

My.maricopa.edu – Your Online Student Center

Search for and enroll in classes, review your schedule, view charges and fees, find your grades – **my.maricopa.edu** provides you with all the tools you need in one online location. Visit from your favorite wireless café, or in your pajamas in front of your personal computer at home. It's easy to use, and all you need is access to the Internet. If you have questions, there are many help features, including tutorials that show you how to use the site; or you can call our 24-hour hotline at **1.888.994.4433**.

Below are some steps to follow for using the Online Student Center. Have fun, enroll online, register for classes and much, much more.



First Time Users Start Here...

SET UP MY ONLINE STUDENT ACCOUNT

- Click **First-Time Users Start Here** on **my.maricopa.edu**
- Follow instructions provided

LOGIN

- Click **Login** on **my.maricopa.edu**
- Enter your **Maricopa Enterprise ID (MEID)**
- Enter **Password**
- Click **Sign in**
- Click **Student Center**

Getting Help...

- Click the **Help link** on the online Student Center
- Click **Help link** on **my.maricopa.edu** for tutorials, search features and more
- Call **1.888.994.4433**, available 24 hours a day, 7 days a week

Note: All students have an email account. Click on the **GoogleApps@Maricopa** link on the **my.maricopa.edu** website.

My.maricopa.edu

How Do I...

REGISTER FOR CLASSES

- Click **Add a Class** under **Academics** section
- Select **Term** (semester), **Program** (credit/non-credit) and **College** from the drop-down menu
- Select **Search for Class** (follow directions above) or enter Class Number
- Click **Select Class** button for open classes
- Click **Next**
- Click **Proceed to Step 2 of 3** or repeat steps to add additional classes
- Click **Finish Enrolling** when done adding classes

MAKE A PAYMENT

- Click **Payment Options** under **Finances** section
- Make a payment using a credit card or select payment plan option
- Print the payment confirmation

VIEW MY GRADES

- Click **Maricopa Student Progress** under **Academics** section
- Right-click mouse to print

UPDATE MY CONTACT AND ADDRESS INFORMATION

- Click on a link in the **Contact Information Box** under **Personal Information** section
- Update information
- Click **OK**
- Click **SAVE**

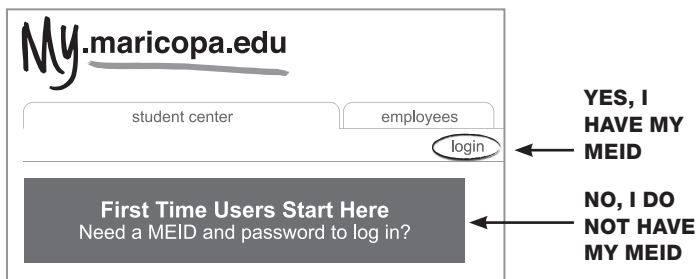
HOW TO REGISTER ONLINE

In this guide, you will find classes listed by location and by format. For the definitions of types of classes offered (e.g., Hybrid, Online) see page 8.

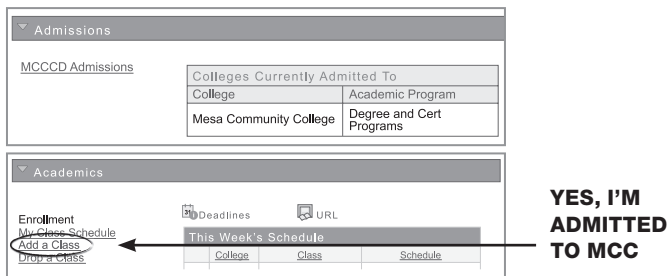
This guide provides classes subject prefix, number and name, class attributes and number of units. With this information you will be able to search for a class by visiting our online class schedule.

Follow the instructions below to admit yourself to the college (if needed), search the online class schedule and register for your classes.

1. Navigate to **my.maricopa.edu**
2. Do you have your Maricopa Enterprise ID (MEID) and password?
 - 2a. **Yes, I have my MEID and password.** Click **login**.
 - 2b. **No, I do not have my MEID.** Click **First-Time Users Start Here**. The system will walk you through the process of getting your MEID. When you have your MEID and password, return to this page and click **login**.



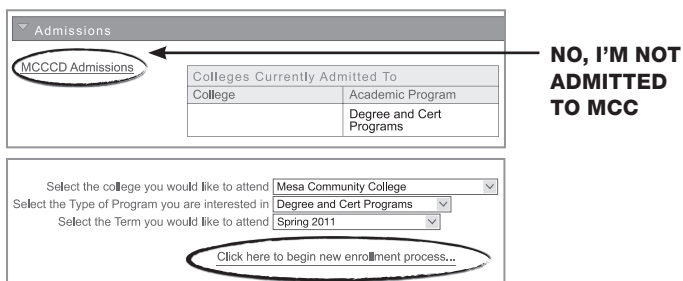
3. Are you admitted to Mesa Community College (MCC)?
 - 3a. **Yes, I am admitted to MCC.** (Mesa Community College will show in the white box under College.) Click **Add a Class**.



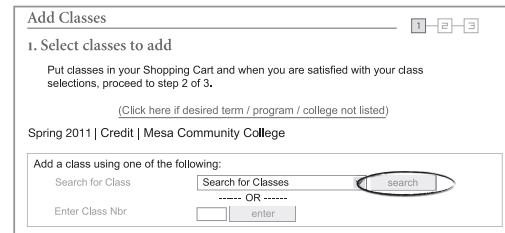
- 3b. **No, I am not admitted to MCC.** Click **MCCCD Admissions**.

From the drop-down menu next to each question, select:
 "Mesa Community College"
 "Degrees and Certificate Programs"
 The term you plan to attend

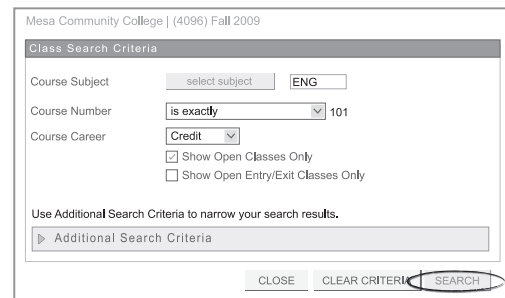
Select the **Click here to begin new enrollment process...** link. The system will walk you through the admission process.



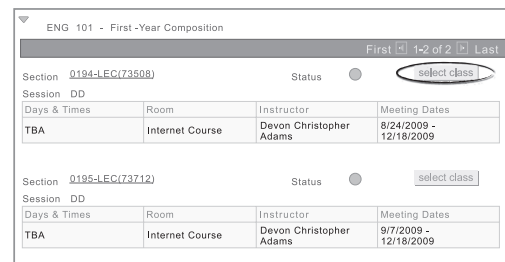
4. Add a class. Click **Search** for a class.



5. Enter the three-character course subject prefix (e.g., ACC, BIO, ENG) in the course subject box and the course number (e.g., 101 or 100AB) in the course number box. Click **Search**.

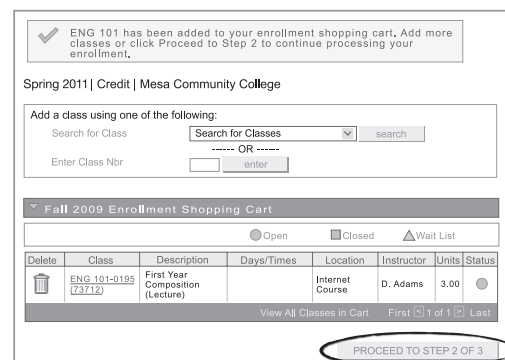


6. Click the **Select Class** button for the class you want.



7. Review your selection to make sure the **class location** and **type of class** are what you want. Click **Next**.

8. Click **Proceed to Step 2 of 3** to confirm or add additional classes.



9. Click **Finish Enrolling** to enroll in the class(es).

VIEW CLASSES WITHOUT LOGGING INTO MY.MARICOPA.EDU

To browse classes without being admitted to Mesa Community College:

- Navigate to **my.maricopa.edu**
- Click **Find a Class** in the blue navigation bar.