
Admissions and Enrollment

Rolando Vazquez



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

**MARICOPA**
COMMUNITY COLLEGES

DUAL ENROLLMENT
NEW STUDENT
Admissions Guide - Spring 2021

Deadline to enroll in classes: February 22, 2021

1. CREATE STUDENT ACCOUNT
Go to admissions.maricopa.edu and under First Time Dual Enrollment Student click Apply Now.
• Skip uploading ID in this process
• Entering your SS# is optional, but not having one in your account could lead to MEID or password issues in the future.
• Choose Chandler-Gilbert Community College for Spring 2021
• At the end of the admissions application you will obtain your Maricopa Enterprise ID (MEID) and 8-digit College Student Number
Proceed to the **Next Steps** form.

2.
In **Next Steps** log in using your MEID and password.
• Submit identification, select one of the following
• Arizona Driver's License **or**
• Arizona Learner's Permit **or**
• Arizona State Identification Card **or**
• High school ID and Birth Certificate (**last year's ID is acceptable this year**)
• Fill in GPA (juniors and seniors only)
• Upload PSAT, SAT, ACT and AZMerit scores if applicable
• Complete Financial Responsibility and Consent Form.
You will then be prompted to choose Chandler-Gilbert Community College. Electronically sign the form and click submit. You have completed your account.
*You will receive an email in 5-7 days with Add a Class and tuition payment information. Tuition is due at time of enrollment.

3. STUDENT ASSESSMENT
Per State Statute, new Freshman and Sophomore students are required to take the EdReady College Reading placement test and Juniors and Seniors and use their high school unweighted GPA. See back page for testing instructions.
To use high school GPA for placement, students must have:
• Completed at least two years of high school coursework (**for juniors and seniors**)
• Earned an unweighted, cumulative high school GPA of 2.5 or higher, based on a 4.0 scale
• Enter GPA [here](#)
Students wanting to enroll in MAT206 or MAT212, who don't have the college prerequisites will have to use the MAT206+ form located [here](#).
*All students under the age of 18 will have holds on their account. These holds remain until the student reaches the age of 18. These holds will not prevent the ability to register or make payments.

Dual Enrollment class numbers are only listed on the Dual Enrollment website at cgcc.edu/dual

Website: cgcc.edu/dual
Phone: 480.732.7006
Email: dualenrollment@cgcc.edu
Peccos Campus - Coyote Center
Peccos & Gilbert Road | 480.732.7000

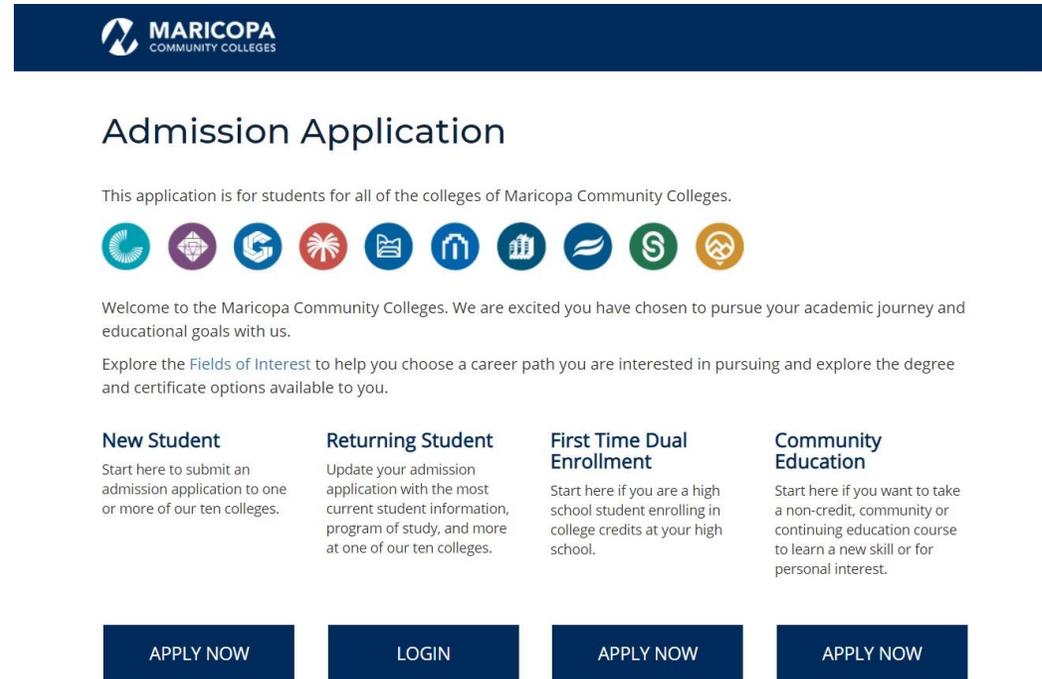
**CHANDLER-GILBERT**
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AAE institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/DOA concerns, call the following number to reach the appointed coordinator: (480) 731-9455. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/eoaae-no-discrimination>.

10/2020

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.

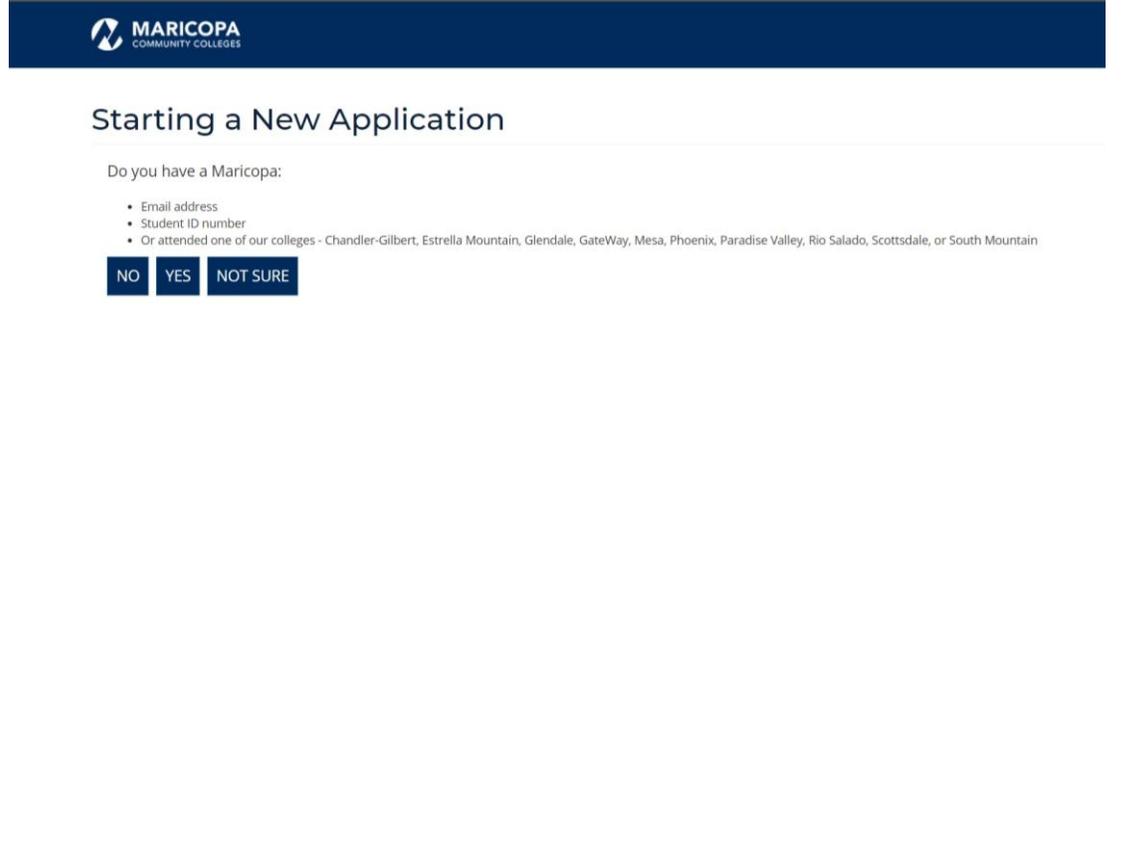


The screenshot shows the Maricopa Community Colleges Admission Application page. At the top is the Maricopa Community Colleges logo. Below it is the heading "Admission Application". A paragraph states: "This application is for students for all of the colleges of Maricopa Community Colleges." Below this is a row of ten circular icons representing different colleges. A welcome message follows: "Welcome to the Maricopa Community Colleges. We are excited you have chosen to pursue your academic journey and educational goals with us." Below that is a link to "Explore the Fields of Interest". At the bottom, there are four columns, each with a heading and a description, and a corresponding "APPLY NOW" button:

Category	Description	Button
New Student	Start here to submit an admission application to one or more of our ten colleges.	APPLY NOW
Returning Student	Update your admission application with the most current student information, program of study, and more at one of our ten colleges.	LOGIN
First Time Dual Enrollment	Start here if you are a high school student enrolling in college credits at your high school.	APPLY NOW
Community Education	Start here if you want to take a non-credit, community or continuing education course to learn a new skill or for personal interest.	APPLY NOW

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.



The screenshot shows the Maricopa Community Colleges logo at the top left. Below it, the heading "Starting a New Application" is displayed. The main question is "Do you have a Maricopa:" followed by a bulleted list: "Email address", "Student ID number", and "Or attended one of our colleges - Chandler-Gilbert, Estrella Mountain, Glendale, GateWay, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, or South Mountain". At the bottom of the form, there are three buttons: "NO", "YES", and "NOT SURE".

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



The screenshot shows a dark blue header with the Maricopa Community Colleges logo and name. Below the header, the title 'Student Visa?' is displayed. The question 'Are you a student on an F (F-1 or F-2) or M(M1 or M-2) visa?' is followed by two buttons: 'NO' and '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**

The screenshot shows the 'Create Student Account' form on the Maricopa Community Colleges website. The form includes the following fields and options:

- *First Name:** Required text input field.
- *Middle Name:** Text input field with a checkbox for 'No middle name'.
- *Last Name:** Required text input field.
- *Date of Birth:** Date selection field.
- Social Security Number (Optional):** Text input field with a note: 'Your Social Security Number (SSN) must be on file for tax, financial aid and veterans benefit processing. Your SSN will not be used to identify you as a student and will be kept confidential. For more information contact your campus Admissions & Records Office.'
- *Personal Email:** Required text input field.
- *Confirm Personal Email:** Required text input field.
- *Phone Number:** Text input field with a dropdown for 'Phone Type' (set to 'Cell').
- Permissions:** Radio buttons for 'Yes' and 'No' to give permission for text messages and emergency alerts.
- Security check:** A checkbox for 'I'm not a robot' and a CAPTCHA image.
- Footer:** A note stating 'Clicking this button will check to see if you have an existing account at Maricopa. Please wait while we do this check.' and a blue 'CREATE USERNAME' button.

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:

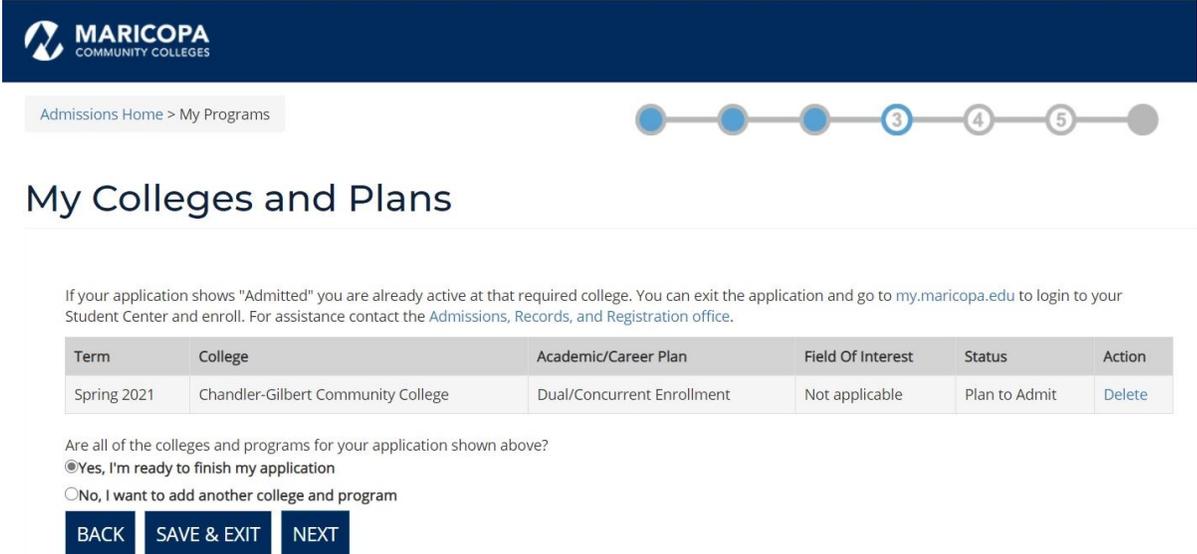
*Account Recovery Question:

*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**



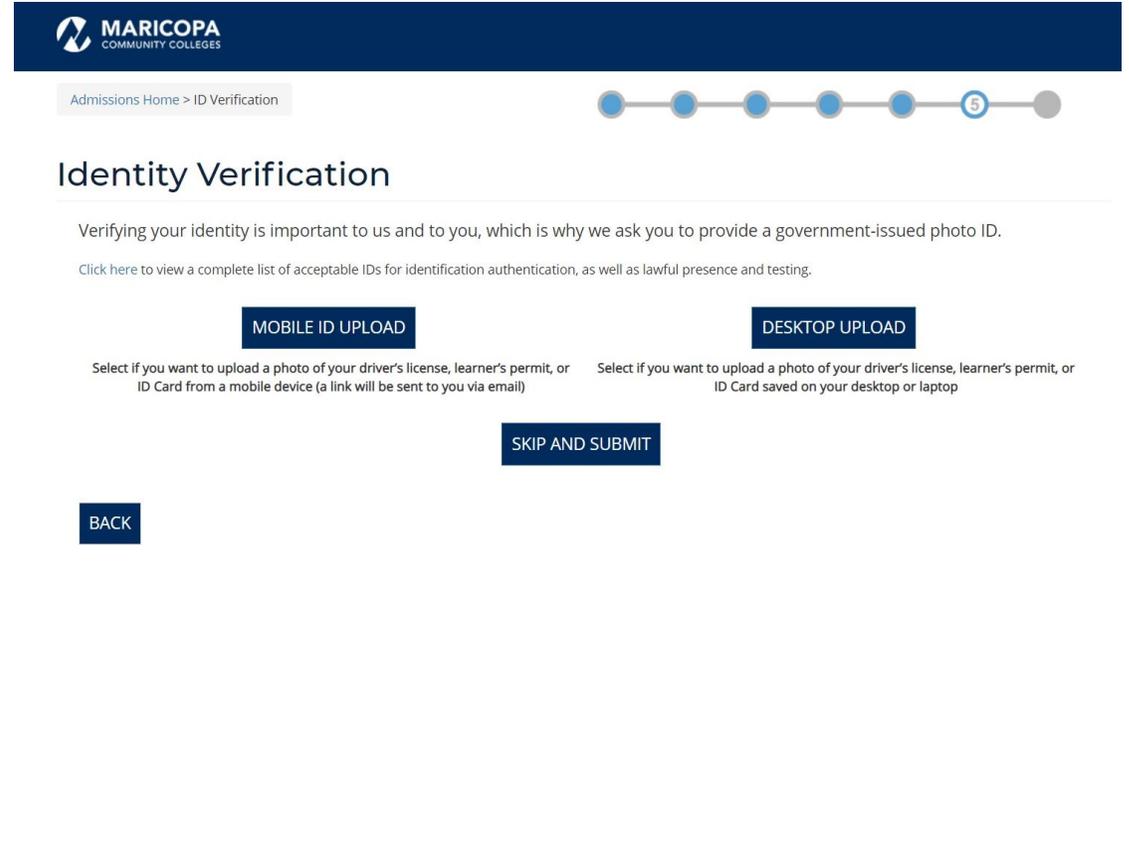
The screenshot shows the Maricopa Community Colleges Admissions Home page. The header includes the Maricopa Community Colleges logo and the text 'Admissions Home > My Programs'. A progress indicator shows five steps, with step 3 highlighted. The main heading is 'My Colleges and Plans'. Below this, there is a note: 'If your application shows "Admitted" you are already active at that required college. You can exit the application and go to my.maricopa.edu to login to your Student Center and enroll. For assistance contact the Admissions, Records, and Registration office.' A table lists the application details:

Term	College	Academic/Career Plan	Field Of Interest	Status	Action
Spring 2021	Chandler-Gilbert Community College	Dual/Concurrent Enrollment	Not applicable	Plan to Admit	Delete

Below the table, there is a question: 'Are all of the colleges and programs for your application shown above?' with two radio button options: 'Yes, I'm ready to finish my application' (selected) and 'No, I want to add another college and program'. At the bottom, there are three buttons: 'BACK', 'SAVE & EXIT', and 'NEXT'.

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



The screenshot shows the 'Identity Verification' page on the Maricopa Community Colleges website. At the top, there is a dark blue header with the Maricopa Community Colleges logo and the text 'MARICOPA COMMUNITY COLLEGES'. Below the header, a breadcrumb trail reads 'Admissions Home > ID Verification'. A progress indicator consists of seven circles in a row, with the fifth circle highlighted in blue and containing the number '5'. The main heading is 'Identity Verification'. Below this, a paragraph states: '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.' There are two main options: 'MOBILE ID UPLOAD' and 'DESKTOP UPLOAD'. Under 'MOBILE ID UPLOAD', the text reads: '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)'. Under 'DESKTOP UPLOAD', the text reads: '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'. At the bottom of the form area, there are three buttons: 'BACK', 'SKIP AND SUBMIT', and 'MOBILE ID UPLOAD' (which is partially obscured by the 'DESKTOP UPLOAD' text).

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



Dual Enrollment

Welcome to Dual Enrollment at Maricopa Community Colleges

We're excited to have you join our dual enrollment program. Earning college and high school credits at the same time while attending high school is an excellent way to get a head start on your future college experience. Whether this is your first time as a dual enrollment student or you're a returning one, we'll guide you through the steps to get you started!

Note: Dual Enrollment Registration Deadlines may vary from college to college. Please visit your Dual Enrollment college of choice website for registration information including deadlines.



First-Time Dual Enrollment Students

As a new dual enrollment student, the first thing you'll need to do is apply for admission to a Maricopa Community College of your choice. During the process, you'll set up a student account, apply for admission, and complete the enrollment steps. We've provided you with useful resources below to help make things as smooth as possible.

- [View Registration Steps](#)
- [View Enrollment Steps Video](#)

Ready to Get Started?

[Apply for Admissions](#)

[Complete Enrollment Steps](#)

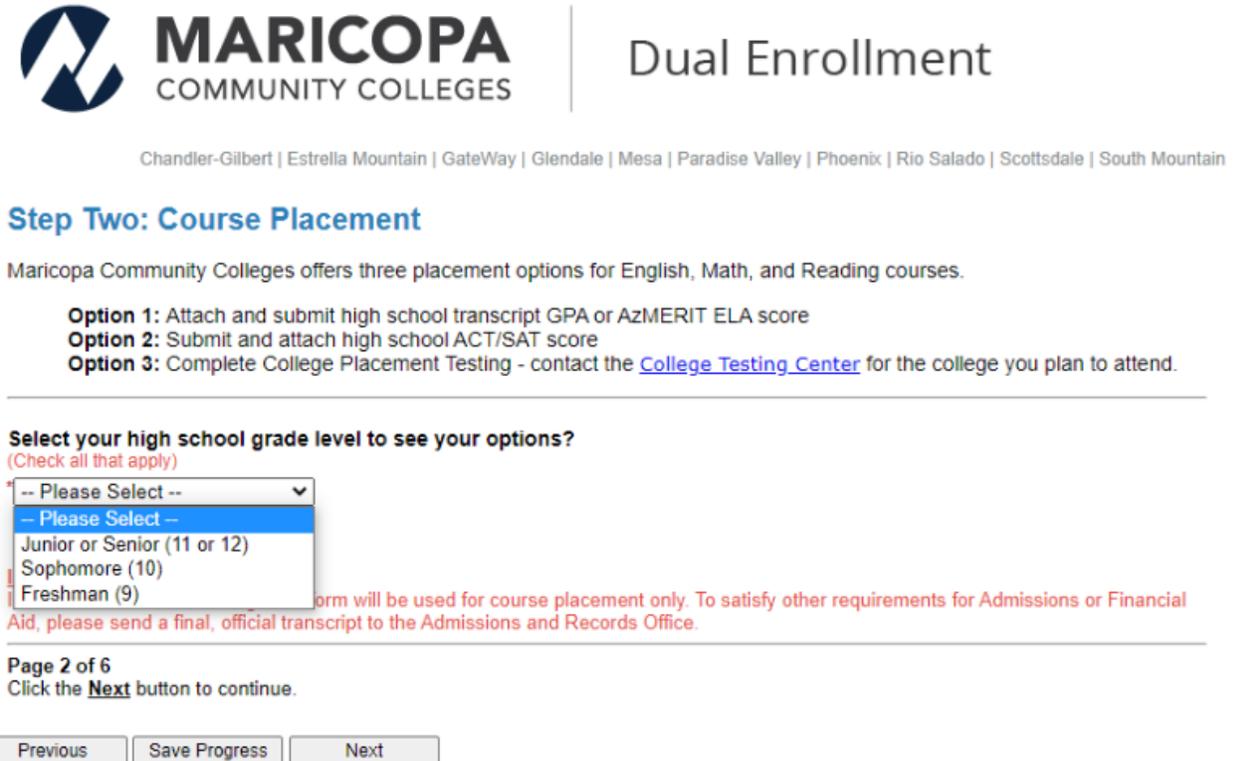
Step Two: Dual Enrollment Next Steps

- 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.

The screenshot shows the 'Dual Enrollment' page for Maricopa Community Colleges. At the top, the Maricopa Community Colleges logo is on the left, and the text 'Dual Enrollment' is on the right. Below the logo, a list of college locations is provided: Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain. The main heading is 'Next Steps', followed by a list of items to gather for registration: Acceptable Forms of Identification, Documentation to Determine Course Placement, and Parent/Legal Guardian Consent. The current step is 'Step One: Submit your Photo ID', which includes instructions on acceptable forms of ID and a link to a complete list. Below this is a 'Student Information' form with fields for Primary College, Enrollment Term, First Name, Last Name, Student ID, Date of Birth, MEID, Contact Phone, Maricopa Email, and Personal Email. There are two 'UPLOAD AND ATTACH' sections for documentation files, each with a 'Choose File' button and a warning that files over 25 MB will not be accepted. A 'Helpful Hints' section lists requirements for the ID upload. An 'Important Note' states that the ID must be in color and may be rejected if it doesn't meet requirements. At the bottom, it says 'Page 1 of 6' and 'Click the Next button to continue.' There are 'Save Progress' and 'Next' buttons at the very bottom.

Step Two: Dual Enrollment Next Steps

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



The screenshot shows the Maricopa Community Colleges Dual Enrollment website. At the top, the Maricopa Community Colleges logo is on the left, and "Dual Enrollment" is on the right. Below the logo, a list of campus names is provided: Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain. The main heading is "Step Two: Course Placement". Below this, it states: "Maricopa Community Colleges offers three placement options for English, Math, and Reading courses." Three options are listed: Option 1: Attach and submit high school transcript GPA or AzMERIT ELA score; Option 2: Submit and attach high school ACT/SAT score; Option 3: Complete College Placement Testing - contact the College Testing Center for the college you plan to attend. A section titled "Select your high school grade level to see your options?" with the instruction "(Check all that apply)" contains a dropdown menu. The dropdown menu is open, showing options: "-- Please Select --", "Junior or Senior (11 or 12)", "Sophomore (10)", and "Freshman (9)". Below the dropdown, a note reads: "Form will be used for course placement only. To satisfy other requirements for Admissions or Financial Aid, please send a final, official transcript to the Admissions and Records Office." At the bottom, it says "Page 2 of 6" and "Click the Next button to continue." Three buttons are visible: "Previous", "Save Progress", and "Next".

MARICOPA
COMMUNITY COLLEGES

Dual Enrollment

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

Step Two: Course Placement

Maricopa Community Colleges offers three placement options for English, Math, and Reading courses.

Option 1: Attach and submit high school transcript GPA or AzMERIT ELA score
Option 2: Submit and attach high school ACT/SAT score
Option 3: Complete College Placement Testing - 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)

-- Please Select --

-- Please Select --
Junior or Senior (11 or 12)
Sophomore (10)
Freshman (9)

Form will be used for course placement only. To satisfy other requirements for Admissions or Financial Aid, please send a final, official transcript to the Admissions and Records Office.

Page 2 of 6
Click the **Next** button to continue.

Previous Save Progress Next

Step Two: Dual Enrollment Next Steps

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

If a student selects Sophomore (10) then they can choose 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.

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: *
(include two decimals - ex. 3.15)

AZ Merit ELA Score:

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

Files over 25 MB will not be accepted

UPLOAD AND ATTACH your documentation files here: No file chosen

Files over 25 MB will not be accepted

Click here to upload more files

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.



Dual Enrollment

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

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

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

Page 3 of 6

Click the [Next](#) button to continue.

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.

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Registration by Proxy Consent

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 of 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.



Dual Enrollment

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

Step Three: Parent/Legal Guardian Consent Form

Please make sure a parent or legal guardian is present when completing this form to consent to financial responsibility.

Yes No I certify that I am the Parent/Legal Guardian submitting the form on behalf of the student?

Parent/Legal Guardian Information

First Name Last Name
Relationship to Student Email Address
Phone Number Social Security Number
(Optional)
Address
City State Zip

Consent to Call or Text

I give permission to the Maricopa Community Colleges to contact the minor student via SMS text messaging and automated calls or other methods of communication for official business to the phone number(s) on file in the student's account.

PLEASE NOTE:

All students are enrolled in the ALERT notification system in order to receive Emergency Alerts concerning health and safety of people on campuses/sites via text message.

- As a parent or legal guardian, I give permission for the student to enroll in the course(s) listed above. I agree to notify the Dual Enrollment Office at the college of choice regarding changes in enrollment, including dropping, adding, or changing classes. Failure to pay will result in the student being automatically dropped from class(es) without notification.
- I understand that the student will be establishing a college academic record and will be required to report such enrollment to future colleges or universities. He/she will be subject to the course requirements, grading standards and attendance requirements established by the instructor in the course syllabus. I further understand that the student will be subject to all of the requirements, policies, regulations, and deadlines defined in the College Catalog and Schedule of Classes.
- I (Parent/Legal Guardian) understand [Section 2 - Financial Responsibility](#) and I accept financial responsibility for all tuition, fees, and fines that may be incurred related to my minor student's enrollment in the Maricopa Community Colleges.
 - I understand that tuition and fees are added to a student account as a result of enrolling in classes.
 - Once registered and enrolled, if not dropped by the 100% tuition refund deadline, I am responsible for all tuition, fees, and fines charged to my minor student's account.
 - Failure to attend class does not absolve me of the financial obligation as described above.
 - Failure to resolve past due balances may result in impact of services, including holds on my minor student's account restricting future registration, other services and forwarding of any unpaid past due balances to collection agencies.

We expect the parent or legal guardian to check this box to consent.

- I approve the enrollment in any Maricopa Community College course until the student turns 18 years old. I also acknowledge that I have read the [Maricopa Tuition and Fees Policy \(Section 2.2.9\)](#) and the [Maricopa Refund Policy \(Section 2.2.10\)](#).

Page 4 of 6
Click the **Next** button to continue

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.



Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

Step Three: Parent/Legal Guardian Consent Form

Please make sure a parent or legal guardian is present when completing this form to consent to financial responsibility.

I certify that I am the Parent/Legal Guardian submitting the form on behalf of the student?

Page 4 of 6
Click the **Next** button 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



Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain

Step Four: Registration Request Form

Use the below form to submit course registration information.

Primary College for Enrollment

Registration for CGCC:

- Please allow 5-7 business days for your documents to be processed.
- Please check your [email](#) for instructions on how to register for classes.
- Check any prerequisites to make sure you are eligible to register.

[View Chandler-Gilbert Community College - Dual Enrollment Class Schedule](#)

If you're not sure what classes to take, [contact your college dual enrollment office](#). When you're finished signing up for classes, please be aware that you may have to pay your tuition and fees.

[Check here to add secondary college, then click next](#)

To estimate the Total Amount Due = Total Credits x \$85.00 (*In-state tuition) + \$15 **Registration Fee

Important Note:

*To qualify for in-state tuition students must provide proof of lawful presence in the United States.
**Per semester \$15.00 registration fee - if registering for both Fall and Spring add \$30.00.

Page 5 of 6

Click the [Next](#) button to continue.

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.

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Previous

Sign Electronically



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

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.

**MARICOPA**
COMMUNITY COLLEGES

DUAL ENROLLMENT
RETURNING STUDENT
Registration Guide - Spring

Deadline to enroll in classes: February 22, 2021

1. DETERMINE PLACEMENT

The colleges utilize multiple options to determine course placement for students:

- Juniors and seniors can use unweighted GPA of 2.6 or higher. Upload GPA [here](#)
- ACT, SAT, PSAT and AZMerit scores can be uploaded [here](#)
- Placement test - if needed go to: maricopa.edready.org/home

Click [here](#) for the EdReady Student Guide

Students will need to take a placement test if they are:

- A current high school freshman or sophomore (EdReady College Reading test)
- A current junior or senior doesn't have a high school GPA above 2.6, based on a 4.0 scale

Students wanting to enroll in MAT206 or MAT212, who don't have the college prerequisites will have to use the MAT206+ form located [here](#).

2. ADD YOUR CLASSES

After students have completed [Step 1](#):

- Go to my.maricopa.edu, log into your Student Center.
- Add your classes*
- Tuition payment is due at time of enrollment

Helpful Tips

- To find Dual Enrollment class numbers click [here](#)
- Use the Add a Class Guide [here](#)

*All students under the age of 18 will have holds on their account. These holds remain until the student reaches the age of 18. These holds will not prevent the ability to register or make payments.

SPA265

Students wanting to enroll in SPA265 will need to email Dual Enrollment at dualenrollment@cgcc.edu with your MEID and 5 digit class number.

Your high school teacher cannot request to have you added to their class. If you are having any other issues enrolling in your classes, contact Dual Enrollment by email at dualenrollment@cgcc.edu with your MEID and 5 digit class number.

Dual Enrollment class numbers are only listed on the Dual Enrollment website at cgcc.edu/dual

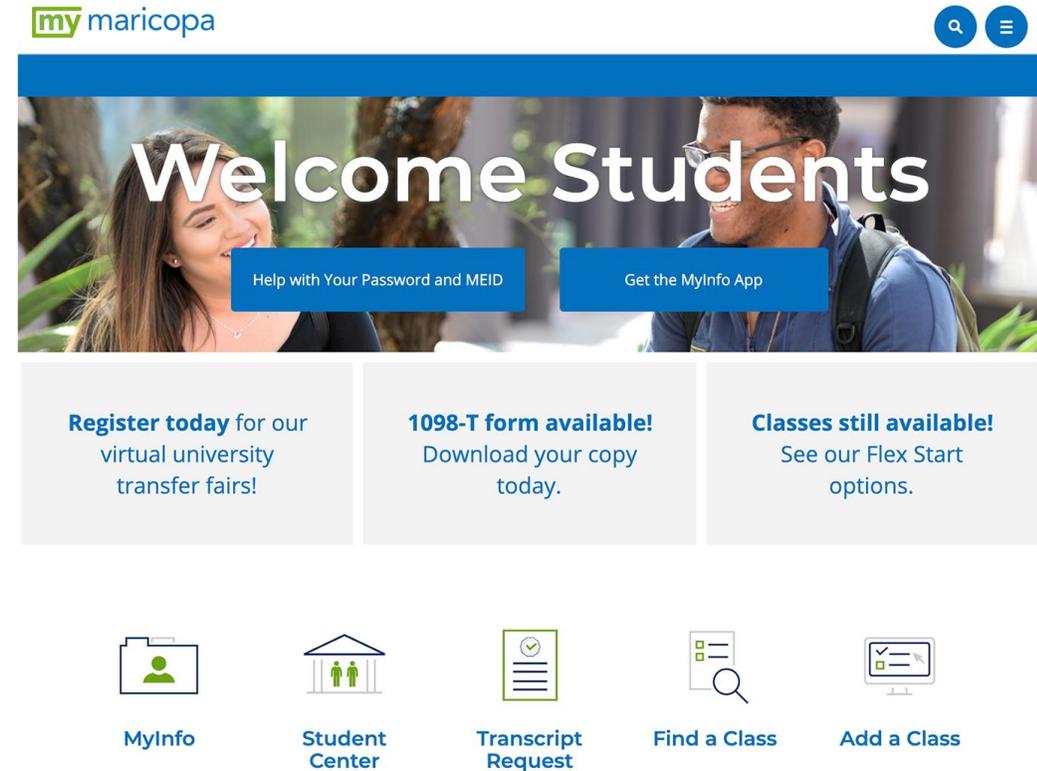
Website: cgcc.edu/dual
Phone: 480.732.7006
Email: dualenrollment@cgcc.edu

Pecos Campus - Coyote Center
Pecos & Gilbert Road | 480.732.7000

**CHANDLER-GILBERT**
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

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.

The screenshot displays the 'Add Classes' interface. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are links for 'My Class Schedule', 'Add', 'Drop', and 'Term Information'. The main heading is 'Add Classes' with a progress indicator showing step 1 of 3. The first step is '1. Select classes to add'. Below this, there are instructions: 'To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.' and 'To hold your classes you must make payment arrangements the day of registration.' A link for more information on payment options is provided: <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>. The current term is 'Fall 2021' and the institution is 'Chandler-Gilbert Comm College'. There are status indicators for 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below this, there is a section for 'Add to Cart' with an 'Enter Class Nbr' input field and an 'Enter' button. To the right, a 'Shopping Cart' box shows 'Fall 2021 Shopping Cart' and the message 'Your enrollment shopping cart is empty.' Below the 'Add to Cart' section is a 'Find Classes' section with radio buttons for 'Search for Classes' (selected), 'My Requirements', and 'Pathway Planner', along with a 'Search' button.

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.

1. Select classes to add - Enrollment Preferences

Fall 2021 | Credit | Chandler-Gilbert Comm College
ENG 101 - First-Year Composition

Class Preferences

ENG 101-0010 Lecture ● Open

Session Dynamic Dated Wait List Wait list if class is full
Career Credit Permission Nbr

Grading Standard Letter Grades
Units 3.00

Enrollment Information

- Prerequisites: Placement Test Score Required
- First-Year Composition (FYC)
- SUN# ENG 1101

Section	Component	Days & Times	Room	Instructor	Start/End Date
0010	Lecture		CGCC		

Step Three: Add a Class

- Confirm your class schedule is correct and click Finish Enrolling

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.

Fall 2021 | Credit | Chandler-Gilbert Comm College

<input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 101-0010 ()	First-Year Composition (Lecture)		CGCC		3.00	<input checked="" type="radio"/>
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="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.

3. View results

View the following status report for enrollment confirmations and errors:

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.

Fall 2021 | Credit | Chandler-Gilbert Comm College

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
ENG 101	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✗	

Payment Options My Class Schedule Add Another Class

3. View results

View the following status report for enrollment confirmations and errors:

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.

Fall 2021 | Credit | Chandler-Gilbert Comm College

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
ENG 101	Success: This class has been added to your Schedule.	✓	

Payment Options My Class Schedule Add Another Class

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



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