

# DUAL ENROLLMENT REGISTRATION STEPS

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

**Continuing students needing their college ID number go to [my.maricopa.edu](http://my.maricopa.edu).  
Under Technical Help click on Reactivate MEID.**

## 1. Create Your Student Admissions Application (For students new to dual enrollment only)

Go to [admissions.maricopa.edu](http://admissions.maricopa.edu) and click START NEW APPLICATION. Follow the instructions to create your Log In (MEID) Account. At the Welcome to the Student Admissions Application click GET STARTED.

Once you have completed the Student Admission Application you will be prompted to submit ID paperwork. Choose SUBMIT AS E-FORM OR IN PERSON. Click OK on the pop up to skip ID verification. You will be submitting ID documentation with your registration form. Once you have completed the application process you will be asked to choose a new password (you can use your current password). Once you have created your log in (MEID) save your MEID, Student ID number and password for future use.

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)*

## 2. Take the Placement Test

Math and English Composition courses may require a college placement test. Other courses may require a reading placement test.

Testing may be offered at your high school or come to the CGCC Testing Center. Visit [cgc.edu/testing](http://cgc.edu/testing) for sample test questions by clicking Placement Testing.

## 3. Fill out Financial Responsibility Form

Fill out a Maricopa Community Colleges Financial Responsibility and Consent for Students Under the Age of 18 form for each semester your student will attend and turn in with registration form.

## 4. Submit Registration Form, Financial Responsibility Form(s) & Identification (Check with your teacher for due date)

Turn in signed Dual Enrollment Registration Form. New to Dual Enrollment students will need to turn in valid ID documents (see below).

**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).

## 5. 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](http://my.maricopa.edu) \*
- In person at the Pecos or Williams Campus
- By phone at 480.732.7312. College Student ID number required.

**\*Payment plans must be renewed each semester and includes a \$20 sign up fee each semester.**

Registration and payment must be received by Sept. 18, 2017 for fall classes and Feb. 12, 2018 for spring classes or students will be automatically dropped. **No refunds will be issued after these dates.**

### Things to keep in mind:

**To drop, add or change a class** email [dualenrollment@cgc.edu](mailto: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.

Please forward your Maricopa email to an email account that you regularly check. Go to [google.maricopa.edu](http://google.maricopa.edu) and click on Forward your Email.

Check your Message Center, class schedule and payment information (in your Student Center) frequently by logging on to [my.maricopa.edu](http://my.maricopa.edu) and click on Student Center.



# 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](mailto: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).

## **How do I forward 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. Go to [google.maricopa.edu](http://google.maricopa.edu) and click on Forward your Email.

## **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](http://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](http://my.maricopa.edu). Click on Reactivate MEID.

For your college ID number: go to [my.maricopa.edu](http://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): \_\_\_\_\_

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: \_\_\_\_\_

FALL SEMESTER

Deferred

SPRING SEMESTER

Deferred

SUBJECT & COURSE CLASS # CLASS HOUR INSTRUCTOR CREDITS SUBJECT & COURSE CLASS # CLASS HOUR INSTRUCTOR CREDITS

Table with 10 columns for subject/course, class #, class hour, instructor, and credits for both Fall and Spring semesters.

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

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.

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

(If no Cell Phone put Home Phone)

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

Dual Enrollment Office at the college of choice regarding changes in enrollment, including dropping, adding, or changing classes. Failure to pay by 9/18/17 for fall tuition and by 02/12/18 for spring tuition, 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 understand that I am responsible for all tuition and fees related to my minor students enrollment in the Maricopa Community Colleges. I agree to notify the

Billing Address/Apt.#/City/State/Zip Code: \_\_\_\_\_

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Email

Cell Phone Number

(If no Cell Phone put Home Phone)

Date

THIS BOX MUST BE FILLED IN BY HIGH SCHOOL 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

Date

Accuplacer Score:

WritePlacer \_\_\_\_\_ Elem. Algebra \_\_\_\_\_ College Algebra \_\_\_\_\_ Reading \_\_\_\_\_

AP Score:

ENG \_\_\_\_\_ Calc A/B \_\_\_\_\_ Calc B/C \_\_\_\_\_



# Financial Responsibility and Consent for Students Under the Age of 18

All students under the age of 18 must have consent from a parent/guardian prior to enrollment at a Maricopa Community college in credit, clock, or non credit courses as proof of financial responsibility and for text messaging and automated communication.

**Please be advised: Consent is valid until rescinded by the parent/legal guardian or until the student turns 18 years of age.**

Students will be required to comply with additional requirements for admission if they have not yet graduated high school or are participating in early college programs (Dual Enrollment, ACE, Hoop of Learning).

**Parent/Guardian: please review and provide all required information.**

## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

College: \_\_\_\_\_ Student ID: \_\_\_\_\_

## Parent/Guardian Information

### Financial Responsibility:

As the parent/guardian of a minor student, I acknowledge that I have read the *Maricopa Tuition and Fees Policy* and the *Maricopa Refund Policy*.

I understand that tuition and fees are added to a student account as a result of enrolling in classes. Once registered and enrolled, if not dropped by the 100% refund deadline, I am responsible for all tuition, fees and fines charged to my student's account. Failure to attend class does not absolve me of the financial obligation as described above. Failure to resolve past due balances may result in impact on services, including holds on my student's account restricting future registration and other services; and forwarding of any unpaid past due balances to collection agencies.

Parent/Guardian Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number (Optional): \_\_\_\_\_

\*Social security number will be kept confidential

**I understand that I am responsible for all tuition, fees, and fines that may be incurred related to my minor student's enrollment in the Maricopa Community Colleges.**     YES     NO

### Consent to Text/Call:

I give permission to the Maricopa Community Colleges to contact my student via SMS text messaging and automated calls or other methods of communication for official business to the phone number(s) on file in the student's account.

I consent     I do not consent

*Please note: All students are enrolled in the ALERT notification system in order to receive Emergency Alerts concerning health and safety of people on campuses/sites via text message. Please ensure your student provides their current cell phone number.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Todos los estudiantes menores de 18 años deben presentar una forma de consentimiento de un padre/tutor legal antes de inscribirse en un colegio comunitario de Maricopa, ya sea en cursos con créditos, sin créditos o por hora, como prueba de responsabilidad financiera y para establecer comunicación por mensajes de texto y de manera automatizada.

Los estudiantes tendrán que cumplir con requisitos adicionales de admisión si no se han graduado de la preparatoria o están participando en programas de nivel universitario (Dual Enrollment, ACE, Hoop of Learning).

**Padre/tutor: por favor, revise y proporcione toda la información necesaria.**

### Información del estudiante

Apellido: primer nombre: \_\_\_\_\_ segundo nombre: \_\_\_\_\_

Colegio: \_\_\_\_\_ ID del estudiante: \_\_\_\_\_

Plazo de inscripción: \_\_\_\_\_ Año: \_\_\_\_\_

### Información del padre/tutor legal

#### Responsabilidad financiera:

Como padre/tutor legal de un estudiante menor de edad, confirmo que he leído La política de colegiaturas y cuotas de Maricopa y la Política de reembolsos de Maricopa.

Entiendo que soy responsable de todas las colegiaturas, cuotas y multas, relacionadas con la inscripción de mi hijo menor de edad en los colegios de Maricopa Community Colleges.

Entiendo que la colegiatura y las cuotas se agregan a la cuenta del estudiante, como resultado de la inscripción en clases. Una vez registrado e inscrito, si el estudiante no se da de baja dentro del plazo que permite un reembolso de 100%, soy responsable del pago de colegiatura, cuotas y multas que se agreguen a su cuenta. La inasistencia del estudiante a clases no me exime de las obligaciones financieras descritas anteriormente. El no resolver los saldos vencidos puede afectar los servicios.

Nombre del padre/tutor: \_\_\_\_\_ Relación con el estudiante: \_\_\_\_\_

Dirección: \_\_\_\_\_

Email: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Número de seguro social (Opcional): \_\_\_\_\_

\*El número de seguro social se mantendrá de manera confidencial

#### Consentimiento para textos/llamadas:

Autorizo a Maricopa Community Colleges comunicarse con mi estudiante vía SMS mensajes de texto, llamadas automatizadas u otros métodos para asuntos oficiales de la escuela al(a los) número(s) que se encuentra(n) en el expediente de la cuenta de mi estudiante.

yo consiento       No consiento

Por favor tome nota: a todos los estudiantes se les inscribe en el sistema de avisos ALERT para recibir alertas de emergencia relacionadas con la salud y seguridad de las personas en los colegios/sitios vía mensajes de texto. Por favor, asegúrese de que su estudiante proporcione el número de su teléfono celular actual.

Estudiante Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Padre Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_