Admission Steps

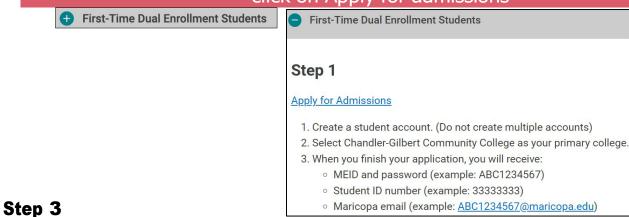
- Save a PDF of your current High School ID AND U.S. Birth Certificate or Signed U.S. Passport or Arizona Driver's License or Arizona Permit or Arizona ID to your computer or jump drive to be uploaded into your Admissions Application and Dual Enrollment Next Steps Forms.
- If you participated in Dual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

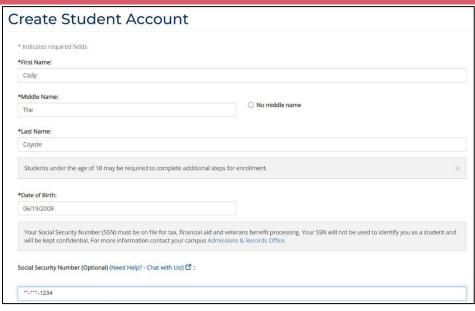


Starting a New Application. Select "No" to proceed to the next page



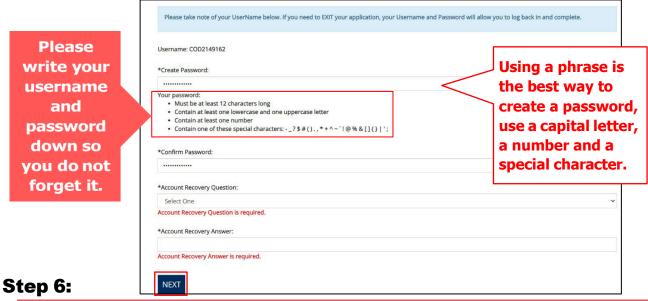
Step 4:

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

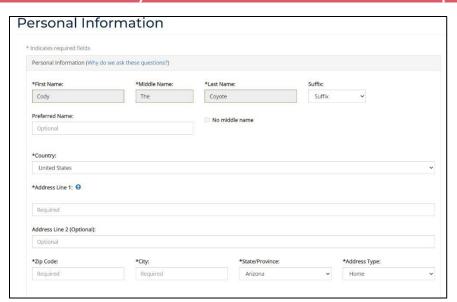


Step 5:

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

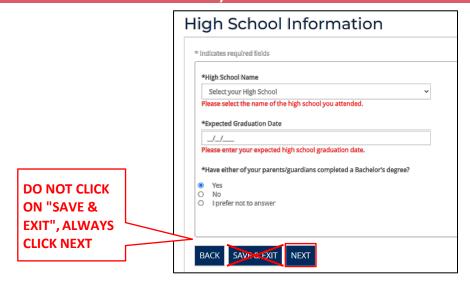


Personal Information Enter your information for all of the required fields

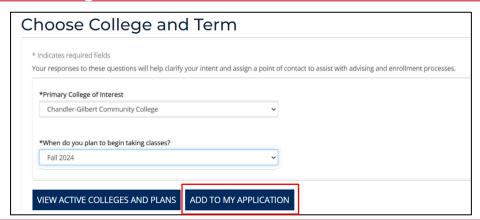


Step 7:

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



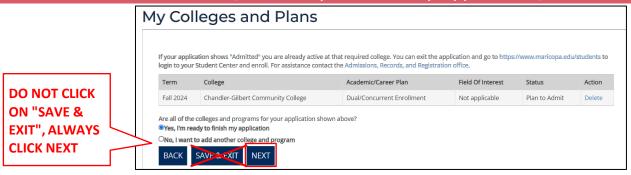
Choose College and Term "Chandler-Gilbert CC - Fall 2024"



Step 9:

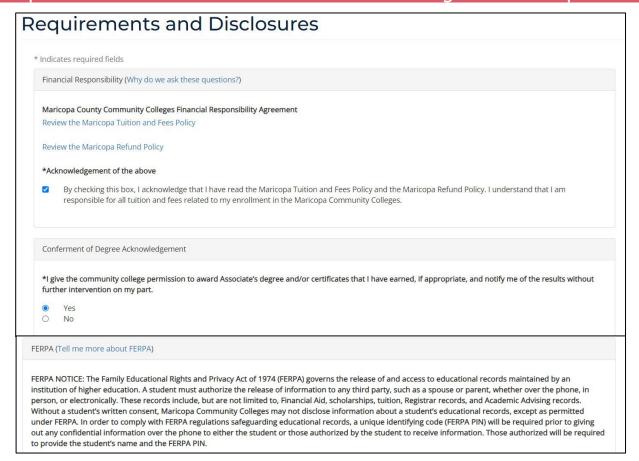
My Colleges and Plans

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

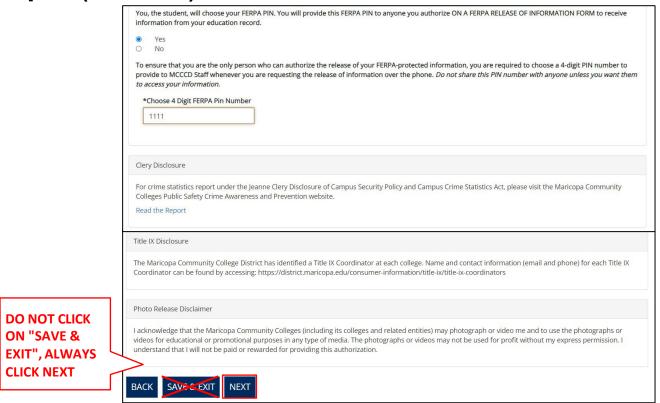


Step 10:

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



Step 10: (continued)



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

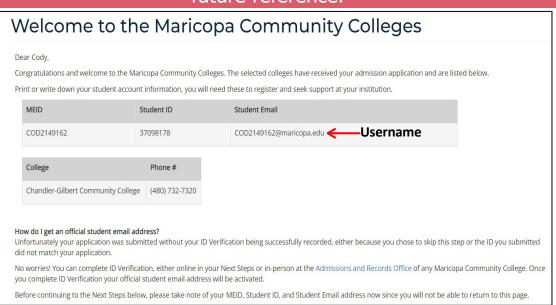


Change Password

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.



On your Mobile Phone, downloade the DUO App

Step 2

Set up Duo Two-Factor Authentication



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. After you download DUO:
- 2. Login to Maricopa.edu/students from your laptop or computer or exit out of DUO on your phone and go to your phone camera and scan the QR Code in Step 14 to complete your next steps forms on your smart phone. You are not scanning the QR code below through your DUO App.
 - 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 exit out of DUO on your phone and go to your phone camera and scan the QR Code below to complete your next steps forms on your smart phone. You are not scanning the QR code below through your DUO App.

- 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

Scan the QR Code from your phone camera after you exit DUO.



- 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

- 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.

Example Dual Enrollment Course Prerequisites

Visit your High School Class List at cgc.edu/dual for a complete overview of prerequisites

MAT187

C or better in MAT 151

OR EdReady College Algebra Placement Score of 80+ AND one year of HS Algebra II or 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 560+

OR Accuplacer Advanced Algebra & Functions Placement Score of 263+

MAT220/221

C or better in MAT187

OR AP Precalculus Score of 3 or higher

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+

CHM130/CHM130LL

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

PHY111

C or better in MAT187

OR AP Precalculus Score of 3 or higher

OR EdReady College Algebra Placement of 80+ AND one year of high school Precalculus with a C or better

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+

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