

Admission Steps

- 1** Save a PDF of your current High School ID AND U.S. Birth Certificate or Signed U.S. Passport or Arizona Driver's License or Arizona Permit or Arizona ID to your computer or jump drive to be uploaded into your Admissions Application and Dual Enrollment Next Steps Forms.
- 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:

Go to cgc.edu/dual to start
Scroll down to "Steps for Dual Enrollment Students"

Step 2:

Click on the "+" sign next to "First-Time Dual Enrollment Student,"
click on Apply for admissions

The image shows two screenshots from a web application. The left screenshot shows a menu item with a plus sign and the text "First-Time Dual Enrollment Students". The right screenshot shows the "Step 1" page with the following content:

Step 1

[Apply for Admissions](#)

1. Create a student account. (Do not create multiple accounts)
2. Select Chandler-Gilbert Community College as your primary college.
3. When you finish your application, you will receive:
 - o MEID and password (example: ABC1234567)
 - o Student ID number (example: 33333333)
 - o Maricopa email (example: ABC1234567@maricopa.edu)

Step 3

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

The image shows a form titled "Starting a New Application". It asks "Do you have a Maricopa:" followed by a list of bullet points: "Email address", "Student ID number", and "Or attended one of our colleges - Chandler-Gilbert, Estrella Mountain, Glendale, GateWay, Mesa, Phoenix, Paradise Valley, Rio Salado, Scottsdale, or South Mountain". Below the list are three buttons: "NO" (highlighted with a red box), "YES", and "NOT SURE". There is also a link for "(Need Help? - Chat with Us)".

Step 4:

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

The image shows a form titled "Create Student Account". It includes the following fields and instructions:

- * Indicates required fields
- *First Name: Text input field containing "Cody"
- *Middle Name: Text input field containing "The" and a checkbox for "No middle name"
- *Last Name: Text input field containing "Coyote"
- Students under the age of 18 may be required to complete additional steps for enrollment. (with a close button)
- *Date of Birth: Text input field containing "06/19/2008"
- 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.
- Social Security Number (Optional) (Need Help? - Chat with Us): Text input field containing "**-**-1234"

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: COD2149162

*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:

Select One

Account Recovery Question is required.

*Account Recovery Answer:

Account Recovery Answer is required.

NEXT

Using a phrase is the best way to create a password, use a capital letter, a number and a special character.

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: Cody Middle Name: The Last Name: Coyote Suffix: Suffix

Preferred Name: Optional No middle name

*Country: United States

*Address Line 1: Required

Address Line 2 (Optional): Optional

*Zip Code: Required City: Required State/Province: Arizona Address Type: Home

Step 7:

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

DO NOT CLICK ON "SAVE & EXIT", ALWAYS CLICK NEXT

High School Information

* Indicates required fields

*High School Name: Select your High School
Please select the name of the high school you attended.

*Expected Graduation Date:
Please enter your expected high school graduation date.

*Have either of your parents/guardians completed a Bachelor's degree?
 Yes
 No
 I prefer not to answer

BACK ~~**SAVE & EXIT**~~ **NEXT**

Step 8:

Choose College and Term "Chandler-Gilbert CC - Fall 2024"

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?
Fall 2024

[VIEW ACTIVE COLLEGES AND PLANS](#) [ADD TO MY APPLICATION](#)

Step 9:

My Colleges and Plans

Review and select "Yes, I'm ready to finish my application", click Next

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 <https://www.maricopa.edu/students> 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
Fall 2024	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

[BACK](#) [SAVE & EXIT](#) [NEXT](#)

DO NOT CLICK ON "SAVE & EXIT", ALWAYS CLICK NEXT

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.

Conferment of Degree Acknowledgement

*I give the community college permission to award Associate's degree and/or certificates that I have earned, if appropriate, and notify me of the results without further intervention on my part.

Yes
 No

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 and the FERPA PIN.

Step 10: (continued)

You, the student, will choose your FERPA PIN. You will provide this FERPA PIN to anyone you authorize ON A FERPA RELEASE OF INFORMATION FORM to receive information from your education record.

Yes
 No

To ensure that you are the only person who can authorize the release of your FERPA-protected 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


DO NOT CLICK ON "SAVE & EXIT", ALWAYS CLICK NEXT

BACK ~~SAVE & EXIT~~ NEXT

Once you click on NEXT, this Processing sign will pop up. It may take a while.

Processing Your Application

Once complete this page will update shortly thereafter. Please be patient as we process your application. This process can take up to 10 minutes. Please do not refresh or close your browser during this process.



Change Password

You will be asked to change your password; you can use the same one you created.

Step 11:

This is your Student Information, take a picture or write it down for future reference.

Welcome to the Maricopa Community Colleges

Dear Cody,

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	Student Email
COD2149162	37098178	COD2149162@maricopa.edu ← Username

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

How do I get an official student email 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! You can complete ID Verification, either online in your Next Steps or in-person at the [Admissions and Records Office](#) of any Maricopa Community College. Once you complete ID Verification your official student email address will be activated.

Before continuing to the Next Steps below, please take note of your MEID, Student ID, and Student Email address now since you will not be able to return to this page.

Step 12:

On your Mobile Phone, download the DUO App

Step 2

[Set up Duo Two-Factor Authentication](#)



Duo Mobile
Security made simple
Duo Security

Duo is Maricopa Community Colleges' two-factor authentication service, providing an extra layer of security to protect against hackers, cyber threats, and any unauthorized access to sensitive data.

1. On your mobile device, download the app from the App Store or Google Play then click next.
2. Scan Code in Duo Mobile
 - a. Organization Maricopa County Community Colleges District Account Name – Add an Account Name (i.e., Maricopa County Community College)
 - b. Save.

Step 13:

Admissions: Submit a self-reported, unweighted, cumulative high school GPA of a 2.0 or greater. Students unable to self-report a high school GPA of a 2.0 will take the EdReady College Reading assessment with a recommended score of 75 or higher. This policy will not impact placement requirements for individual course(s)

1. Login at: maricopa.edready.org/home
2. If you are unable to upload your high school GPA, email your unofficial high school transcripts, to dualenrollment@cgc.edu (include your MEID,)

Step 14:

Complete Dual Enrollment Next Steps Forms in your Student Center. Login to Maricopa.edu/students or scan the QR Code below to complete on your smart phone

1. Upload your ID Authentication and Residency a) Ex. AZ Driver's License, AZ Permit, US Birth Certificate **AND** High School ID, US Signed Passport, etc...
2. Select high school grade level enter high school graduation date (day in May is estimated)
 - a. Freshman - May 20, 2028
 - b. Sophomore - May 20, 2027
 - c. Junior - May 20, 2026
 - d. Senior - May 20, 2025
3. 11th and 12th grade students: Upload unofficial high school transcripts and GPA
4. Complete Student Consent Form: FERPA, Proxy and Pin Number.
5. Parent/Legal Guardian Consent Form
6. Pre-Course Approval Form
 - a. Review high school class list at cgc.edu/dual -> High School Class Lists
7. Electronic Signature
8. Sign Electronically

Scan the QR Code
to complete the
Dual Enrollment
Next Steps Forms



9. Submit

- a. Review the PDF provided of your completed Next Steps Forms.

Step 15:

Complete required Placement and Prerequisites needed, by viewing your High School Class List. (Email dualenrollment@cgc.edu if you are wanting to enroll into Math, Physics or General Biology and you did not upload your unofficial high school transcripts into your Dual Enrollment Next Steps Forms).

1. Go to cgc.edu/dual -> High School Class Lists (left side of screen)
2. View High School Class list for the high school you are attending.
3. Select Dual Enrollment Courses next to your current high school.
4. Review Admissions, Placement or Prerequisites Needed (Column F).
5. Complete all requirements for each selected dual enrollment course.

BIO181

3.0 or higher unweighted, cumulative GPA (Juniors and Seniors only)

OR EdReady Critical Reading and Critical Thinking Score of 90+

OR ACT (Reading) Score of 22+

OR SAT (Reading & Writing) Score of 480+

CHM130/130LL

3.0 or higher unweighted, cumulative GPA (Juniors and Seniors only)

OR EdReady College Algebra Placement Score of 80+ **AND** EdReady Critical Reading and Critical Thinking Score of 90+

OR EdReady College Algebra Placement Score of 80 **AND** ACT (Reading) Score of 22+

OR EdReady College Algebra Placement Score of 80 **AND** SAT (Reading & Writing) Score of 480+

OR Permission of Instructor

Note: Students must register for both CHM130 and CHM130LL to receive full credit.

CHM151/151LL

Grade of "C" or better in CHM130 and CHM130LL **OR** One year of high School chemistry

And one of the following:

C or better in MAT151+

OR ACT (Math) score of 24+ **OR** SAT(Math) score of 560+

OR One year of HS Algebra II or College Algebra with B or better

OR Permission of Instructor

Note: Students must register for both CHM151 and CHM151LL to receive full credit.

MAT187

Grade of "C" or better in MAT 151

OR EdReady College Algebra Placement Score of 80+ **AND** one year of HS Algebra II or Pre-Calc with B or better

OR EdReady College Algebra Placement Score of 80+ **AND** ACT Math Score of 24+

OR EdReady College Algebra Placement Score of 80+ **AND** SAT Math Score 560+

MAT206

Grade of "C" or better in MAT141, MAT151, or MAT187

OR EdReady College Algebra Placement Score of 80+ **AND** One year of HS Algebra II or HS College Algebra or HS Precalculus with "B" or better

OR EdReady College Algebra Placement Score of 80+ **AND** ACT Math score of 24+

OR EdReady College Algebra Placement Score of 80+ **AND** SAT Math Score of 560+

OR Accuplacer Advanced Algebra & Functions Placement Score of 263+

MAT220/221

Grade of "C" or better in MAT187

OR EdReady College Algebra Placement Score of 80+ **AND** One year of HS Precalculus with "B" or better

OR EdReady College Algebra Placement Score of 80+ **AND** ACT Math score of 28+

OR EdReady College Algebra Placement Score of 80+ **AND** SAT Math score of 640+

OR Accuplacer Advanced Algebra & Functions Placement score of 276+

PHY111

Grade of "B" or better in MAT187

OR EdReady College Algebra Placement of 80+ **AND** "B" or better in Precalculus

OR EdReady College Algebra 80+ **AND** ACT Math Score of 28+

OR EdReady College Algebra 80+ **AND** SAT Math score of 640+

OR Accuplacer Advanced Algebra & Functions Placement Score of 276+

OR Accuplacer Advanced Algebra & Functions Placement Score of 263+

Step 16:

After you have completed your Dual Enrollment Admissions and Next Steps Forms, Dual Enrollment will process your forms and send an email to your personal email, Maricopa email and Parent's email, letting you know if any documents or Prerequisites are missing.

- If no additional documents are required, you will receive an email stating you are ready to enroll into your dual enrollment classes.
- Email dualenrollment@cgc.edu if you are unable to self-enroll for enrollment assistance