



High School Adjunct Instructor Certificate

Spring (January) 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 and spring semester is 25, and classes are offered in person or blended/hybrid.

This program admissions process requires two applications; one for the college (see page 2) and another for the High School Adjunct Instructor Certificate program (see page 3)

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 **November 21, 2025**.
- ✓ **Provide evidence of completed bachelor 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.
- ✓ **(transcript must be on file in the Admissions Office)**
- ✓ **Provide evidence of experience in field of interest**
- ✓ **Submit the Spring 2026 High School Adjunct Instructor Certificate Program Application**
 - Applications are open from **October 13, 2025, through December 5, 2025, or until seats are filled, whichever comes first.**
 - See page 3 for details on application submissions

PROGRAM CURRICULUM OUTLINE

Spring 2026		
EDU 163	Classroom Management and Instruction	3 credits
EDU 270	Effective Instructional Environments	2 credits
EDU 272	Technology, Data, and Assessment	3 credits
Fall 2027		
EDU 243	Learning Theory	3 credits
EDU 177	Instructional Methods	3 credits
EDU 216	Foundations of Education	3 credits

LIMITED 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 official college transcripts to the GTCC Admissions Office. All degrees from institutions outside the United States require evaluation by a [recognized credentialing agency](#) to determine U.S. equivalency and transfer credit eligibility.

- 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 Transcript must be on file in Admissions Office.

Provide evidence of experience in field of interest. Please submit an updated resume.

SUBMITTING YOUR PROGRAM APPLICATION:

Once you have completed all 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 October 13, 2025 – December 5, 2025, or until all seats are filled, whichever comes first. You must have an activated GTCC Titan account to access the application.

Spring 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 two to three 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 4 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 Limited 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 Limited Entry Admission Process, please contact:

Limited Entry Programs Office

140 Hassell Health Technologies Center, Jamestown Campus ♦ (336) 334-4822, ext. 50439 ♦ limitedentry@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