



GCU Dual Enrollment Overview

Thank you for your interest in being a part of Grand Canyon University's Dual Enrollment program; we're so excited to have you! For your convenience, we have compiled need-to-know information and answers to some common questions in order to help support you in your class. Please read all of the below steps and save this information for your records just in case if you have questions outside of our business hours.

Apply for Dual Enrollment with GCU

If you are interested in earning dual enrollment credits with GCU, you must first complete an online application on <http://apply.gcu.edu> as a "Dual High School Student." You must complete this application even if you have already applied to GCU for a bachelor's degree. If you have already applied for an undergraduate program, please use the same email and password you used when you first applied. This fully online application is free and takes about 15 minutes to complete. Expect to hear directly from a GCU counselor after you submit your application, as we will help guide you through the process.

Student Portal Access

About 24-48 hours after you apply to GCU, you will receive an email from GCU's technical support team with your user name and password for your student portal. This is the area where you access all of your electronic materials, our library, submit tuition payments, complete placement exams, and many other helpful components. You can access your portal at <http://gcuportal.gcu.edu> with the user name and password provided. If you do not receive that email or lose it, you will need to contact dualenrollment@gcu.edu or 855-428-8002 for a student portal reset.

Complete the Parent Authorization Form (PAF)

This form certifies that your parent or guardian has given you permission to enroll as a GCU dual enrollment student. This form will be completed as an electronic document (eDoc) within your student portal after you complete an application.

Submit Official Transcripts

Your official high school transcripts are used to verify your GPA and your grade level. Sophomores must have at least a 3.25 unweighted GPA; Juniors and Seniors must have at least a 3.0 unweighted GPA. Transcripts must be official, which typically means they are signed by your high school counselor. These need to be submitted directly to your GCU dual enrollment counselor by a school/district representative and GCU can accept paper or electronic copies. If the student is homeschooled, their parent is authorized to sign/submit the transcript on their behalf.

Complete the Student Information Release Form (SIRF)

If you would like your parent/guardian to be able to access your file and speak with GCU about your student record, you will need to fill out the Student Information Release form. **Without this form, GCU cannot disclose any information to your family about your student record even if you are a minor, per the federal laws set forth by the Family Educational Rights and Privacy Act of 1974.** This form is not required but is strongly recommended. This form will also be completed in your student portal as an eDoc.

Take a Placement Exam

If you are interested in enrolling in either a math and/or English course with GCU and do not have college-level credit to provide as proof of pre-requisites, you will need to complete a GCU placement

exam. You have two attempts to successfully pass a placement exam, as well as unlimited practice exams. This can be done immediately after completing the online application or through your student portal under the section for "Placement Exams." It is strongly recommended that you confirm which exam you should take with your GCU counselor prior to completing one.

Courses Currently Offered

Courses are seven weeks long and start dates are available nearly every Monday throughout the year. Course offerings are scheduled based on popularity, so more popular courses will have more start dates available than less popular courses. Please be aware that, in rare instances, courses with a low number of students registered may be pushed back and students will be provided with alternate start dates. Find our course list and upcoming start dates in the interactive table at the bottom of the following link: <https://www.gcu.edu/individual-courses/dual-enrollment>

Course Tuition

Classes are \$52.50 per credit and all of our classes are 4 credits, totaling \$210. Most courses also have a \$110 electronic book fee or fees through third party vendors. State tax may be applicable as well. Generally, with these two fees in mind, students can expect each class to cost about \$320+ tax in total.

Refund and Withdrawal Policy

Once a student posts in class, they become academically and financially responsible for the course. Students who withdraw during the first week may earn 75% of their tuition back; however, after the first week, 0% of tuition will be refunded. Book fees will never be refunded once a student posts. Please consult GCU's University Policy Handbook for additional policies related to withdrawing from a course. Any withdrawal requests must be sent directly to your GCU dual enrollment counselor or dualenrollment@gcu.edu. **You cannot ask your teacher/high school faculty to do this for you.**

Contacting GCU

You can contact our dual enrollment team directly if you have any questions or need any assistance with the application or registration process. Each student will be assigned an individual counselor within 24 hours of having completed an online application. Your individual counselor's name and information are located on your student portal homepage. If you have questions before receiving that access, or if you are ready to move forward before you are assigned to a counselor, you may contact dualenrollment@gcu.edu or call our team number at **855-428-8002**. If you are ever having technical difficulties, you should contact GCU's technical support team at 602-639-7200. If you need assistance at any time before, during, or after your dual enrollment course feel free to reach out directly to GCU and we'd love to assist you. Our counselors respond to emails and voicemails within 24 business hours and have their office hours listed in their email signature lines.

University Policies

As a dual enrollment student at Grand Canyon University, it is important that you read over and are aware of the university's policies. GCU strives to give the greatest transparency; thus, we wish to advise students in advance of the university's policies before enrolling. Although our dual enrollment students are in high school, they will still be expected to adhere to and perform at the expectations of the university. The following link provides access to a complete handbook of our policies: <http://www.gcu.edu/academics/academic-policies.php>.