

# DUAL ENROLLMENT

## Steps to Apply—SPRING 2024

### LA Valley College



Instructional Services  
Revised 1/16/24

**SUBJECT TO CHANGE**  
[www.burbankusd.org/cte](http://www.burbankusd.org/cte)

# 1

## APPLY ONLINE

- Apply to LAVC for your LAVC ID by going to LAVC'S Dual Enrollment process page : <https://www.lavc.edu/admissions/dual-enrollment/process>

# 2

## COMPLETE DYNAMIC FORM

- Once you have your LAVC ID (3-5 business days after submitting an application), create an account or log into an existing account to complete your dynamic form.
- Please see dynamic form link on Step 2 at: <https://www.lavc.edu/admissions/dual-enrollment/process>
- Put Ms. Dysthe, CTE Counselor, dianadysthe@burbankusd.org on your form, as well as your LAVC ID
- You will receive an email from Ms. Dysthe confirming your form has been signed

# 3

## ENROLLMENT

- <https://www.lavc.edu/admissions/dual-enrollment/process>
- Click [here](#) to log into your LACCD student portal. Select "Manage/Add Classes" to enroll.
- An LAVC rep is available to help you Mon-Thurs 8am-4pm and Friday 8am-1pm in this zoom: <https://laccd.zoom.us/j/92554511030>

# 4

## ATTEND INFO SESSION

- To learn more about the CTE Dual Enrollment program, please attend a zoom Student/Parent Info Session held at 6pm:
  - ◊ December 4, 2023
  - ◊ January 17, 2024

**\*New Link as of 1/16/24: <https://laccd.zoom.us/j/86556359362>**

# 5

## SPRING DEADLINES

**STUDENTS MUST ATTEND THE FIRST WEEK OF CLASS**  
**M/W classes start 1/29/24 and T/Th classes start 1/30/24**

A&R Live Chat can support students with dropping or withdrawing from a class, and add codes: <https://www.lavc.edu/admissions>. Admissions reps there 8am-7pm M-TH and 8am-1pm on Fridays

LAST DATE TO	M/W CLASSES	Asynchronous	T/Th CLASSES
Enroll with a Permission#	2/13/24	/	2/18/24
Drop class without a "W"	2/13/24	/	2/18/24
Drop with a "W"	4/18/24	/	4/20/24

**Need Support?? Contact:**

- Ms. Dysthe, CTE Counselor, dianadysthe@burbankusd.org
- Celine Marcos, LAVC Dual Enrollment Program Specialist, dualenrollment@lavc.edu

Please Note: Virtual class link will only be available on Canvas. Must be enrolled with LAVC to access Canvas