DUAL ENROLLMENT PROCESS—SPRING 2023

GCC

GLENDALE COMMUNITY COLLEGE

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence
Instructional Services

SUBJECT TO CHANGE
www.burbankusd.org/cte
www.glendale.edu/dual

Revised: 10/25/22

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1 — APPLY ONLINE
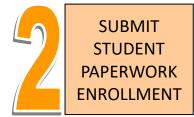
- Apply to GCC (2 step process), click here
  1. Create an OpenCCC account—When you receive your ID# you can move on to step 2 (If you do not receive ID# within 2 days, email dual@glendale.edu)
  2. Start a New Application
- GCC Virtual and in-person Welcome Center, click here

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2 — SUBMIT STUDENT PAPERWORK ENROLLMENT

- Submit Annual Form, click here
- Once High School Counselor, Diana Dysthe, dianadysthe@burbankusd.org, signs the annual form you will receive an email from DocuSign letting you know all the signatures were submitted. Allow 72 hours for GCC to process your form.
- Once activated, Admissions will email student directly with steps to enroll

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3 — ATTEND INFO SESSION

- Student/Parent Info Sessions held at 6:00p on the following dates:
  ◊ Thursday, February 2, 2023
  ◊ Tuesday, February 7, 2023 - Specific to BUSD
  ◊ Thursday, February 16, 2023
- Register for session by visiting www.glendale.edu/hs

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4 — SPRING DEADLINES

- Registration for 2023 Spring Enrollment starts Dec 5, 2022 - Feb 17, 2023
- Withdraw/Drop deadline dates, click here.
- To Add/Drop a GCC course: log into MyGCC and drop the course through the student portal

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5 — NEED SUPPORT?

- GCC Virtual and in-person Welcome Center, click here
  ◊ Monday—Thursday 9a—4p
  ◊ Friday, 9a—3p
- GCC, dual@glendale.edu
- Ms. Dysthe, CTE Counselor, dianadysthe@burbankusd.org