



# High School Adjunct Instructor Certificate

## Fall 2026 Entry Certificate – 17 Credit Hours Jamestown Campus

The High School Adjunct Instructor Certificate Program requires students to meet pre-screening requirements for entry. This packet will outline the criteria, program coursework, and the application/selection process. The cap for new student enrollment each fall semester is 25, and classes are offered in person or blended/hybrid.

*Please read the contents of this packet carefully and in its entirety as some requirements are time-sensitive.*

### PROGRAM ADMISSION REQUIREMENTS

- ✓ **Complete the GTCC General Admission/Readmission Process (new and returning students)**
  - **Returning students** - students previously admitted to GTCC and have not been enrolled in courses for more than 12 months.
  - See page 2 for details on this requirement.
  - **It is highly recommended to have this step completed by July 17, 2026.**
- ✓ **Provide evidence of completed bachelor’s degree (transcript must be on file in the Admissions Office)**
- ✓ **Provide evidence of experience in field of interest**
- ✓ **Submit the Fall 2025 High School Adjunct Instructor Certificate Program Application**
  - Applications are open from **February 9, 2026, through July 31, 2026, or until seats are filled, whichever comes first.**
  - See page 3 for details on application submissions

### PROGRAM CURRICULUM OUTLINE

Fall 2026		
EDU 163	Classroom Management and Instruction	3 credits
EDU 270	Effective Instructional Environments	2 credits
EDU 272	Technology, Data, and Assessment	3 credits
Spring 2027		
EDU 243	Learning Theory	3 credits
EDU 177	Instructional Methods	3 credits
EDU 216	Foundations of Education	3 credits
<b>TOTAL CREDITS REQUIRED FOR CERTIFICATE</b>		<b>17 CREDITS</b>

**GUIDED ENTRY ADMISSION PROCESS  
GTCC HIGH SCHOOL ADJUNCT INSTRUCTOR CERTIFICATE PROGRAM  
ADMISSION REQUIREMENTS**

**Complete the GTCC General Admission Process (New and Returning Students).**

- **New and returning GTCC students must complete the GTCC general admission, including the North Carolina Residency Determination Service (RDS).** To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
  - **Returning students** - students previously admitted to GTCC and have not been enrolled in courses for more than 12 months
- **Submit your official transcripts to the GTCC Admissions Office.** Once received, transcripts are evaluated by GTCC's Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
  - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC Self-Service transcript in order to be considered for meeting program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 3-5 business days of your GTCC Application being accepted.
  - **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support 1-866-826-3748, <https://www.gtcc.edu/help-center/student-tech-support.php#>.

**Provide evidence of completion of a bachelor's degree.**

**All degrees from institutions outside the United States require evaluation by a recognized credentialing agency to determine U.S. equivalency and transfer credit eligibility**

**Provide evidence of experience in field of interest.**

**Please submit an updated resume.**

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### **SUBMITTING YOUR PROGRAM APPLICATION:**

***Once you have completed all of the program admissions requirements, you are ready to submit the High School Adjunct Instructor Certificate Program Application. Applications are to be submitted electronically via the link below and will be accepted from February 9, 2026 – July 31, 2026, or until all seats are filled, whichever comes first. You must have an activated GTCC Titan account to access the application.***

#### **Fall 2026 High School Adjunct Instructor Certificate Program Application**

- Only one submission will be permitted for each applicant.
  - It is critical that you check your Student Planning account to confirm that all coursework is accounted for, including transfer credits.
  - **It is important to make sure all requirements are met BEFORE submitting your application.**
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#### **PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS**

- Approximately one to two weeks after program application submission, applicants to the *High School Adjunct Instructor Certificate Program* will be notified of their admission status via a letter sent to their GTCC email.
  - Selected applicants must either accept or decline a seat in the program by returning their *Intent to Enroll Form* within 5 calendar days of the date on the acceptance letter. ***Applicants who accept a seat in the High School Adjunct Instructor Certificate Program will be required to complete the Mandatory Online Success Seminar and register for courses by the date indicated in the Intent to Enroll Form.***
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## PROGRAM ADVISING/REGISTRATION, AND ENROLLMENT

Once a seat in a program of study is accepted, the student will then register for the Online Success Seminar.

A student who enrolls in first-semester classes for the program and withdraws from the program must complete the entire program admission process if he/she wishes to apply for future program entry.

*The GTCC High School Adjunct Instructor Certificate Program Guided Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.*

### Important Notes to High School Adjunct Instructor Certificate Program Applicants

Program faculty reserves the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, students agree to, at all times, abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the Handbook's publication will be posted as an addendum.

**GTCC's High School Adjunct Instructor Certificate Program is approved by the State Board of the North Carolina Community College System and the North Carolina State Board of Education.**

**If You Have Questions about the High School Adjunct Instructor Certificate Program Guided Entry Admission Process, please contact:**  
**Guided Entry Programs Office**

140 Hassell Health Technologies Center, Jamestown Campus ♦ (336) 334-4822, ext. 50439 ♦ [guidedentry@gtcc.edu](mailto:guidedentry@gtcc.edu)

**If You Have Questions about the High School Adjunct Instructor Certificate Program, please contact:**  
**K-12 Educator Preparation Program**

James L. Williams Hall #125, Jamestown Campus ♦ (336) 334-4822, ext. 55068 ♦ [k12edprep@gtcc.edu](mailto:k12edprep@gtcc.edu)