



As a Dual Enrollment student, you have the opportunity to take college classes at your own high school after you have been admitted to a Maricopa Community College of choice.

Follow the instructions below to prepare and complete the Admission process along with remaining steps. To begin the process, go to maricopa.edu/become-a-student.

Make sure to have the following items ready before you begin:

- Full legal name
- Complete mailing address, including city and zip code
- A personal email address you have access to (*Do not use your high school email*)
- Social Security number (*optional but highly encouraged for future purposes*)
- The date you became an Arizona resident
 - Use your date of birth if you were born here and never left
 - If you moved to Arizona, use the month and year you arrived

To establish your lawful presence and verify your identity, you will be required to upload a clear and legible copy of **one of the following** acceptable forms of identification:

- Current Arizona driver's license, driver's permit, or Arizona state ID card
- U.S. issued birth certificate (**original copy only**) AND your high school ID
(*Note: a hospital record/certificate and certified Abstract of Birth are not acceptable*)
- Current U.S. passport book or card (**passport must be signed**)
- Current Permanent Resident Card

View additional acceptable documents you can use to establish your lawful presence at www.maricopa.edu/lawful-presence

On the maricopa.edu/become-a-student webpage, click **Get Started** under the **High School Students** option.

1. You will be asked the following:

- Do you have a Maricopa College Student ID number, Maricopa Student Email, and MEID?
- Or have you attended one of our colleges? (Chandler-Gilbert, Estrella Mountain, Glendale, GateWay, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, or South Mountain)

If your answer is **Yes**, the system will redirect you to log in using your MEID and password under “Welcome Back to Your Admission Application” (This option is for returning students who have an MEID and password).

If your answer is **No**, you will need to complete an online Admissions form. Click the **No** button to begin.

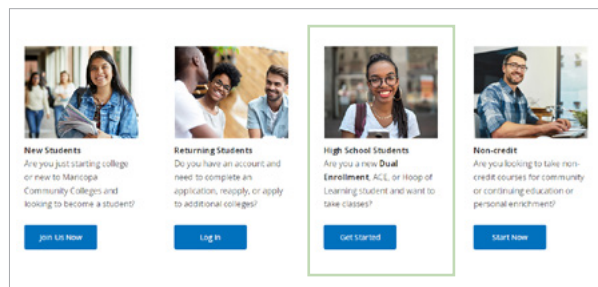
2. You will be asked if you are in the United States on either an F-1 or F-2 or M-1 or M-2 visa? If you are, select Yes; if you are not, select No.

3. Next, you will create your College Student Account.

- All fields marked with a black asterisk indicate required information.
- Once you click on Create Username, your temporary Username will appear at the bottom of the page, along with more fields that require information to create a password and a recovery question.
 - Pay attention to the requirements to successfully create your password.
 - The recovery question verifies you are the legitimate owner of the account if you ever need to recover your forgotten password.
- Your Username is your MEID (Maricopa Enterprise ID) and will consist of letters and numbers. For example, BER3136136.
- Once the system has accepted the password and you have selected and answered the recovery question, click **NEXT**.
- You will be directed to the Personal Information page to continue with this application.

4. Personal Information

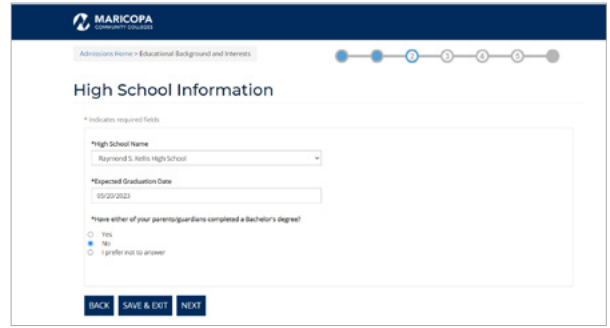
- All fields marked with a black asterisk require information.
- Residency Information
 - Tuition at Maricopa Community Colleges is based on if you are a Maricopa County resident or an out-of-state resident.
 - A **Maricopa County resident** lives in Maricopa County and has resided in Arizona for at least one year (365 days) prior to the first day of the semester.
 - An **out-of-state resident** is someone who has not lived in Arizona for at least one year prior to the first day of the semester or is not eligible to establish residency.
 - When answering how long you’ve been an Arizona resident, if you have always lived here, use your date of birth. If you moved here from another state or country, you will need to enter the month and year you moved here (the date does not have to be exact).
 - If you have lived in Arizona for less than a year, to qualify for in-state tuition, you will need to complete the [Dependent Domicile Affidavit](#) form. Use your MEID@maricopa.edu and password to log into the form and submit it after your admission application is complete.
- Once all required fields are completed, click **NEXT** at the bottom of the page.

A screenshot of the 'Create Student Account' form on the Maricopa Community Colleges website. The form is titled 'Create Student Account' and includes several required fields marked with an asterisk: First Name, Middle Name, Last Name, Date of Birth, Personal Email, Confirm Personal Email, and Phone Number. There is also an optional field for Social Security Number. A note at the bottom of the form states: 'NOTE: All students and employees are enrolled in the text message ALERT notification system. In order to receive Emergency Alerts concerning health and safety of people on campuses via text message, please be sure to provide your current cell phone number.'

- d. Once NEXT is selected, an email will be sent to the personal email you entered. The email will be from noreply@maricopa.edu. It is a thank you email, listing your temporary MEID/Username and the personal email address you entered on the Create Account page (you will use the MEID and password created to log back into this application if you can't finish the application at this time). You are not done with applying for admission. You have 48 hours to complete the admissions application process. If the application is still incomplete after 48 hours, the account will be deleted, and you will have to start over.

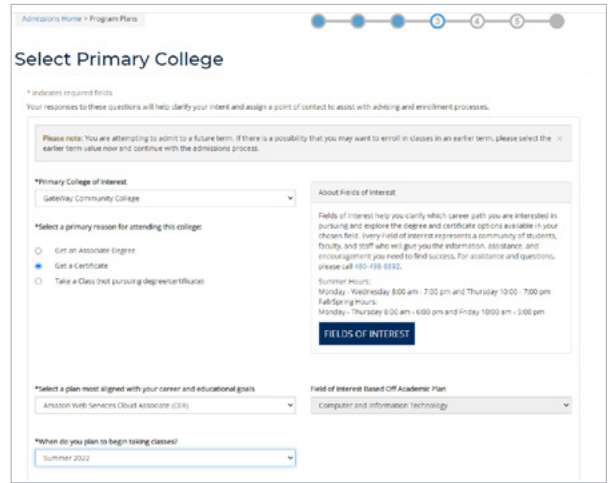
5. High School Information

- a. Click the drop-down menu to select the high school you are attending.
- b. The expected graduation date does not have to be exact, but make sure you enter the correct month and year.
- c. Once all required fields are completed, click NEXT.



6. Primary College and Term

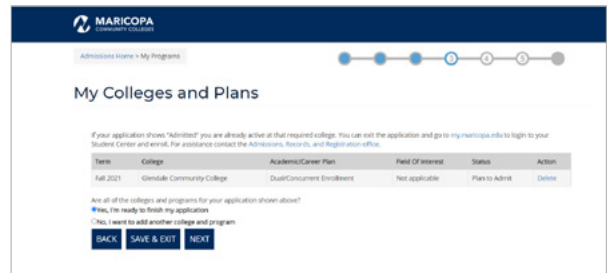
- a. Select the primary Maricopa College for your Dual Enrollment.
 - i. If you plan to take additional Dual Enrollment classes through another Maricopa college, you can add that college now.
- b. Select the term that you want to attend when asked, "When do you plan to begin taking classes?"
 - i. The term is the college semester you will attend class (Fall term begins in August, and Spring term in January)
- c. Then, select "Add to my Application".



7. My Colleges and Plans

- a. This page shows you a summary of what you just completed.
- b. If you do not see the college you would like to be admitted to under "Are all of the colleges and programs for your application shown above?" select the option "No, I want to add another college and program" and then select NEXT to proceed.
- c. If you do not need to add another college and program, select the option, "Yes, I'm ready to finish my application," and then select NEXT to proceed.

Note: Students still enrolled in high school will not select a plan, they will be assigned to the Dual/Concurrent Enrollment Academic/Career Plan.



8. Requirements and Disclosures

- a. Your parent or guardian must complete the Acknowledgement of Financial Responsibility. (This is only for students under the age of 18).
- b. You must complete the Conferment of Degree and FERPA sections.
 - i. FERPA protects your privacy by restricting what information we can share. Normally, we can release directory information, which is information generally not considered harmful or invasive. Selecting "No" prohibits us from providing directory information from your student record to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts), and other student record information. However, this means we cannot release it to advisors, honor societies, student organizations, prospective employers, family and friends, and others, so consider the consequences carefully.
- c. There is also information about Clery Disclosure, Title IX Disclosure, and Photo Release Disclaimer.
- d. When completed, select NEXT.



9. Processing Your Application

- Once submitted, it could take up to 20 minutes to process your application. Please do not refresh the page, click the back button, or close the browser.

10. Change Password

- The system will ask you to change your password, but you may use the same one that you created at the start of the application.

11. Welcome to Maricopa Community Colleges

- Congratulations and welcome to the primary college you selected. Record your Maricopa Student ID, MEID, and Maricopa Student email (write it down, take a photo, screenshot, or print the page).
- Once you have recorded your Maricopa Student ID, MEID, and Maricopa Student email, you may close this tab and proceed to Next Steps listed below.
- Please note:** It may take up to 10 minutes for your MEID and password to synchronize with all Maricopa platforms.

12. Next Steps

- You are not done with the process for dual enrollment. Please work with the Dual Enrollment Coordinator at the primary college you plan to attend for class registration information.
- Reminder:** If you still have not submitted clear and legible copies of your proof of identity documents, you may upload them to the [Identity Authentication and Declaration of Citizenship or Status form](#). Your MEID@maricopa.edu and password are required to log into this form.

Student Center Account Information

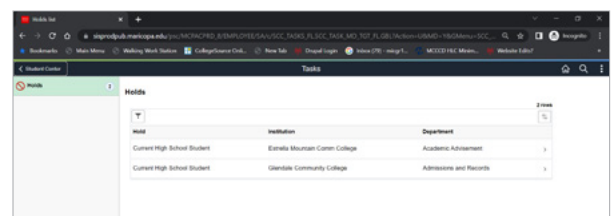
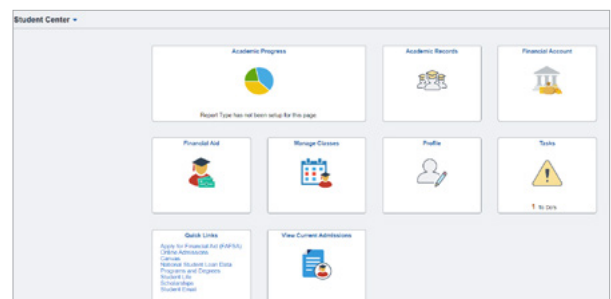
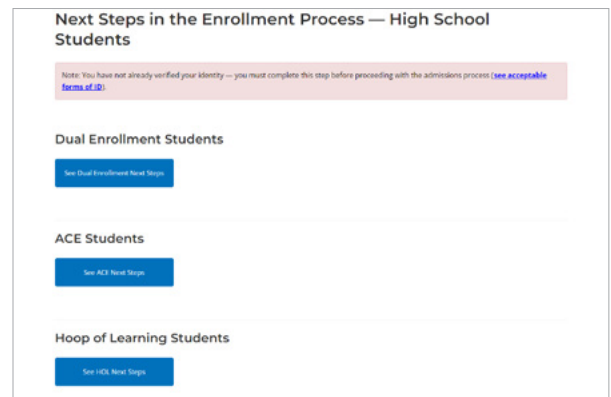
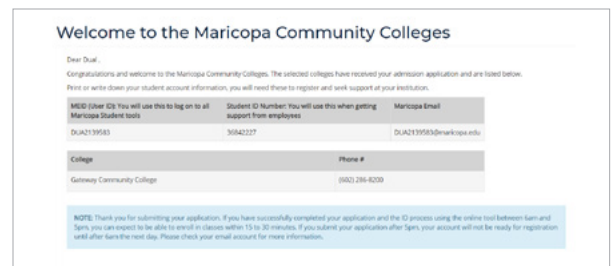
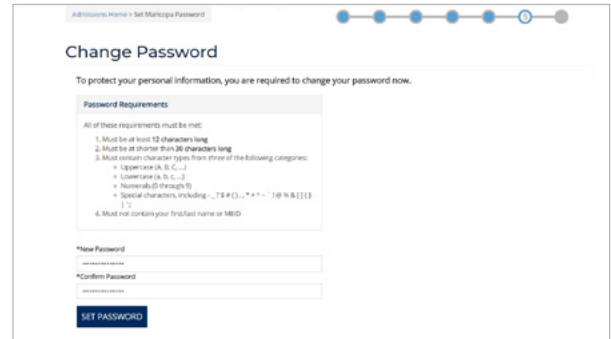
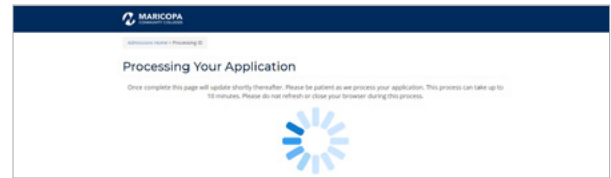
You will be able to view important information, such as your To Do List of tasks you need to complete and any holds preventing you from registering for classes, by visiting your Student Center at maricopa.edu/student-center and logging in with your MEID@maricopa.edu and password.

Click on the **Tasks Tile** to view your Holds and To Do List.

Holds

One or more Holds will prevent you from taking action until you resolve the condition that triggered it.

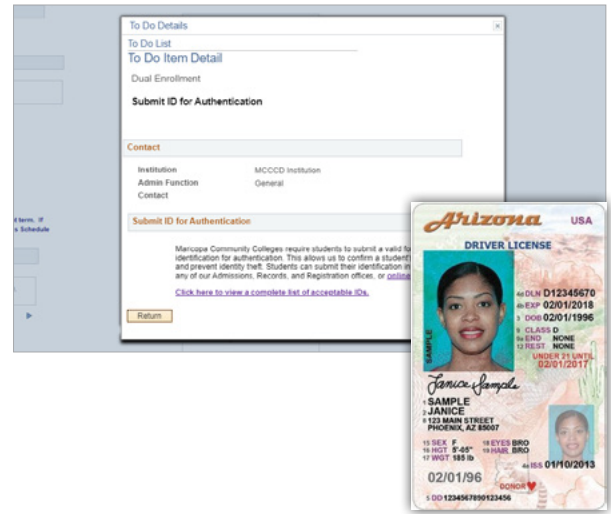
- A Current High School Student hold will remain on your account until you turn 18 and graduate from high school. However, each semester, your college will lift it temporarily to allow you to register for classes. The Under 18 hold will be removed once your parent or guardian completes the Parent/Legal Guardian Consent Form.
- A Blocked Services Hold means you have a debt of \$100.00 or more, which will impact class registration and college graduation until resolved.
- A Limited Services Hold occurs if you owe a debt under \$100.00. Class registration is allowed but other services are not permitted.



To Do List

Your To Do List will contain tasks you need to complete.

- The Submit ID for Authentication task will remain on your To Do List until you provide a clear and legible copy of your identity document(s). You may upload your document(s) by clicking on **Submit ID for Authentication** in your Student Center or visit the Administration, Records & Registration office on your primary college campus. Please call in advance if you would like to visit the college campus to verify hours.
 - i. You may upload a clear and legible **black-and-white** copy of one of the following documents via the Mobile ID Upload or Desktop Upload:
 1. U.S. issued birth certificate AND your high school ID
(Note: a hospital record/certificate and certified Abstract of Birth are not acceptable)
 2. Current High School ID
 - ii. You may also upload a **color** copy of the following:
 1. Current Arizona Driver's License, driver's permit, or Arizona state ID
 2. Current U.S. passport book or card *(passport must be signed)*
 3. Current Permanent Resident Card



Active Programs:

You can find your Active Programs under the View Current Admissions tile. This is where you are able to see what college you have enrolled at and the semester you will be attending. This is also where you can see you are under the Dual/Concurrent Academic/Career Plan. This process does not need to be done again, it is once per college.

The image shows a screenshot of a web application interface for 'Active Programs'. The page displays a table with columns for 'College', 'Program', 'Admitted', 'Plan', 'Sub-Plan', 'Field of Interest', 'Future Plan', and 'Start Term'. The table contains three rows of data for a student named 'Student ID: 98682887'.

College	Program	Admitted	Plan	Sub-Plan	Field of Interest	Future Plan	Start Term
Estrella Mountain Community College	CHSEBT	Fall 2020	Dual in Concurrent Courses	N/A			
Glendale Community College	CHSEBT	Spring 2020	Dual in Concurrent Courses	N/A			
Glendale Community College	Non-Credit	Spring 2020	Non-Credit	N/A			

If you have further questions, please work directly with your Dual Enrollment Coordinator at the primary college you plan to attend. For more information on the registration process, please go to maricopa.edu/dual.

The Maricopa County Community College District (MCCCD) is an EEO/AA 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/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.