



DUAL ENROLLMENT STEPS

1 GET ADMITTED

1. Create a student account and apply for admissions
2. Select Chandler-Gilbert Community College as the primary college you plan to register
3. When you finish your application, you will receive:

MEID: _____
Student ID Number: _____
Maricopa Email: _____

[Download and set up Duo, two-factor authentication, before you can log into any Maricopa System](#)



Apply for Admissions
maricopa.edu/become-student



Download & Setup Duo App for Account Login Security
maricopa.edu/duo

2 COMPLETE THE DUAL ENROLLMENT NEXT STEPS FORM

1. Select Chandler-Gilbert Community College as the Primary College
2. Submit document(s) to verify identity and prove lawful presence
3. Provide proof of meeting college's general admission requirement
4. Complete Student Consent Form
5. If you are under the age of 18, your parent/guardian will need to complete Parent/LegalGuardian Consent Form
6. Electronically sign and submit form for review

Once your information has been processed, you'll receive an email from dualenrollment@cgcc.edu to all of the email addresses listed on your Next Steps Form to notify you if additional information is needed and how to enroll in classes. **Please allow 10 business days for processing.**



Dual Enrollment Next Steps Form
maricopa.edu/next-steps-dual-new



Deadline to Submit For Fall: September 15
Deadline to Submit For Spring: February 11

3 DETERMINE ELIGIBILITY TO ENROLL IN CLASSES

Students are required to meet the college's general admission requirements AND college prerequisites for the classes they wish to enroll in.

College's General Admission Requirements

Students must have at least one of the following:

1. High School ACT Aspire ELA score of Ready or Exceeds
2. High School PSAT score of 720 or higher
3. High school SAT score of 720 or higher
4. High School ACT composite score of 12 or higher
5. Completion of any [EdReady Placement](#)
6. Unweighted, cumulative GPA of 2.6 or higher (Juniors and Seniors only)

To view what [college prerequisites](#) are required to be eligible to enroll in your dual enrollment course(s), you will need to view the prerequisites listed on your high school's dual enrollment class list. EdReady placements are taken online and are not proctored or timed. If you do not get the score you need, or you want to increase your score in EdReady, you can work through the study plan provided.



View Class Lists
cgcc.edu/dual



Take EdReady Placements
maricopa.edready.org/home



Submit Placement Documents
maricopa.edu/placement

4 ENROLL IN CLASSES

1. Once you've received a Ready to Enroll email from the Dual Enrollment Department, you can enroll in your dual enrollment classes
2. Log into your Student Center using your MEID@maricopa.edu and password
3. Click Manage Classes tile
4. Click Class Search and Enroll listed on the left-hand navigation
5. Select Chandler-Gilbert Community College and the term you are registering for
6. In the search bar, enter the 5-digit class number. Use the enter key or click the arrow button to the right
7. Verify the class is the one you want. If everything looks correct, click anywhere on the class row or the arrow on the far right
8. In the Action drop-down menu, click Enroll, then click Submit
9. To add more classes, repeat steps
10. If you are unable to self-enroll in your class(es) and you meet the college prerequisites, please click **HERE** to view if your high school has a CGCC High School College Advisor that you can contact. If not, contact Dual Enrollment for assistance at dualenrollment@cgcc.edu



Enroll in Classes
maricopa.edu/students

5 PAY TUITION & FEES

Payments are made to CGCC. Payment can be made:

- Online in your Student Center. Pay in full or set up a payment plan
- By phone at 480.732.7312. College Student ID number required

Check your Student Center for the refund deadline for your classes. Refund policy [HERE](#)
Tuition assistance is available for those who qualify. The application deadline is September 15, 2023



Make a Payment
maricopa.edu/students



Tuition Assistance Application
(English)



Tuition Assistance Application
(Spanish)