

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

1. CREATE MEID (USER ID)

Create your MEID (User ID) by logging onto maricopa.edu/MAW.

MEID (User ID):

(To log into Maricopa student tools)

Student ID number:

(For registration and testing)

Maricopa email:

(Make a note of your password in a secure place.)

2. APPLY FOR ADMISSION

Go to my.maricopa.edu. Click on the Student Center icon under Student Tools. Log in with your MEID (User ID) and password, scroll down to the bottom and click "Apply for Admission." Select the college you will take dual enrollment classes from. Select "Credit" and the term.

3. SUBMIT IDENTIFICATION

Submit Proof of Identification (**to be submitted by new and continuing students**) by logging into: maricopa.edu/submit-id. ID submission required for Maricopa email activation.

NOTE: If unable to submit an AZ drivers license, permit, state ID or US Passport then submit a copy of your high school ID AND birth certificate (a hospital record/certificate and certified Abstract of Birth are **not** acceptable).

4. TAKE THE PLACEMENT TEST

Math and English Composition courses may require a college placement test. Testing may be offered at your high school or come to the MCC Testing Center.

(Note: A college Student ID number is required for testing. To prepare and view sample questions go to: accuplacer.collegeboard.org/students.)

5. SUBMIT REGISTRATION FORM

Turn in signed Dual Enrollment Registration Form at your school. Check with your teacher for due date. You may also turn in the form during one of the scheduled Dual Days at MCC or MCC-Red Mountain. Call the Early College Office at 480-461-6200 for exact dates and times.

6. PAY TUITION AND FEES

The cost is \$86 (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** opt 3 and asking 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".

Registration and payment must be received by **September 19, 2016** for fall classes and **Feb. 13, 2017** for spring classes. **No refunds will be issued after these dates.**

Tuition Assistance may be available for those who demonstrate financial need. Please go to mesacc.edu/early-college-programs/dual-enrollment/faqs-forms to access the Tuition Assistance application form.

Priority Deadline - August 19, 2016;

Final Deadline - September 2, 2016.

Things to keep in mind:

- **To drop, add, or change a class** - email dual@mesacc.edu with your college Student ID number, high school, and state your request or visit the college. **Note:** High school teachers and staff are not responsible for communicating class changes, and they do NOT make your changes to Dual Enrollment courses.
- Activate your MCC email at google.maricopa.edu.
- Check your email and Message Center (in your Student Center) frequently by logging on to: my.maricopa.edu.

DEADLINE DATES

Registration and Tuition Payment:

FALL - September 19, 2016 SPRING - February 13, 2017
Tuition Assistance Application: Priority - August 19, 2016
Final - September 2, 2016

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 gradestudents 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 93 or SAT 930 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 \$86 (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?

Mesa Community College will bring registration packets to participating high schools at the beginning of the semester and the teachers will distribute the packets during the first week of classes. Students will turn in their completed packets 1-2 weeks after school starts, upon which MCC staff will come to the school to pick up completed packets and/or conduct on-site registration. If a student's packet is not submitted during that time, the completed forms and documentation must be submitted to the Early College Office at Southern & Dobson campus by September 19, 2016. Some classes require placement testing, which is administered on-site at the high school or at the MCC Testing Center.

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.

Is tuition assistance available?

Yes, tuition assistance is available to students who can demonstrate financial need. For more information or to download an application, go to www.mesacc.edu/dual

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.