

CHANDLER-GILBERT COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

How to Add a Dual Enrollment Class

First, you will need to find the eligible Dual Enrollment classes offered at your high school.

- 1. Go to the Dual Enrollment webpage: cgc.edu/dual
- 2. In the left hand navigation, select High School Class Lists
- 3. Select your high school's class list.
- 4. Make sure you meet the college prerequisites for the class(es) you intend to enroll in.
- 5. Copy or write down the five-digit Class # (Ex. 12345) for each class you want to register for.

Now, log into your Online **Student Center** at redirect.maricopa.edu/student-center using your MEID@maricopa.edu (example: BER3455706@maricopa.edu) and your password.

- 1. Click the Manage Classes tile.
- 2. Select Class Search and Enroll on the left-hand navigation.
- **3.** Select the term you want to register for classes and the college where you are enrolled (example: Fall 2022 Chandler-Gilbert Community College). If selecting Spring, scroll down.
- 4. Paste or type the five-digit Class Number for the class you want to add into the Search For Classes field. Then, use the Enter key or click the arrow button to the right.
- **5.** Verify the class is the one you want. If everything looks correct, click anywhere on the class row or the arrow on the far right.
- 6. The Class Selected box will appear. Click the Action drop-down menu. Choose Enroll and click Submit.
- 7. Repeat the process to add additional classes.

To see your tuition and fees, click **Student Center**. Then click the **Financial Account** tile. Click **Select** under View Payment Options. Make payment arrangements by the due date to secure your classes.



Manage Classes



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