

Enrolling in Dual Enrollment is an exciting step towards the future, it can be challenging. This resource will help you and your student through the process. Please have your student download the First-Time Students or Returning Students Complete Guides, located on our [website maricopa.edu/dual](https://maricopa.edu/dual).

## How do we apply and register for Dual Enrollment?

### 1 | Apply at Maricopa Community Colleges

1. Apply to Become a Student. Visit the webpage: [maricopa.edu/become-student](https://maricopa.edu/become-student).
2. Select the **High School Student** option OR select **Returning Student** if your child is already in our system as a student.
  - Students must register at each Maricopa college where they plan to take a class.
  - Use the student's full legal name and contact information (phone, address, email).
  - Write down their Maricopa Enterprise ID (MEID) and Password for future use.

**Why Do I Include the Student's Social Security Number (SSN)?** An SSN simplifies account management, tax forms, student aid, and transcript ordering. It also allows you to reset your password and find your MEID.

*The student must be admitted to the college before proceeding with the following steps.*

### 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. 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 Next Steps Registration Form

1. Click the **Student Center** icon, and look for the High School Dual Enroll Forms tile. Visit the webpage: [maricopa.edu/students](https://maricopa.edu/students).
  - You'll need the student's state-issued ID or birth certificate, high school ID, and the classes they want to register for.
  - Complete either the First-time or Returning Next Steps, depending on the student's status.
  - The college's review of the Next Steps form can take up to 10 days.
  - Some colleges encourage self-registration for courses, while others will register your student.
  - Deadlines vary, so check your college's website.

### 4 | Pay for College Classes

1. Click on the **Student Center**, and click the **Financial Account Tile**. Visit the webpage: [maricopa.edu/students](https://maricopa.edu/students).
  - You may also pay over the phone or in person.
  - Pay in full or set up a payment plan, which requires a \$40 down payment followed by monthly payments.
  - Tuition payment deadlines vary by college, so check the college's website.
  - Dual Enrollment students can get financial assistance by **applying for a Maricopa Grant** at each college they will attend. Visit the webpage: [maricopa.edu/dual-funding](https://maricopa.edu/dual-funding).



# Earn College Credit While Studying at High School!

## What is Dual Enrollment?

In Dual Enrollment, high school students can earn community college credit and high school credit at the same time. Your high school teacher is Dual Enrollment-certified and you may transfer your college credit to any Maricopa Community College or to a public in-state university. Dual Enrollment credits can be used towards a degree program certificate or transferred to an in-state university.

## What Are the Benefits of Dual Enrollment?

- **Prepare for College** — You'll get to experience the academic expectations of college courses in the reassuring environment of your high school classroom. It's a fantastic opportunity to experience higher education without worrying about adjusting to college life on a busy campus.
- **Save Money** — Tuition is a **LOT LESS EXPENSIVE** at Maricopa Community Colleges than at a university. Taking Dual Enrollment classes can save you a ton of money, especially if you plan to attend a university later. Did you know we have over 40+ university partners to make transferring easy?
- **Save Time** — Because you're getting a head start earning college credits, you can complete your two or four-year degree or certificate program once you graduate high school.

## Participating In Dual Enrollment

- **Who Can Participate?**  
Certain classes may be restricted by grade level. Talk to your high school counselor for more information about Dual Enrollment, available courses, and applying.
- **How Do I Enroll?**  
Your high school will distribute Dual Enrollment information, including instructions on applying for admission, testing requirements, and registration forms. Again, your high school counselor will be able to give you more information.
- **How Much is Tuition?**  
Currently, at \$97 per credit hour, our tuition is among the lowest you'll find. It's a fantastic value and can save you tens of thousands of dollars over the course of earning a degree. You may qualify for a Dual Enrollment grant or other tuition assistance based on financial need.

## Dual Enrollment Contacts

Dual Enrollment registration deadlines vary by college. Talk to your counselor, visit the college's website, or contact their Dual Enrollment staff for help.

**Maricopa Community Colleges (District Office)**  
[maricopa.edu/dual](http://maricopa.edu/dual)

**Chandler-Gilbert Community College**  
480.732.7006  
[cgc.edu/dual](http://cgc.edu/dual)

**Estrella Mountain Community College**  
623.935.8900  
[estrellamountain.edu/students/dual-enrollment](http://estrellamountain.edu/students/dual-enrollment)

**GateWay Community College**  
602.286.8195  
[gatewaycc.edu/dual-enrollment](http://gatewaycc.edu/dual-enrollment)

**Glendale Community College**  
623.845.4821  
[gccaz.edu/dual-enrollment](http://gccaz.edu/dual-enrollment)

**Mesa Community College**  
480.461.6360  
[mesacc.edu/dual](http://mesacc.edu/dual)

**Paradise Valley Community College**  
602.493.2920  
[paradisevalley.edu/dual](http://paradisevalley.edu/dual)

**Phoenix College**  
602.285.7642  
[phoenixcollege.edu/dual-enrollment](http://phoenixcollege.edu/dual-enrollment)

**Rio Salado College**  
480.517.8080  
[riosalado.edu/early-college/dual-enrollment](http://riosalado.edu/early-college/dual-enrollment)

**Scottsdale Community College**  
480.423.6271  
[scottsdalecc.edu/dualenrollment](http://scottsdalecc.edu/dualenrollment)

**South Mountain Community College**  
602.243.8302  
[southmountaincc.edu/dual-enrollment](http://southmountaincc.edu/dual-enrollment)

## Need Help?

- Visit the Dual Enrollment webpage ..... [maricopa.edu/dual](http://maricopa.edu/dual)
- Contact the Dual Enrollment office for your college ..... [maricopa.edu/dual](http://maricopa.edu/dual)
- Duo Questions ..... 1-888-994-4433 (24/7 support).
- Retrieve a forgotten Maricopa Enterprise ID (MEID) ..... [maricopa.edu/meid](http://maricopa.edu/meid)
- Reset your password online or call the Helpdesk ..... 480-731-8632 or [maricopa.edu/meid](http://maricopa.edu/meid)
- Explore the Student Center on the Students page for more valuable tools ..... [maricopa.edu/students](http://maricopa.edu/students)
- Reactivate MEID ..... [admissions.maricopa.edu/ID/Reactivate/](http://admissions.maricopa.edu/ID/Reactivate/)
- Maricopa Student Email ..... [maricopa.edu/students/technical-support/student-email](http://maricopa.edu/students/technical-support/student-email)

## Helpful Tips

- Use a scanner or phone to create a color file of your documentation on a flat surface
- Entire document must be visible (all 4 corners) and legible
- Name file as ID Card, Birth Certificate, Score Report etc.
- Passport must be signed
- IDs cannot be expired