

## BUSD DUAL ENROLLMENT PROCEDURE

\_\_\_\_\_ Enrollment eligibility requires a total GPA (9-12) of 2.0 at the time of processing. (If your GPA falls below 2.0, the CTE counselor will closely monitor your progress and you may be advised to drop the class.)

\_\_\_\_\_ Pick up the required packet in the Career Center for the college (GCC or LAVC) and complete form(s) including the class requested with student and parent signatures.

\_\_\_\_\_ Apply online to receive your college ID number.

This step must be completed before moving on to register for a class.

You can do this online at home ([www.glendale.edu](http://www.glendale.edu) or [www.lavc.edu](http://www.lavc.edu) ) or at one of the workshops.

Workshop schedule is available in the Career Center.

\_\_\_\_\_ Once you receive your college ID number, bring the completed paperwork to Ms. Dysthe for GPA verification, counselor signature, and to scan documents to the college.

\_\_\_\_\_ **All 9<sup>th</sup> grade students enrolling in a Glendale Community College course need district approval.** Please see Dr. Paramo, the Director of Secondary Education, on the 3<sup>rd</sup> floor at the Burbank USD District Offices, 1900 W. Olive Ave., for a signature. Email completed form to [dual@glendale.edu](mailto:dual@glendale.edu).

\_\_\_\_\_ ILA and MHS students, please email Ms. Dysthe at [dianadysthe@burbankusd.org](mailto:dianadysthe@burbankusd.org) to arrange a time to drop off required paperwork and for Ms. Dysthe to sign off.

Glendale Community College	Los Angeles Valley College
<b>GCC will enroll student</b> once paperwork with college ID is completed and submitted to Ms. Dysthe and emailed to GCC.	LAVC enrollment begins once K12 form with college ID# is completed and submitted to Ms. Dysthe and emailed to LAVC. Student will be provided with a permission number to enroll from either the LAVC rep or professor. <b>The student is responsible for enrolling in the class.</b>

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\_\_\_\_\_ Textbook will be provided once enrollment into the class is confirmed.

### **Important Notices:**

- College courses can only be dropped through the college. The high school cannot drop a class for you.
- Students need to go in to their college student portal to drop a class and must do so by the posted deadline to not have the class appear on the transcript.
- If you drop a class after the deadline it will result in a “W” (withdrawal) on the college transcript and a “NC” (no credit) on your high school transcript.
- If you do not officially drop the class, but choose to no longer attend, you will receive a FAIL on your college and high school transcripts.
- Once posted, these grades cannot be removed.