MARICOPA COMMUNITY COLLEGES

Dual Enrollment Registration Steps

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley
Phoenix | Rio Salado | Scottsdale | South Mountain

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

1. GET ADMITTED

Create MEID (User ID) account and apply for admission.

Visit **admissions.maricopa.edu** and under First Time Dual Enrollment click APPLY NOW and follow the instructions to complete your admissions application.

Please note: If you have previously enrolled in MCC Dual Enrollment classes, you may skip step 1.

You will be prompted to submit your ID. Acceptable forms of identification are the following:

- State-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.)

2. DETERMINE PREREQUISITES AND/OR TESTING REQUIREMENTS

If you are a junior or senior with two full years on your high school transcript you may use your unweighted high school GPA for course placement. For all other course admissions requirements, please visit **mesacc.edu/dual** and select High School Partners.

You may need to take an Ed Ready Placement Exam if:

- You are currently a high school freshman or sophomore and have not completed AZ Merit, PSAT, SAT, ACT.
- Your high school GPA is below a 2.6 (on a 4.0 scale).

3. SUBMIT ONLINE REGISTRATION REQUEST

Visit **mesacc.edu/dual** and submit your online Dual Enrollment Registration Request (Either Returning Student or First-Time Student Request form) by the deadline.

- Have all applicable test scores, ID authentication documents and a parent/guardian with you when you complete the registration request.
- All students under the age of 18 are required to have parent/guardian consent to enroll. Consent can be provided when completing the registration form.
- Be sure you know the course prefix and course section number for the classes in which you plan to enroll. You may review the classes offered on the **mesacc.edu/dual** website.
- Once your request is processed, you will be sent a confirmation to your MCC student email address.

4. PAY TUITION AND FEES

Tuition is $85 per credit (in-state*) plus a $15 registration fee per semester. Below are the payment options:

Pay online at **my.maricopa.edu.**

Pay by phone at 480-461-7600.

Pay with a Student Tuition Payment Plan by accessing your account through your **my.maricopa.edu** student center.

Pay with Tuition Assistance which is available on a first-come, first-serve basis for those that meet the grant eligibility. If you qualify, you may complete the Maricopa Grant Application at **mesacc.edu/dual**.

Please take note of your login (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)

DID YOU KNOW...

High school staff are not responsible for communicating class changes. You need to email the Dual Enrollment Department with any changes to your dual enrollment schedule at **communityoutreach@mesacc.edu.**
You can forward your Maricopa student email (your official college email account) to a personal email account (google.maricopa.edu).
You can check your class schedule and payment information by downloading the MyInfo App or visit **https://my.maricopa.edu/tools/myinfo.**

DEADLINE DATES (FALL 2021)

Tuition Assistance Request Deadline: **August 27, 2021**
Registration and Payment Deadline: **September 20, 2021**

Dual Enrollment FAQs

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 credit students earn through dual enrollment are treated the same as regular college credit, i.e. they can be transferred to other Maricopa Community College, Arizona's state universities, and many out-of-state colleges and universities.

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 sources 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 general eligibility requirements of proficiency on the AZ merit or PSAT 720 or SAT 720 or ACT 12 or high school transcript with 2 full years or completion of the MCC Placement Exam.

How much does dual enrollment cost?

The in-state, in-county tuition rate is $85 per credit hour. There is an additional $15 registration fee per semester. (Tuition is subject to change.)

What if I am an ACE, ECA or HOOP of Learning Student already taking college classes at MCC?

If you are a student already participating in an early college program at MCC (ACE, HOOP of learning, Early College Academy) you are still eligible to participate in dual enrollment.

Students are encouraged to contact their early college program advisor prior to registering for dual enrollment courses.

How do I enroll?

Please follow the steps outlined in this packet or on the **mesacc.edu/dual** website.

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 by contacting **communityoutreach@mesacc.edu** prior to the deadline 9/20/21. Please provide your name, MCC ID, high school where you are taking the dual enrollment class, and the course prefix for the class from which you plan to withdraw.

Please note that dropping a class after payment deadlines 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 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.

Is tuition assistance guaranteed?

No. Tuition assistance is on first-come, first-serve basis and you must meet eligibility requirements. If you are not awarded tuition assistance, you will be expected to pay the full tuition amount by the payment deadline. You are not guaranteed funding and cannot receive more than 12 credits of funding in a year.

When can I pay and register for Spring 2021 Dual Enrollment classes?

Spring Dual Enrollment registration will open in the late fall with a registration deadline and payment in early February 2021.

When trying to register in the Student Center, I receive a "Class is closed" notification. Why?

Students are not able to self enroll in their my.maricopa.edu student center. Instead, you must complete the registration request form listed under step 3.

What happens if I don't pay tuition by the deadline date?

If you don't pay your tuition by the payment deadline, you will be dropped from your course(s) for non-payment. If you are dropped for non-payment, you will not earn the college credit for your course(s). Students will be unable to register for courses after the payment deadline.

Why should I activate my Maricopa email?

Students are responsible for all communication sent to your Maricopa email. You can forward your Maricopa email to an email account you frequently check. To login, visit **my.maricopa.edu**.

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. Here's how to tell the 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.