

GCU Dual Enrollment Cohort Overview and Timeline

Thank you for your interest in starting a cohort class with GCU's Dual Enrollment team! Please use this document as a guide for gaining information about how to begin the set-up process for cohorts in addition to other important tips. If you have additional questions, please reach out to Heather.Ostendorf@gcu.edu.

What is a cohort class?

Cohort classes are courses that are exclusively built for your school's students so that they may all be enrolled in a private course simultaneously as a group. They are built on a custom basis for your school by request-only. Any of our current course offerings can be customized into a cohort for your school (this list is available at <https://www.gcu.edu/individual-courses/dual-enrollment>).

How long do cohorts run for?

Cohorts can be made in either two class lengths: 7 or 15 weeks. We can also schedule in up to an additional two weeks within your cohort to account for any school breaks as needed. A minimum of 10 students are required to be enrolled in the cohort for it to run. If the minimum class size is not met, the cohort may be rescheduled or cancelled until a later date.

How much do cohorts cost and who is eligible for one?

The cost of these courses is \$325 before tax per student; this includes both the \$115 eBook fee and \$210 for tuition. The cost of tuition is the same whether your school chooses the 7- or 15-week course length. Certain courses may carry an additional materials fee, but our team of counselors will clarify this with your school before registering your students once your course selection is chosen.

Sophomores with a 3.25 or higher unweighted GPA, as well as juniors and seniors with a 3.0 or higher unweighted GPA are eligible for these courses. Any student who would like to take a math or English class will need to pass our free placement exam before they may be registered.

How does my school begin setting up a cohort with GCU?

As cohort classes are specially built on your school's basis of needs, our team will need at least 5 weeks of lead time to begin creating your school's cohort and finalize each student's registration. Please keep in mind that all of GCU's courses begin on Mondays. Your school may refer to the timeline below to gain helpful information about the overview and operations of setting up a cohort with GCU.

1. Choose Your Class/Start Date: Your school should determine which class(es) you would like to offer as a cohort based on the current course offering list via our website (see paragraph two). Additionally, your school should select the desired start date for the cohort to start. We do offer start dates year-round for your convenience.

- Please note that again, our team will need at least **5 weeks** of lead time before the start date to have enough time to begin creating your school's cohort and properly register all students.

2. Send in Rosters: Once your school has chosen which class/start date it would like, a designated leader from your school must reach out to Heather at her email above to organize the student group that wishes to enroll via a roster.

- This roster should contain each student's full name, a phone number, and email that they may be reached at.

3. Counselor Outreach: After a leader from your school has sent in the roster to one of the department administrators, the administrator will then assign a Dual Enrollment Counselor to begin their outreach to each student on the list.

- Our team of counselors will contact each student on the roster to assist them with applying to the program step-by-step, processing their payments for the course, completing any necessary placement exams, and placing them into the cohort. This outreach will begin within 24-48 hours upon reception of the roster.
- Once per week on Thursdays, any contacts you list on the bottom of the roster will receive an update on the status of your roster. Through this weekly update, your school leader will be regularly apprised of which students are on-track to register, missing certain steps/documents, and those who are ready to begin class.
- Should your school have any additional students to add to the roster once your leader has sent it in, simply notify me and they will add the student for you.
- Your school's staff will not need to take any action for the students' registration; our team will handle all organization of the students' registration.
- It usually takes 7-10 days to fully complete a student's registration, depending on how swiftly they can communicate with their counselor and finish their provided enrollment tasks.

4. Send in Transcripts: GCU will require a copy of each of their official transcripts to be sent to the University for admission into the program.

- To allow this process to move swiftly, it is recommended for your school's administration to email official PDFs of your students' transcripts in bulk to Heather. Upon receipt, our team will submit them to our Transcript Department for processing.

5. Cohort Finalization + Start Date Preparation: Once all of your students have successfully completed their registration steps and our team submitted all of the students' transcripts for approval, the counselors will begin to place each student into their cohort class.

- Each student who has been successfully registered/placed into their class will receive a confirmation email upon finalization of their enrollment tasks. Within this email, students will receive links to tutorial videos regarding how to navigate their classrooms, as well as an e-invitation to join a live webinar with our counselors to introduce them to GCU's systems. This webinar is offered every Friday and is free to attend to assist students in preparation of their class starting.
- On the Friday prior to your cohort starting, our team will provide a final update to your school to notify them of which students are finalized and successfully placed into their class. Again, please note that if the minimum number of students were not registered for the cohort, it may be rescheduled or cancelled until a later date.
- Once the start date of the class is reached, all registered students may begin participating in the class.

That's it!

Important Note

Refunds/Withdrawing from a Cohort: Once a student posts in their class, they become academically and financially responsible for the course. If a student decides to withdraw from their cohort, they will need to notify their DE Counselor immediately. 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 in class. All withdrawals from courses will result in a "W" grade on their transcript. Students are encouraged to consult with GCU's University Policy Handbook for additional policies and deadlines related to withdrawing from a course. Any withdrawal requests must be sent directly to the student's counselor or dualenrollment@gcu.edu. Students cannot ask their teacher/parent/high school faculty to do this for them. Again, please note that if a student drops their course and if the minimum class size for the cohort is not maintained, the cohort may need to be cancelled or rescheduled.