

CHANDLER-GILBERT COMMUNITY COLLEGE

DUAL ENROLLMENT

Setting up your College Account and Applying for Admissions

Step 1 SET UP YOUR "MY.MARICOPA" ACCOUNT: (see step by step instructions below)

Go to www.My.maricopa.edu and click on [First Time Users Start Here](#) Follow instructions to obtain your Maricopa Enterprise ID (MEID), create a Password and a 8 (eight) digit College Student I.D. number. (Note: Your Password must have 1 Capital letter,1 number and not any form of your name)

Step 2 APPLY FOR ADMISSION TO CGCC: (wait 20 minutes after setting up your account)

Go to My.maricopa.edu and Click **Login**, enter your User ID (MEID), and Password. In your Student Center, scroll down to the **Admissions** section and click on **MCCCD Admissions** link. Select **Chandler-Gilbert Community College** as college of choice. Select **Degree and Credit Programs**. Select **Term** (Fall 2011) then "Click here to begin new enrollment process...", fill in the requested information. When you have filled in all the required fields log back into your Student Center and make sure you have been admitted to Chandler-Gilbert Community College.

Note: Please make sure you have your 8 (eight) digit **College Student I.D.** number (**not your MEID #**) that starts with a 3 (three), for testing.

If you have any problems setting up your account, please call Chandler - Gilbert's Admissions and Records Department at **480-732-7320**. They will be able to help you with all your questions.

APPLYING FOR ADMISSION TO CHANDLER-GILBERT COMMUNITY COLLEGE

If you have never set up an account through My.maricopa.edu at any Maricopa College you will need to complete Step 1 and Step 2 below. Otherwise proceed to Step 2.

Step 1: SET UP YOUR “MY.MARICOPA” ACCOUNT

Go to my.maricopa.edu

If you have never set up your student account, click on

First Time Users Start Here
Need a MEID and password to log in?

This will start the MEID Account Wizard. Check the appropriate box.

For students who have not taken a college course from any Maricopa College, any time

MEID Account Wizard (MAW)

Portal

The MEID Account Wizard (MAW) assists in creating or verifying a Maricopa Enterprise ID (MEID). The MEID is necessary to access the Online Student Center, Student Information System and Blackboard.

Please check all that apply:

- I am a current or previous Maricopa Community College District student and need to setup my MEID account for the first time.
- I have a Confirmation ID ([what is this?](#)).
- I am a new student and have never attended any Maricopa Community College or Skill Centers.
- I am a current Blackboard user and need to verify my MEID for the Online Student Center.
- I am a current or former Maricopa Community College District Employee.

Follow the steps in the MEID Account Wizard, including: **Step 1** - Identity Information, **Step 2** - Additional Information, and **Step 3** - Challenge Question/Answer setup. In Step 2 (Additional Information), you will set your password. Be sure to choose a password that is at least 8 characters, including at minimum **one capital letter, one lower case letter and one number**.

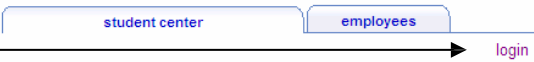
At the end of the MEID Account Wizard you will see a screen stating “Maricopa Enterprise ID Created.” **You will need your Maricopa Enterprise ID (MEID) and password to log in to your student account. Record these for future use.**

You will also see your **8-digit Student ID** (also referred to as 8-digit College ID). This is the number by which you are identified throughout the Maricopa Community College District, and **you will need it to register for classes. Record it for safekeeping.**

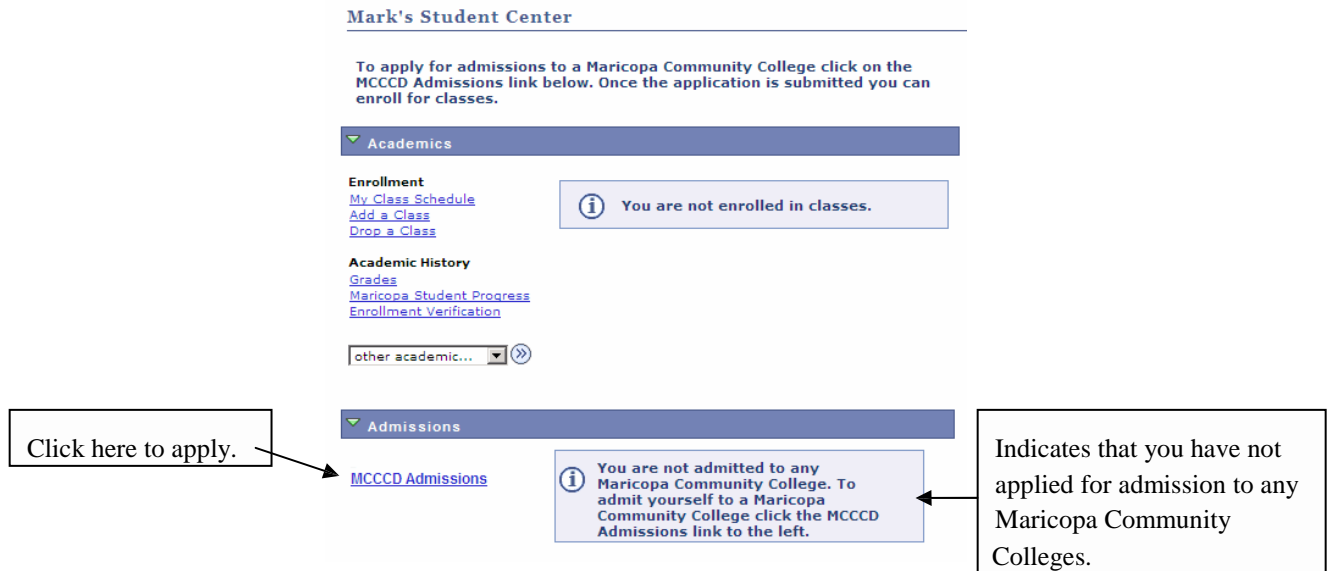
Step 2: APPLY FOR ADMISSION AT CGCC

You need to apply for admission to each community college you attend, but only once. Once you have been admitted to Chandler-Gilbert Community College you do not need to be re-admitted to take classes the following semester.

Go to my.maricopa.edu

Click on login 

Use the MEID and password you obtained during the setup of your student account to log in. You will see your Student Center. Click on **MCCCD Admissions**.




Mark's Student Center

To apply for admissions to a Maricopa Community College click on the MCCCD Admissions link below. Once the application is submitted you can enroll for classes.

Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Maricopa Student Progress](#)
[Enrollment Verification](#)

other academic... 

Admissions

[MCCCD Admissions](#)

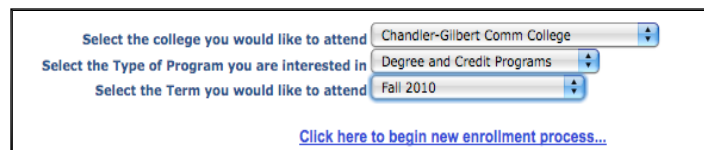
You are not enrolled in classes.

You are not admitted to any Maricopa Community College. To admit yourself to a Maricopa Community College click the MCCCD Admissions link to the left.

Click here to apply.

Indicates that you have not applied for admission to any Maricopa Community Colleges.

From the drop-down menus, choose your college (Chandler-Gilbert Community College), Type of Program (Degree and Cert Programs) and term (current semester), then click on **Click here to begin new enrollment process...**



Select the college you would like to attend

Select the Type of Program you are interested in

Select the Term you would like to attend

[Click here to begin new enrollment process...](#)

Read the information about citizenship documents, then click OK. **Please note that in order to be considered for in-state tuition you MUST submit to the college a document that confirms your citizenship or lawful presence in the United States.**

Complete the **Personal Demographics** screen, and then click Next.

The year you plan to graduate

Use to look up your high school.

Previous College: No college or university
 High School Status: Currently Enrolled in HS
 High School Country: USA United States
 High School State: AZ Arizona
 High School Name: Thunderbird High School
 Completion Date: 05/26/2009

Complete the **Military and Residency Information** screen. Please note that complete information is required in the residency section. Along with your citizenship status, the information in this section will determine whether you are eligible for in-state tuition.

Will you reside in Arizona at the time of attendance? Yes No
 When did your present stay in Arizona begin? 04/20/1997
 In what Arizona county do you reside? Maricopa
 When did you move to Maricopa County? 04/20/1997
 What was your most recent state of residence prior to AZ?
 What Arizona county did you reside in prior to Maricopa?

If you have always lived in Arizona, use your birth date.

Complete the **Citizenship/Driver's License Information** screen.

Citizenship Status
 Enter Your Driver's License Type

Leave blank if you do not have a driver's license/permit or State ID.

Complete the **Educational Goals, Academic Plans** screen.

Primary Reason for attending this college: Transfer to University/College
 Transfer College/University Name: University of Arizona
 College or university Area of Study: HCC Health Core Curriculum
 How did you hear about this college:

Most dual enrollment students will choose **Transfer to MCCC** or **Transfer to University/College**. If neither of these applies, choose **Personal Interest/Self Improve**.

Be sure to include an Academic Plan Code. If you are undecided about a college major, use **2000** for General Studies.

Click to see the complete list.

Your Catalog Requirements Term: Fall 2008 (Determines which Academic Plans you are eligible for)

Academic Plan Code	Plan Description	PlanType	Interest Code	Interest Description
2000	Associate in General Studies	Degree		

To Add Multiple Plans Please See An Advisor

CANCEL PREVIOUS NEXT

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Complete the Vehicle Emissions Agreement. Dual enrollment students choose “**I Do Not Park On Campus.**”

If you are under 18 you will receive a Warning message when you complete the admission process. Click OK. Dual enrollment students do not need to visit the college in person to enroll.

Mark's Student Center

To apply for admissions to a Maricopa Community College click on the MCCC Admissions link below. Once the application is submitted you can enroll for classes.

Message Center

Message Center

Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)

Academic History
[Grades](#)
[Maricopa Student Progress](#)
[Enrollment Verification](#)
[Test Scores](#)

other academic...

Admissions

MCCC Admissions

Colleges Currently Admitted To	
College	Academic Program
Chandler-Gilbert Comm College	Degree and Credit Programs

When you view your Student Center, you should now see evidence that you have been admitted to Chandler-Gilbert Community College.

NOTE: Dual enrollment students can use my.maricopa.edu to apply for admission, but they cannot register for classes online, for two reasons: 1) Most dual enrollment students are under 18 and need a parent’s signature to register, and 2) Dual enrollment courses are closed to the general public and will not appear on online course lists. **Dual enrollment students need to use hard copy registration forms to register for classes. Forms are available at the high schools or via our website www.cgc.edu/dual.**

Need More Help?

Call the Help Line at 1-888-994-4433, 24 hours a day, 7 days a week.

Call Chandler-Gilbert’s Admission Office at 480-732-7320, Monday through Thursday, 8:00 AM to 7 PM and Friday 8:00 AM to 2:00 PM.