



Dual Enrollment Students

If you are a **first-time Dual Enrollment student**, the process will include applying for admissions to Glendale Community College, setting up Duo two-factor authentication, completing the Next Steps Form, self-registering for classes, and paying tuition and fees.

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

- Acceptable forms of identification (example: AZ drivers license or state identification, high school ID with U.S. issued birth certificate)
- [Review the school class list](#) and class prerequisites and take note of the following:
 - Term, Course, Class #, Class Hour, Instructor, Credits (example: Fall 2022, ENG 101, 12345, 1st hour, Jones, 3)
 - Documentation or assessment may be required for college course placement (example: High school transcripts, SAT/ACT scores, EdReady placement test).

First time students to college, begin with Step 1, returning students may begin with Step 2.

1 Apply for Admissions

1. Create a student account (admissions.maricopa.edu).
2. Select Glendale Community College for Spring 2024.
3. When you finish your application, you will receive:
 - MEID and password (example: ABC1234567)

 - Student ID number (example: 33333333)

 - Maricopa email (example: ABC1234567@maricopa.edu) All college communication is sent to this email

2 Complete the Dual Enrollment Next Steps Form by February 2, 2024.

1. Set up your DUO account.
 2. Select a Glendale Community College as your primary college.
 3. Determine college course placement: **Students must meet college class prerequisites** and provide proof or documentation, or will not be able to register for classes.
- For courses with college prerequisites, refer to the [class list offerings](#) for the appropriate placement assessment test required.

Log into the Next Steps form by using your MEID@maricopa.edu and password to complete the Next Steps form. You may need to approve your login via the Duo application.

Once logged in, attach a colored copy of an identification by selecting one of the following:

- Current Arizona Driver's License or
- Current Arizona Learner's Permit or
- Current Arizona State Identification Card or
- High school ID with U.S. Issued Birth Certificate (legible black and white copies will be accepted)
- Fill in GPA (juniors and seniors only) and upload your HS unofficial transcript if you are junior or senior.
- Upload SAT and ACT scores if applicable.
- If under 18, complete Financial Responsibility and Consent Form with parent/guardian. If you have a unique situation that prevents you from entering this information, please contact our office.

You will then be prompted to choose Glendale Community College, the term and enter your college courses. Verify your college courses via the Class List. Electronically sign the form and click submit.

Please allow 7-10 business days (Monday-Friday) to verify and review the Dual Enrollment Next Steps Form before completing Step 3, self-register. You will receive an email to your Maricopa student email account when you are approved to self-register.

3 Self-register for Classes by February 2, 2024,

West-MEC ONLY February 7, 2024

1. Once you've received an email approval to self-register, visit [Student Tools](#) and click on **Add a Class**.
2. Log in using your **MEID@maricopa.edu** (example: ABC1234567@maricopa.edu) and your password.
3. Select your Maricopa Community College and the term for which you are registering. To check your class information [click here](#).
4. 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.
5. If everything looks correct, click anywhere on the class row or the arrow on the far right.
6. Click **Enroll** from drop down menu and click **Submit**. This Process can be repeated for multiple classes.

4 Pay Tuition and Fees by February 14, 2024

To pay online: Students from GUHSD and Ridgeline Academy will pay at their HS Bookstore.

1. You can pay tuition, or sign up for the payment plan using [Student Tools](#) and click on **View Charges** or **Make a Payment**.
2. Click **Select View Payment Options**.
3. You may also pay over the phone or in-person at the college where you are dual enrolled. Please check your college Student Business Services for more information.
If you have additional classes with other colleges, you will need to set up the payment plan for each college. Lastly, there is a \$15 registration fee, per college, per semester (term).

Student Business Services, 623-845-3589, option 4

Last day to request a refund is February 16, 2024

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.

To set it up, please download the **Duo Mobile** app from Apple or Google Play store. Follow the screen instructions [Here](#) and use your student email account (MEID@maricopa.edu) and phone number.

Tuition assistance is available from the Maricopa Tuition Assistance Grant for those who qualify. You can apply for the Maricopa Grant ([English](#) | [Spanish](#)) to help with tuition costs. Maricopa Grant deadlines may vary by college to college.

Tuition Assistance is available based on eligibility and funding is limited. Apply online by visiting our webpage gccaz.edu/students/dual-enrollment

Priority Maricopa Grant Deadline January 26, 2024
Final Maricopa Grant Deadline February 2, 2024

If you applied and were approved for fall 2023, you do not need to submit a new application. If you have additional classes with other colleges, you will need to submit a new application for each college.

Go to <http://google.maricopa.edu/> to sign into your Maricopa Student email. All college communication is sent to this email.

GCC Dual Enrollment Contact Info:

Phone: 623-845-4821

Email: dualenrollment@gccaz.edu

<https://www.gccaz.edu/students/dual-enrollment>

If you would like someone to contact you about Dual Enrollment, scan the QRC and complete our interest form. A GCC representative will contact you with more information about Dual Enrollment.

