DUAL ENROLLMENT

MARICOPA COMMUNITY COLLEGES

Returning Students • REGISTRATION STEPS

If you have taken Dual Enrollment classes before, you are already in the system with an established MEID (User ID). If you plan to attend another Maricopa Community College, log in to the **Returning Students Admissions application** to add a specific college to your existing student account.

Before you begin, make sure to gather the following documents:

- MEID (User ID) and Password
- Review the school class list and class prerequisites and take note of the following:
  - Term, Course, Class Number, Class Hour, Instructor, Credits (e.g., Fall 2024, ENG 101, 12345, 1st hour, Jones, 3)
  - Documentation or assessments that may be required for course placement (e.g., high school transcripts, SAT/ACT scores, EdReady placement test)

Note: *Dual Enrollment registration deadlines may vary from college to college. Please visit your Dual Enrollment college website of choice for registration information including deadlines.*

If you have not signed into your Student Center in over a year, you will be prompted to create a ***Duo account****. Duo is Maricopa Community Colleges' two-factor authentication service, providing an extra layer of security to protect against hackers, cyber threats, and unauthorized access to sensitive data. To set it up, please download the Duo Mobile app from Apple or Google Play store. Follow the screen instructions here and use your student email account (****MEID****@maricopa.edu) and phone number.*

1 Complete the Returning Next Steps Form

1. Visit your Student Center and log in using your **MEID**@maricopa.edu and your Password.
2. Click on the **High School Dual Enroll Forms** tile to locate the **Returning Next Steps Form**.
3. Complete the form. You will be prompted to fill out 5 pages, which includes Submitting your ID, Student Consent Form, Parent/Legal Consent Form, Course Pre-Approval and Course Placement, and an Electronic Signature. *You must complete the form within 45 minutes. You cannot save your progress.*

IMPORTANT NOTICE: You will not be able to register for classes until your **Returning Next Steps Form** has been manually reviewed and verified by a staff member. *This process can take up to 10 business days* (Monday-Friday).

2 Apply for the Maricopa Grant

1. Visit your Student Center and log in using your **MEID**@maricopa.edu and your Password.
2. Click on the **High School Dual Enroll Forms** tile to locate the **Maricopa Grant**.
3. Complete the form. You will be prompted to fill out 3 pages, which includes Student Infromation, High School Information, Proof of U.S. Citizenship, Documentation of Financial Need, Student Signature, and Parent or Legal Guardian Information. *You must complete the form within 45 minutes. You cannot save your progress.*
4. Check your **Student Center** to **View Classes**. *Please give us 7 - 10 business days to review your application.*

If you do not have a mobile device, contact your local Dual Enrollment office.

3 Pay Tuition and Fees

You will not be able to complete payment until your Returning Next Steps Form has been processed.

To pay online:

1. Visit your Student Center and log in using your **MEID**@maricopa.edu and your Password.
2. Click on the **Financial Account Tile**.
3. Click on the **Make a Payment**.
4. Click Select **View Payment Options**.

OR

You may also pay over the phone or in-person at the college where you are taking dual enrollment classes. Please check your college Student Business Services for more information.
Phone: **(602) 285-7522**

Tuition assistance is available for those who qualify. You can apply for the Maricopa Grant to help with tuition costs. **Maricopa Grant** deadlines may vary by college to college.

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is taking dual enrollment classes(s) through

_____

Community College(s).

For questions or concerns, please contact your Dual Enrollment office at: **(602) 285-7642**

ALL STEPS HAVE TO BE COMPLETED BY:

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The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit: **www.maricopa.edu/non-discrimination**.