



Due Date 9-9-2018



GCU Dual Enrollment Timeline

Hello Dual Enrollment students! Please use this timeline to grasp a basic understanding of the steps that each student should complete to be registered as a dual enrollment student at GCU. **Please note, students must complete all admissions steps prior to 9/9/2018. No students will be registered after this date.**

1. Speak with your Guidance counselor or Instructors about which courses are offered at your high school. You will want to make sure that you are enrolled in the appropriate class to receive credit.
2. Complete online application at <https://apply.gcu.edu/Register.aspx> as a "Dual High School Student". Your school may set aside some time to help you through this, so it is important to speak to your counselor so that you know what to expect. The application is fully online and takes about 15 minutes to complete. Please note, if you have already completed the dual enrollment application process once, you do not have to do it again.

To be completed in the first week of the semester, after completing application

3. Within 24 hours of completing the online application, you will receive an email from technical.support@gcu.edu with login credentials to the GCU Student Portal (<https://gcuportal.gcu.edu/>). If you do not receive this email, you may call our IT department at 602-639-7200 and ask for a "Student Portal Reset" to have this information sent to you again.
4. Your official transcripts must be sent to us by your high school so that we may verify your GPA and grade level. Sophomores must have at least a 3.25 unweighted GPA; Juniors and Seniors must have at least a 3.0 unweighted GPA. You will want to speak with your guidance counselor to have a copy sent directly to GCU; they can be scanned and emailed to dualenrollment@gcu.edu. We can accept electronic copies, as long as they are signed by a school official. This step is extremely important as the transcript evaluation is the longest step in the process (GCU requires 7 days to review transcripts). This should be completed no later than the first week of the semester.
5. If you must take a placement exam, now is the time to do that. You must take this exam for all English and math courses, unless you have previously taken a course at GCU. You have two attempts to successfully pass the placement exam, but you are granted unlimited practice exams. This can be taken immediately after completing the online application or through your student portal by clicking on the "Placement Exams" tile. For the math placement exam, you will be prompted with an initial question before the exam begins that you must answer "Yes" to.
6. You will need to submit a few forms to us by email to dualenrollment@gcu.edu or by fax to 602-761-3200 for admission to the program as well.
 - a. There is only one required form, the Parental Authorization Form. This must be completed even if you are 18. If any mistakes are made, please cross out with a single line and initial the correction so that we may verify that you made the correction.
 - b. The Student Information Release Form, SIRF for short, is a document that gives your parents permission to speak to GCU on your behalf. If this form is not on file, GCU is legally required to withhold information about you as a student at GCU. The "Third-Party Information" section of the form should be filled out with your parent's information. The "Password" line is simply a verbal password that is verified when a parent calls in on behalf of a student. If

any mistakes are made, please cross out with a single line and initial the correction so that we may verify that you made the correction.

- c. The Tuition Waiver form will provide you with free tuition as long as you qualify for one of the following programs: Free/reduced lunch at your school, Supplemental Social Security, SNAP, TANF, WIC or AHCCCS. If you do qualify, this form should be completed and submitted along with your other forms. If any mistakes are made, please cross out with a single line and initial the correction so that we may verify that you made the correction.

To be completed in the second week of the semester

7. If you do not qualify for free tuition, you will need to make a payment for the course. Dual Enrollment tuition costs \$52.50 per credit, and each course at GCU is 4 credits; this equates to \$210 per course. Some schools have partnered with GCU for additional scholarship opportunity, so it is important that you speak to your guidance counselors about these partnerships. You may make a payment directly to the student portal at any time in the process, but we recommend waiting until the 2nd week of the semester to ensure that all forms and your transcript have had time to process. Please watch the video at <https://support.gcu.edu/hc/en-us/articles/115010388028-Making-a-Payment-in-the-New-GCU-Portal-for-Online-Students> for help in making the payment. Please note, Dual Enrollment operates on a pre-payment system, so your student account will show a \$0 balance. The amount to be paid will have to be manually inputted when making a payment.

Additional Need-to-know Info

Refund and Withdrawal Policy

Students cannot unregister or earn a refund after **9/9/2018**. After this date, a student's course will appear with a grade on their transcripts. 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.**

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>.

Contacting GCU

Communication throughout this process should be between you, the student, and us, the university. We ask that you come to us directly with any questions or concerns throughout this process. Your individual counselor's name and information is located on your student portal homepage. If you have questions before receiving that access, you may reach us at dualenrollment@gcu.edu or you may call us at 855-428-8002 to speak with any one of the Dual Enrollment counselors. If you need assistance at any time before, during, or after your dual enrollment course feel free to reach out directly to GCU, we want to make sure that you have the best experience possible. Our counselors respond to emails and voicemails within 24 business hours and have their office hours listed in their email signature lines.

Thank you so much for choosing Grand Canyon University to assist with your post-high school education!

Tips for Successfully Completing Your Student Information Release Form

1. This form must be filled out by hand; please do not complete electronically. Once completed, please scan and send to one of the following:
Email: Directly to your enrollment counselor or dual.enrollment@gcu.edu
Fax: 602-761-3200
If you don't own a scanner, there are many free apps for your smartphone to scan documents.
2. Complete all areas with asterisks next to them. If you are unsure about any of these items, please feel free to contact us.
3. In "Third Party Information" section, please include the contact information for the person(s) you wish to release your academic or financial information to. This would be your parents or guardian, a sibling, a grandparent, etc. Because of United States federal law, only family members listed on this sheet can talk to us about your education information even if you are a minor.
4. Please make sure that your password does not include your name, address, phone number, or username. This password is a verbal password that will be asked via phone when someone besides the student is being spoken to. If person does not know this password, we, by law, cannot speak to them about student.
5. If any mistakes are made just cross them out and put your initials beside them.

Parental Authorization for GCU Dual Enrollment

Dual Enrollment is an opportunity for students to receive both high school and university credit while enrolled in an approved dual enrollment course.

Student Qualifications

- Junior or senior in high school with an unweighted GPA of 3.0 or above, or sophomore in high school with an unweighted GPA of 3.25 or above
- Meet course pre-requisites, if applicable
- Earn qualifying score on math or English placement test, if required

Student Resources

GCU Dual Enrollment students have access to academic resources including the online library, tutoring, web-based tutorials and Career Services.

Withdrawal and Refund Policy

- Students withdrawing from a class may receive a full refund by emailing GCU at dualenrollment@gcu.edu on or before the deadline date (Please see Application and Payment Instructions for withdrawal deadline dates)
- Students who decide to withdraw from a class after the deadline will not be eligible for a refund. Students who drop a course prior to two weeks before the end of the course will earn a grade of **W** on their GCU transcript. Students must notify GCU by emailing dualenrollment@gcu.edu in order to withdraw from a class
- Students are not permitted to drop a course during the last two weeks of the course. If students stop attending a course within the last two weeks of the course, the GCU transcript will reflect a grade based on their academic performance. Faculty will assign a letter grade of A through F
- Tuition must be remitted in full before the start of the class in order for students to be permitted to enter. Students who qualify for federal assistance may be eligible for a tuition waiver. In those instances, the waiver must be remitted before the start of class

GCU's Policy Handbook can be found at gcu.edu

Parent Permission

_____, (student name), has my permission to enroll in GCU dual enrollment course(s) to receive university credits. I understand that if my child fails to follow through with her/his responsibilities to successfully complete the course(s), the tuition will not be reimbursed and dual enrollment credits will not be granted. GCU has my permission to inquire about my child's eligibility or enrollment in federal aid programs such as free or reduced lunch, food stamps, etc. This information would only be used for the purpose of reviewing my child's eligibility for reduced tuition and will not be shared with any additional parties, nor will this information have any bearing on my child's eligibility for enrollment.

By signing below and submitting this form, you give Grand Canyon University your consent to use automated technology to call, text and email you, including your wireless number if provided, regarding educational services. Please note that you are not required to provide this consent to receive services from us.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student Information Release Form

Under the provisions of the Family Education Rights and Privacy Act of 1974, students have the right to allow or deny GCU to disclose student education records, either academic or financial. By completing this form, you are requesting GCU to disclose personally identifiable information relating to your education record to a specific third party. Third party requests without a completed Student Information Release Form will not be fulfilled. All fields on this form must be completed by the student in order to be processed. If you are a direct bill student, it is imperative that you list the employer/organization as an entity to which GCU may release your academic/financial information.

This authorization to release information has no expiration date; however, you may revoke your authorization at any time by submitting an updated SIRF form rescinding approval.

Student Information: *(please type or print clearly, *required field)*

*Last Name _____ *First Name _____ Middle Initial _____
Maiden/Former Name(s) _____ *Date of Birth (mm/dd/yyyy) _____
*Street Address _____
*City _____ *State _____ *Zip _____
Country (if not U.S.) _____ *Last Four Digits of Social Security Number _____
At least one phone number required - Home Phone _____ Work Phone _____
Cell Phone _____ Email Address _____

Reason for Release*: *(select one)*

- State Licensure/Organization Parent/Guardian Military Direct Bill Organization
 Spouse Other (please explain): _____

Information to be Released*:

ALL (if "ALL" not selected, please indicate which items)

- Academic Record (select all that apply) Attendance Grades Holds Schedule Status Discipline/Behavior
Financial Information (select all that apply) Balance Collection Status Method of Payment Form of Payment Status

Third Party Information:

*Last Name _____ *First Name _____ Middle Initial _____
Title _____ Company _____
Phone (Required if Direct Bill) _____
*Street Address _____
*City _____ *State _____ *Zip _____
Email Address _____ *Password _____

Note: Third party must be able to provide verification of identity when requesting information by providing the third party password. This password is a confidential code between you and your third party. Please be sure not to share this password with anyone else. The password cannot be your name, address, phone number or username. Only choose an option below if you are removing an existing release form. Otherwise, this will be considered an additional 3rd party approval to release records.

- I wish to rescind the following third party's ability to receive my information _____
 This form replaces all existing FERPA releases

*Student Signature _____ *Date _____

Please fax this completed form to 877-272-2849

DUAL ENROLLMENT TUITION WAIVER APPLICATION

Students taking dual enrollment courses at their high school may be eligible to receive a tuition waiver if they receive free or reduced lunch or demonstrate financial need by providing documentation of household member's participation in any of the following federal benefits programs: Supplemental Social Security, SNAP, TANF, WIC or AHCCCS.

STUDENT INFORMATION *(please type or print clearly)*

Student Name _____ Student ID Number _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Preferred Email Address _____

Name of High School _____

Documentation of Financial Need

I receive free or reduced lunch at my school

OR

Documentation of household member's participation in any of the following federal benefits programs:

Supplemental Social Security

SNAP

TANF

WIC

AHCCCS

Provide Tuition Waiver form to GCU or high school representative during registration dates scheduled by the school. Forms and if applicable, documentation of participation in one of the above programs, may also be emailed to dualenrollment@gcu.edu.