DUAL ENROLLMENT
Registration Steps

Registration and Payment Due Date: September 16, 2019

1. GET ADMITTED
Create MEID (User ID) Account and Apply for Admission

Log onto admissions.maricopa.edu and click START HERE and follow the instructions.

Please note: In order to complete your student admission application, you must click on SAVE & NEXT>

You will be prompted to submit 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)

Please take note of your login (MEID), student ID number and password for future use.

MEID (User ID):
(You will use it to log onto all 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)

2. SUBMIT PARENT/GUARDIAN RESPONSIBILITY and CONSENT FOR STUDENTS UNDER THE AGE OF 18 FORM
If you are under the age of 18 years old, you and a parent/guardian MUST complete and sign the Parent/Guardian Responsibility and Consent for Students Under Age of 18 Form found in this packet. Your registration will be considered incomplete without this.

3. CLASS PREREQUISITES AND/OR TESTING REQUIREMENTS
Juniors and Seniors with two full years on their high school transcript may use their unweighted high school GPA for course placement. For all other course admissions requirements, please visit Mesacc.edu/dual and select High School Partners.

4. SUBMIT DUAL ENROLLMENT REGISTRATION FORM
Turn in your signed Dual Enrollment Registration Form along with all required documents to the following locations no later than Monday, September 16, 2019:

• MCC Advisor in your Mesa Public School High School
• MCC Community Outreach Office (GC54B) on the MCC Southern and Dobson Campus
• MCC Enrollment Services on the MCC Red Mountain Campus

5. PAY TUITION AND FEES
The cost is $85 per credit (in-state*) plus a $15 registration fee per semester. Below are the payment options:

• Online at my.maricopa.edu (recommended)
• By phone at 480-461-7400 option 2. You will need your college ID number in order to pay.
• In person (cash, check, debit/credit card, or money order) at the Cashier’s Office at Southern & Dobson Campus or Enrollment Services at Red Mountain Campus
• Enroll in the Student Tuition Payment Plan by accessing your account through your my.maricopa.edu student center
• Tuition Assistance is available on a first-come, first-serve basis for those that meet the grant eligibility. You may download the Maricopa Grant Application at mesacc.edu/dual
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 College, 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 do I enroll?
MCC representatives will distribute enrollment packets to DE instructors during the month of August. 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 September 16, 2019. Packets may not be sent electronically.

Some classes may 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 dual2mesacc.edu with your name, college ID number, the high school the and the class the student plans 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.

Is Tuition Assistance Guaranteed?
No. Tuition Assistance is based on first-come, first-serve and you must meet eligibility requirements. If you are not awarded Tuition Assistance, you will be expected to pay the full tuition amount.

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 re-register for courses after the payment deadline.

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 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: 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.

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