Admissions and Enrollment

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Step One: Create Student Account

- At the start of the new school year, the Dual Enrollment Office will hand out admissions guides for New and Returning Students to follow.

- Students new to Dual Enrollment will start at the first step of the Dual Enrollment admissions process, which is to Create a new account

Step One: Create Student Account

- Students new to Dual Enrollment will navigate to admissions.maricopa.edu.

- Dual Enrollment students must click on Apply Now under First Time Dual Enrollment.

Step One: Create Student Account

- Keep in mind that this process is for New Students only.
- Student will be asked to consider one the following:
  - If you have a Maricopa Email address (MEID),
  - Student ID Number
  - Attended one of our colleges
- If you are not sure if you have an account, or have forgotten, please contact the Dual Enrollment Office for assistance on recovering your information.
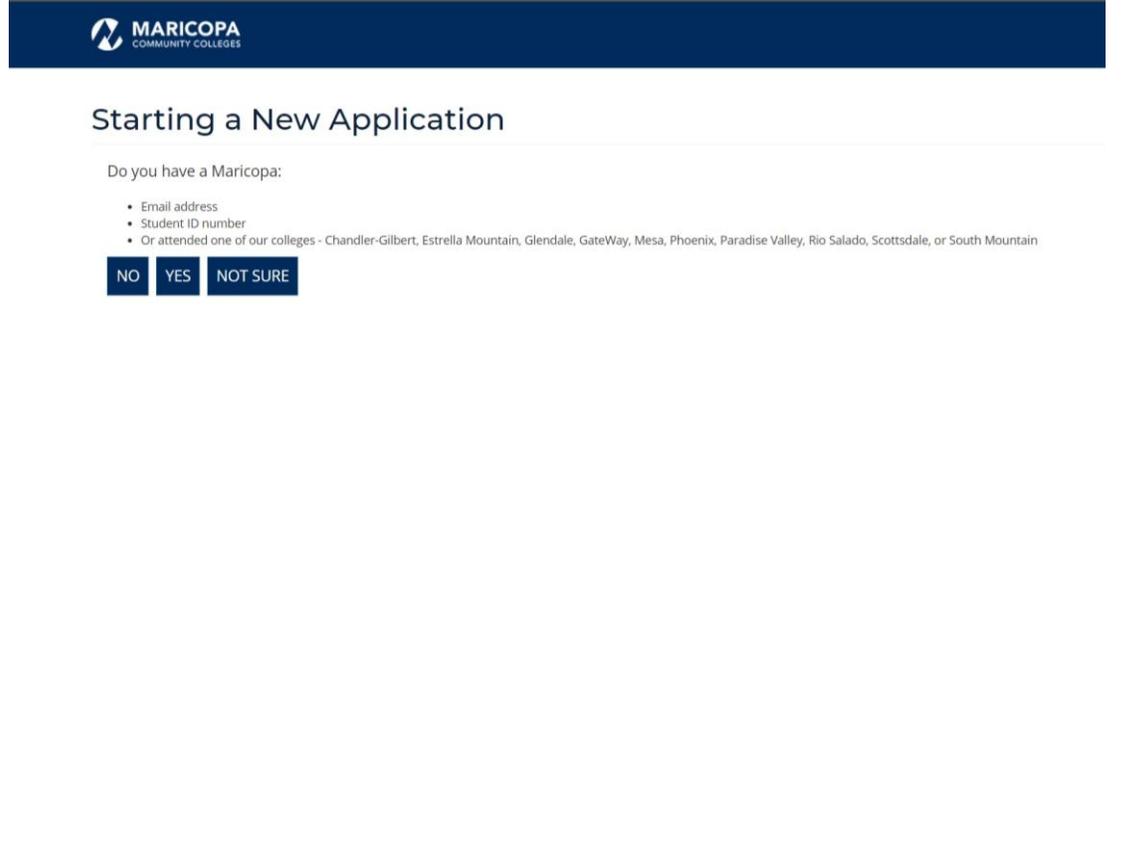
MARICOPA COMMUNITY COLLEGES

Starting a New Application

Do you have a Maricopa:

- Email address
- Student ID number
- Or attended one of our colleges - Chandler-Gilbert, Estrella Mountain, Glendale, GateWay, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, or South Mountain

NO YES NOT SURE

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Step One: Create Student Account

- The next slide will ask students if they are on an F (F1 or F2) or M (M1 or M2) Visa.
  - Students will select no to continue the application.
  - Please note that if your student is on a Visa, then additional documentation will be required

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Student Visa?

Are you a student on an F (F-1 or F-2) or M(M1 or M-2) visa?

NO YES

Step One: Create Student Account

- The next page of the account creation process will prompt the student to complete all required fields.

- Once a student has entered all information, you can click CREATE USERNAME

Step One: Create Student Account

- After clicking on the Create Username button, student will be prompted to enter a temporary password.

- Please follow the password requirements when creating your temporary password.
  - Once you have finished creating a password, save it in your files as you will need it upon accessing your account

Please take note of your UserName below. If you need to EXIT your application, your Username and Password will allow you to log back in and complete.

Username:

*Create Password:

Your password:
- Must be at least 10 characters long
- Contain at least one lowercase and one uppercase letter
- Contain at least one number
- Contain one of these special characters: - _ ? $ # ( ) . , * + ^ ~ ` ! @ % & [ ] { } | ' ;

*Confirm Password:
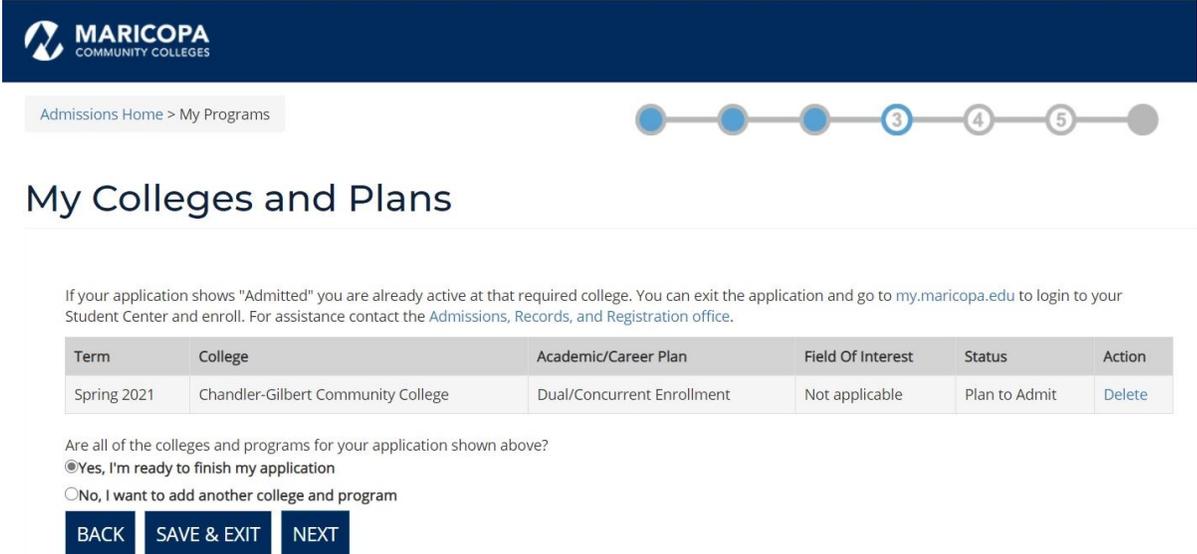
*Account Recovery Question:

Select One

*Account Recovery Answer:

NEXT

Step One: Create Student Account

- As you are filling out your application, you will need to select Chandler-Gilbert Community College and the term you want to apply for.
  - This is important for dual enrollment at Chandler-Gilbert Community College.
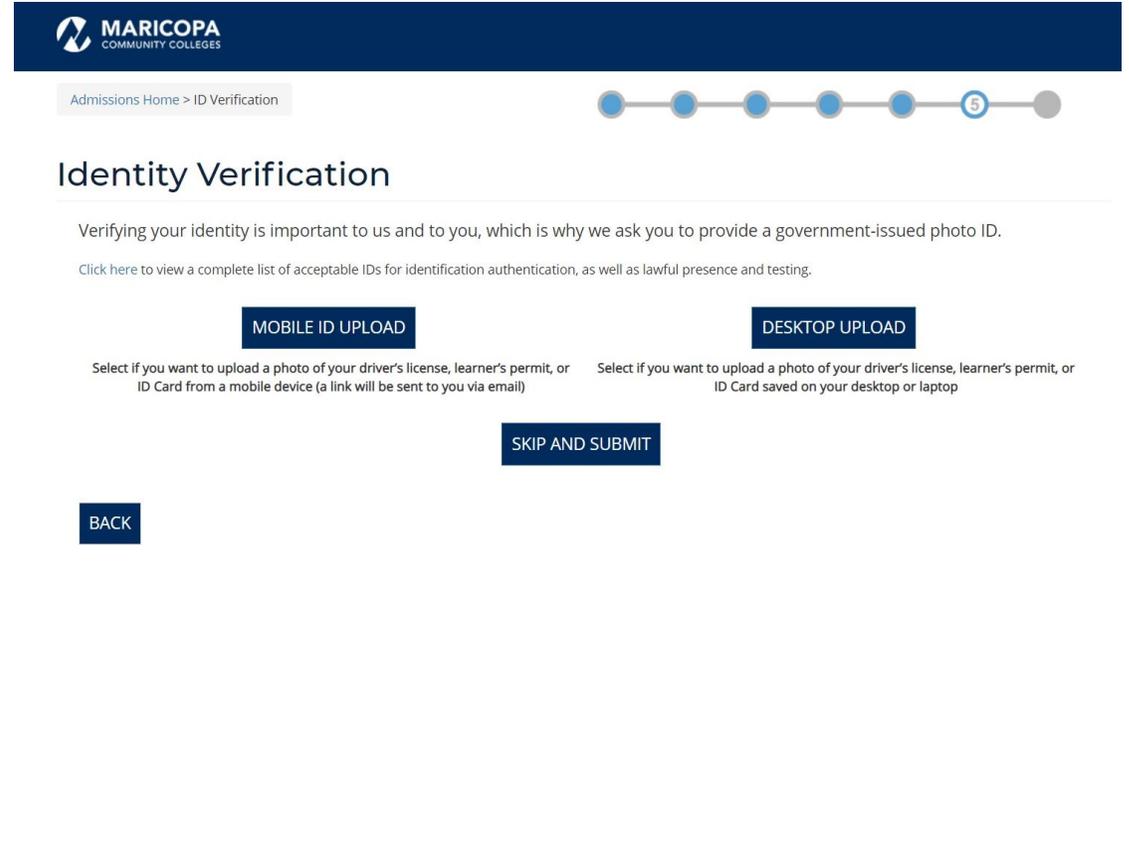- Once you have made your selections, click ADD TO MY APPLICATION

Step One: Create Student Account

- The next step is to submit ID for verification and residency purposes.
- You will be prompted to upload an Arizona Driver's License or Arizona State ID card.
  - If you do not have either of these documents, click SKIP AND SUBMIT to submit other forms of ID in the Next Steps Form

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Admissions Home > ID Verification

Identity Verification

Verifying your identity is important to us and to you, which is why we ask you to provide a government-issued photo ID.

Click here to view a complete list of acceptable IDs for identification authentication, as well as lawful presence and testing.

MOBILE ID UPLOAD
Select if you want to upload a photo of your driver's license, learner's permit, or ID Card from a mobile device (a link will be sent to you via email)

DESKTOP UPLOAD
Select if you want to upload a photo of your driver's license, learner's permit, or ID Card saved on your desktop or laptop

SKIP AND SUBMIT

BACK

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Step One: Create Student Account

- During the final stages of the account creation process, you will be prompted to create a new password.
  - Enter the same password you used when you set up your temporary one.
  - You may enter a new password if you wish; however, be sure to follow the requirements when creating a new password.

Your password:
  - Must be at least 10 characters long
  - Contain at least one lowercase and one uppercase letter
  - Contain at least one number
  - Contain one of these special characters: -_?$#().,*+^~`!@%&[]{}|';

*Confirm Password:

*Account Recovery Question:

Select One

*Account Recovery Answer:

NEXT

Step One: Create Student Account

- Once you complete your admission application, please make note of your MEID, Student ID number, and your Maricopa email address and store them in your records.
  - You will need to access this information for logging in, seeking services and support, and accessing student tools.
- We suggest taking a photo, screenshot, or writing the information down.
- After you have completed this step, you will be prompted to complete the Dual Enrollment Next Steps Form. This is Required

Step Two: Dual Enrollment Next Steps

- Students will be prompted to complete the Dual Enrollment Next Steps for after they finished created their account.
  - If not, then students can navigate to the site by visiting maricopa.edu > Future Students > High School Student Programs > Dual Enrollment and click on Complete Enrollment Steps.
  - To begin, students will click on Complete Enrollment Steps
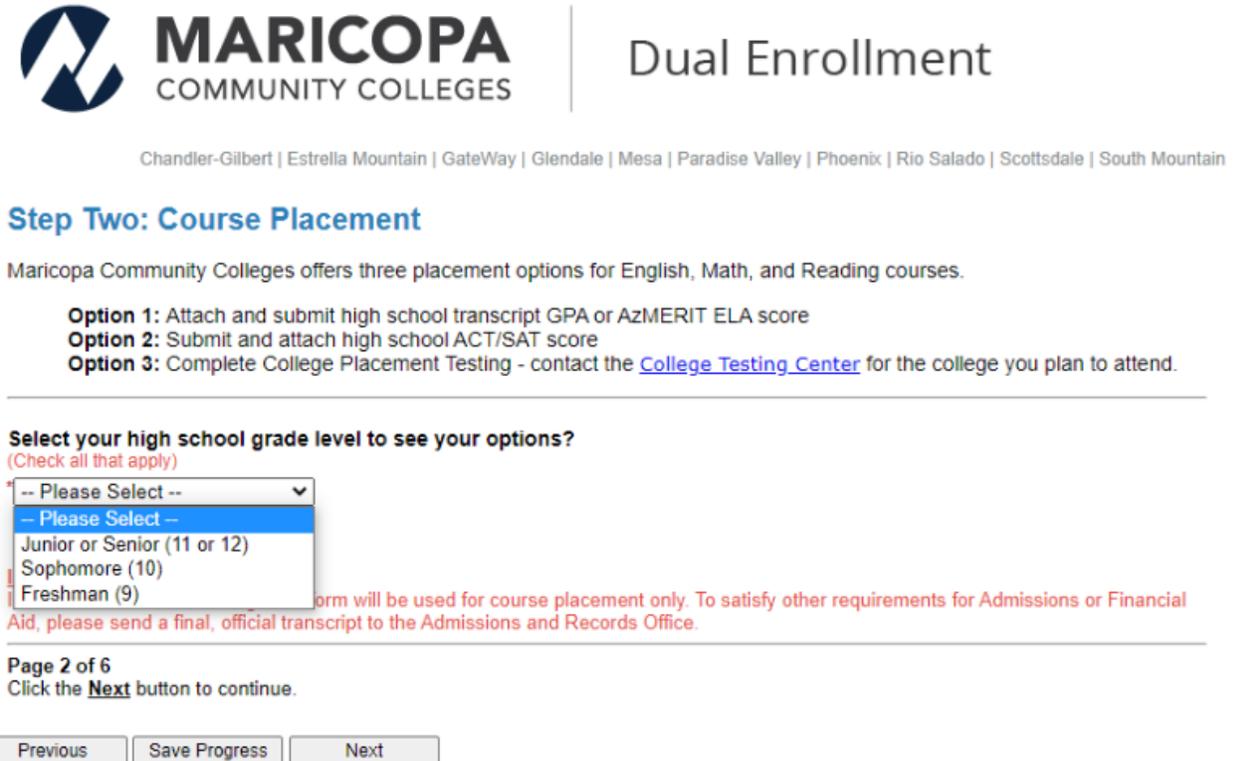- Students will be prompted to login with their MEID and password

Step Two: Dual Enrollment Next Steps

- Once a new student has logged into the Dual Enrollment Next Steps form, they will be prompted to fill out their name, date of birth, contact information, and select a college and term they are applying for.

- New students will also be prompted to upload ID from the options menu provided in the Next Steps form.

- Please be aware that all identification documents must be uploaded in color. After you have filled out the required fields, click Next to determine course placement.

Step Two: Dual Enrollment Next Steps

- Here students must select their high school grade level and choose a placement option.

Step Two: Dual Enrollment Next Steps

If a student selects Freshman (9) then they will automatically be assigned Option 3.

If as student selects Sophomore (10) then they can choose which which placement option they want to take. If they select Option 1 or 2, they will be prompted to upload documentation.

If they select Junior or Senior (11 or 12) then they will also be prompted to choose which placement option they choose to take.

Select your high school grade level to see your options?
(Check all that apply)
*[Freshman (9) ▼]

- **Option 3**: Reading placement test - contact the College Testing Center for the college you plan to attend.

Select your high school grade level to see your options?
(Check all that apply)
*[Sophomore (10) ▼]

☐ **Option 1**: AzMERIT ELA score of Proficient or higher
☐ **Option 2**: High school PSAT, SAT score of 720 or higher, or Composite ACT score of 12 or higher
☐ **Option 3**: Reading placement test - contact the College Testing Center for the college you plan to attend.

Select your high school grade level to see your options?
(Check all that apply)
*[Junior or Senior (11 or 12) ▼]

☐ **Option 1**: Unweighted, cumulative GPA of 2.6 or higher **or** AzMERIT ELA score of Proficient or higher
☐ **Option 2**: PSAT, SAT score of 720 or higher, or Composite ACT score of 12 or higher
☐ **Option 3**: Reading placement test - contact the College Testing Center for the college you plan to attend.

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Step Two: Dual Enrollment Next Steps

If a Junior or Senior selects the unweighted, cumulative GPA of 2.6 or higher **or** AzMERIT ELA score of Proficient or higher:

A student will be prompted to enter their high school graduation date, final unweighted, Cumulative GPA, and AzMERIT Scores.

They will also be prompted to upload documentation as well.

High School Transcript

High school graduation date: *

Final unweighted, cumulative GPA: ℹ *
(include two decimals - ex. 3.15)

AZ Merit ELA Score: * -- Please Select - ⌄

UPLOAD AND ATTACH your documentation files here: * Choose File | No file chosen

Files over 25 MB will not be accepted

UPLOAD AND ATTACH your documentation files here: Choose File | No file chosen

Files over 25 MB will not be accepted

☐ **Click here to upload more files**

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Step Two: Dual Enrollment Next Steps

The next step in the Dual Enrollment Next Steps form is the Consent Form. Here student's can agree (or disagree) to the FERPA Information Release Authorization and the Registration Consent statements.

Step Two: Dual Enrollment Next Steps

If a student agrees to the FERPA Information Release Authorization, then the student will be prompted to enter a PIN number.

This PIN number must be provided BEFORE information can be shared.

Step Three: Consent Form

This form is for all students under the age of 18. Students under 18 years old must have consent from a parent/guardian to enroll at the Maricopa Community College in credit, clock hour, or non-credit courses. This form is proof of and fulfills the following requirements: student information release, registration by proxy, financial responsibility, and for text messaging/automated communication. **Consent is valid until rescinded by the parent/guardian, or the student fully matriculates, or until the student turns age of 18.** Legally required notification with opt out provisions will still be sent.

FERPA Information Release Authorization
I, the student, agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and other pertinent documents. I, the student, give permission to release Maricopa Community College student information to my parent/guardian to be named in accordance with Federal Law. This does not disturb the annual notifications with opt out provisions from occurring through standard notification practices.

FERPA Information Release Consent   *Yes ▼

Registration Consent
Students under the age of 18 who are unable to register on their own may have a parent/guardian register for them "by proxy." However, in order to comply with federal laws with the confidentiality of official student records (Family Education Rights and Privacy Act of 1974), a release must be granted to authorize Registration by Proxy. I consent to the parent/guardian to be named to initiate enrollment actions on my behalf.

Registration by Proxy Consent   *Yes ▼

Create a PIN
Please enter a **4 digit** security pin number. Share this PIN with your parent/guardian to allow release of information from your educational records.

PIN Number   *[   ]   ⬅

Page 3 or 6
Click the **Next** button to continue.

Step Two: Dual Enrollment Next Steps

Here the parent or legal guardian can certify that they are submitting the form on behalf of the student.

They will be prompted to enter in their contact information, agree (or disagree) to the Consent to Call or Text, and check off the agreements.

Step Two: Dual Enrollment Next Steps

If the student is 18, they can select the "I am 18 years or older" option and click next to continue.

Step Two: Dual Enrollment Next Steps

Here a student taking dual enrollment classes can select Chandler-Gilbert Community College.

They may add a secondary college as well.

This page also gives the tuition cost and registration fee

Step Two: Dual Enrollment Next Steps

The last step prompts the student to add their electronic signature.

As soon as they click on Sign Electronically, the application is considered complete and ready for screening.

Once your application has been screened, you will receive an email within 5-7 business days with instructions on how to register for fall and spring classes.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Rolando

Vazquez

[Previous]   [Sign Electronically]

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Please print this page for your information.

ATTENTION: If you chose to opt out of signing electronically, you must follow the instructions to submit your form and any accompanying documentation (if appropriate). Opt out and print

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Returning Student Guide

- Returning students will also receive a registration guide.

- Returning students (After Fall 2018) do not need to start the admissions process over since much of the process has already been completed.

- Returning students need to check for prerequisites for classes they are interested in enrolling for.

Step Three: Add a Class

- Once your Dual Enrollment Next Steps form has been complete, you will receive an email with instructions on how to add a class.

- Returning Students will receive an email letting them know that registration is open.

- Students will navigate to their Student Center at my.maricopa.edu and login with their MEID and password.
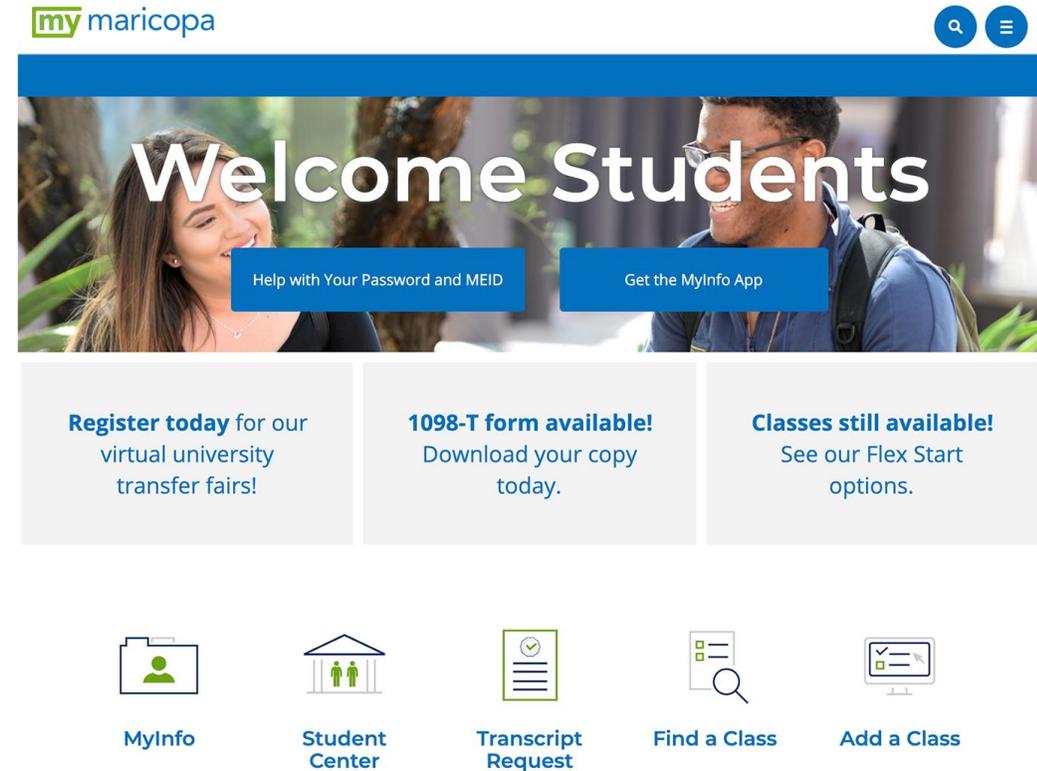
Step Three: Add a Class

- In your Student Center, under the Academics bar, click on Add a Class

- Make sure to choose the correct term and college.

Academics

Enrollment

My Class Schedule
Add a Class
Drop a Class
Textbook Info

Step Three: Add a Class

- DO NOT select Search for Class.

- In the box under Enter Class Nbr, enter the 5-digit course number found on your high school class list.

- Once you have typed in the 5-digit course number, click Enter.

Step Three: Add a Class

- Verify the class you added is the one you want. If everything looks good, click the Next button.

- Clicking Next will add the class to your shopping cart. You may enter additional courses before continuing to the next step.

Step Three: Add a Class

- Confirm your class schedule is correct and click Finish Enrolling

Step Three: Add a Class

- If you see a red **X** in the Status section, make sure you have met all the prerequisites for the class.

  - If you meet all the requirements and still can't enroll, email us at dualenrollment@cgc.edu with the issues you are having

- If you see a green ✓ in the Status section, you have successfully enrolled into your class.

  - To enroll in your spring classes, click on Add a Class in your Student Center. Select the spring semester and follow the same steps when you enrolled for the fall.

Important Dates

- **Monday, July 26, 2021**: Registration opens for fall, year-long, and spring classes.

- **Sunday, September 19, 2021**: Registration deadline for fall and year-long classes

- **Sunday, February 13, 2022**: Registration deadline for spring classes

- **Tuesday, August 31, 2021**: Application deadline for Tuition Assistance

For more information go to cgc.edu/dual or call 480.732.7006