NAME _____ **SS#** _____
Last Name First Name

I am requesting Financial Aid for: [ ] Fall [ ] Spring [ ] Summer Year: _____

GLENDALE COMMUNITY COLLEGE (GCC)
STUDENT FINANCIAL AID OFFICE
Restricted Course List (RCL) or Certificate/Occupational Course List (CCL)
ADDENDUM

Since filing the original Restricted Course List (RCL) or Certificate/Occupational Course List (CCL), it has become necessary to alter my program. **A change of Degree /Certificate Program requires a NEW RCL or CCL. Written notification of the Committee's decision will be mailed to you within approximately 15 business days.**

INSTRUCTIONS:

- **Submit a copy of approved RCL/CCL and Addendum to the *SAME* Advisor that signed the original RCL/CCL.** If the same Advisor is unavailable, contact GCC Financial Aid Office regarding substitution of a new Advisor.
- **Please indicate if the course is ADDED, REPEATED, or a SUBSTITUTION.** For course substitution, the course it is replacing must be listed. Substitutions can only be approved for courses that have not previously been attempted from your RCL. **If more than 12 credits need to be added, you must submit a revised RCL.**
- ***Course substitution may need approval from GCC Admissions and Records Department.***

Course No.	Course Title	Credits	ADD	REPEAT	SUBSTITUTION FOR

Explain why you and your Advisor did not identify the **"Added,"** or **"Substituted"** course when your RCL/CCL was originally completed.

_____
_____
_____
_____

Explain what steps are being/will be taken to insure success in the requested **"Repeat"** course.

_____
_____
_____
_____

_____ _____ _____ _____
Student Signature **Date** **Advisor's Signature** **Date**

For Office Use Only: Committee Initials: _____

[ ] Approved [ ] Disapproved Date: _____

[ ] Approved with Stipulations: _____

Student Signature: _____ Date:_____