

# DUAL ENROLLMENT

## STEP 1: [Get Admitted to GCC](#)

Students must select Dual Enrollment, Fall 2024 and Glendale Community College.

### First-time College Students Checklist for Creating your College Account (MEID)

- Colored Photo ID/Citizen Document**
  - Current Arizona Driver's license, permit, or ID card or
  - **Signed** current U.S. Passport/Passport Card or
  - Permanent resident card or
  - High School ID **with** U.S. Birth Certificate (black & white copy of Birth Certificate is acceptable)
- Social Security Number** (Optional)
  - Having SSN on your college account makes it simpler to unlock accounts, receive 1089-T Tuition Form for taxes and to order transcripts
- AZ Residency Date**
  - Born and Raised in AZ – use your date of birth
  - Moved to AZ – know the approximate month, day & year
- Full Legal Name** (do not enter in nick names)
- Mailing Address**  
Street Address + City + State + Zip Code
- Personal Email Address that you have access to**
- Admissions Placement:** Select one of the two options:
  - Take the [EdReady](#) College Reading Placement after you applied for admissions and received your Maricopa Student login (MEID).
  - Self-report an unweighted HS GPA of a 2.0 or higher on the Next Steps online form**\*Juniors and Seniors only** submit your unofficial H.S. Transcript showing unweighted GPA.
- Cell Phone**
  - Use to upload a COLORED picture of Government issued ID
  - Enter your college ID, MEID and student email as a note or contact for future reference
  - Set up Duo using Phone Number option. If you do not have a cell phone, see the GCC rep for a security key. You cannot move forward in the Maricopa systems without setting up Duo.

### Returning College Students Checklist for Accessing your College Account

- Cell Phone**
  - MEID and Password
  - Authenticate (approve) your login via Duo

**Continue to Steps 2 - 4**

## STEP 2: [Determine College Readiness and/or College Course Placement](#)

Refer to your [Dual Enrollment Class List](#) for your college course(s) prerequisite(s). If testing is required, complete the free online [EdReady](#) Placement Assessment. Please note, you can increase your EdReady score by working on your Study Path until you obtain the target score for your college course(s). First-time Maricopa Community College Students who are NOT taking a placement assessment for their Dual Enrollment class will be required to demonstrate college readiness for the purpose of admissions.

### **STEP 3: [Submit the Dual Enrollment Next Steps form](#)**

Complete the Dual Enrollment Next Steps form by listing all the GCC college course(s) you plan to register for. Review the [Dual Enrollment Class List](#) for your course information. **\*Juniors and Seniors only** submit your unofficial H.S. Transcript showing unweighted GPA. You should check your [Maricopa email](#) regularly to see if your form was unable to be processed due to missing items. Missing items must be submitted by the Next Steps form deadline. We will enroll you in the course(s). Please give us up to 10 business days to process your form and to enroll you.

### **STEP 4: Pay Tuition and Fees**

Tuition will generate in your Student Center once your Next Steps form has been approved and we have enrolled you in your class(es). [Payment options](#) are available within the [Student Center](#).

\*Funding is available for those that qualify. [Apply for the Maricopa Grant for Dual Enrollment](#), if eligibility requirements are met. All communication about Maricopa Grant approval will be sent to your [Maricopa email](#). Request your Free or Reduced lunch approval letter from your high school.

### **Deadline Reminders!**

We strongly encourage you to know all the deadlines and to make sure you meet them. We want everyone who is eligible to take advantage of this Dual Enrollment opportunity.

Next Steps Form Submission & Maricopa Grant Deadline	Payment Deadline
Friday, September 6, 2024	5 p.m. Wednesday, September 18, 2024

### **Helpful Links**

[Find your MEID](#)

[Frequently Asked Dual Enrollment Questions](#)

[Maricopa Email](#)

[Reactivate your MEID](#)

[Password Reset](#)



### **How to get in Contact with GCC Dual Enrollment**

Dual Enrollment Interest Form: <https://forms.gle/cuTRgjFBjd1evq5s7> or scan this code!

Email: [DualEnrollment@gccaz.edu](mailto:DualEnrollment@gccaz.edu)

Phone: 623-845-4821