

New Dual Enrollment students start with Step 1. Continuing Dual Enrollment students, skip to Step 3.

1 CREATE MEID (User ID)

Log onto: maricopa.edu/MAW.

(You are responsible for all communication in your Maricopa email. Please check often. Make a note of your password in a secure place.)

MEID (User ID):

(To log into Maricopa student tools)

Student ID number:

(For registration and testing)

Maricopa email:

(Make a note of your password in a secure place.)

2 APPLY FOR ADMISSION

Go to my.maricopa.edu. Click on the Student Center icon under Student Tools. Log in with your MEID (User ID) and password, scroll down to the bottom and click "Apply for Admission." Select the college you will take dual enrollment classes from. Select "Credit" and the term.

3 SUBMIT IDENTIFICATION

Submit Proof of Identification (to be submitted by new students) by logging into: maricopa.edu/submit-id. ID submission required for Maricopa email activation.

*NOTE: If unable to submit an AZ drivers license, permit, state ID or U.S. Passport then submit a copy of your high school ID **AND** birth certificate (a hospital record/certificate and certified Abstract of Birth are **not** acceptable)*

4 TAKE THE PLACEMENT TEST

Math and English Composition courses may require a college placement test.

NOTE: A college Student ID number is required for testing. To prepare and view sample questions go to: accuplacer.collegeboard.org/student

5 SUBMIT REGISTRATION FORM

Due by: Friday, February 10, 2017

Submit your completed & signed Dual Enrollment Registration Form to your high school or directly to the GWCC Dual Enrollment Office (in the IE building).

LATE REGISTRATIONS ARE NOT ACCEPTED.

6 PAY TUITION AND FEES

Due by: February 17, 2017

The cost is \$86 (in-state) per credit plus a \$15 registration fee per semester. Some school districts may pay a portion of this tuition, please check with the Dual Enrollment Office or high school for details. Payment options include:

- Online at my.maricopa.edu
- In person at GWCC
- By phone at (602) 286-8277

Non-payment will result in being dropped. No refunds will be issued after 2/13/17.

Tuition assistance is available on a first-come, first-serve basis. Funds are limited and based on eligibility. Completed applications are due to the GWCC Dual Enrollment Office by January 27, 2017. Incomplete applications will not be accepted. Do not fax or email.

THINGS TO KEEP IN MIND:

Activate Student Email: Go to: google.maricopa.edu. Log in using your MEID and Password. This email address will be used for all college communication and should also be forwarded to your personal email account.

Check your email and Message Center (in your Student Center) frequently by logging on to: my.maricopa.edu.

CONTACT US:

Phone: (602) 286-8671

Email: dual@gatewaycc.edu

Website: <http://www.gatewaycc.edu/dual-enrollment>

GWCC Washington Campus: 108 N. 40th Street
Phoenix, AZ 85042

Dual Enrollment Frequently Asked Questions

What is dual enrollment?

It's an opportunity for eligible high school students to earn lower-division college credit during their regular high school classes. The credits are treated the same as regular college credit, and are transferable to other Maricopa Community Colleges, Arizona's state universities, and many out-of-state colleges.

What are the benefits of dual enrollment?

Since you're already in the class, why not get college credit for it? You can also save money through community college tuition rates and having your textbooks provided by your high school.

Who is eligible to enroll?

Dual enrollment students must be attending a participating high school and meet the general eligibility requirement of meeting proficiency on the AZMerit or PSAT 93 (2014 and earlier), PSAT 720 (2015 and future) or SAT 930 or ACT 22 or completion of the Reading Accuplacer test. English and math classes require a qualifying placement test score.

What if I don't pass the placement test?

You can take the placement test again 24 hours after the original test. A third test is allowed no sooner than three months from the oldest test date.

How much does dual enrollment cost?

The in-state, in-county tuition rate is \$86 (in-state) per credit hour. There is an additional \$15 registration fee per semester for each college you do dual enrollment through. (Tuition is subject to change). See your high school dual enrollment schedule for the exact cost of the dual enrollment class(es).

What if I don't want to do dual enrollment after signing up, or I change my schedule?

It is the student's responsibility to drop the class through one of the following methods:

1. Go to my.maricopa.edu and click on "Drop a Class" under Academics.
2. Come in person to the Dual Enrollment office Washington campus.

Only classes dropped before the semester payment deadline will remove tuition fees or initiate a refund for tuition already paid. Dropping a class after the semester payment deadline will result in a grade of W on your transcript, and you will still be responsible for paying tuition, or be ineligible for a refund if you've already paid tuition.

What happens if I don't pay tuition?

Failure to set up an official payment plan or pay tuition in full by the semester deadline will result in students being automatically dropped, without notification, from class(es).

Why should I activate my Maricopa email?

Students are responsible for communication sent to your Maricopa email. You may forward your Maricopa email to an email account you frequently check.

What's the difference between my MEID and my college ID number?

Think of your MEID (User ID) as your user name to access online services with the college. You'll use this to log into my.maricopa.edu and access your student email. Your college ID number is used to identify your unique student account when corresponding with college staff.

I forgot my MEID (User ID) and college ID number. How do I find them?

For your MEID: go to my.maricopa.edu, click the Student Center icon, then click the "forgot your MEID?" link.

For your college ID number: go to my.maricopa.edu, click the Student Center icon, then log in with your MEID (User ID) and password. Scroll down to the Personal Information section, and click "Demographic Data." The first item listed next to ID is your college ID number.



Term: _____

Date: _____

Initials: _____

Check the box in front of the college to identify where you plan to receive credit.

- Chandler-Gilbert Estrella Mountain GateWay Glendale Mesa
 Paradise Valley Phoenix Rio Salado Scottsdale South Mountain

PLEASE PRINT

Legal Name: _____ **Date of Birth (MM/DD/YYYY):** _____
Last First Middle HS Grade Level: 9 10 11 12

College ID # (Required) 3 _____ Email: _____
To locate your student college ID number, log in to your Student Center at my.maricopa.edu with your (MEID) and password, scroll down to the Personal Information section, and click "Demographic Data". Your student college ID number will be the first item listed at the top of the page.

Mailing Address/Apt. #/City/State/Zip Code: _____

High School Name: _____ Expected High School Graduation Date: _____
MM/YY

Term (example: Fall, Spring)	Year (example: 2012)	Course Prefix (example: ENG 101)	Class Number (example: 12345)	Instructor	Credits (example: 3)	College Cost	Additional College Cost	Student Cost
In-state tuition* is \$86 per credit hour, plus a \$15 registration fee. In some cases, your high school or other party may subsidize the rate per credit hour.					Registration Fee			
					Total Amount Due			

*To qualify for in-state tuition students must provide proof of lawful presence in the United States. According to Arizona law, students who are not citizens or legal residents, or who do not submit residency documents, will be charged out-of-state tuition. For more information go to maricopa.edu/residency.

STUDENT - PLEASE READ AND SIGN HERE:

I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents. I give permission to release Maricopa Community Colleges student information to my parents and/or legal guardian in accordance with Federal law.

Student Signature

STUDENT - PLEASE READ:

I give Maricopa Community Colleges permission to use automated messaging to communicate with me via email, phone, mail, or text. Yes No

Cell Phone Number
(If no Cell Phone put Home Phone)

Date

PARENT/GUARDIAN - PLEASE READ AND CHECK BOX:

I give Maricopa Community Colleges permission to communicate with my dual enrollment student using automated messaging via email, phone, mail, or text. Yes No

PARENT/GUARDIAN - PLEASE READ AND SIGN HERE:

As a parent or legal guardian, I give permission for the above named student to enroll in the course(s) listed above. I agree to pay for tuition and fees. I agree to notify the Dual Enrollment Office at the college of choice regarding changes in enrollment,

including dropping, adding, or changing classes. Failure to pay will result in the above-named student being automatically dropped from class(es) without notification. I understand that the above named student will be establishing a college academic record and will be required to report such enrollment to future colleges or universities. He/she will be subject to the course requirements, grading standards and attendance requirements established by the instructor in the course syllabus. I further understand that the above-named student will be subject to all of the requirements, policies, regulations, and deadlines defined in the College Catalog and Schedule of Classes.

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Email

Cell Phone Number
(If no Cell Phone put Home Phone)

Date

THIS BOX TO BE FILLED IN BY HIGH SCHOOL OR COLLEGE OFFICIAL

SAIS #: (Student Accountability Information System) (Required) _____

Check all that apply:

PSAT ≥ 93 SAT ≥ 930 ACT ≥ 22 AzMERIT ≥ Proficient ELA MATH

I have reviewed the information on this form, and certify that the student is eligible to participate in dual enrollment.

Signature of Official

High School Official MCCC Official

Date

Accuplacer Score:

WritePlacer _____
Elem. Algebra _____
College Algebra _____
Reading _____

AP Score:

ENG _____
Calc A/B _____
Calc B/C _____



Maricopa Community Colleges Student Declaration of Citizenship or Status

State law now requires that a person who is not a citizen or legal resident of the United States or who is without lawful presence is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. Although you have previously enrolled at this or another Maricopa Community College, it is important that you provide this information, even if you have been asked to provide similar information in the past.

Failure to provide the information requested below may result in your being now classified as out-of-state for tuition and fee purposes. The responsibility of providing the proper residency classification is placed upon the student. Any student who falsifies his/her residency may be subject to dismissal from the college and/or criminal action.

Only those with a lawful presence in the US may qualify for Maricopa County Community College District scholarships or federal financial aid. Any information you provide about your lawful presence when you apply for financial aid or scholarships may be subject to mandatory reporting to federal immigration authorities under Arizona law, A.R.S. §§1-501,1-502.

Student ID Number

Legal Name _____
(Last, First, Middle)

College _____

Date of Birth (mm/dd/yyyy) _____

Does Not Apply: I am not requesting instate tuition

United States Citizen

Permanent Resident Alien Registration Number _____

Refugee or Asylee Alien Registration Number _____

Foreign Nonimmigrant with Visa: Country of Citizenship _____

- Specify visa type _____ and
- Alien Registration Number or I-94 Number _____

None of the Above: Lawful Presence Otherwise Documented: Specify Document (s) _____

Arizona Department of Motor Vehicle License Number or AZ Photo ID Number _____ and
Date of Issue _____ Date of Expiration _____

I do not possess an Arizona Department of Motor Vehicle License or Identification Card.

By signing this declaration, I swear under penalty of perjury that the document(s) that I have submitted to demonstrate lawful presence in the United States are true and the information provided on this form is true and complete.

Signature of Student _____
Date

For additional information visit: www.maricopa.edu/residency. All of the information on this form is confidential and in compliance with the Family Education Rights and Privacy Act of 1974. The Act's provisions are explained in the General Catalog.



Maricopa Community Colleges
MARICOPA GRANT APPLICATION FOR DUAL ENROLLMENT STUDENTS
2016-2017 Academic Year

Only those with a lawful presence in the US may qualify for Maricopa County Community College District scholarships or federal financial aid. Any information you provide about your legal status when you apply for financial aid or scholarships may be subject to mandatory reporting to federal immigration authorities under Arizona law.

ALL QUESTIONS MUST BE ANSWERED for this application to be processed. Completed application must be submitted once per academic year, to the college(s) in which you are enrolling. Notification of award or denial will be sent to you after an eligibility evaluation.

STEP 1: Student Information

Name _____ SS# or 8-digit College ID _____
Address _____ City/State/ZIP _____
Home Phone (_____) _____ Email _____
Cell Phone (_____) _____ Name of High School _____

STEP 2: Proof of US Citizenship or Eligible Non Citizen Status

Students MUST submit one of the following documents in order to be eligible:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license or an Arizona Instruction Permit.
2. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States (A hospital record/certificate and certificate Abstract of Birth are not acceptable).
3. A United States certificate of birth abroad.
4. A United States passport.
5. A foreign passport with a United States visa.
6. An I-94 form with a photograph.
7. A United States citizenship and immigration services employment authorization document or refugee travel document.
8. A United States certificate of naturalization.
9. A United States certificate of citizenship.
10. A tribal certificate of Indian blood.
11. A Tribal or Bureau of Indian Affairs affidavit of birth.
12. Tribal members, the elderly and "persons with disabilities or incapacity of the mind or body," may submit certain types of documentation under Section 1903 of the federal Social Security Act.

STEP 3: Documentation of Financial Need

Please submit copy of signed 2015 Federal Income Tax Return or copy of unsigned 2015 Tax Return Transcript to document household income.

(Income Tax Return should be from the parent the student resides with for more than ½ of the calendar year)

1. Parents' and student's combined Adjusted Gross Income (If you didn't file taxes please mark N/A) \$ _____
2. Number of family members living in your household? (Include yourself) _____
3. If no federal tax returns were filed, please submit W2s and provide an award letter of household member's participation in any of the following federal benefits programs. Check all that apply.

Supplemental Social Security Food Stamps TANF WIC AHCCCS Free or Reduced Price Lunch

The Maricopa Grant is not a scholarship. It is a form of tuition assistance available to those students who demonstrate financial need. Proof of financial need does not guarantee funding. Awarding of the Maricopa Grant is based on the availability of funds.

STEP 4: Tuition Need

List the dual enrollment classes for which you plan to register this year. *(This is not your actual registration)*

Course	Credits

STEP 5: Signatures

By signing this application, I swear under penalty of perjury that the document(s) I submitted to demonstrate lawful presence in the United States are true and the information provided on this form is true and complete.

Applicant Signature

Date

Parent or Legal Guardian Signature

Date

Due to limited funds, completion of the application does not guarantee funding.

FINAL DEADLINE: Friday, January 27, 2017

Submit this application and supporting documentation with your registration packet at your high school, or deliver directly to the address below:

**GateWay Community College
Attn: Dual Enrollment
108 N. 40th Street
Phoenix, AZ 85034**

Please note, applications received through email or fax will NOT be accepted.

FOR OFFICIAL USE ONLY

HB2008 Documentation Submitted _____

Approve _____ Deny _____ Reason _____ Fund Code _____ Application Documented _____

Staff Member Signature/Date



Maricopa Community Colleges
MARICOPA GRANT APPLICATION FOR DUAL ENROLLMENT STUDENTS
 2016-2017 Academic Year

The MARICOPA Grant program is offered to eligible Arizona high school students attending Maricopa Community Colleges in Dual Enrollment Programs.

Student recipients must demonstrate “financial need” by completing the Maricopa Grant Application for Dual Enrollment Students and providing documentation of household income using the most recent year’s signed income tax return or copy of Tax Return Transcript from the parent or guardians. Financial need will be indicated if household income falls below 200% of the U.S. Department of Health and Human Services Poverty Guidelines.

U. S. Department of Health and Human Services 2016 Poverty Guidelines
Financial Need Indicated at 200% of Guideline

Persons in Family	Poverty Guideline	200%
1	\$11,880	\$23,760
2	\$16,020	\$32,040
3	\$20,160	\$40,320
4	\$24,300	\$48,600
5	\$28,440	\$56,880
6	\$32,580	\$65,160
7	\$36,730	\$73,460
8	\$40,890	\$81,780
For families/households with more than 8 persons, add \$4,160 for each additional person.		

- Under Arizona state law, a person who is not a United States citizen or who is without lawful immigration status may not receive tuition assistance through the Maricopa Grant Program. Only those with a lawful presence in the US may qualify for Maricopa County Community College District scholarships or federal financial aid. Any information you provide about your legal status when you apply for financial aid or scholarships may be subject to mandatory reporting to federal immigration authorities under AZ law.
- The Maricopa Grant may be applied toward resident tuition and registration fees in dual enrollment courses only. Students are responsible for all other fees and charges.
- The Maricopa Grant will cover a maximum of twelve credit hours per student per year for all Maricopa Community College dual enrollment courses.
- Students must complete the first semester in which they enroll with a grade of A, B, or C in order to be eligible to receive the Maricopa Grant for the following semester.
- Withdrawal from a course funded by the Maricopa Grant program after the last date for Official Course Withdrawal will disqualify a student for any future tuition assistance while in high school. A disqualified student may request reconsideration based on extenuating circumstances. The award of aid will be at the college’s discretion.



LIMIT FRUSTRATION AND MULTIPLE TRIPS . . . BRING THE RIGHT FORM(S) OF ID

Identification (ID) Requirements for MCCCDC Applicants

All Documentation Must Be Current, Valid and Legible*

✓ - YES

✗ - NO

DOCUMENTATION	LAWFUL PRESENCE	IDENTIFICATION (ID) AUTHENTICATION	TESTING
A foreign passport with a United States visa	✓	✓	✓
An Arizona driver's license issued after 1996 or an Arizona non-operating identification license or an Arizona Instructional Permit	✓	✓	✓
A United States passport (including passport cards)	✓	✓	✓
An I-94 form with photograph	✓	✓	✓
A United States citizenship and immigration services employment authorization document or refugee travel document	✓	✓	✓
A United States Permanent Resident Card	✓	✓	✓
A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States (<i>A hospital record/ certificate and certified Abstract of Birth are not acceptable</i>)	✓	✗	✗
A United States certificate of birth abroad	✓	✗	✗
A United States certificate of naturalization	✓	✗	✗
A United States certificate of citizenship	✓	✗	✓
A tribal certificate of Indian blood or tribal or Bureau of Indian Affairs affidavit of birth	✓	✗	✗
A United States Military ID card (active duty, reserve, and retired)	✗	✓	✓
Matricula Consular	✗	✓	✓
Tribal ID	✗	✓	✓
Current K-12 Student ID	✗	✓	✓
Most current, valid, United States government issued photo ID*	✗	✓	✓
Other International Government Identification	✗	✓	✗
College ID	✗	✗	✓

*Maricopa reserves the right to request additional documentation

06/2016



OFFICIAL PAYMENT PLAN SCHEDULE FOR SPRING 2017
Low Down Payment • Smaller Monthly Payments • Interest Free Payment Plan

Payment Plan Options	Payment Plan Option Expires	Down Payment	Number of Payments	Payment Schedule
1	December 23, 2016	20%	5 Payments	January - May
2	January 26, 2017	40%	4 Payments	February - May
3	February 17, 2017*	50%	3 Payments	March - May

IMPORTANT NOTE:

***Dual Enrollment deadline to sign up for the payment plan is Friday, February 17, 2017.**

To avoid being dropped from your Dual Enrollment class, Official Payment Plan must be established from your online Student Center at my.maricopa.edu by your tuition due date of Friday, February 17, 2017.

Note – Payment Plan Instructions are on the reverse side of this flyer.

For more information, please contact GWCC's Cashier's Office at 602-286-8277, or the Dual Enrollment Office at 602-286-8671.

Payment Methods

- Automatic bank payment withdrawal from a checking or savings account.
- Automatic charge to a credit/debit card.

Cost to Participate

- \$20 non-refundable enrollment fee per semester.
- \$30 fee each returned payment.

(If the payment for the enrollment fee is returned for any reason, the payment plan will be terminated.)

*Please note: **A payment plan remains active for the length of the class,** are specific to each term and may include as many as 6 monthly payments per semester. Charges posted to your student account throughout the class length, such as a library fine or any other assessed fee, will cause a change in your scheduled payment amount or reactivate accounts that are at a \$0 balance.



Gateway Community College and the Maricopa County Community colleges are EEO/AA Institutions

Credits	Maricopa County Residents	Maricopa County Residents (Peoria Unified School District Only)	Non-Resident Living in Arizona
1	\$86	\$73	\$327
2	\$172	\$146	\$654
3	\$258	\$219	\$981
4	\$344	\$292	\$1308
5	\$430	\$365	\$1635
6	\$516	\$438	\$1962
7	\$602	\$511	\$2289
8	\$688	\$584	\$2616
9	\$774	\$657	\$2943

OFFICIAL PAYMENT PLAN INSTRUCTIONS

If you have not already activated your MEID, you will be required to do so in order to set up the official payment plan. Begin with Step A. If you have already activated your MEID, go to Step B.

A. How to Activate My MEID

1. Open an internet window and in the address bar type **my.maricopa.edu** and press the {Enter} key.
2. Under "Technical Help," select "Create or Reactivate MEID (MAW)." Follow instructions provided.
4. Write down your MEID and password.
5. Once you have your MEID and password, return to **my.maricopa.edu**. Under "Student Tools," select "Student Center."
6. Type in your MEID and password.
7. Click on the "Sign in" button. Now go to Step B.2.

**Once you are signed in, you will be on your Student Center page. You are able to view grades, request transcripts, set up the official payment plan, etc.

B. How to Set up the Official Payment Plan

1. Go to **my.maricopa.edu** ; click on the "Student Center" and log in with your MEID and password.
2. Scroll down to the Finance section and select: "my payment options/manage my payment plan."
3. Disable pop-up blocker before choosing a payment option. Once you select the "Setup/Manage Payment Plan," a new window will appear. Proceed to set up the payment plan.
*If a new window does not appear, verify that pop-up blockers are turned off.
4. Follow instructions to create the Official Payment Plan.
5. Make sure to check the box stating you have read and understand the terms and conditions of the payment plan and select the green "Authorize" radial button. You will then receive a confirmation page, print for your records.

NBS/FACTS customer service representatives are available by phone at (800) 609-8056. Monday through Thursday, 7:30 am to 7 pm (Central Time), and Friday, 7:30 am to 5 pm (Central Time) or by email at info@factmgt.com

