

New Dual Enrollment Students, start with Step 1. Continuing Dual Enrollment Students, skip to Step 3.

No registrations will be accepted after September 6, 2019 for fall or after January 31, 2020 for spring.

1. CREATE STUDENT ACCOUNT

Go to admissions.maricopa.edu to create your account. You will obtain your Maricopa Enterprise ID (MEID) and College Student Number.

2. UPLOAD ID IF YOU DIDN'T UPLOAD WHILE CREATING YOUR ACCOUNT.

Prior to submitting the Dual Enrollment Registration e-form, you will need to upload your ID at cgc.edu/dual/ID. If you were able to submit the required ID(s) during the application process or have submitted identification for a previous dual enrollment school year you can skip this step.

3. FILL OUT THE UNDER 18 FINANCIAL E-FORM.

Prior to submitting the Dual Enrollment Registration e-form, you will need to complete the **Financial Responsibility and Consent for Students Under the Age of 18** at cgc.edu/dual/U18. If you are under 18 years of age, you and a parent/guardian must complete and e-sign this e-form. If you are 18 years or older you may skip this step.

4. RETURNING STUDENTS MUST COMPLETE YOUR PERSONAL INFORMATION UPDATE IN YOUR STUDENT CENTER.

Returning students will need to update their personal information every year. Go to my.maricopa.edu, log in to your Student Center with your MEID and password. On the right side of your Student Center will be your To-Do List, if the **Personal Information Update (PIU)** is in your To-Do List please click the link, review all personal information and update as necessary.

5. CLASS PREREQUISITES REQUIREMENTS

Juniors and Seniors may use their unweighted high school GPA for English and Math class placement. For all other course requirements see your high school class list for details.

A college student ID number and picture ID is required for testing. Contact your high school to see if testing is offered. To prepare and study, review sample questions at cgc.edu/testing.

6. SUBMIT REGISTRATION E-FORM

Once all required documents have been submitted go to cgc.edu/dual/register to begin filling out the Registration e-form. Once submitted it will be emailed to your parent or guardian for approval. Once your parent or guardian has approved your e-form, please allow 5-7 business days for processing. You will receive an email when you are enrolled and payment is due.

7. PAY TUITION TO CGCC

The cost is **\$85** (in-state) per credit plus a **\$15** non-refundable registration fee per semester.

Payment options:

- Online at my.maricopa.edu
- In person at the Pecos or Williams Campus
- By phone at 480.732.7312. College Student ID number required.

Registration Deadlines:

- Friday, September 6, 2019 for fall and year-long classes
- Friday January 31, 2020 for spring classes

Payment Deadlines*:

- Monday, September 16, 2019 for fall and year-long classes
- Monday, February 10, 2020 for spring classes

***Unpaid tuition will result in students being dropped from classes without notice. No refunds will be issued after payment deadlines.**

DID YOU KNOW...

- High school staff are not responsible for communicating class changes. You need to email the Dual Enrollment Department of any changes at dualenrollment@cgc.edu.
- You can forward your Maricopa email (your official email that you are responsible for) 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>

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

Pecos Campus - Coyote Center
Pecos & Gilbert Road | 480.732.7000



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