

DUAL ENROLLMENT REGISTRATION STEPS



MARICOPA
COMMUNITY COLLEGES

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 3.

Step 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:

(Your are responsible for all communication in your Maricopa email. Please check often)

Step 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.

Step 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 U.S. 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).

Step 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 CGCC Testing Center. Visit cgc.edu/testing for additional information.

Step 5 Submit Registration Form

Turn in signed Dual Enrollment Registration Form at your school. Check with your teacher for due date.

Step 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 (Payment plans must be renewed each semester)
- In person at the Pecos or Williams Campus
- By phone at 480.732.7312. College Student ID number required.

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

Things to keep in mind:

To drop, add or change a class email dualenrollment@cgc.edu with your Student ID number, high school, and state your request or visit the college. **Note:** High school staff are not responsible for communicating class changes.

Activate your email at google.maricopa.edu.

Check your email and Message Center (in your Student Center) frequently by logging on to: my.maricopa.edu.

Web Site: cgc.edu/dual
Phone: 480.732.7006
Email: dualenrollment@cgc.edu

Pecos Campus - Pecos & Gilbert Road | 480.732.7000
Williams Campus - Power Road & 202 | 480.988.8000



CHANDLER-GILBERT
COMMUNITY COLLEGE

Dual Enrollment Frequently Asked Questions

What is dual enrollment?

It's an opportunity for eligible high school students to earn lower-division college credit during their regular high school classes. The credits are treated the same as regular college credit, and are transferable to other Maricopa Community Colleges, Arizona's state universities, and many out-of-state colleges.

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.

What if I don't pass the placement test?

You can take the placement test again 24 hours after the original test. A third test is allowed no sooner than three months from the oldest test date. A fourth test will only be allowed two years after the oldest test date.

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.)

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 dualenrollment@cgc.edu with your name, college ID number, high school, and the class you want to add, drop, or change.
2. Come in person to the Coyote Center at our Pecos campus and submit a drop/add form.

Only classes dropped before the semester payment deadline will remove tuition fees or initiate a refund for tuition already paid. Dropping a class after the semester payment deadline will result in a grade of W on your transcript, and you will still be responsible for paying tuition, or be ineligible for a refund if you've already paid tuition.

What happens if I don't pay tuition?

Failure to set up a payment plan or pay tuition by the semester deadline will result in students being automatically dropped, without notification, from class(es).

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 (User ID) 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 when corresponding with college staff.

I forgot my MEID (User ID) and college ID number. How do I find them?

For your MEID: go to my.maricopa.edu, click the Student Center icon, then click the "forgot your meid?" link.

For your college ID number: go to my.maricopa.edu, click the Student Center icon, then log in with your MEID (User ID) 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.



Term: _____

Date: _____

Initials: _____

Check the box in front of the college to identify where you plan to receive credit.

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

PLEASE PRINT

Legal Name: _____ Date of Birth (MM/DD/YYYY): _____ HS Grade Level: Fresh. [] Soph. [] Jr. [] Sr. []

College ID # (Required) 3 _____ Email: _____ To locate your student college ID number, log in to your Student Center at my.maricopa.edu with your (MEID) and password, scroll down to the Personal Information section, and click "Demographic Data". Your student college ID number will be the first item listed at the top of the page.

Mailing Address/Apt. #/City/State/Zip Code: _____

High School Name: _____ Expected High School Graduation Date: _____ MM/YY

FALL SEMESTER

SPRING SEMESTER

Table with columns: SUBJECT and COURSE #, CLASS #, CLASS HOUR, INSTRUCTOR, CREDITS for both Fall and Spring semesters.

Total Semester Credits _____ x Credit Hour Rate \$ _____ = _____ + \$15 Registration Fee Amount Due \$ _____

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In-state tuition* is \$86 per credit hour, plus a \$15 registration fee. In some cases, your high school or other party may subsidize the rate per credit hour. *To qualify for in-state tuition students must provide proof of lawful presence in the United States.

STUDENT - PLEASE READ AND SIGN HERE:

I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents.

STUDENT - PLEASE READ:

I give Maricopa Community Colleges permission to use automated messaging to communicate with me via email, phone, mail, or text. [] Yes [] No

Student Signature

Cell Phone Number

Date

PARENT/GUARDIAN - PLEASE READ AND CHECK BOX:

I give Maricopa Community Colleges permission to communicate with my dual enrollment student using automated messaging via email, phone, mail, or text. [] Yes [] No

including dropping, adding, or changing classes. Failure to pay will result in the above-named student being automatically dropped from class(es) without notification.

PARENT/GUARDIAN - PLEASE READ AND SIGN HERE:

As a parent or legal guardian, I give permission for the above named student to enroll in the course(s) listed above. I agree to pay for tuition and fees. I agree to notify the Dual Enrollment Office at the college of choice regarding changes in enrollment,

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Email

Cell Phone Number

Date

THIS BOX TO BE FILLED IN BY HIGH SCHOOL OR COLLEGE OFFICIAL

SAIS #: (Student Accountability Information System) (Required) _____

Check all that apply:

- PSAT >= 93 SAT >= 930 ACT >= 22 AzMERIT >= Proficient ELA MATH

I have reviewed the information on this form, and certify that the student is eligible to participate in dual enrollment.

Signature of Official

High School Official MCCC Official

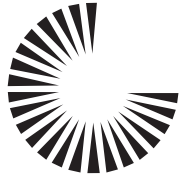
Date

Accuplacer Score:

WritePlacer _____ Elem. Algebra _____ College Algebra _____ Reading _____

AP Score:

ENG _____ Calc A/B _____ Calc B/C _____



CHANDLER-GILBERT COMMUNITY COLLEGE
2626 East Pecos Rd. • Chandler • AZ • 85225 • 480.732.7000
Pecos Campus | Williams Campus | Communiversity at Queen Creek

CGCC Information Night for Students and Parents of Early College Programs (Dual Enrollment, ACE, Hoop of Learning)

Tuesday, October 25, 2016

6:30-8:30 p.m. (check in at 6 p.m.)

**Chandler-Gilbert Community College - Pecos Campus
2626 E. Pecos Rd., Chandler
(Gilbert and Pecos Roads)**

OR

Wednesday, November 2, 2016

6:30-8:30 p.m.

**Chandler-Gilbert Community College - Williams Campus
7360 E. Tahoe Ave., Mesa
(next to PhxMesa Gateway Airport)**

Dual Enrollment Students

- Receive college photo ID (bring high school ID)
- Learn about university pathways to degrees/certificates
- Receive information about financial aid and scholarships
- Explore college resources (career, library, tutoring)

ACE (Achieving a College Education)

&

Hoop of Learning (Early college for Native American High School Students)

- Receive program information
- Learn about eligibility requirements
- Explore scholarship opportunities

RSVP by Thursday, October 13

cgc.edu/ecpinfoonight



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District is an
EEO/AA institution and an equal opportunity employer
of protected veterans and individuals with disabilities.