Completing the Dual Enrollment Next Steps Form
Academic Year 2022-2023

Step 1: Before students begin they need to complete the Maricopa Online Admissions to create an MEID and password account. To complete that, go to: admissions.maricopa.edu and select “Get Started” under the High School Dual Enrollment/Concurrent Enrollment column.

If students already have an MEID and password, they can proceed to Step 2.

Step 2: Go to https://bit.ly/dualallinone22 Proceed to sign in with MEID@maricopa.edu and password. Pay attention to the account you use, you may need to click “add an account” first.

Step 3: Students should proceed with filling out next steps form.

Note: Students have 45 minutes to complete the grant before it times out.

Part A: Student Information and College Information-
The greyed-out boxes are information automatically pulled from their student application.

Primary College: Estrella Mountain Community College
Enrollment Term: Fall 2022 (August-December), Spring 2023 (January-May)

If you have any questions, or need any additional assistance, please reach out to our Dual Enrollment Office at (623) 935-8900 or at dualenrollment@estrellamountain.edu

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Part B: Identification Verification

Student have the option of uploading:
- High School ID and US Birth Certificate
- Arizona Driver's License, Instruction Permit, or ID card
- US Passport/Passport Card
- Foreign passport with a United States visa
- US Military card
- US Permanent Resident Card
- Tribal ID
- High School ID
- US citizenship and immigration services employment authorization document or refugee travel document
- Matricula Consular
- Any current, valid, government issued photo ID
- Other International Government Identification


Step 4: Students must meet appropriate course readiness and course placement requirements before enrolling.

Placement varies on courses. Visit https://www.estrellamountain.edu/students/testing-services for more detailed placement information.

Juniors and Seniors (11 or 12)
- Option 1: Unweighted GPA of 2.6 or higher (Transcript upload is SUGGESTED but NOT required)
- Option 2: Appropriate EdReady Course Placement

Freshman and Sophomores (9 and 10): ALL students must take appropriate EdReady Course Placement regardless of GPA. (https://maricopa.edready.org/home)

Step 5: This section is used for students under 18. Students must have permission to enroll at MCCCD. This FERPA information section is asking if the student authorizes enrollment information to be released to the parent/guardian named on the next page. Select, “Yes” or “No”.

Create 4-digit pin AND share that with your parent. No information will be released without the correct pin.

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**Note Payment information below.**

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**Step 6:** Make sure parent is present to sign financial responsibility.

If students are over the age of 18, this section will be skipped.

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**Step 7:** Place EMCC course equivalent information below. Students should get this information from instructor. Or locate here: https://bit.ly/emccdualcourses22

**Term:** Fall 2022 and/or Spring 2023. If two semesters, use separate row for each semester.

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If you are taking dual enrollment classes at multiple colleges, check this box to complete your pre-approval form for those classes. (Ex: Taking classes at EMCC and Rio Salado).

If you are completing the All-in-one form, you may also see an option to complete the Maricopa Grant next.

**Step 8:** Type in student name to electronically sign the document. And select, “Sign Electronically” to submit.

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**Step 9:** Almost done! You have submitted the dual enrollment next steps form. Continue to monitor updates on your Maricopa student email and student center: https://www.maricopa.edu/students.

Wait for the dual enrollment team to process your registration form and update your account permissions in the system. Then you can enroll in your classes.
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Step 10: Congrats! You are ready to self-enroll into SIS. The dual enrollment team has taken care of all holds on your account.

How to Enroll in Classes via the Student Center

A. Go to your Student Center: https://redirect.maricopa.edu/student-center and log-in with your MEID and password. Select “Manage Classes”.

B. Select “class search and enroll”. Find your semester of enrollment and institution.

C. Enter your 5-digit Class number into the search bar and select the class once it populates below. If your results say “no class found”, check that the number entered is correct, and that you have selected the correct term and institution in the upper left corner. Confirm the class, then select the arrow or anywhere on that class row to continue. (If you do not see an arrow, then your account permissions have not been updated)

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D. Click the “Action” dropdown menu and select “enroll”.

If you get a green checkmark, then congrats- you are officially enrolled.

If you get a red checkmark, you are not enrolled due to one of the following reasons.

- You did not meet the pre-requisites for the class (ex: GPA, placement score, or required previous class).
- You have a hold on your account
- You have an unpaid balance on your account

E. If you are enrolling in a Spring class as well, return to step 10B and select the spring term, following steps 10B-10D.

How to pay for classes via the Student Center

In your Student Center home page, select the “Financial Account” tab. You will then be on the screen to make a payment. You will be directed to a third-party website.

Important Dual Enrollment Timelines for 2022-2023:

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2nd</td>
<td>Maricopa Grant Priority Registration Deadline</td>
</tr>
<tr>
<td>September 16th</td>
<td>Dual Enrollment Registration Deadline (Next Steps and Self-Enrollment)</td>
</tr>
<tr>
<td>September 23rd</td>
<td>Maricopa Grant Final Deadline</td>
</tr>
<tr>
<td>January 27th</td>
<td>Maricopa Grant Priority Registration Deadline</td>
</tr>
<tr>
<td>February 10th</td>
<td>Dual Enrollment Registration Deadline (Next Steps and Self-Enrollment)</td>
</tr>
<tr>
<td>February 27th</td>
<td>Spring Payment Deadline</td>
</tr>
</tbody>
</table>

Visit: https://www.estellamountain.edu/students/dual-enrollment for more information.

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

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