

# CGCC Early College Programs

# Admission Steps

- 1 Save a PDF copy of your Current HS ID, State issued ID, U.S. birth certificate, or passport

  - Save a copy to your laptop or jump drive, preferably to the laptop or computer you will use to complete the admission application.
- 2 If you participated in Dual Enrollment or applied to Maricopa Community Colleges and have a MEID and student ID, please do not proceed.

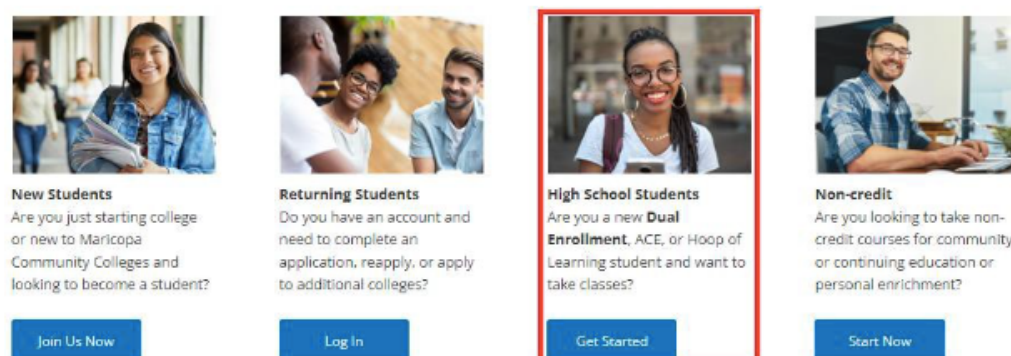
## Step 1:

Click here to start

<https://www.maricopa.edu/become-a-student>

## Step 2:

Click on "Apply Now" under the "First Time Dual Enrollment" heading.



## Step 3:

Starting a New Application.  
Select "no" to proceed to the next page

### Starting a New Application

Do you have a Maricopa:

- Email address
- Student ID number
- Or attended one of our colleges - Chandler-Gilbert, Estrella Mountain, Glendale, GateWay, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, or South Mountain

NO  YES  NOT SURE [\(Need Help? - Chat with Us\)](#)

## Step 4:

Create Student Account  
Enter your information for all of the required fields.

### Create Student Account

\* Indicates required fields

\*First Name:

\*Middle Name:   No middle name

\*Last Name:

Students under the age of 18 may be required to complete additional steps for enrollment.

\*Date of Birth:

Your Social Security Number (SSN) must be on file for tax, financial aid and veterans benefit processing. Your SSN will not be used to identify you as a student and will be kept confidential. For more information contact your campus Admissions & Records Office.

## Step 5:

The next page will provide your username.  
You will create your password on this step.

Please write your username and password down so you do not forget it.

Please take note of your UserName below. If you need to EXIT your application, your Username and Password will allow you to log back in and complete.

Username: LAR3152880

\*Create Password:

Your password:

- Must be at least 12 characters long
- Contain at least one lowercase and one uppercase letter
- Contain at least one number
- Contain one of these special characters: \_ ? \$ # ( ) . \* ^ ~ ' ! @ % & [ ] { } | ;

\*Confirm Password:

\*Account Recovery Question:

\*Account Recovery Answer:

## Step 6:

Personal Information  
Enter your information for all of the required fields

### Personal Information

\* Indicates required fields

Personal Information (Why do we ask these questions?)

\*First Name:  \*Middle Name:  \*Last Name:  Suffix:

Preferred Name:   No middle name

\*Country:

\*Address Line 1:

Address Line 2 (Optional):

\*Zip Code:  \*City:  \*State/Province:  \*Address Type:

## Step 7:

High School Information  
Enter your information for all of the required fields.

### High School Information

\* Indicates required fields

\*High School Name:

\*Expected Graduation Date:

\*Have either of your parents/guardians completed a Bachelor's degree?

Yes

No

I prefer not to answer

# Step 8:

Choose College and Term  
"Chandler-Gilbert CC - Fall 2023"

## Choose College and Term

\* Indicates required fields

Your responses to these questions will help clarify your intent and assign a point of contact to assist with advising and enrollment processes.

\*Primary College of Interest

Chandler-Gilbert Community College

\*When do you plan to begin taking classes?

Summer 2022

CANCEL/SHOW MY COLLEGES AND PROGRAMS

ADD TO MY APPLICATION

# Step 9:

My Colleges and Plans  
Review and select "Next".

"Yes, I'm ready to finish my application"

## My Colleges and Plans

If your application shows "Admitted" you are already active at that required college. You can exit the application and go to [my.maricopa.edu](http://my.maricopa.edu) to login to your Student Center and enroll. For assistance contact the Admissions, Records, and Registration office.

Term	College	Academic/Career Plan	Field Of Interest	Status	Action
Summer 2022	Chandler-Gilbert Community College	Dual/Concurrent Enrollment	Not applicable	Plan to Admit	Delete

Are all of the colleges and programs for your application shown above?

Yes, I'm ready to finish my application

No, I want to add another college and program

# Step 10:

Requirements and Disclosures  
Please read and agree to all required fields.

## Requirements and Disclosures

\* Indicates required fields

Financial Responsibility (Why do we ask these questions?)

Maricopa County Community Colleges Financial Responsibility Agreement

[Review the Maricopa Tuition and Fees Policy](#)

[Review the Maricopa Refund Policy](#)

\*Acknowledgement of the above

By checking this box, I acknowledge that I have read the Maricopa Tuition and Fees Policy and the Maricopa Refund Policy. I understand that I am responsible for all tuition and fees related to my enrollment in the Maricopa Community Colleges.

FERPA (Tell me more about FERPA)

\*FERPA NOTICE: The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the release of and access to educational records maintained by an institution of higher education. A student must authorize the release of information to any third party, such as a spouse or parent, whether over the phone, in person, or electronically. These records include, but are not limited to, Financial Aid, scholarships, tuition, Registrar records, and Academic Advising records. Without a student's written consent, Maricopa Community Colleges may not disclose information about a student's educational records, except as permitted under FERPA. In order to comply with FERPA regulations safeguarding educational records, a unique identifying code (FERPA PIN) will be required prior to giving out any confidential information over the phone to either the student or those authorized by the student to receive information. Those authorized will be required to provide the student's name, their relationship to the student and the FERPA PIN. Do you give permission for the college to release directory information related to your enrollment as per the Family Education Rights and Privacy Act of 1974?

Yes  
 No

To ensure that you are the only person who can authorize the release of information, you are required to choose a 4-digit PIN number to provide to MCCC Staff whenever you are requesting the release of information over the phone. Do not share this PIN number with anyone unless you want them to access your information.

\*Choose 4 Digit FERPA Pin Number

1111

Please write this PIN number down so you do not forget it.

Clery Disclosure

For crime statistics report under the Jeanne Clery Disclosure of Campus Security Information and Campus Crime Statistics Act, please visit the Maricopa Community Colleges Public Safety Crime Awareness and Prevention website.

[Read the Report](#)

Title IX Disclosure

The Maricopa Community College District has identified a Title IX Coordinator at each college. Name and contact information (email and phone) for each Title IX Coordinator can be found by accessing: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>

Photo Release Disclaimer

I acknowledge that the Maricopa Community Colleges (including its colleges and related entities) may photograph or video me and to use the photographs or videos for educational or promotional purposes in any type of media. The photographs or videos may not be used for profit without my express permission. I understand that I will not be paid or rewarded for providing this authorization.

# Step 11:

Please write down your Username and Password for future reference.

## Welcome to the Maricopa Community Colleges

Dear Spongebob,

Congratulations and welcome to the Maricopa Community Colleges. The selected colleges have received your admission application and are listed below. Print or write down your student account information, you will need these to register and seek support at your institution.

MEID	Student ID
SPO3128972	36894146

College	Phone #
Chandler-Gilbert Community College	(480) 732-7320

How do I get an official student email account and address?

Unfortunately your application was submitted without your ID Verification being successfully recorded, either because you chose to skip this step or the ID you submitted did not match your application.

No worries! While you cannot go back and change your application, there are options for you to complete ID Verification, either online or in-person at the Enrollment Services office of any Maricopa Community College. Once you complete ID Verification then you will be able to enroll and receive an official student email address.

Before continuing below, please take note of your MEID and Student ID now since you will not be able to return to this page. When you're ready, just hit Next Steps for more information.

Next Steps

# Step 12:

DUO Authentication - to be completed at a later time  
Do not submit your ID at this step, you will upload your identification in the "Next Steps"

## Next Steps in the Enrollment Process—High School Students

Two-factor authentication is now required to safely log in to some of your online tools. Go to [www.maricopa.edu/duo](http://www.maricopa.edu/duo) to learn more.

Note: You have not already verified your identity — you must complete this step before proceeding with the admissions process ([see acceptable forms of ID](#)).

Submit ID

## Dual Enrollment Students

You have successfully applied to the Maricopa Community Colleges. To continue the Dual Enrollment registration process, you must complete the **Next Steps** form. To do so, please have the following available:

- Your Maricopa Enterprise ID assigned to you in the application (e.g., BRExxxxxx) and your password
- An [acceptable form of identification](#)
- If you are in 11th or 12th grades, you will also be asked to submit your high school transcripts

Note: Processing of this form may take up to 10 business days.

Complete Dual Enrollment Next Steps

Scroll down to select the program you are applying for. (Select Dual Enrollment)

## Next Steps in the Enrollment Process — High School Students

Note: You have not already verified your identity — you must complete this step before proceeding with the admissions process ([see acceptable forms of ID](#)).

### Dual Enrollment Students

See Dual Enrollment Next Steps



### ACE Students

See ACE Next Steps



### Hoop of Learning Students

See HOI Next Steps

