

DUAL ENROLLMENT PROCESS—SPRING 2024

GCC

SUBJECT TO CHANGE

www.burbankusd.org/cte

www.glendale.edu/dual

Revised: 12/04/23

1

**APPLY
ONLINE**

- [Apply to GCC](#): (2 step process) Click on "[Apply to GCC](#)" button - you will be directed to www.opencccapply.net
 - Step 1: Log-in OR create an OpenCCC account
 - Step 2: Click "Start a New Application" to complete and submit GCC application
 - If you do not receive your ID# within 2 days, email dual@glendale.edu
 - When you receive your ID# you can move on to Step 2 below.
 - Need help with your application? Join [Virtual Welcome Center](#)

2

**SUBMIT
STUDENT
PAPERWORK
ENROLLMENT**

- Submit Annual Digital Form, click [here](#)
- Type the full names for Student, Parent and High School Counselor (Diana Dysthe, dianadysthe@burbankusd.org), and click "Begin Signing." Fill out the entire form, including your GCC ID#, initial/sign, and click "Finish" to submit.
- After student submits, the parent will get an email to sign the form electronically. Once the parent signs, an email will be sent to the HS Counselor to sign electronically.
- You will receive an email from DocuSign when all signatures are submitted.
- Once activated, Admissions will email student directly with steps to enroll.

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**ATTEND
INFO
SESSION**

- Student/Parent Info Sessions will discuss enrollment steps and where to get assistance.
 - ◇ [November 8, 2023 at 4:30pm](#)
 - ◇ [November 15, 2023 at 4:30pm](#)
 - ◇ [November 22, 2023 at 4:30pm](#)
 - ◇ [November 28, 2023 at 6:00pm](#)
 - ◇ [January 24, 2024 at 6:00pm](#)
- Register for a session by clicking dates above or visiting www.glendale.edu/hs

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**SPRING
DEADLINES**

- Registration for Spring 2024 Enrollment starts December 16 - February 18, 2024 (new dates). You must complete Steps 1 and 2 in order to be cleared to register for classes.
- Need registration help? Join our High School Virtual Hours: [Zoom Room](#)
 - Tuesdays & Wednesdays 4:30p—5:30p
 - Withdraw/Drop deadline dates, click [here](#).
 - You can Add/Drop a GCC course via [MyGCC](#) student portal: Click "MyGCC Login"

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**NEED
SUPPORT?**

- Visit GCC Welcome Center, click [here](#)
 - ◇ Virtually: Tuesdays & Wednesdays 4:30p—5:30p; Monday – Friday 10a – 2p
 - ◇ In-person: Monday – Thursday 8:30a – 4:30p; Friday 8:30a – 3:00p
- GCC Contact:
 - ◇ Email: Dual@glendale.edu Phone: (818)-240-1000 Ext.4767
- BUSD Contact:
 - ◇ Ms. Dysthe, CTE Counselor, dianadysthe@burbankusd.org