



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 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. This fully online application is free and takes about 15 minutes to complete.

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 must be completed by you and your parent/guardian by hand; any mistakes you make must have a line through them and be initialed for GCU to accept.

Review 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 GCU by a school/district representative and GCU can accept paper or electronic copies.

Complete the Student Information Release Form (SIRF)

If you would like your parent/guardian to be able to access your files, you need to fill out the Student Information Release form. **Without this form, GCU cannot disclose any information to your family even if you are a minor, per the federal laws set forth by the Family Educational Rights and Privacy Act of 1974.** This is not required but is strongly recommended. All mistakes must have a line through them and must be initialed.

Take a Placement Exam

You will need to take a placement exam if you are interested in enrolling in either a math and/or English course for the first time with GCU. 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 through the app for "Placement Exams." For the math placement exam, you will be prompted with an initial question before the exam begins that you should answer "Yes" to.

Course Tuition

Tuition is \$52.50 per credit and GCU's dual enrollment courses are 4 credits. Courses may also have an \$85 electronic resources fee or additional fees through third party vendors.

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. In addition, once a student enters the final two weeks of their class, they cannot drop the course and will earn an A-

F grade for the course rather than a “W” for withdrawn. Any withdrawal requests must be sent directly to your GCU dual enrollment counselor or dualenrollment@gcu.edu. **You cannot ask your teacher to do this for you.**

Student Portal Access

About 24 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.

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 once they have 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, you may contact dualenrollment@gcu.edu or call 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 because 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 be aware of the university’s policies. While GCU strives to give the greatest transparency, it is not always possible to advise students in advance of the university’s policies. The following link provides access to a complete handbook of our policies: <http://www.gcu.edu/academics/academic-policies.php>.