited to two consecutive semesters.

Dismissal

If the student does not meet at least the minimum standards applicable to that student and fails to demonstrate progress toward meeting the cumulative minimum standards required for Satisfactory Progress during the probationary period, then that student may be dismissed from the College as a Declared Student.

Reinstatement as a Declared Student

A student who has been dismissed from the College as a Declared Student may continue to enroll at the College as an Undeclared Student (unless a foreign student). Course work completed as an Undeclared Student may be used as a basis for application for readmission as a Declared Student. A student who applies for readmission to the College as a Declared Student must demonstrate the ability to meet current academic progress standards. A student who is readmitted to the College as a Declared Student following dismissal from the College will be readmitted on Academic Probation and will be subject to current standards as stated in the College Catalog at the time of reinstatement.

Appeals

Any student has the right to appeal placement on Academic Probation and dismissal from the College as a Declared Student. Any appeal must be in writing including attached documentation.

All appeals will be first submitted to the Registrar who will adjudicate all appeals. A student may appeal the decision of the Registrar using the Student Grievance Procedure.

Scholastic Honors

Students who earn a grade point average of 3.50 or higher for 12 or more semester hours of credit in any given semester at Guam Community College will be placed on the President's List. College-level students graduating from Guam Community College with a cumulative grade point average of 3.50 or higher based on 24 or more semester hours of credit completed at Guam Community College will be graduated "With Honors."

Transcript Requests

Students may request copies of their academic record (transcript) at the Registrar's Office in the Student Services & Administration Building. Transcripts can usually be prepared within five working days. The first copy of a student's transcript costs \$10.00. Other copies requested at the same time will cost \$1.00. A same day service request of transcripts costs \$20.00. No transcript will be issued by the College if the student has an outstanding financial obligation with the College.

Determining Applicable Catalog

Students maintaining continuous enrollment at Guam Community College may graduate according to the requirements of the catalog in effect at the time of initial acceptance as a declared student or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment thereafter.

Students who are dismissed as Declared Students may only be reinstated using the most current Catalog. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive regular (Fall & Spring) semesters are no longer considered continuously enrolled, and must meet requirements of the catalog in effect at the time they return.

Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

Students who return during a summer term after an absence must follow the requirements of the catalog in effect for the following Fall semester.

Time Limit For Course Work

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the department of the student's major course of study. Departments may accept such coursework, reject it or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally unsound.

The student must indicate which year's catalog requirements they choose to satisfy when submitting the Application for Degree, Certificate, Diploma. It is the responsibility of the student to apply for any degree, certificate or diploma they have earned

A student may be awarded a degree, certificate or diploma at the end of any semester in which requirements are completed.

A Commencement Ceremony is held annually at the end of Spring semester. The College urges all of its graduates to participate in the Commencement Ceremony. Students who receive their degree, certificate or diploma at the end of Summer or Fall semester, may participate in the Commencement Ceremony.

General Requirements for Degree and Certificate Programs

A student is eligible for a degree or certificate if:

- The student has been admitted as a Declared Student prior to or during the semester during which the requirements of the degree or certificate are completed;
- The student has completed all of the requirements of the degree or certificate program;
- The student has a cumulative grade point average of 2.00 or higher; and
- The student has successfully completed at least 12 semester hours of course work required for the degree or certificate program at the College. A student should apply for a degree or certificate before the sixth (6th) week of the semester during which the student expects to complete all requirements for the degree or certificate.

Second Certificate or Degree and Multiple Emphasis in Degree Programs

A second certificate and/or degree may be granted provided that a student completes all additional technical, related technical and general education requirements.

Some programs of study offer more than one area of emphasis; a student may earn a degree, which includes more than one emphasis so long as the student completes the requirements before the degree is conferred.

Tuition and Fees

RESIDENT STUDENT - \$50.00 per semester hour

A “Resident Student” is a student whose permanent home is on Guam and pays Guam income taxes or is claimed as a dependent by someone who pays Guam income taxes. Active duty military personnel and their dependents are classified as “Resident Students.”

NONRESIDENT STUDENT - \$75.00 per semester hour

A “Nonresident” is a student whose permanent home is away from Guam and does not pay Guam income taxes.

FOREIGN STUDENT - \$100.00 per semester hour

A “Foreign Student” is a noncitizen that holds a non-immigrant visa, e.g., B, C, D, F, H, J, L or M visa.

All students will be classified as a resident, nonresident or foreign student for tuition purposes when they register for classes. When the College is unsure of a student’s residency classification, the College will assess the *higher* tuition rate. The burden of showing that the residence classification should be changed is on the student.

The Residence Classification Policy and Procedures of the College are available for inspection at the Admissions & Registration Office.

The College reserves the right to periodically adjust tuition, but will conduct public hearings in compliance with the Administrative Adjudication Act.

Fees

The following fees are charged each semester:

\$15.00	Registration Fee	
\$ 5.00	Student Identification Card	—All students are required to have a Student Identification Card except for students enrolled exclusively in short-term courses and special offerings.
\$10.00	Library Fee	_____ The Library fee is considered to be a special fee for tuition and fee refund purposes.
\$50.00	Technology Fee	_____ Of this amount, \$25 will cover costs of current operations and the remaining \$25.00 will be set aside in a special fund to systematically upgrade computer labs, software and other technology-related student services.
\$10.00	Student Activity Fee	_____ Funds are used to support student activities organized under the purview of the Student Development Office.
\$10.00	Student Health Fee	_____ Students may receive PPD, MMR, and Tetanus/Diphtheria shots and emergency care services at the Student Health Center free of charge. Students failing to appear to have test results read and who are required to repeat a test will be required to pay a second student health fee.
\$10.00	Parking fee	
\$110.00	Total Fees	

Lab Fees

Some courses offered by the College involve the consumption of materials and supplies by each student enrolled in them; lab fees are charged for these classes. Lab fees are listed in the Schedule of Classes each semester.

Educational Records

Copies of a student's educational records made pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 will be made at a cost of 50 cents per page.

Audit Fees

Audit fees are the same as those for regular credit classes.

Fee Exemption

Citizens 55 years of age and older are entitled to attend classes offered in the regular schedule of classes at the College without payment of either tuition or fees. Citizens claiming exemption from tuition and fees are required to provide proof of their age at registration.

Tuition and Fee Refund

Once students have registered for classes, *they are responsible for paying* for those classes *unless they officially withdraw* during the 100% Refund Period. *If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend.*

Students Called to Active Military Service

Recognizing the need to accommodate students who are asked to serve their country during wartime, the College will allow students called to active military duty while enrolled in a given semester to be provided a refund of tuition and fees. As an alternative to refunds, students may opt for credit against future enrollment. Students will be required to provide to the Admissions & Registration Office and the Business Office written notice of active military status and indicate whether a refund or credit is preferred.

Late Registration Fee

The College will charge a \$25.00 Late Registration Fee to students who register during late registration.

Application for Degree, Certificate or Diploma Fee

The College will charge a \$10.00 application fee. Diplomas and one official set of transcripts will be mailed to students approximately three weeks after the end of the semester in which all requirements have been met. The Commencement Ceremony is held each year at the end of Spring Semester.

Diploma Re-Order Fee

The College will charge \$10.00 to reorder a degree, certificate or diploma to be picked up by a student. A \$15.00 fee will be charged for a degree, certificate or diploma to be mailed to a student.

Placement Test Fee

The College will charge \$15.00 for the College English and Math placement tests.

Bad Check Fee

The College will charge \$25.00 for all returned checks and collection fees. Neither grades nor transcripts will be released until the full amount of the bad check plus the service charge is paid fully in cash.

Outstanding Balances

Normally, students who have an outstanding balance at the end of a semester will not be allowed to re-register until the amount is paid in full. In addition, neither grades nor transcripts will be released until the past due balance is paid in full. Special conditions may apply for students who are eligible for Pell Grant financial aid.

Cost of Attendance

2004-2005

The College estimates the cost of attendance as a full-time student at the College during the 2004-2005 school year (ten months, including Fall, Spring and Summer semesters) to be as follows:

Independent

Tuition and Fees -----	\$1,720.00
Room and Board -----	9,500.00
Transportation * -----	900.00
*Plus round-trip airfare for off-island students. NOTE: Students whose permanent residence is not Guam should add the cost of round trip travel from the permanent residence to Guam and back again.	
Personal Expense -----	2,250.00
Books and Supplies -----	<u>800.00</u>
Total Estimated Cost of Attendance -----	\$15,170.00

These estimates of the cost of attendance as a full-time student are based on the following assumptions:

- A dependent student is living with parents.
- An independent student is sharing housing costs with one other student.
- 2004-2005 School Year - a ten (10) month period of time.

Instructional Programs

Apprenticeship, Degree, Certificate, Industry Certifications and Diploma program requirements are separately listed in the Catalog.

Community and Continuing Education

The College offers courses outside its regular schedule of courses for students interested in personal enrichment, skill training, computer software applications, or to meet other academic needs. The College also hosts various conferences and workshops to enable participants to upgrade their skills and knowledge in a variety of areas.

Community and Continuing Education courses are primarily skill-oriented and are designed to meet the specific training needs of those seeking to upgrade skills in their workplaces, as well as those seeking to develop work skills for entry or reentry into the work force. The courses vary in length, depending on the breadth and depth of the skill to be taught.

The Office of Continuing Education is located on the first floor of the Student Services & Administration Building welcomes requests or suggestions for activities. For more information call 735-5611.

Continuing Education Units (CEUs)

The Continuing Education Unit (CEU) is used by Guam Community College, a member of the International Association for Continuing Education and Training (IACET), to facilitate the accumulation and exchange of standardized information about participation of individuals in non-credit continuing education. Please note the following four points:

- CEU credit is for career enrichment/advancement. At no time will CEU credit, by itself, be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.
- CEU contact hours can be structured within a regular credit course, provided that the 10 contact hours to 1 CEU equivalency recommended by IACET is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
- CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.
- CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in these six items:

- One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors. (This ratio of ten hours to 1 CEU is recommended by IACET).
- Program objectives, content, format, methods of instruction, methods of evaluation and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit course work but must be approved on a course-by-course basis by GCC's Academic Affairs Committee.
- Permanent records for individual participants in CEU programs will be kept.
- Course fees will be negotiated between the requesting agency or individuals and GCC.
- Continuing education programs will be conducted in accordance with the criteria and guidelines of the IACET.
- Review, evaluation and approval of CEUs for an educational experience is the responsibility of the Continuing Education Office Administration.

English-As-A-Second Language

This is recommended for those adults who are learning English as a non-primary language. Coursework integrates listening, speaking, reading and writing skills in English. Courses are offered through the Office of Continuing Education as CEUs only.

General Education Policy

1. **All undeclared or newly declared students** in regularly scheduled postsecondary courses are required to take a placement exam by the time they have enrolled in 12 credits of classes.
2. **All undeclared or newly declared students** enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed their EN100R Fundamentals of English-Reading, EN100W Fundamentals of English-Writing (or higher) general education requirement by the time they have enrolled in 12 credits of classes, and must enroll in or have completed their MA108 Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting their general education requirements.

3. **All Certificate Programs** will require the following General Education Courses:

EN100R*	Fundamentals of English-Reading or higher	- credits
EN100W*	Fundamentals of English-Writing or higher	- credits
MA108	Introduction to College Algebra I or higher	3 credits
	TOTAL CREDITS	3

4. **All Associate Degree Programs** will require the following General Education Courses:

EN110*	Freshman English	3 credits
MA110A	Finite Mathematics	3 credits
CS151*	Windows Applications OR	3 credits
CS152	Macintosh Applications	3 credits
SI103*	Introduction to Marine Biology OR	4 credits
SI110*	Environmental Biology	4 credits
PY120	General Psychology	3 credits
SO130*	Introduction to Sociology	3 credits
	TOTAL CREDITS	19

* Courses articulate to the University of Guam.

NOTE: Some programs require higher-level course work to meet general education requirements. Medical Assisting Students must take SI130 to fulfill their science requirement and Electronics Engineering Technology students must take SI141 as their science requirement.

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation, appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each degree program.

General Education fosters:

- Critical thinking and problem solving;
- The ability to read, write and speak clearly;
- Quantitative reasoning;
- Global awareness and respect for different cultures and diverse opinions;
- Understanding of self and human behavior;
- The application of technology; and
- Understanding of the social, political and economic foundations of modern society.

Industry Certification of Course Series Completion

These courses or series of courses are nationally and internationally recognized by industry and government as providing a significant body of information. These courses also prepare students for industry specific licensure such as:

- Microsoft Certifications
- Certified Nurse Assistants
- Certified Medical Assistants
- Certificate of Specialization in Food and Beverage Management
- Certificate of Specialization in Human Resource Management
- Certificate of Specialization in Rooms Division Management
- A+ Certification
- Cisco Networking Certifications
- Fiber Optics Certifications
- Voice & Data Cabling Certification
- FCC Certification
- American Institute of Professional Bookkeepers Certification

Many of these courses are offered through the Guam Community College Office of Continuing Education, located on the 1st floor of the Student Services & Administration Building.

Certification for The American Hotel & Lodging Educational Institute (EI)

The American Hotel & Lodging Educational Institute (EI) offers departmental specialization certificates that provide students with technical and supervisory job skills that hospitality employers demand for entry-level management positions. As an academic partner with EI, GCC Tourism and Hospitality Department is pleased to offer three specialization to choose from: Food & Beverage Management, Human Resources Management and Rooms Division Management. Students must pass with a 69% on each course to earn course certificates and eventually the Certificate of Specialization after successful completion of the technical requirements (five courses).

Certificate of Specialization in Food & Beverage Management

Technical Requirements

COURSE #	COURSE TITLE	CREDITS
HS160	Hospitality Supervision	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service	3
HS222	Food & Beverage Control	3
HS225	Hospitality Purchasing Management OR	

HS245	Food Production Principles	4
	Total Technical Requirements	15-16

Certificate of Specialization in Human Resources Management
Technical requirements

COURSE #	COURSE TITLE	CREDITS
HS160	Hospitality Supervision	3
HS216	Human Resources Management	3
HS219	Training & Development in Hosp. Industry	3
HS230	Managing for Quality in the Hosp. Industry	3
HS_____	Any 200 level HS hospitality course	3
	Total Technical Requirements	15

Certificate of Specialization in Rooms Division Management
Technical Requirements

COURSE #	COURSE TITLE	CREDITS
HS160	Hospitality Supervision	3
HS211	Front Office procedures	3
HS215	Housekeeping Management	3
HS217	Hotel Security Management OR	
HS228	Hotel Law	3
HS268	Hospitality Industry Computer Systems	3
	Total Technical Requirements	15

Certification for Nursing Assistant

Nurse Assistants work in hospitals, nursing homes and private medical clinics. The Nurse Assistant program prepares the student to function in the role of a nurse's aid under the supervision of the LPN, RN or MD while performing basic nursing care safely and effectively.

Admission to the Nursing Assisting program is required before enrollment in any Nursing Assisting technical requirement course. Admission to the Nursing Assisting program includes:

- Advisement from Allied Health Department personnel; and
- Health clearance, which includes physical, immunizations (PPD, Hep B 1,2,3)

NOTE: Only courses, which have a grade of "C" or better, will be counted towards the Certificate.

Course requirements may identify prerequisites, which must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless it is a certificate core course requirement. Prerequisites are identified in the course description section of this catalog, and below with a + sign next to each course with a prerequisite.

Technical Requirements

COURSE#	COURSE TITLE	CREDITS
NU101	Nursing Assisting +	8
NU101C	Nursing Assistant Clinical +	1
HL120	Medical Terminology	1
HL130	First Aid & Safety	1
	Total Technical Requirements	11

Certified Cisco Network Associate (CCNA)

The courses listed below will prepare the student to take Cisco’s CCNA test. These courses prepare the student for configuration of networks using routers, switches and hubs (LAN). Continuing coursework prepares the student to understand Wide Area Networks (WAN). Next, a student focuses on Network Layers, Cisco Internetwork Operating System software user interface, router configuration, startup and setup configuration sources for Cisco IOS software TCP/IP, configuration router interfaces with IP and routing protocols. Further studies involve LAN design and implementation. Final preparatory coursework includes fundamentals of Wide Area Networks. Coursework must be taken in sequence. After successful completion of the four networking courses, a student will be ready to take this Cisco CCNA exam.

Technical Requirements		
COURSE#	COURSE TITLE	CREDITS
EE265	Computer Networking I	4
EE266	Computer Networking II	4
EE267	Computer Networking III	4
EE268	Computer Networking IV	4
Total Technical Requirements		16

GCC Industry Testing Services

Guam Community College also serves as a testing center for licensure recognized by:

- Electronic Technician’s Association
- Microsoft, Automotive Service Excellence (ASE)
- A+ Service Technician
- Association of Chartered Financial Analysts
- Federal Communications Commission
- Cisco Systems and General Education Development

GCC provides professional examination services for:

- Association for Financial Counseling and Planning Education (Institute for Personal Finance)
- National Association of Securities Dealers, Inc. (NASD)
- Society for Human Resources Management
(PHR-Professional Human Resource and SPHR-Senior Professional Human Resource)
- Chartered Financial Analyst (CFA/AIMR) examination sponsored by the Association of Investment Management & Research (AIMR).

GCC is also recognized as a Prometrics Testing Center. For more information regarding testing services, contact the Office of Continuing Education at 735-5574 or 735-5611.

Adult High School/GED

Adult High School Diploma

A high school completion program for adults who have not yet completed a high school diploma.

Adult High School Diploma Program

The Adult High School Diploma Program offers adults, ages 16 and older, the opportunity to earn credits towards their diploma while receiving education and training, which will prepare them for the workplace.

Interested students should apply for admission to the College as a Diploma Student and should request

transcripts from all high schools they have attended. Students who have completed military schools should provide copies of their Form DD214. Official transcripts should be sent directly to the Registrar of the College. Credits earned elsewhere will be evaluated and, if accepted, may be applied toward the requirements of the Adult High School Diploma.

Eligibility

Any adult, 16 and older, who has not graduated from high school and is not enrolled in a regular public or private high school is eligible for admission into the Adult High School Diploma program.

Adult High School Diploma Requirements

The requirements for the Adult High School Diploma are as follows:

1. Successful completion, either at the College or through transfer credit accepted, the following subject area requirements:

a. English	9 semester hours
b. Mathematics	6 semester hours
c. Social Studies	6 semester hours
d. Science	3 semester hours
e. Computer Skills	3 semester hours
f. Vocational Electives	9 semester hours
g. Student Success Workshop	1 semester hour
Total Credits Required	37 semester hours

Vocational elective courses may be any vocational course that is part of the student's approved plan of study.

2. Admission to the College as a Diploma Student prior to or during the semester in which requirements for the Adult High School Diploma are completed.
3. Successful completion of at least four courses offered for credit by the College, which meet requirements of the Adult High School Diploma program.
4. Development of an Individual Learning Plan with counselor or advisor.

High school credits completed elsewhere will be converted to semester hours to meet the requirements of the Adult High School Diploma using the following equivalency: One Carnegie Unit (1) = Three Semester Hours (3) on 050-099 level.

Recommended Courses

A student completing the requirements for an Adult High School Diploma must plan his or her program of study with the assistance of a counselor or an advisor. The following courses are usually offered to provide students the opportunity to meet the specific subject area credit requirements for the Adult High School Diploma:

COURSE #	COURSE TITLE	CREDITS
EN066	Reading Workshop**	3
EN067	Writing Workshop	3
EN076	Applied Communication	3
EN081	Literature Survey	3
EN091	Fundamentals of Communication*	3
MA052	General Mathematics	3
MA057	Applied Mathematics	3
MA065	Adult High School Mathematics	3
SI051	Earth Science	3
SI073	Applied Biology & Chemistry	3
SS063	American Government	3
SS078	World Geography	3
SS081	U.S. History I	3
SS082	U.S. History II	3
SS091	Multicultural Workplaces*	3
SP098	Student Success Workshop*	1

* *Required Course* ** *Required Course or Test Out*

Students must select vocational courses to fulfill the Adult High School vocational elective requirement. These courses may also be used to meet certain Certificate and Degree requirements as well. The following postsecondary courses meet this requirement and may also be used to meet certain Certificate and Degree requirements as well.

COURSE #	COURSE TITLE	CREDITS
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Drafting (CADD)	3
ASL100	American Sign Language I	4
CD110	Early Childhood Education Orientation	3
CJ100	Introduction to Criminal Justice	3
CS151	Windows Applications* OR	3
CS152	Macintosh Applications*	3
ED100	Behavior Management	3
EE101	Intro to Electronic Engineering Technology	3
EE103A	DC Circuits I	3
EM103	Basic Electricity I	3
HL130	First Aid & Safety	1
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
ME150A	Automotive Service I	3
MK122	Personal Image Marketing	3
OA101	Keyboarding Applications*	3
OA103	Filing Systems	3

OA104	Business Mathematics/Calculating Machines	3
OR101	Introduction to Engineering Technology	3
WE105	Fund of Oxyacetylene Welding & Cutting	3
WE110	Fund of Arc Welding I	3

General Educational Development Testing Program (GED)

Title of Credential

High School Equivalency Diploma

Eligibility for Testing

Minimum Age: 16 years of age and not currently enrolled in high school. Individuals 16 and 17 years of age must provide the GED Test Examiner with a withdrawal form from the last high school attended.

Placement Testing: All applicants must meet the score requirements on the Placement Test to be eligible for the GED Test.

Fees: The Placement Test is \$25.00 payable upon scheduling. The GED Test is \$25.00 payable at the time of application and \$6.00 per test on retests.

How to Apply

To apply for the GED Test, the applicant must present a driver's license or a photo identification and birth certificate or passport to the GED Test Examiner.

Testing Schedule

Placement Test: The Placement Test is administered as often as needed. Testing is conducted on the Guam Community College Campus from 7:30 am to 1:00 pm on the published test dates. **GED Test:** The GED Test is a two-day test administered once a month from 8:00 am to 1:00 pm, as scheduled. It must be completed within a sixty-day period. Otherwise, the candidate must retake all components of the test and pay the full fee.

Retesting: The waiting period for retesting is two months if evidence of recent preparation is furnished, but six months if no additional preparation is claimed.

Highest scores achieved by the candidate will be reported and may not necessarily be the most recent scores. If retest scores are lower than scores previously achieved, the retest scores are not reported. Test scores more than five years old are subject to review.

A new test series was implemented in January 2002. The old test scores taken prior to January 2002 will no longer be honored. Candidates who do not pass the GED Test cannot be tested more than three times a year.

To Receive a Diploma

Individuals may apply for a diploma at Guam Community College, official GED Testing Centers, or the GED Testing Service, Washington, DC after satisfactory GED test scores have been received from the GED Testing Office.

Minimum Test Scores: The minimum standard test score is 410 on each of the five tests and an average of 450 on all five tests.

Minimum Age: To receive a GED Diploma, the student must be 16 years of age and has not completed high school.

Residency: Must be a resident of Guam. Non-residents who meet the minimum test score requirements may qualify under the following circumstances:

- The applicant is currently serving as a member of the Armed Forces of the United States on active duty assignment on Guam;
- The applicant's last civilian school attended was on Guam or the Commonwealth of the Northern Marianas, Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia; or
- The applicant needs the diploma for admission to college, university or training program.

These are post-secondary level courses without prerequisites. If an Adult High School student would like to enroll in a course, which is not listed, they must first consult with a department advisor. For more information, contact:

GED Testing Program Administrator

Guam Community College

P.O. Box 23069

Barrigada, Guam 96921

Telephone: (671) 735-5566

Fax: (671) 734-8330

Visit our GCC Website at www.guamcc.edu

Adult Basic Education (ABE)

The ABE programs are instructional programs designed to help adult learners master the skills and content necessary to improve their English, earn a secondary credential, enhance their employability, increase their ability to participate in the life of their communities and gain greater control over their lives.