

Now that you have completed all your registration items, you are ready to register for classes! You will now have the option to register yourself for the class of your choice. Please review this email closely for instructions on how to self-register.

For picture instructions, please navigate to this link for a step-by-step tutorial: [Dual Enrollment App – GCU Technical Support](#)

Log into your GCU student portal:

- 63 Log in to <https://gcuportal.gcu.edu/>.
- 73 Once you log into your GCU Student Portal, navigate to the Class Schedule/Grades app.
- 83 Click on Dual Enrollment.
- 93 You will then be directed to the Dual Enrollment app.
NOTE you will not be able to continue registering for classes if you are missing any of your registration items (PAF, **official high school transcript**, placement exams, etc.). If you receive a message stating you are missing any of these items, please reach out to your dual enrollment counselor directly.

To enroll in a course, follow the steps below:

- 63 Start by navigating to the Course Selection page by either clicking directly on the Course Selection tab or by clicking the Go to select course button from the home page.
- 73 Next, select how you prefer to take the dual enrollment courses. Courses are offered both online and in-person. If you are registering for online dual enrollment courses, select the Online option. If you are registering for in-person courses held at your high school, select the In-person option.
NOTE For online courses, students can register 60 days prior to the start date, and registration closes one day before the course begins. For in-person courses, students can register 60 days in advance, with registration closing 21 days after the course start date. For both online and in-person courses, once the registration period ends, the course will no longer be available.
- 83 Once you selected your preferred modality, click on the Next button to select the course.
- 93 From the Course Selection page, select the course you would like to enroll in on the left to view the details of the course and any available sections.
- : 3 If you find the course you are looking for, select the section you want with the start date that works best for you and click the Add to Cart button.

Checking Out:

- 63 Once you add the course to your cart, click the Go to Cart button.
- 73 In your Cart, click the Continue to register button in the bottom right corner.
- 83 On the page that follows, click the Confirm registration button.
- 93 Finally, you should be directed to a page confirming that the registration is complete.

Once you are registered for class, you will receive an email confirmation, please keep an eye out for that email and be sure to review it carefully as it includes important information regarding

your course(s). Please reach out to your assigned dual enrollment counselor if you have any questions regarding self-registration.

Best,

Have a question about a step in the process? Please click this link to view a step by step video with instructions: [//vimeo.com/showcase/dual-enrollment](https://vimeo.com/showcase/dual-enrollment)

*Grand Canyon University is committed to supporting you on your educational journey and your opinion is important to us. This department's goal is to respond to messages within 24-48 hours. My hours are **Monday-Thursday 9:30a.m.-500P.M.** Arizona time. You can always contact our representatives at dual.enrollment@gcu.edu or number at **855-428-8002** if I am unavailable. If at any time you would like to share more about your experience at GCU with my supervisor Heather Ostendorf, please feel free to contact her at Heather.Ostendorf@gcu.edu*