



Enrollment Success Guide 2010-11

1 SET UP YOUR MY.MARICOPA.EDU ACCOUNT

(This can be done online anytime from anywhere.)
Go to my.maricopa.edu and click on "First Time Users Start Here." Follow instructions provided to obtain your **Maricopa Enterprise ID (MEID)** and **Password**, **student I.D.**, and **Maricopa email account**. This email will be used for all college communications. (Students who do not wish to use their social security number must complete a Student Information Form in person at Admissions and Records.)

2 APPLY FOR ADMISSIONS

- Go to my.maricopa.edu
- Click **Login**
- Enter your **User ID (MEID)**
- Enter your **Password**
- Click **Sign in** to go to your **Student Center**
- In your Student Center, click **MCCCD Admissions** under **Admissions**
- Select **Chandler-Gilbert Community College** as college of choice
- Select type of **Program** (degree and certificates or credit/non-credit)
- Select **Term** and continue with steps to complete admissions form.

NOTE: According to MCCCD policy and the Americans with Disabilities Act (ADA) Amendments Act of 2008, students are encouraged to self-identify with the Disabilities Resource Services office at 480.857.5188 or visit: www.cgc.edu/disability.

3 ACTIVATE YOUR MARICOPA EMAIL

- Go to www.my.maricopa.edu/google
- Enter your **MEID** and **password**
- This email will be used for all college communications and can be forwarded to your personal e-mail account.

4 TAKE THE PLACEMENT TEST AND COMPLETE PRE-ADVISEMENT (Allow three hours on campus)

To schedule an appointment for placement testing and pre-advisement, visit the website at www.cgc.edu/testing and click on **Online Appointment Reservation**. Students are required to provide **Photo ID** at time of testing and have your **Student ID Number**.

5 MEET WITH AN ADVISOR TO CREATE AN INDIVIDUAL ACADEMIC PLAN

- **All new students** are required to meet with an Academic Advisor to create an Individual Academic Plan. Visit: www.cgc.edu/advisement or call 480.732.7317 (Pecos Campus) or 480.988.8000 (Williams Campus). Bring your placement scores, student ID number, academic transcripts and questions.
- **Students who are undecided** upon a major should meet with a Career Advisor and take a career assessment prior to meeting with an Academic Advisor. Visit www.cgc.edu/careers or call 480.857.5211 for more information.

6 REGISTER FOR CLASSES AND NEW STUDENT ORIENTATION (NSO is required for all new students)

After meeting with your academic advisor and completing your Individual Academic Plan, to register for classes:

- Go to my.maricopa.edu
- Click **Login**
- Enter your **User ID (MEID)** and **Password**
- Click **Sign in** to go to your **Student Center**
- Click **Add a Class** under **Academics**
- Select **Term** (semester), **Program** (credit/non-credit), and **CGCC**
- Click **Search**
- Find your classes by **Course Subject**. Enter **Course Number** as listed on your Individual Academic Plan. For example, *Course Subject: AAA, Course Number: 115*.
- Select **Credit** under **Course Career** and continue with registration.

7 APPLY FOR FINANCIAL AID, SCHOLARSHIPS, AND/OR VETERANS ASSISTANCE

To apply for financial aid, scholarships and/or Veterans Education Assistance, visit the Financial Aid website at www.cgc.edu/aid. For more information call the Financial Aid Office: Pecos Campus 480.732.7311 and Williams Campus 480.988.8135.

8 PAY TUITION AND FEES

- **Online:** Login at my.maricopa.edu to your **Student Center**. Under **Finances**, click **Make a Payment**. Select **Pay by Credit Card**, **echeck** or **Pay by Payment Plan**
- **In Person:** At the Pecos Campus or Williams Campus Fiscal Office.
- **By Phone:** To pay by credit card, call the Pecos Campus at: 480.732.7312 and the Williams Campus at: 480.988.8132.
- **By Mail:** CGCC Fiscal Office Pecos Campus, 2626 East Pecos Road, Chandler, Arizona 85225-2499; CGCC Williams Campus, 7360 E. Tahoe Avenue, Mesa, Arizona 85212-0908.
- For more payment information, call the Fiscal Office: Pecos Campus 480.732.7312 and Williams Campus 480.988.8132.

9 ATTEND THE NEW STUDENT ORIENTATION SESSION FOR WHICH YOU REGISTERED ON: _____

10 BUY OR RENT TEXTBOOKS (NEW PER FALL 2010)

Purchase or rent textbooks for all courses except AET at the Pecos campus bookstore: 480.732.7350; or go online at www.bkstr.com. For AET: UND Aerospace call: 480.988.8117.

11 OBTAIN FREE STUDENT PHOTO I.D. CARD AND PARKING DECAL

Obtain your free **Student Photo I.D. Card** and **Parking Decal**, required for all students, at Public Safety: Pecos Campus Building M and at the Williams Campus Bluford Hall.





Individual Academic Plan

Name:	Catalog Year:
Major:	Degree:
Transfer University:	Goals:

TO DO LIST:

Prior to First Semester:

- Meet with an academic advisor and ask about a college success course (AAA115/AAA150/CPD150).
- Register for New Student Orientation (NSO) and your classes.

First Semester:

- Visit Career Services
- Meet with Academic Advisor or attend Faculty Advisement session

Second Semester:

- Meet with Academic Advisor

Third Semester:

- Meet with Academic Advisor

Fourth Semester:

- Meet with Academic Advisor

Semester/Year _____	CR	GR	Semester/Year _____	CR	GR
NSO- New Student Orientation	0				
* AAA115/AAA150/CPD150	1-3				

* Check with academic advisor.

Total Credits/Units _____

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Semester/Year _____	CR	GR	Semester/Year _____	CR	GR

Total Credits/Units _____

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Semester/Year _____	CR	GR	Semester/Year _____	CR	GR

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