

# DUAL ENROLLMENT



## Get Started with Dual Enrollment—Your Step-by-Step Guide

Ready to Earn College Credit While in High School? Follow these steps to enroll in college and earn credits in your high school class that count toward your future education.



### Before You Begin—What You'll Need

To make the process smooth, have these documents ready and tasks completed:

#### 1. Identification & Lawful Presence Documents

You'll need an accepted form of ID for authentication and verification. Some options include:

- ✓ High School ID + U.S. Birth Certificate
- ✓ Arizona Driver's License, Permit, or ID Card (unexpired, non-limited)
- ✓ U.S. Passport/Passport Card (unexpired and signed)
- ✓ Valid Permanent Resident Card

View the complete [list of acceptable IDs](#).

#### 2. Proof You Meet Admissions Requirement

- ✓ Self-report your unweighted 2.0+ high school GPA on the Dual Enrollment Class Form  
OR
- ✓ Take the [EdReady](#) College Reading placement test (recommended score: 75+)

#### 3. Course Placement Documents (If Required)

Some courses require **one or more placement documents/assessments**, such as:

- ✓ Unofficial High School Transcript (11th & 12th grade only)
- ✓ SAT, ACT, or official AP score reports
- ✓ EdReady or Accuplacer test results

Check the [Dual Enrollment Course Placement Chart](#) to see what your classes require.

Review the [list of college courses](#) offered at your high school and the class prerequisites.

Take note of the following: **High School, Term, Subject Area, Catalog Number, Class Number**  
(Example: My High School, Spring 25, ENG, 101, 12345)

## Step 1: Create an Account & Get Admitted

If you're a **returning student**, proceed directly to **Step 3**.

1. Create an **account**. (This applies only to first-time Dual Enrollment students.)
2. Select the **High School Students** option and apply as a Dual Enrollment student.
3. Select the **Maricopa Community College** that is offering your dual enrollment courses.
4. After applying, you'll receive your **MEID (Maricopa Enterprise ID), Student ID number, and Maricopa email**—keep these handy to sign into various systems!

MEID (example: MAR1234567) \_\_\_\_\_  
Password (example: mJ0ns!e981924) \_\_\_\_\_  
Student ID number (example: 33333333) \_\_\_\_\_  
Maricopa email (example: yourMEID@maricopa.edu) \_\_\_\_\_



**Important:** To meet admission requirements, you'll need at least a **2.0 unweighted high school GPA** or an **EdReady College Reading placement test score of 75+**.



## Step 2: Set Up Duo Two-Factor Authentication

To keep your account secure, you must set up Duo two-factor authentication before accessing your Student Center and student email.

- ✓ Download the Duo Mobile app (Apple or Google Play).
- ✓ Follow the setup instructions using your Maricopa student email.
- ✓ Log in to your [Student Center](#) and start using Duo when prompted.

## Step 3: Complete Your Dual Enrollment Forms



**Forms take 10-20 minutes to complete and cannot be saved, so plan accordingly!**



Visit your [Student Center](#), log in using your Maricopa email and password to access these required forms by clicking the [Student Forms](#) tile. (Contact your college's Dual Enrollment office for assistance.)

Click the **High School Dual Enrollment tile** to access the following forms:

- **ID Authentication Form** – Upload your identification documents (only required for first-time Dual Enrollment students).
- **Under-18 & FERPA Release Form** – If you're under 18 and a first-time Dual Enrollment student, your parent or legal guardian must complete a portion of this form.
- **Dual Enrollment Class Form** – You must complete this form to register for classes. First-time and returning students must complete this form (available July 2025).
  - ✓ Upload any supporting documentation or complete the required [EdReady](#) placement or Accuplacer test (if applicable).
  - ✓ Review the [high school college course list](#) to determine if classes have prerequisites.
- **Check the Course Placement Chart to confirm what your classes require.**

Some courses require placement documentation. Be sure to:

  - ✓ Upload your Unofficial High School Transcript (for 11th & 12th graders).
  - ✓ Submit SAT, ACT, or official AP score reports if applicable.
  - ✓ Complete the EdReady or Accuplacer placement test if required.

**After submitting this form, you will be registered for your courses as long as you have met the prerequisites.**

## Step 4: Pay Tuition & Fees

**Pay online**, over the phone, or in person at your college's Student Business Services office.

- ✓ To pay online, log into your [Student Center](#).
- ✓ Click the Financial Account Tile.
- ✓ Click Make a Payment and select View Payment Options.

*Note: Your college may have different tuition rates based on your high school district. For more information, visit your college's Dual Enrollment website from the main [Dual Enrollment page](#).*



**Need help with tuition?** You may qualify for the [Maricopa Grant](#). Check with your college for deadlines!



**Contact your college's [Student Business Services](#) office for payment assistance.**

**Questions?** Contact your [Dual Enrollment Office](#)—we're here to help!