

Early College 2017SP Enrollment Form Instructions

Students indicate their college course requests on the Early College Enrollment Form. Please reference the GTC Course Schedule to ensure accurate requests. Follow these steps to complete the course request section of this form:

1. Access the **GTC Course Schedule**
 - a. Go to <http://www.gvltec.edu/course-schedules/>
 - b. Choose **SPRING 2017 BARTON CAMPUS** for Spring courses
2. Using the GTC Course Schedule
 - a. In the “Section” column
 - i. Find the course **Prefix** (ex. PSY=Psychology)
 - ii. Find the course **Number** (ex. 201)
 - iii. Find the Course **Section Number** (ex. 001)
 1. Do not select a course with a section number of Wxx or 3xx/8xx
 - a. These are online and cohort classes, respectively, in which GTCHS students may not enroll.
 2. Do not select a course with a section number of Hxx
 - a. These are honors courses, in which a GTCHS student must be accepted into the GTC honors program.
 - b. In the “Hour” column,
 - i. Find the **Credit Hours**
 - ii. All courses are 3 credit hours, except for Language and Science courses with labs, which are 4 credit hours.
 - c. In the “Begin-End Times” and “Days” columns,
 - i. Find the class’ meeting **Time and Day(s)**
 1. Ensure that the class does not conflict with high school classes or Advisory
 2. Do not select a Friday/Saturday (1 day) course or a 7 week course
 - d. In the “Building” and “Room” columns,
 - i. Find the **Building and Room Numbers**
 3. On the Early College Enrollment Form, fill in items 2a-d in the appropriate columns

Early College Course Selection Policies:

- College courses must fit the high school schedule both semesters
- College courses may not conflict with Advisory period
- College courses must be on the Barton campus
- After-school and evening courses may be selected based upon approval in special circumstances
- Students may not enroll in online and cohort courses; Honors courses only if student is an accepted GTC Honors student.
- Students may not enroll in Friday/Saturday (1 day per week) classes or 7 week classes due to the conflict with the high school class schedule
- Student may not enroll in summer courses until after the completion of the 10th grade year
- Students may not enroll in Maymester/May Mini-mester courses due to the conflict with HS class and exam schedule
- Students may enroll in June or July Mini-mester courses, but it is not recommended

Essential Items on the Early College Enrollment Form:

1. The Enrollment Form **MUST** be LEGIBLE, COMPLETE, and ACCURATE including:
 - a. FULL Social Security Number
 - b. Parent Signature
2. Incomplete forms will be returned to students and are due back by the deadline; no exceptions.
3. **ALL FORMS ARE DUE TO GTCHS School Counseling Department; Late forms will NOT be accepted.**
 - a. **October 7, 2016**
4. **ALL ITEMS listed on the REGISTRATION CHECKLIST must be turned in FOR ACCEPTANCE by the GTCHS School Counseling Department.**
 - a. **NEW STUDENTS**—need to submit Legal Status Verification Form, Identification, and all required documentation with the Early College Enrollment Form.

***** FORMS WILL NOT BE ACCEPTED AFTER DEADLINES STATE ABOVE*****