



International Student Services
Sierra Vista, 3rd Fl
1500 N Verdugo Rd
Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

Orientation Clearance Appointment Request Form

Download this form **before** completing it to make sure your answers will be saved.

Please use the subject line: “Orientation Clearance Appointment” and send the form to gcciso@glendale.edu.

- **If you are a transfer student**, please make sure your local mailing address and U.S. phone number are correct in the Demographics section of [MyGCC](#) before sending us this email.

Family/Last Name (as appears on your passport)	First/Given Name (as appears on your passport)
GCC Student ID Number	GCC Student Email Address: <i>Must end in @student.glendale.edu – check spelling carefully</i>
ESL SPS Confirmation (check one): I completed the Credit ESL Self-Placement Survey (SPS) in MyGCC: <input type="checkbox"/> I am not required to take the Credit ESL SPS because: <input type="checkbox"/> My native or first language is English <input type="checkbox"/> I graduated or am transferring from a school that teaches only in English <input type="checkbox"/> I am returning to GCC after being away for less than one year	
Orientation Clearance Counseling Appointment: Your Availability Academic counseling hours are Monday through Thursday from 9:00 am to 4:30 pm, and Friday from 9:00 a.m. to 3:00 p.m. Please list the times you are available for each day of the week during these hours. Include the full range of times you are available (i.e. Mondays from 10:00 am to 4:00 pm); please avoid listing only one time (i.e. 2 pm) whenever possible. You may want to use this online time converter for Glendale, California.	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Completion Verification By providing my electronic signature below, I confirm I have completed all portions of the Online Orientation in MyGCC and the Credit ESL SPS, if required. Signature & Date:	

Don't Miss Your Appointment! You will receive an email within 1-3 business days of submitting your Orientation Clearance Appointment Request Form. Please check your **GCC student email daily** to avoid needing to reschedule your Orientation Clearance Appointment!

Next Steps: Please visit our [Admitted Students](#) page to register for Part 2: In-Person Orientation.