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.

Complete required fields for phone number

Complete required general information fields

Complete address info

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.

* 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* [Diploma ▾]

Country* [United States ▾]   **State*** [Arizona ▾]

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

High School* [Name of Institution ▾]

City* [ ]

Graduation Date* [📅 12/31/2001]

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

[← BACK]   [SAVE] [SAVE & CONTINUE →]

Enter parent info

GRAND CANYON UNIVERSITY   ✏ APPLY TO GCU

PARENT / LEGAL GUARDIAN

* Indicates a response is required.

Guardian's First Name* [Jeff]

Guardian's Last Name* [Tester]

Guardian's Preferred Language [English ▾]

Guardian's Phone Number* [🇺🇸▾ (201) 555-0123]

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

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Continued on next page…

Are you interested in attending GCU after graduating High School?

Submit application

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.

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.

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.

Complete the two eDocs in the student portal:

- Parent Authorization Form
- Student Information Release Form

GRAND CANYON UNIVERSITY™   PORTAL E DOCUMENTS

Home › Login   Portal E Documents

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.

GRAND CANYON UNIVERSITY™   PORTAL E DOCUMENTS

Home › Parental Authorization for GCU Dual Enrollment   Portal E Documents

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% ▾

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.

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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.

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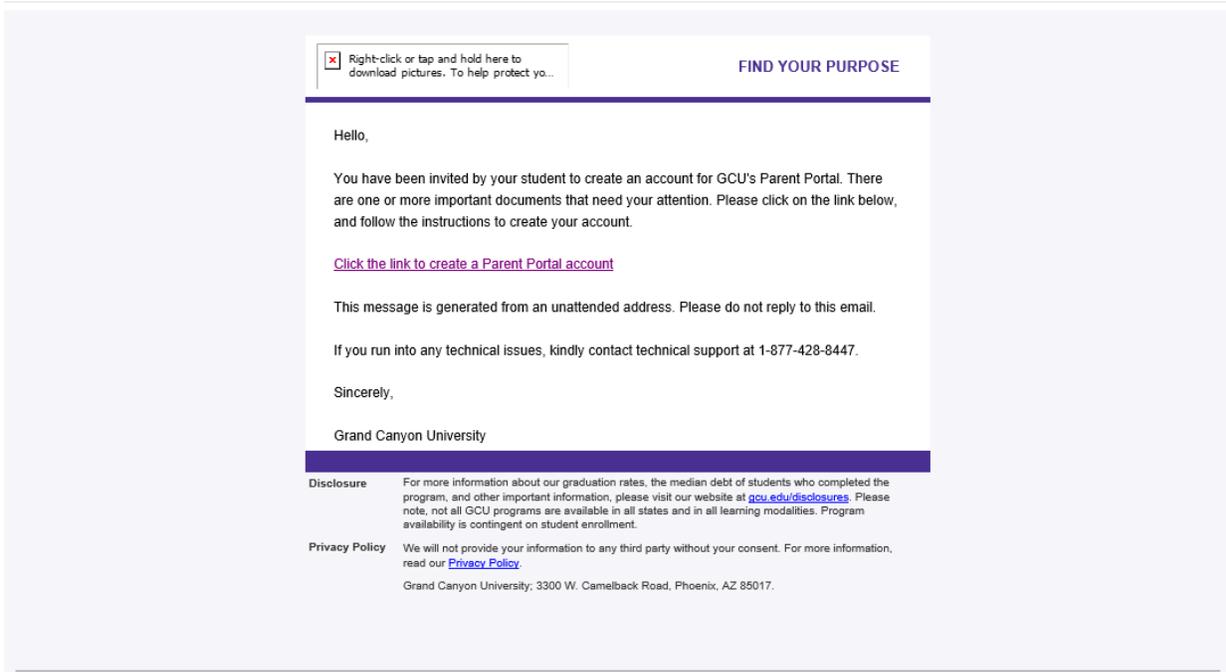
Your parent's email is auto-populated based on the email you entered.

GRAND CANYON PARENT PORTAL
U N I V E R S I T Y
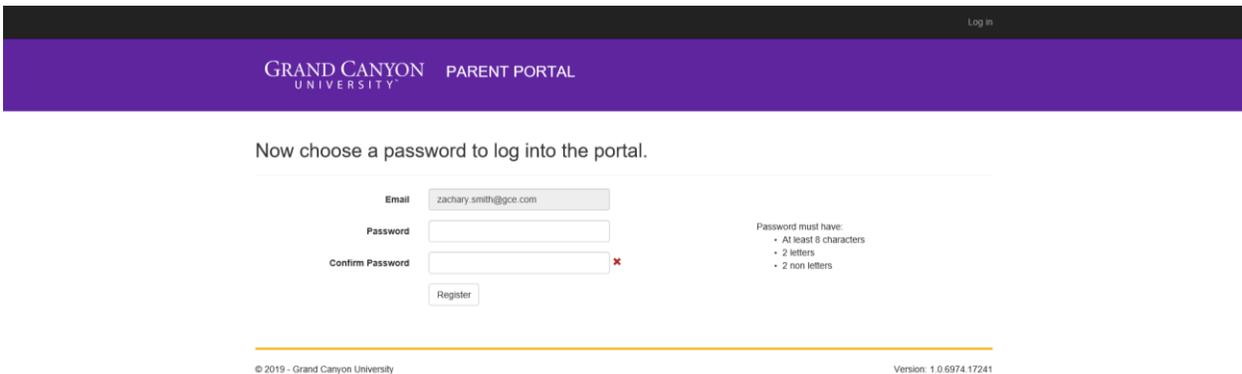
Now choose a password to log into the portal.

Email	zachary.smith@gce.com
Password	••••••••
Confirm Password	•••••••• ✔ Passwords Match!

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

Register

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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.

GRAND CANYON PARENT PORTAL
U N I V E R S I T Y

To Do   Student Information   Statement   Schedule   Grades   Campus Life   Announcements ⓪

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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Home › Parental Authorization for GCU Dual Enrollment   Portal E Documents

Parental Authorization for GCU Dual Enrollment

Student Information

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- 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 gcu.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.

Student Information Release Form – Optional, but highly recommended.

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.

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*

First Name

Initial

Middle Initial

Last Name *

Last Name

Phone Number*

(###) ###-####

Street Address*

Street Address

City*

City

State*

Select A State ⌄

Zip*

Zip

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.

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.**