

# DUAL ENROLLMENT



## First-Time Students • REGISTRATION STEPS

As a first-time Dual Enrollment student, you'll need to follow these steps: Get admitted to a Maricopa Community College, set up Duo two-factor authentication, visit your Student Center to complete the first-time Next Steps form, register for classes, and pay your tuition and fees.

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

- [Acceptable forms of identification](#) (e.g., AZ driver's license or state ID, high school ID, birth certificate)
- 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.

\_\_\_\_\_ is taking dual enrollment classes(s) through

\_\_\_\_\_ Community College(s).

For questions or concerns, please contact your Dual Enrollment office at: \_\_\_\_\_.

### ALL STEPS HAVE TO BE COMPLETED BY:

\_\_\_\_\_

## 1 | Get Admitted

1. Select the **High School Students** option and click **Get Started**.
2. Create a student account.
3. Select your Maricopa Community College. *Dual Enrollment classes may be offered at more than one college at your High School. Complete process for every college that applies to you.*
4. When you finish your application, you will receive:

**MEID** (Maricopa Enterprise ID) and Password (e.g., ABC1234567)

\_\_\_\_\_ Student ID number (e.g., 33333333)

\_\_\_\_\_ Maricopa email (e.g., MEID@maricopa.edu)

\_\_\_\_\_

## 2 | Set up Duo Two-Factor Authentication

Duo is Maricopa Community Colleges' two-factor authentication service, providing an extra layer of security to protect against hackers, cyber threats, and any unauthorized access to sensitive data.

*Be advised that this step must be completed before accessing your student email account, Student Center, Next Steps form, etc.*

1. Download the **Duo Mobile** app from Apple or Google Play store.
  - a. Go to the [Duo website](#) to learn more options if not using a smartphone.
2. Follow the Duo Mobile set-up instructions. Your student email account (**MEID@maricopa.edu**) is required.
3. Add your phone number.
4. Choose your device.
5. Log in to your [Student Center](#).
6. Start using Duo two-factor authentication when prompted through your device choice.

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

## 3 | Complete the First-time 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 **First-time Next Steps Form**.
3. Complete the form. You will be prompted to fill out 6 pages, which includes Submitting your ID, College Readiness and Admission, 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 **First-time Next Steps Form** has been manually reviewed and verified by a staff member. This process takes up to 10 business days (Monday-Friday).

## 4 | Register for Classes

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

1. Visit your [Student Center](#) and log in using your **MEID@maricopa.edu** and your Password.
2. Click on the **Manage Classes** tile.
3. Click on **Class Search** and **Enroll** in the menu.
4. Select your Maricopa Community College and the term for which you are registering. To check your class information [click here](#).
5. In the search bar, enter the 5-digit class section number and **click** enter. Use the enter key or **click** the arrow button to the right.
6. If everything looks correct, **click** the arrow on the far right.
7. Click **Enroll** from the drop down menu and click **Submit**. This process can be repeated for multiple classes.

## 5 | Pay Tuition and Fees

**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: \_\_\_\_\_

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.

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](http://www.maricopa.edu/non-discrimination).