



New Dual Enrollment students start with Step 1. Continuing Dual Enrollment Students, skip to Step 2.

1. GET ADMITTED

Create MEID (User ID) Account and Apply for Admission

Log onto admissions.maricopa.edu and click START NEW APPLICATION. Follow the instructions. At the "Welcome to the Student Admissions Application" click GET STARTED, and follow instructions.

Please note: In order to complete your student admission application, you must click on **SAVE & NEXT >** after each page.

You will be prompted to submit ID. Acceptable forms of identification:

- State-issued driver's license, identification card, instruction permit
- U.S. Passport or passport card
- High school ID **and** birth certificate (a hospital record/certificate and certified Abstract of Birth are **not** acceptable)

If you are not able to Apply for Admission online, complete the Student Admission Application (attached) and attach copies of citizenship and proof of Identification.

*To qualify for in-state tuition, provide a copy of an acceptable document of citizenship/legal status. Examples of acceptable documents, maricopa.edu/residency/docs.php

Please take note of your login (MEID), Student ID number and password for future use.

MEID (User ID):

(Used for logging into Maricopa Student Tools)

Student ID Number:

(For registration, testing and academic support)

Maricopa Email:

(Activate your email at google.maricopa.edu. You are responsible for all communication in your Maricopa email. Please check often and keep your password in a secure place.)

Maricopa Helpdesk: 1.888.994.4433 (for technical assistance)

2. TAKE THE PLACEMENT TEST

Testing is offered at your high school, check with your high school. Math and English Composition courses require a college placement test. Other courses may require a reading placement test. A college student ID number and picture ID is required for testing. To prepare and study, use sample questions at accuplacer.collegeboard.org

Refer to the Dual Enrollment High School Class Schedule for testing requirements.

3. SUBMIT REGISTRATION FORM

Due By September 15, 2017

Submit a completed, signed, three-part Dual Enrollment Registration Form to the GCC Dual Enrollment Office. See your high school teacher or career specialist for the form. To see which classes are available for dual enrollment at your high school go to: gccaz.edu/dual-enrollment. LATE REGISTRATIONS ARE NOT ACCEPTED.

4. FINANCIAL RESPONSIBILITY and CONSENT FOR STUDENTS UNDER THE AGE OF 18 FORM

If you are under 18 years of age, you and a parent/guardian must complete and sign the form.

(Form attached to the registration form.)

5. PAY TUITION AND FEES

Due By September 22, 2017

Students who do not pay their tuition in full or sign up for the official payment plan by the due date will be dropped from their dual enrollment classes. Instructions for the payment plan are attached. This is the last date to request a 100% refund. LATE PAYMENTS ARE NOT ACCEPTED.

DID YOU KNOW...

- You can forward your Maricopa email to a personal email account (google.maricopa.edu)
- You can check your Message Center, class schedule and payment information at my.maricopa.edu

*Tuition assistance is available based on eligibility and funding is limited. Completed applications are first-come, first-serve. To download an application, go to: gccaz.edu/dual-enrollment and click on Maricopa Grant. Completed applications are due to GCC Dual Enrollment Office by August 25, 2017. Do not fax or email. Personal Information Update - Log into your Student Center and under your To Do Items, complete the Personal Information Update each semester.

Website: gccaz.edu/dual-enrollment
Phone: 623-845-4821
Email: dualenrollment@gccaz.edu

GCC Main - 6000 West Olive Avenue
Glendale, AZ 85302



GLENDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Dual Enrollment Frequently Asked Questions

What is dual enrollment?

It's an opportunity for eligible high school students to earn lower-division college credit during their regular high school classes. The credits are treated the same as regular college credit, and are transferable to other Maricopa Community Colleges, Arizona's state universities, and many out-of-state colleges. To see Maricopa's transfer partners log onto www.gccaz.edu/dual-enrollment

What are the benefits of dual enrollment?

Since you're already in the class, why not get college credit for it? You can also save money through community college tuition rates and having your textbooks provided by your high school.

Who is eligible to enroll?

Dual enrollment students must be attending a participating high school and meet the general eligibility requirement of meeting proficiency on the AZMerit or PSAT 93 (2014 and earlier), PSAT 720 (2015 and future) or SAT 930 or ACT 22 or completion of the Reading Accuplacer test. English and math classes require a qualifying placement test score. See GCC's Dual Enrollment Course Prerequisites for more information.

Dual Enrollment or Advanced Placement?

Dual enrollment and advanced placement courses are both good options for students. The difference is dual enrollment students receive a grade and credit for the work performed throughout the year. These credits usually transfer to the student's college of choice as direct course equivalents. Advanced Placement classes require students to pass the AP test to earn college credit. Credit is awarded solely on the students' performance on this one exam and may transfer to college only as an elective credit. Refer to your college's catalog on how AP credit is accepted.

What if I don't pass the placement test?

You can take the placement test again 24 hours after the original test. A third test is allowed no sooner than three months from the oldest test date.

How much does dual enrollment cost?

The in-state, in-county tuition rate is \$86 (in-state) per credit hour. There is an additional \$15

registration fee per semester for each college you do dual enrollment through. (Tuition is subject to change). See your high school dual enrollment schedule for the exact cost of dual enrollment class(es).

What if I don't want to do dual enrollment after signing up, or I change my schedule?

It is the student's responsibility to drop the class through one of the following methods:

1. Email the Dual Enrollment office at dualenrollment@gccaz.edu with your name, college ID number, high school, and the class you want to add, drop, or change.
2. Call the Dual Enrollment office at 623-845-4821 to request to be dropped from your class(es).

What happens if I don't pay tuition?

Failure to set up an official payment plan or pay tuition in full by the semester deadline will result in students being automatically dropped, without notification, from class(es).

Why should I activate my Maricopa email?

Students are responsible for communication sent to your Maricopa email. You may forward your Maricopa email to an email account you frequently check.

What's the difference between my MEID and my college ID number?

Think of your MEID as your user name to access free online services with the college. You'll use it to log into my.maricopa.edu, access your student email, access online library databases and more. Your college ID number is used to identify your unique student account when corresponding with college staff and registering for classes.

I forgot my MEID (User ID) and college ID number. How do I find them?

For your MEID: go to my.maricopa.edu, click the Student Center icon, then click the "forgot your MEID?" link.

For your college ID number: go to my.maricopa.edu, click the Student Center icon, then log in with your MEID (User ID) and password. Scroll down to the Personal Information section, and click "Demographic Data." The first item listed next to ID is your college ID number.



GLENDALE COMMUNITY COLLEGE

OFFICIAL PAYMENT PLAN SCHEDULE FOR FALL 2017
Low Down Payment • Smaller Monthly Payments • Interest Free Payment Plan

Payment Plan Options	Payment Plan Option Expires	Down Payment	Number of Payments	Payment Schedule
1	August 24, 2017	40%	4 Payments	September - December
2	September 22, 2017*	50%	3 Payments	October - December

IMPORTANT NOTE:

***Dual Enrollment deadline to sign up for the payment plan is Friday, September 22, 2017.**

To avoid being dropped from your Dual Enrollment class, Official Payment Plan must be established from your online Student Center at my.maricopa.edu by your tuition due date of Friday, September 22, 2017.

Note – Payment Plan Instructions are on the reverse side of this flyer.

For more information, please contact GCC’s Cashier’s Office at 623-845-3589, or the Dual Enrollment Office at 623-845-4821.

Payment Methods

- Automatic bank payment withdrawal from a checking or savings account.
- Automatic charge to a credit/debit card.

Cost to Participate

- \$20 non-refundable enrollment fee per semester.
 - \$30 fee each returned payment.
- (If the payment for the enrollment fee is returned for any reason, the payment plan will be terminated.)*

*Please note: A payment plan remains active for the length of the class, are specific to each term and may include as many as 6 monthly payments per semester. Charges posted to your student account throughout the class length, such as a library fine or any other assessed fee, will cause a change in your scheduled payment amount or reactivate accounts that are at a \$0 balance.



Glendale Community College and the Maricopa County Community colleges are EEO/AA Institutions

Credits	Maricopa County Residents	Maricopa County Residents (Peoria Unified School District Only)	Non-Resident Living in Arizona
1	\$86	\$73	\$327
2	\$172	\$146	\$654
3	\$258	\$219	\$981
4	\$344	\$292	\$1308
5	\$430	\$365	\$1635
6	\$516	\$438	\$1962
7	\$602	\$511	\$2289
8	\$688	\$584	\$2616
9	\$774	\$657	\$2943

OFFICIAL PAYMENT PLAN INSTRUCTIONS

If you have not already activated your MEID, you will be required to do so in order to set up the official payment plan. Begin with Step A. If you have already activated your MEID, go to Step B.

A. How to Activate My MEID

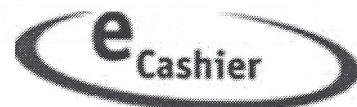
1. Open an internet window and in the address bar type **my.maricopa.edu** and press the {Enter} key.
2. Under "Technical Help," select "Create or Reactivate MEID (MAW)." Follow instructions provided.
4. Write down your MEID and password.
5. Once you have your MEID and password, return to **my.maricopa.edu**. Under "Student Tools," select "Student Center."
6. Type in your MEID and password.
7. Click on the "Sign in" button. Now go to Step B.2.

**Once you are signed in, you will be on your Student Center page. You are able to view grades, request transcripts, set up the official payment plan, etc.

B. How to Set up the Official Payment Plan

1. Go to **my.maricopa.edu** ; click on the "Student Center" and log in with your MEID and password.
2. Scroll down to the Finance section and select: "my payment options/manage my payment plan."
3. Disable pop-up blocker before choosing a payment option. Once you select the "Setup/Manage Payment Plan," a new window will appear. Proceed to set up the payment plan.
*If a new window does not appear, verify that pop-up blockers are turned off.
4. Follow instructions to create the Official Payment Plan.
5. Make sure to check the box stating you have read and understand the terms and conditions of the payment plan and select the green "Authorize" radial button. You will then receive a confirmation page, print for your records.

NBS/FACTS customer service representatives are available by phone at (800) 609-8056. Monday through Thursday, 7:30 am to 7 pm (Central Time), and Friday, 7:30 am to 5 pm (Central Time) or by email at info@factmgt.com





Check the box in front of the college or skill center to identify where you plan to attend.

- Chandler-Gilbert Estrella Mountain Gateway Glendale Mesa Paradise Valley Phoenix Rio Salado Scottsdale South Mountain Estrella Mountain - Southwest Skill Center Gateway - Central City/Deer Valley

APPLICANT INFORMATION

Student ID# Term of Enrollment: Fall Spring Summer Year

Legal Name First Middle Last

Date of Birth MM/DD/YYYY Legal Sex Gender Identity

SSN# Your Social Security Number (SSN#) will not be used as your primary student identification number...

CONTACT INFORMATION

Address Apt#

City State Zip

Telephone Number Home Cellular

By checking this box, I give permission to the Maricopa Community Colleges to send SMS text messages...

Email Address Home Other

VERIFICATION OF LAWFUL PRESENCE FOR RESIDENCY/TUITION CLASSIFICATION*

* These questions are asked for the purpose of determining tuition. Pursuant to A.R.S. §§1-502, 15-1802, 15-1802.01, 15-1803...

- US Citizen Permanent Resident: Alien Registration# Refugee or Asylee: Alien Registration# Foreign Non-immigrant with Visa: Country of Citizenship Specify Visa type Alien Registration/I-94 Number Lawful Presence Otherwise Documented: Specify document(s) AZ Department of Motor Vehicle License or AZ Photo ID Number: Does not Apply: I am not requesting in-state tuition (skip this section)

DEMOGRAPHIC INFORMATION

RACE/ETHNICITY*

Table with 4 columns: Question, Primary Y/N, Percentage, Ethnic Group/Tribe. Rows include Hispanic/Latino, American Indian/Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White.

** Voluntary information used to comply with Federal Reporting and has no effect on admission to the college. This information will not be used for any discriminatory purpose.

Information Release - FERPA

Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights and Privacy Act of 1974)? Yes No

PREVIOUS EDUCATION

Previous College *(check highest level completed)*

Associate Degree Bachelor Degree Master Degree No College or University Some College while enrolled in HS Some College no degree

High School Status *(check one box)*

Currently Enrolled High School Name _____ State _____ Expected Completion Date _____

FIRST GENERATION COLLEGE STUDENT

Have either of your parents completed a Bachelor's Degree? Yes No

LANGUAGE BACKGROUND

What was your first language? _____ What is your current primary language? _____

MILITARY

Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply:

I am a current member of the US Armed Forces Yes No
I am a dependent of a member of the US Armed Forces Yes No
I am a former member of the US Armed Forces Yes No

VEHICLE EMISSIONS AGREEMENT

In accordance with Arizona Statutes 15-1444 and 15-1449, I hereby certify that my vehicle as required by Arizona Revised Statute 49-542 has passed a vehicle emission test. I also understand that false certification of this affidavit constitutes a class 2 misdemeanor in Arizona.

If I fail to comply with the above, I understand that I am prohibited from parking on college property and my vehicle is subjected to removal at my expense.

I acknowledge the above statement I do not park on campus

RESIDENCY

Final residency decisions for tuition purposes will be made in accordance with A.R.S. 15-1801 and regulations of the Maricopa Community College Governing Board.

Will you reside in Arizona at the time of attendance? Yes No If no, what state? _____

What date did your present stay in Arizona begin? Month _____ Day _____ Year _____

In what Arizona county do you reside? _____

If Maricopa, what date did you move to this county? Month _____ Day _____ Year _____

What Arizona county did you reside in prior to moving to Maricopa County? _____

Are you seeking admission under special Admissions Programs (Western Undergraduate Exchange or Rio Military)? Yes No

If yes, in which state do you currently reside? _____

EDUCATIONAL PLAN

Select a primary reason for attending this college:

Current high school student taking courses (dual or concurrent enrollment) Personal interest
 Current university student taking courses to meet university requirements Take courses for job skills
 Earn a degree/certificate for transfer to another college or university (do not intend to earn a degree/certificate)
 Earn a degree/certificate to enter or advance in the job market Take courses to transfer (do not intend to earn a degree/certificate)

ACADEMIC PLAN

What academic plan do you intend to earn from this college?

Degree Name: Dual or Concurrent Courses Code: 7111 **Certificate** Name: _____ Code: _____

REQUIREMENTS AND DISCLOSURES

- I acknowledge that I have read the Maricopa Tuition and Fees Policy and the Maricopa Refund Policy. I understand that I am responsible for all tuition and fees related to my enrollment in the Maricopa Community Colleges.
- If you are a student under the age of 18, additional permission will be required by a parent or guardian to enroll in courses, and accept responsibility for tuition and fees. Prior to enrollment in classes, please contact the Admissions, Records and Registration office at the institution you are interested in attending to provide the necessary consent.
- I swear under penalty of perjury that the document(s) I will submit to determine lawful presence in the United States are true and the information I provide on the form is true and complete.
- I certify that the answers on this application are true, correct, and complete.

Signature of Student _____

Date _____

ALL OF THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND IN COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974. THE ACT'S PROVISIONS ARE EXPLAINED IN THE GENERAL CATALOG.

For crime statistics reported under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, please visit www.maricopa.edu/safety. Policies can be found online through www.maricopa.edu or you may request a copy from Admissions and Records.