

## Step 1 Enroll/Admit at Phoenix College HC - 602.285.7777

If you are new to PC, or if you have not taken classes in the past four semesters, you must complete your Student Information Form before registering and set up your online student account. Go to [My.maricopa.edu](http://My.maricopa.edu) > New Student? Click Here > follow on-screen instructions. Set up Online Student Center

- Print or download cheat sheet
- Create MEID
- Fill out Student Information Form
- Submit transcripts (if applicable)
- Activate student email

## Step 2 Apply for Financial Assistance to Pay for College HC - 855.622.2332

Financial assistance is available in the form of grants, scholarships and loans. Go to <http://www.fafsa.ed.gov/> to complete your FAFSA – Free Application for Federal Student Aid - and visit [www.phoenixcollege.edu/pay-college/scholarships](http://www.phoenixcollege.edu/pay-college/scholarships) for information on scholarships and how to apply.

## Step 3 Take Your Course Placement Testing HC - 602.285.7844

If you are new to college and taking mathematics, English or reading, OR enrolling as a full time student AND planning to earn an associates degree or transfer to a four-year institution, you will need to take placement tests to help determine proper course selection.

Brush Up Before You Test! It's important for you to be prepared for college-level classes. To properly assess your academic skill level in English, reading and math, Phoenix College uses ACCUPLACER, a computerized placement test. Free online practice test available at [phoenixcollege.edu/testing](http://phoenixcollege.edu/testing)

## Step 4 Register for Classes HC - 602.285.7777

After taking the placement test, all new to college students who plan to complete a degree or transfer to a university will enroll in a **BearTrax** advising and orientation session by logging on to [www.phoenixcollege.edu/beartrax](http://www.phoenixcollege.edu/beartrax) to enroll. Select the BearTrax session with the date and time convenient for you. Log onto [My.maricopa.edu](http://My.maricopa.edu) your Student Center and enroll online in the BearTrax session of your choice **using the three letter code NSO and the five digit class number of the session you have selected to attend.** If you need assistance, call the Contact Center at 602-285-7777 or visit the Welcome Center desk in the Hannelly Center.

Students attending a BearTrax session will register for classes during the advising and orientation session and leave with their class schedule in hand.

Continuing students should see an Academic Advisor or Counselor to determine their proper course selection based on their program of study or major.

## Step 5 Pay Tuition and Fees HC - 602.285.7522

Tuition and fees are due by the published deadlines in your Online Student Center at [My.maricopa.edu](http://My.maricopa.edu). Tuition and fees are due 35 days before the class start date, and the registration fee is due 30 days prior to the start of the semester and may be paid as soon as you register. Check your Online Student Center at [My.maricopa.edu](http://My.maricopa.edu) for the payment amount and due date for each class. If you do not make a payment by your due date, your enrollment may be cancelled. Withdrawal from courses is the responsibility of the student; automatic withdrawal is not guaranteed within the refund period.

There are several ways to pay including online, by phone at 602-285-7522, by mail (no cash please) or in person at the Cashiers Office in the Hannelly Center. Or take advantage of the Student Tuition Payment Plan, e-Cashier, at your Student Online Center at [My.maricopa.edu](http://My.maricopa.edu).

## Step 6 Attend "My College Orientation" HC - 602.285.7777

All new to college students must attend **My College Orientation** and need to enroll for orientation just as they would any college class. Visit [www.phoenixcollege.edu/getstarted](http://www.phoenixcollege.edu/getstarted). At **My College Orientation** new students will be introduced to the Phoenix College campus community, tour the campus to locate their classrooms and meet faculty, staff and other new students.

## Before Class Starts

### Apply for Financial Aid HC - 855.622.2332

Apply for financial aid at least 2-4 months before the start of the semester. Complete the FREE Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use the Phoenix College code 001078.

### Attend "My College Orientation" HC - 602.285.7777

My College Orientation is the welcome week event to introduce all new to college students to Phoenix College. Come meet other new students, take a tour to locate your classrooms and enjoy the scheduled activities.

### Get Your Student ID (Cub Card) HC - 602.285.7777

Bring a valid picture ID to the Hannelly Enrollment Center. There is no charge for your initial card, which is valid for three years with current enrollment. Replacement cards are \$5 payable at the Cashier's Office.

### Pick Up Your Parking Decal Safety - 602.285.7254

You will need your class schedule, license plate number, and make and model of your vehicle. All vehicles must display a current parking decal.

### Purchase Books or Rent HB - 602.285.7489

You can purchase or rent books online or in person. An eFollett bookstore is located on the HB Bldg. Bring your course/class numbers to find the required textbook and course materials. You can also find textbook information in your student center at [My.maricopa.edu](http://My.maricopa.edu).

## REGISTER FOR CLASSES

Access your Student Center at [My.maricopa.edu](http://My.maricopa.edu)



- Click *Login* on [My.maricopa.edu](http://My.maricopa.edu)
- Enter your *Maricopa Enterprise ID (MEID)*
- Enter password
- Click *Sign in*
- Click *Student Center*

1. Click *Add a Class* under *Academics* tab
2. Select *Term* (semester), *Program* (credit/non-credit), and *College* from the drop down menu
3. Select *Search for Class* or enter *Class Number*
4. Click *Select Class* button for open classes
5. Click *Next*
6. Click *Proceed to Step 2 of 3* or repeat steps to add additional classes
7. Click *Finish Enrolling* when done adding classes

## MAKE A PAYMENT

1. Click *Make a Payment* under *Finances* Tab
2. Use credit card or select payment plan option
3. Print payment confirmation

## VIEW GRADES

1. Click *Grades* under *Academics* tab
2. Most recent grades will display
3. Select *Change* button to view grades from other *Terms* (semesters) or *Locations*, then click *Continue* button
4. Click *Printer Friendly Version* box
5. Right-click mouse to print form

## UPDATE MY CONTACT AND ADDRESS INFORMATION

1. Access tabs under *Personal Information*
2. Update information
3. Click *Save*
4. Click *Ok*

## GET HELP

- Click the *Help* link in the online Student Center
- Click *Help* tab on [My.maricopa.edu](http://My.maricopa.edu) for tutorials, search features and more.
- Call 1.888.994.4433, available 24 hours a day, 7 days a week

Scan the tag to visit the  
Get Started - Steps to Success



Get the free mobile app at  
<http://gettag.mobi>

## Student Support Services

### Hannelly Center Enrollment Center (HC), Upper Level

**Admissions and Records/Welcome Center (HC)** 602.285.7777  
 Provides assistance with admissions (complete Student Information Form), registration, and obtaining student records.

**Advisement & Transfer Services (HC)** 602.285.7777  
 Provides assistance with planning academic goals, scheduling classes, university transfer, interpreting placement scores for appropriate course selection, evaluating transcripts (unofficial), and planning for graduation. NOTE THAT SOME AREAS REQUIRE SPECIAL ADVISING/ADMISSIONS.

**Career Services (HC 113)** 602.285.7420  
 Provides resources to help you make informed career decisions including: computerized career assessments/inventories, current labor market information, resume preparation, interviewing techniques, job search strategies, job listings, career fairs, and the Maricopa Career Network - PC's free online job listing service.

**Cashiers/Fiscal Office (HC)** 602.285.7522

**Contact Center (HC 127)** 602.285.7777

**Disability Resources & Services (HC 120)** 602.285.7477  
 Provides support services, accommodation, and equipment for students with disabilities and Vocational Rehabilitation clients.

**Financial Aid & Scholarships (OSEC)** 855.622.2332  
 For scholarship information visit [www.phoenixcollege.edu/scholarships](http://www.phoenixcollege.edu/scholarships)

**International Student Services (HC 127)** 602.285.7424  
 Assistance with International admissions, I-20 applications, academic and English as a Second Language advisement, registration assistance, Citizenship/Immigration Services referrals, unofficial graduation evaluation, International Student Orientation.

**Recruitment & Retention (HC)** 602.285.7415  
 Offers campus tours by appointment and provides orientation, beartrax sessions and program information regarding admissions, assessment, and enrollment.

**Veterans Services (HC)** 602.285.7504  
 Provides assistance with educational benefits and registration.

### Hannelly Center (HC), Lower Level

**Counseling (HC 034)** 602.285.7392  
 Appointments recommended for assistance with the following: career and educational decision making, assistance with personal problems, managing stress and test anxieties, unofficial graduation evaluations, career/interest testing, financial aid, and excessive credit evaluation.

**REACH/TRiO Program (HC 019)** 602.285.7741  
 Special support for: financial assistance recipients, students whose parents did not receive a college degree, students that need academic support, and GED recipients.







**Testing Center (HC 012)** 602.285.7844  
 The ACCUPLACER and CELSA tests are used as guides for proper course placement.

### Other Student Resources and Services

**Bookstore/Follett (HB)** 602.285.7489  
**Family Care & Head Start Center (FCC)** 602.285.7291  
**Honors Program (HB)** 602.285.7305  
**Public Safety (Parking Garage, NE corner)** 602.285.7254  
**Student Life & Leadership (SU)** 602.285.7231  
**Success Center (B, Room 228)** 602.285.7486

## Campus Map and Legend

- |     |                                     |     |                             |
|-----|-------------------------------------|-----|-----------------------------|
| A   | Building                            | OS  | Osborn Site (OSE, OSW, OSS) |
| AD  | Administration Offices              | PSB | Building                    |
| ART | Fine Arts Building                  | R   | Dental Programs Building    |
| AU  | Bulpitt Auditorium                  | SU  | Student Union               |
| B   | Building                            | T   | John Paul Theatre           |
| C   | Building                            |     |                             |
| D   | Building                            |     |                             |
| DB  | Dalby Building                      |     |                             |
| E   | Noble Engineering Sciences Building |     |                             |
| F   | Building                            |     |                             |
| FCC | Family Care & Head Start Center     |     |                             |
| G   | Gymnasium, North & South            |     |                             |
| H   | Building                            |     |                             |
| HB  | Honors/Bookstore                    |     |                             |
| HC  | Hannelly Center                     |     |                             |
| L   | Fannin Library                      |     |                             |
| M   | Building                            |     |                             |
| N   | Building                            |     |                             |
| O   | Maintenance & Operations            |     |                             |

-  ATM
-  Bear's Brew Coffee Bar
-  Cafeteria & Café Oso
-  Disabled Parking
-  Faculty & Staff Parking
-  Public Safety

