

Application for Dual Enrollment

Go to Applyweb: <https://apply.gcu.edu/Account/Register>

Apply as “Dual High School Student” by selecting that option from the drop down box highlighted below.

Create New Account Already registered? Click here to Log In

Thank you for your interest in applying to Grand Canyon University.

Please enter your email address (username), password, first name and last name below. Click the Register button to register and begin the application process.

* Indicates a response is required.

Email Address*

Must be at least 8 characters and contain numbers and letters

Password*

Confirm Password*

First Name*

Must match name on SSN card

Last Name*

Must match name on SSN card

Preferred Contact Number* Daytime

Phone Number* (201) 555-0123

How would you like to attend? Select an option

Have you previously applied to GCU? Select an option

(Only if supplied by university counselor)

CRM ID

(Only if supplied by university counselor)

Rep Code

Please remember to make a note of the email address and password you entered as they will be required should you wish to make changes to your online application in the future.

Complete required fields for phone number

Help Log off [gcu.detest@gmail.com](#) 1-855-GCU-LOPE

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CONTACT PREFERENCES

* Indicates a response is required.

Preferred Contact Number* Daytime

Daytime Phone Number* (602) 555-4567

Evening Phone Number (201) 555-0123

Mobile Phone Number (201) 555-0123

Email Address* gcu.detest@gmail.com

By checking the box and clicking "Continue" you give Grand Canyon University your consent to use automated technology to call, text, and e-mail you at the information above, 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.

- About Me
- ✓ Contact Preferences
- ✓ Communication Preferences
- ✓ General Information
- Address
- History
- Forms
- Submission

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Continued on next page...

Complete required general information fields

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GRAND CANYON UNIVERSITY APPLY TO GCU

GENERAL INFORMATION

* Indicates a response is required.

Must match name on SSN card

First Name* Jack Middle Name

Must match name on SSN card

Last Name* Tester Maiden/Former Name

Date of Birth* 1/1/2003 Country of Birth* United States

Primary Language* English

How did you hear about us?* Other

BACK SAVE SAVE & CONTINUE

- About Me
- Contact Preferences
- Communication Preferences
- General Information
- Address
- History
- Forms
- Submission

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Complete address info

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ADDRESS

* Indicates a response is required.

Country of Residence* United States Zip Code* 85017

Street Address* 3300 W Camelback Rd

City* Phoenix State* Arizona

BACK SAVE SAVE & CONTINUE

- About Me
- Contact Preferences
- Communication Preferences
- General Information
- Address
- History
- Forms
- Submission

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Continued on next page...

Complete HS info. The system will pull all high schools in our system based on the state you enter. Only manually enter your high school if you are not able to locate it from the drop down.

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* Indicates a response is required.

If you have not yet graduated, please enter the type of diploma you expect to receive and your expected graduation date.

Type of Diploma*

Country* State*

Type part of name to search, then select name from list. If not found, then type in full name of institution.

High School*

City*

Graduation Date*

Estimated (unweighted) GPA

By clicking Continue, I certify that I have graduated from high school or expect to graduate on the date specified or have obtained another diploma equivalent. I understand that if I provide false information about graduation from high school or earning my diploma equivalent, I may be required to return any Title IV financial aid funds I have received. I understand that with this document, I may be Admitted with Specification, and it is my responsibility to meet the minimum criteria to move from Admitted with Specification status to full Admitted status. I understand the explanation and criteria for these statuses may be found in the [University Policy Handbook](#).

- ▶ About Me
- ▶ History
- High School
- ▶ Forms
- ▶ Submission

Enter parent info

Help Log off [gcu.detest@gmail.com](#) 1-855-GCU-LOPE

GRAND CANYON UNIVERSITY ▶ APPLY TO GCU

PARENT / LEGAL GUARDIAN

* Indicates a response is required.

Guardian's First Name*

Guardian's Last Name*

Guardian's Preferred Language

Guardian's Phone Number*

Please include City, State, Zip in Address

Guardian's Address*

Guardian's Email Address

Confirm Guardian's Email

I am an emancipated minor
 An emancipated minor is an individual who is over the age of 16, but under the age of 18, who has successfully petitioned the court to become legally emancipated, and who has severed the parental relationship so that parents have no legal rights or liabilities to the individual, including care, custody and control.

- ▶ About Me
- ▶ History
- ▶ Forms
- Legal Guardian
- Program Questions
- Additional Questions
- ▶ Submission

Continued on next page...

Are you interested in attending GCU after graduating High School?

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GRAND CANYON UNIVERSITY APPLY TO GCU

PROGRAM QUESTIONS

* Indicates a response is required.

Are you considering enrolling in an undergraduate degree with Grand Canyon University?*

Yes No

← BACK SAVE SAVE & CONTINUE →

- About Me
- History
- Forms
- Legal Guardian
- Program Questions
- Submission

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Submit application

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GRAND CANYON UNIVERSITY APPLY TO GCU

SUBMIT APPLICATION

Thank you for choosing Grand Canyon University!

By clicking Submit Application, I understand and consent to GCU sharing access to my educational record with my current high school and district as necessary to carry out terms of dual enrollment. I understand and consent to this information being shared only amongst employees who have a legitimate interest and a need to know the substance of the particular record, understanding that I, as a student enrolled in Dual Enrollment courses, will be enrolled at both my high school and GCU.

← BACK SAVE SUBMIT APPLICATION

- About Me
- History
- Forms
- Submission
- Submit Application

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Additional Steps – From here you can jump right into the placement exams or review paper copies of the forms you will be asked to submit. These documents do not need to be printed and submitted, this tutorial will walk you through how to submit these forms electronically through your student portal below. If you close this page accidentally and are not able to revisit the page that is alright, you will gain access to each of these items once you are able to log into the student portal.

The screenshot shows the top navigation bar with 'Help', 'Log off', 'gcu.detest@gmail.com', and '1-855-GCU-LOPE'. Below is the Grand Canyon University logo and an 'APPLY TO GCU' button. The main heading is 'APPLICATION SUBMITTED'. The text reads: 'Thank you for submitting your application online. You will be contacted by a university counselor.' Under 'ADDITIONAL REQUIRED STEPS:', there are three bullet points: 1) If an email address was included for parents, they will receive a 'Parental Authorization Form'. 2) If not, parents will receive a document to be completed for the student's record. 3) If taking a Math or English course, a placement exam is required. Below this is a 'Useful resource links:' section with links for Financial Aid, Life on Campus, Tribal Information, Degree Programs, International Students, and College Specific Websites. The footer contains social media icons and copyright information for Grand Canyon University.

Wait for Student Portal Access; you will receive an email in the next 24-48 hours from technical.support@gcu.edu with login credentials to the GCU portal.

The screenshot shows an email interface with the subject 'Your New GCU Account'. The sender is 'technical.support@gcu.edu'. The email content is a letter from Grand Canyon University. It says: 'Welcome to Grand Canyon University! Your new account information is below: Username: Password: Your GCU Email Address: @my.gcu.edu'. It also provides instructions on how to reset the account and contact technical support at 1-877-428-8447. The letter is signed 'Sincerely, Grand Canyon University'.

Continued on next page...

Once received, log in at <https://gcuportal.gcu.edu/>.

Here you will be able to take the placement exams, submit payments, and access your courses once registered. For now, you will want to locate the eDocs tile to view any pending eDocs that need to be submitted.

Note: if the eDocs tile does not show any documents or gives you an error, wait 24 hours and try again. There are background processes that need to catch up before the forms populate in your portal, so in the meantime you should work with the counseling staff at your high school to request an official, signed copy of your transcript be sent to dualenrollment@gcu.edu. If the eDocs are still not available after 24 hours, feel free to reach out to your GCU counselor or to our team email above for help.

The screenshot shows the Grand Canyon University Student Portal dashboard. At the top, there is a purple header with the GCU logo on the left and "GCU STUDENT PORTAL" on the right. Below the header, there are two main sections: "My Courses" and "My Apps".

My Courses: This section is currently empty, displaying the message "You do not have any current courses." Below this, there are three sub-sections: "My Counselors" (showing "No Counselor found"), "My Information" (showing user details for Jack Tester [20652649] with a GPA of 0.00 and a Primary Program of High School Dual), and "My Information" (showing a list of courses).

My Apps: This section contains a grid of 24 application tiles, each with an icon and a label:

- Class Schedule/Grades
- Finance Hub
- Placement Exams
- Document Management
- eDocs
- Student Checklist
- Library
- Housing Portal
- Academic Excellence Center
- Email
- Technical Support
- Transcript Request
- Tutorials
- OneDrive
- Student Resources
- GPA Calculator
- Word
- Upload Documents
- Canvas LMS
- Canvas Commons
- Canvas SpeedGrader
- Canvas Blackboard
- Canvas Brightspace
- Canvas FutureLearn
- Canvas Canvas LMS

Continued on next page...

Complete the two eDocs in the student portal:

- Parent Authorization Form
- Student Information Release Form

Portal Home | Welcome, JTester1 | Sign Out

GRAND CANYON UNIVERSITY | PORTAL E DOCUMENTS

Home > Login

Portal E Docs

Welcome, Jack Tester. You have **(2)** documents pending E-signature and **(0)** documents pending parent signature. Please click the document name listed below to access the E-signature page or upload a parent signed document.

- [Student Information Release Form](#)
- [Parental Authorization for GCU Dual Enrollment](#)

My Information

Jack Tester [20652649]
GPA: 0.00
Primary Program: High School Dual

My Counselors

Student Services Counselor

Ashley Vest
Ashley.Vest@gcu.edu
1.800.800.9776

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Parental Authorization Form – Review for information on program qualifications/policies and complete with parent information.

Portal Home | Welcome, Zachary.smith@gcu.com | Log Out

GRAND CANYON UNIVERSITY | PORTAL E DOCUMENTS

Home > Parental Authorization for GCU Dual Enrollment

Parental Authorization for GCU Dual Enrollment

Student Information

Student Name: Jack Tester	GCU Student Number: 20652649
Address: 3300 W Camelback Rd	Date of Birth: 1/1/2003
City: Phoenix State: AZ Zip: 85017	Phone No:

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

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

100%

Continued on next page...

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

B. Parent Information

Please select or add a parent or legal guardian to complete this form.

Enter first name of parent:

Enter last name of parent:

Enter email address of parent:

Re-enter email address of parent:

Check this box to give my parent access to see my schedule, grades, and balance.

Clicking Submit means you affirm and acknowledge that you understand all information listed above, and that all information is true and accurate. A copy of this document will be e-mailed to you and your Counselor.

Submit

An email is then sent to your parent's email address for authorization on the form's submission.

Portal Home Welcome, JTester1 | Sign Out

GRAND CANYON UNIVERSITY PORTAL E DOCUMENTS

Home > Parental Authorization for GCU Dual Enrollment > Confirmation Portal E Documents

Parental Authorization for GCU Dual Enrollment Confirmation

FURTHER ACTION REQUIRED

We have successfully received your Parental Authorization for GCU Dual Enrollment e-signature request. A confirmation email has been sent to **JTester1@my.gcu.edu** with a document that your parent(s) will need to complete.

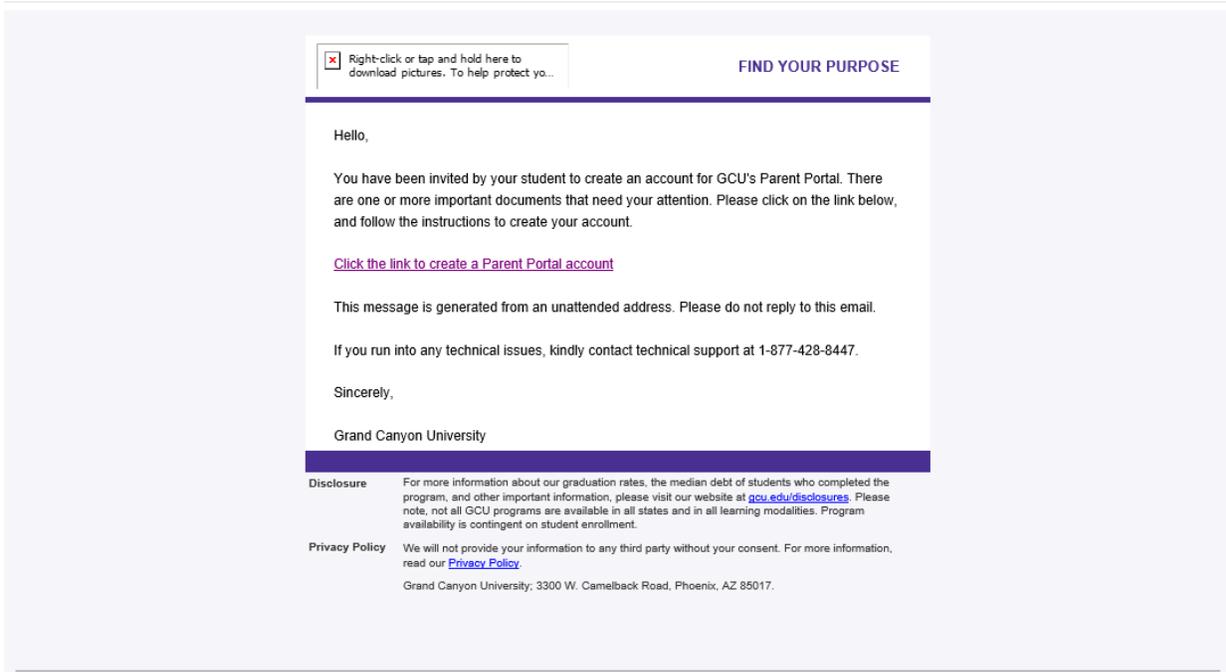
Based on your selection, a confirmation email has been sent to zachary.smith@gce.com letting your parent(s) know additional information is required. The University cannot process your federal student aid until all required documentation has been received. Please make sure all outstanding documentation is submitted within 24-48 hours of the request. Once your parent(s) electronically sign the required document you will receive a copy via email.

[f](#) [t](#) [in](#) [G+](#) [You Tube](#) [i](#)

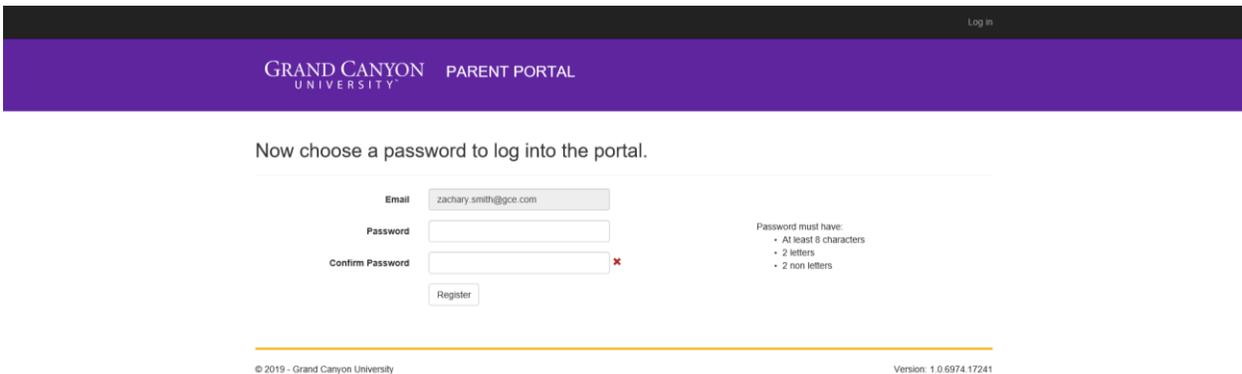
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Grand Canyon University is an accredited university founded in 1949.
We offer online education, online degree programs, campus based classes, MBA degree programs and an Executive MBA.
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1.0.7016.20817

Continued on next page...

Your parent should look for an email from parentportal@gcu.edu inviting them to create a parent portal to sign off on docs.



Your parent's email is auto-populated based on the email you entered.



Continued on next page...

Now choose a password to log into the portal.

Email: zachary.smith@gcu.com

Password: [masked]

Confirm Password: [masked] ✓ Passwords Match!

Register

Password must have:
• At least 8 characters
• 2 letters
• 2 non letters

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Your parent should locate the form to be signed/authorized, then open and complete the form. The form appears the same way it did in your student portal.

To Do: Student Information Statement Schedule Grades Campus Life Announcements 1

The following items need immediate attention:

My To-Do's

- Parent/Guardian eDocument Signature Required

Your student has completed an electronic signature for the following documents which require your signature.

- Parental Authorization for GCU Dual Enrollment

My Student's To-Do's

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Parental Authorization for GCU Dual Enrollment

Student Information

Student Name: Jack Tester	GCU Student Number: 20652649
Address: 3300 W Camelback Rd	Date of Birth: 1/1/2003
City: Phoenix State: AZ Zip: 85017	Phone No:

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

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@gu.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@gu.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

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

Is the student on a free or reduced lunch program at their school?

- Yes
 No

Jack Tester 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 electronically 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 Name

Submit

The webpage will display a document submission confirmation and also send a confirmation to your parent and Dual Enrollment Counselor at GCU.

Portal Home Welcome, Zachary.smith@gcu.com | Log Out

GRAND CANYON UNIVERSITY PORTAL E DOCUMENTS

Home > Parental Authorization for GCU Dual Enrollment > Confirmation Portal E Documents

Parental Authorization for GCU Dual Enrollment Confirmation

We have successfully received your Parental Authorization for GCU Dual Enrollment e-signature request. A confirmation email has been sent to your child () with a copy of the completed document.

You can download a copy of the document at the link below:

[Parental Authorization for GCU Dual Enrollment](#)

If additional information is needed, you will be contacted.

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Grand Canyon University is an accredited university founded in 1949.
We offer online education, online degree programs, MBA degree programs and an Executive MBA.
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1.0.7016.20817

Reply Reply All Forward IM

Thu 4/4/2019 10:02 AM

Ashley.Vest@gcu.edu

Document Signature Confirmation

To: Zachary Smith (GCE)

Cc: Ashley.Vest@gcu.edu

Thank you for submitting your Parental Authorization for GCU Dual Enrollment. If additional information is required you will be contacted.

Sincerely,
Grand Canyon University

This message is private and confidential. If you have received it in error, please notify the sender and remove it from your system.

Student Information Release Form – Optional, but highly recommended.

Portal Home Welcome, JTester1 | Sign Out

GRAND CANYON UNIVERSITY PORTAL E DOCUMENTS

Home > Student Information Release Form Portal E Documents

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

Student Name: Jack Tester	GCU Student Number: 20652649
Address: 3300 W Camelback Rd	Last 4 SSN: N/A
City: Phoenix	State: AZ
Phone No: 602-555-4567	Email: JTester1@my.gcu.edu
Work Phone: 602-555-4567	Mobile Phone:
Program Name: High School Dual	Start Date: 04/08/2019

Note: If any of the above information is incorrect, please contact your Student Services Counselor.

** Indicates required field*

Enter your Maiden Name or any Former Name(s) Used

My Information

Jack Tester [20652649]
GPA: 0.00
Primary Program: High School Dual

My Counselors

Student Services Counselor

Ashley Vest
Ashley.Vest@gcu.edu
1.800.800.9776

Continued on next page...

Select Relation to student, and information to be released. In most cases dual enrolled students will select "All", unless there is specific information you wish to withhold from a third party.

Third Party Access to Information*

- I wish to grant the following third party the ability to receive my information
- I wish to rescind the following third party's ability to receive my information

Will the information be released to an Individual or Organization?

- Individual
- Organization

Reason for Release:* (select only one)

A new Student Information Release Form is required for each reason for release.

- Parent/Guardian
- Spouse
- Other (please explain):

Information to be Released:

All (if "ALL" not selected, please indicate which items. You must check at least one box)

Academic Record (select all that apply)

- Attendance
- Grades
- Holds
- Schedule
- Status
- Discipline/Behavior

Third Party Information is the information for the person you wish to release records to (most often a parent/guardian). You can complete this form more than once to grant access to multiple parties (ie. one for each parent/guardian). You do not need to complete a SIRF for your guidance counselor or staff at your high school as FERPA law does allow communication between institutions that share a student.

Portal Home Welcome, JTester1 | Sign Out

GRAND CANYON UNIVERSITY PORTAL E DOCUMENTS

Third Party Information:
Please enter the information for the third party that will have the ability to receive your student information. This should not be your personal information.

First Name*

Initial

Last Name *

Phone Number*

Street Address*

City*

State*

Zip*

Continued on next page...

Enter your parent’s email and a FERPA Password (also called a FERPA PIN). This is a verbal password that your parent will confirm when speaking with representatives of GCU. We verify this password with the caller so that we know you have given this person access to your student records. For that reason, it is very important that you share the FERPA Password with your parent/guardian and that they keep it handy when working with GCU on your behalf.

Portal Home Welcome, JTester1 | Sign Out

GRAND CANYON UNIVERSITY PORTAL E DOCUMENTS

Third Party Email Address*
Do not enter your personal email address

Confirm Third Party Email Address*
Do not enter your personal email address

You must reenter the third party's email address

Note: Third Party Individuals 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. Third Party Employer/Organizations can only receive information via the address or email address provided above.

FERPA Password* The password cannot be your name, address, phone number or username.

This field is required.

I affirm and acknowledge that all information is true and accurate. Unless a third party's ability to receive information has been rescinded, this will be considered an additional third party approval to release records.

Submit

Once both forms have been submitted, please contact your dual enrollment counselor for guidance on next steps toward registration. If you do not know who your dual enrollment counselor is, you can always reach any available counselor at dualenrollment@gcu.edu or by giving our team number a call at **855-428-8002**.