

Dual Enrollment Check List

All Steps Must be Completed by Due Date

New to GCC or Gateway

1. Get Admitted 1/31

- a. [Admissions Form](#) w/an [approved ID](#)
- b. Receive your MEID/Username and Password
- c. Download and set up the Duo App
- d. [Access College Email](#)

New and Returning Dual Enrollment Students

2. Determine [Course Placement](#) 1/31

- No Perquisite or
- GCC course or
- 11th & 12th graders GPA (student view- course history) or
- [EdReady Test](#)

3. Dual Enrollment Application (Next Steps) 1/31

[New Student](#) or [Returning Student](#)

- Upload or mark how prerequisite was met.
- Enter course information (teachers name, 5-digit course #, etc.)

4. Self-Register for class (Add a class) 1/31

GCC will email your MEID email when you have been approved to “register for the class.” This may take 5-10 days.

a. [Log into student portal](#)

- Manage Classes
- Add class using 5- digit course number

b. Check with teacher that you are on their “Roster”

5. Pay Tuition & Fees (deadlines vary- see [CeHS DE page](#))

- Apply for Maricopa Grant & AZTAP or
 - Email MIIngram@pusd11.net for a Free or Reduced lunch letter
 - [GCC Students Application](#) and/or [Gateway Student Application](#)
- Set up a [payment plan](#) (student center- financial account-make a payment) or
- Make a [one-time payment](#) (student center- financial account-make a payment)