



## First-Time Students

As a **first-time Dual Enrollment student**, the process will include applying for admissions to a Maricopa Community College, setting up Duo two-factor authentication, completing the Next Steps Form, self-registering for classes, and paying tuition and fees.

### Before you begin, make sure you gather the following documents:

- Acceptable forms of identification (example: AZ drivers license or state identification, high school ID, and birth certificate)
- [Review the school class list](#) and class prerequisites and take note of the following:
  - Term, Course, Class #, Class Hour, Instructor, Credits (example: Fall 2022, ENG 101, 12345, 1st hour, Jones, 3)
  - Documentation or assessment may be required for course placement (example: High school transcripts, SAT/ACT scores, EdReady placement test).

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

### ALL PROCESSES HAVE TO BE COMPLETED BY: \_\_\_\_\_

#### 1 Apply for Admissions

1. Create a student account.
2. Select a Maricopa Community College.
3. When you finish your application, you will receive:
  - MEID and password (example: ABC1234567)  
\_\_\_\_\_
  - Student ID number (example: 33333333)  
\_\_\_\_\_
  - Maricopa email (example: ABC1234567@maricopa.edu)  
\_\_\_\_\_

#### 2 Complete the Dual Enrollment Next Steps Form

1. Set up your DUO account.
2. Select a Maricopa Community College as your primary college.
3. Determine college readiness and course placement: **Students must meet class prerequisites** and provide proof or documentation, or will not be able to self-register for classes.

##### 9th Grade

- For courses with no prerequisites, the [EdReady College Reading placement assessment test](#) is required to prove college readiness.
- For courses with prerequisites, refer to the [class list offerings](#) for the appropriate placement assessment tests required.

##### 10th Grade

- ACT Aspire ELA Score of Ready.
- High School PSAT, SAT score of 720 or higher, or a Composite ACT score of 12.
- [EdReady College Reading placement assessment test](#).

##### 11th and 12th Grade

- Unofficial high school transcript, the unweighted GPA must be a 2.6 or higher.
- Other placement assessments may be needed for courses with prerequisites.
- Placement testing must be completed within 48 hours of submitting the Next Steps form. Failure to submit placement and prerequisite documentation may prevent enrollment.

Please allow 7-10 business days (Monday-Friday) to verify and review the Dual Enrollment Next Steps Form before completing Step 4, self-registration. You will receive an email to your Maricopa student email account when you are approved to self-register.

### 3 Self-register for Classes

1. Once you've received an email approval to self-register, visit [Student Tools](#) and click on **Add a Class**.
2. Log in using your **MEID@maricopa.edu** (example: ABC1234567@maricopa.edu) and your password.
3. Select your Maricopa Community College and the term for which you are registering. To check your class information [click here](#).
4. In the search bar, enter the **5-digit class section number** and click enter. Use the enter key or click the arrow button to the right.
5. If everything looks correct, click anywhere on the class row or the arrow on the far right.
6. Click **Enroll** from drop down menu and click **Submit**. This Process can be repeated for multiple classes.

### 4 Pay Tuition and Fees

#### To pay online:

1. You can pay tuition, or sign up for the payment plan using [Student Tools](#) and click on **View Charges** or **Make a Payment**.
2. Click **Select View Payment Options**.
3. You may also pay over the phone or in-person at the college where you are dual enrolled. Please check your college Student Business Services for more information.

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**Phone:** \_\_\_\_\_

Tuition assistance is available from the Maricopa Tuition Assistance Grant for those who qualify. You can apply for the Maricopa Grant ([English](#) | [Spanish](#)) to help with tuition costs. Maricopa Grant deadlines may vary by college to college.

### Set-Up Duo Two-Factor Authentication



Duo is Maricopa Community Colleges' two-factor authentication service providing an extra layer of security to protect against hackers, cyber threats, and any unauthorized access to sensitive data.

To set it up, please download the **Duo Mobile** app from Apple or Google Play store. Follow the screen instructions [Here](#) and use your student email account (MEID@maricopa.edu) and phone number.