



New Dual Enrollment students start with Step 1. Continuing Dual Enrollment students, skip to Step 2.

1. GET ADMITTED

Create MEID(UserID) Account and Apply for Admission.

Log onto admissions.maricopa.edu and click START NEW APPLICATION. Follow the instructions to create your Login Account (MEID). At the "Welcome to the Student Admissions Application," click GET STARTED and follow instructions.

Complete Student Admission Application.
(click on "Save and Next" after each page).

You will be prompted to submit ID. Acceptable forms of identification: U.S. issued driver's license, identification card, instruction permit; U.S. passport or passport card; high school ID **and** birth certificate (a hospital record/certificate and certified Abstract of Birth are **not** acceptable).

Congratulations, you are now admitted. Please take note of your login (MEID). Save your MEID, Student ID number and password for future use.

MEID (User ID):

(Used for logging into Maricopa Student Tools)

Student ID number:

(For registration, testing and academic support)

Maricopa email:

(Activate your email at google.maricopa.edu. You are responsible for all communication in your Maricopa email. Please check often and keep your password in a secure place.)

Maricopa Helpdesk: 1.888.994.4433 (for technical assistance)

THINGS TO KEEP IN MIND

PLEASE FORWARD YOUR MARICOPA EMAIL to a personal email account (google.maricopa.edu). Frequently check your Message Center, class schedule and payment information at my.maricopa.edu and click on "Student Center."

2. TAKE THE PLACEMENT TEST

Placement testing may be completed at either MCC Southern & Dobson or Red Mountain Campus, or at your high school if placement testing is available on-site. Please review course prerequisites for placement test requirements.

A college student ID number and a picture ID is required for testing. To prepare and study, review sample questions at accuplacer.collegeboard.org

MY TEST SCORES

MATH _____ ENGLISH _____ READING _____

3. SUBMIT REGISTRATION FORM AND FINANCIAL RESPONSIBILITY AND CONSENT FOR STUDENTS UNDER THE AGE OF 18 FORM

Students must bring documents directly to either campus during normal business hours. Both campuses will also be open for service on Saturday, January 12, 2019 from 9:00 am to 1:00 pm.

4. PAY TUITION AND FEES

The cost is \$85 (in-state) per credit plus a \$15 registration fee per semester. Payment options:

- Online at My.maricopa.edu. RECOMMENDED
- By phone at **480-461-7400** option 2 and ask for operator assistance during regular business hours. College Student ID number required.
- In person at the Cashier's Office at **Southern & Dobson** or Enrollment Services at **Red Mountain** by cash, check, money order, or debit/credit card (Visa, MasterCard, Discover or American Express).
- Enroll in the **Student Tuition Payment Plan - e-Cashier**. You access the plan through your personalized student center at My.maricopa.edu and click on "make a payment".



DEADLINE DATES

Registration AND Payment Deadline:

February 11, 2019

Frequently Asked Questions About Dual Enrollment

What is dual enrollment?

Dual enrollment is an opportunity for eligible high school students to earn lower-division college credit while in their regular high school classes. The credits students earn through dual enrollment are treated the same as regular college credit, i.e. they can be transferred to other Maricopa Community Colleges, Arizona's state universities, and many out-of-state colleges.

What's the difference between AP classes and dual enrollment?

Dual enrollment classes are based on the grade students receive in the class; if they pass (with a grade of C or better), they earn the credit. Receiving college credit in AP classes is dependent upon earning an adequate score on the AP test at the end of the year.

How does dual enrollment differ from concurrent enrollment?

Dual enrollment classes meet at the high school during the regular high school day and are taught by college certified, high school instructors using a college curriculum and textbook. The high school agrees to accept these courses toward a student's high school completion. Concurrent enrollment classes meet at the college or online and are not affiliated with the high school. Students need prior approval from their high school counselor if they want concurrent courses to help satisfy high school requirements.

What are the benefits of dual enrollment?

Since you're already in the class, why not get college credit for it? You can also save money through community college tuition rates and having your textbooks provided by your high school.

Who is eligible to enroll?

Dual enrollment students must be attending a participating high school and meet the general eligibility requirement of meeting proficiency on the AZMerit or PSAT 720 or SAT 720 or ACT 22 or completion of the Reading Accuplacer test. English and math classes require a qualifying placement test score.

How much does dual enrollment cost?

The in-state, in-county tuition rate is \$85 (in-state) per credit hour. There is an additional \$15 registration fee per semester for each college you do dual enrollment through. (Tuition is subject to change.)

How do I enroll?

MCC representatives will distribute enrollment packets to DE instructors during the month of August and January. Students will need to complete the enrollment packet and have any placement testing completed in advance of course registration. Students may return these documents to their on-site MCC college representative, or in person to the MCC Early College Office (Southern & Dobson campus) or the Red Mountain Campus Enrollment Services Office by **February 11, 2019**. Packets may not be sent electronically.

Some classes require placement testing, which is administered on-site at the high school or at the MCC Testing Center. Placement tests are not available one hour prior to closing.

What if I don't pass the placement test?

Students are allowed to take the placement test again 24 hours after the original test. A third test is allowed no sooner than three months from the first test date. A fourth test will be allowed no earlier than two years after the first test date.

What if I don't want to do dual enrollment after signing up or I change my schedule?

It is the student's responsibility to drop the class through one of the following methods:

1. Email the Dual Enrollment Office at dual@mesacc.edu with the student's name, college ID number, the high school the student attends and the class the student wishes to drop, add or change; **OR**
2. Come in person to the Dual Enrollment Office at the Southern and Dobson campus or the Admissions Office at the Red Mountain campus to fill out a drop/add form and be dropped from the class immediately.

Please note that dropping a class after the payment deadline results in a grade of W on your transcript. The W grade does not directly affect your GPA, but it may affect your future eligibility for federal financial aid (view MCC policy at www.mesacc.edu/financial-aid/frequently-asked-questions). You will still be responsible for paying any remaining tuition for the class or be ineligible for a refund if you've already paid for the class but dropped after the refund deadline date.

What happens if I don't pay tuition?

If you don't pay your tuition by the payment deadline, a debt will incur and a hold will be placed on your account, which will prevent any further enrollment and access to other college services. The only way to remove this hold is to pay your tuition in full or sign up for a monthly payment plan, if it's still available. **Dual enrollment students will not be automatically dropped** for nonpayment after the payment deadline. Students must withdraw.

Error: partial match

I'm trying to set up my online student account, but I get this message. How do I continue? One solution is to only fill out the information marked as required: Social Security Number, Date of Birth, First Name and Last Name. You can leave the Middle Name blank or just use your middle initial. If you are still having trouble, contact our Admissions and Records Office at 480-461-7700 for information on other options.

Why should I activate my Maricopa email?

Students are responsible for a communication sent to your Maricopa email. You can forward your Maricopa email to an email account you frequently check.

What's the difference between my MEID and my college ID number?

Think of your MEID as your user name to access online services with the college. You'll use this to log in to my.maricopa.edu and access your student email. Your college ID number is used to identify your unique student account: if you call us about issues or call our Cashier's Office to make a payment, this is the number you should have on hand so we can access your account as fast as possible. Here's how to tell the difference between the two:

- Your MEID will usually start with the first three letters of your first name, followed by seven numbers.
- Your college ID number is eight digits long, contains no letters, and will always begin with the number 3.

I forgot my MEID and college ID number.

How do I find them?

For your MEID: go to my.maricopa.edu, click the Student Center icon and then click the "Forgot MEID?" link.

For your college ID number: go to my.maricopa.edu, click on the Student Center icon, then log in with your MEID and password. Scroll down to the Personal Information section and click "Demographic Data." The first item listed next to ID is your college ID number.