

Get Started on the Road to Success

Step 1 Enroll at Phoenix College HC 602.285.7777

If you are new to PC, or if you have not taken classes in the past four semesters, you must complete or update your **Student Information Form** before registering.

a) Set up your student account ONLINE: Go to *My.maricopa.edu* > Click on First Time Users Start Here – Need an MEID and password to log in? > Follow the on-screen instructions to obtain your Maricopa Enterprise ID (MEID). This is the username that you will use to access your Student Center, Student Information System and Blackboard.

b) Enroll/Admit (Complete Student Information Form)
Online - Go to *My.maricopa.edu* > Click on Log in > Enter Your MEID > Enter Your Password > Click Sign in. In your Student Center > Click on MCCCC Admissions and follow on screen directions.

In Person – Go to *www.phoenixcollege.edu* to download form. > Click on Enroll at Phoenix College (under the Steps to Success Quick Link) > Download SIF form and bring completed form to the One-Stop Enrollment Center. You will also need documentation to verify your citizenship and residency status.

c) Access Student Email Account online at *My.maricopa.edu*. You will need your MEID and password. > Click on Student Email and follow instructions.

Your email address will look like this: [\(MEID\)@maricopa.edu](mailto:(MEID)@maricopa.edu). PC uses student email powered by Google as its official form of communication. Check back often or forward your student account to your personal email.

Step 2 Take Course Placement Tests LC 602.285.7844

If you are new to college and taking mathematics, English or reading, OR enrolling as a full time student AND planning to earn an associates degree or transfer to a four year institution, you will need to take placement tests to help determine proper course selection. For complete information regarding testing requirements please visit *phoenixcollege.edu/testing* or contact the Testing Center.

NOTE: All students are encouraged to take the placement tests early in their college careers in order to successfully complete their college plans.

Bear Trax Orientation: Students who test into one of the following courses (ENG 071-091, RDG 071-091, MAT 081-083, or MAT 090-092) AND

- are new to college, and
- plan to earn an associates degree or transfer to a four year institution, or
- plan to enroll in 7 or more credit hours

MUST attend a Bear Trax Orientation before enrolling in classes. Students will receive assistance at Bear Trax to enroll in classes which will include a Student Success class.

Step 3 Select Course or Program HC 602.285.7110

Your academic advisor is your single greatest resource in planning your education. Advisement is required in some instances and is highly recommended for all students. Students who have attended another college are encouraged to have official transcripts sent to Phoenix College prior to meeting with an academic advisor. If you need additional direction defining your goals or choosing a career pathway you may also want to visit the Counseling Department or the Career Center for guided assistance or additional resources.

Find A Class - You can search for classes online at *My.maricopa.edu*. OR through the digital Schedule eZine at *phoenixcollege.edu/schedule* to review the courses offered each semester.

Step 4 Register for Class HC 602.285.7777

Phoenix College offers several convenient ways to register:

- 1) Online through your Student Portal at *My.maricopa.edu*, 2) by phone 602.285.7777, 3) by U.S. mail, or 4) by FAX 602.285.7813. Access forms at *phoenixcollege.edu/ar* or in person at the Hannelly One-Stop Enrollment Center.

Step 5 Pay Tuition and Fees HC 602.285.7522

Tuition and fees are due by the deadlines published in your online student center at *My.maricopa.edu*. There are several ways to pay:

- 1) Online at *My.maricopa.edu*, 2) by U.S. mail (no cash please), 3) by phone (credit card only) and 4) in person at the Cashiers Office in the Hannelly One-Stop Enrollment Center.

*You can also enroll in an online student tuition payment plan e-Cashier, accessible at *My.maricopa.edu*.

Before Class Starts

Attend New Student Orientation HC 602.285.7415
 Attend the Spring 2012 Orientation on Saturday, January 14, 2012 at 8 a.m. or access our online orientation at *phoenixcollege.edu/orientation*. Note: If you test into one of the following courses (ENG 071-091, RDG 071-091, MAT 081-083, or MAT 090-092) you will need to enroll in a Bear Trax orientation. (see Step 2)

Apply for Financial Aid HC 602.285.7410
 Apply for financial aid at least 4-6 weeks before the start of the semester. Complete the FREE Application for Federal Student Aid (FAFSA) at *www.fafsa.ed.gov* and use the Phoenix College code 001078.

Get Your Student ID (Cub Card) SU 602.285.7231
 Bring a valid picture ID. There is no charge for the initial card (valid for 3 years with current enrollment). Replacement cards are \$5 payable at the Cashiers Office.

Pick Up Your Parking Decal Safety 602.285.7254
 You will need your class schedule, license plate number, and make and model of your vehicle. All vehicles must display a current parking decal.

Purchase Books or Rent HC-LL 602.285.7489
 You can purchase or rent books online or in person. An eFollett bookstore is located on the lower level of the Hannelly Bldg. Bring your course/class numbers to find the required textbook and course materials. You can also find textbook information in your student center at *My.maricopa.edu*.

REGISTER FOR CLASSES

Access your Student Center at *My.maricopa.edu*

- Click *Login* on *My.maricopa.edu*
- Enter your *Maricopa Enterprise ID (MEID)*
- Enter password
- Click *Sign in*
- Click *Student Center*

1. Click *Add a Class* under *Academics* tab
2. Select *Term* (semester), *Program* (credit/non-credit), and *College* from the drop down menu
3. Select *Search for Class* or enter *Class Number*
4. Click *Select Class* button for open classes
5. Click *Next*
6. Click *Proceed to Step 2 of 3* or repeat steps to add additional classes
7. Click *Finish Enrolling* when done adding classes

MAKE A PAYMENT

1. Click *Make a Payment* under *Finances* Tab
2. Use credit card or select payment plan option
3. Print payment confirmation

VIEW GRADES

1. Click *Grades* under *Academics* tab
2. Most recent grades will display
3. Select *Change* button to view grades from other *Terms* (semesters) or *Locations*, then click *Continue* button
4. Click *Printer Friendly Version* box
5. Right-click mouse to print form

UPDATE MY CONTACT AND ADDRESS INFORMATION

1. Access tabs under *Personal Information*
2. Update information
3. Click *Save*
4. Click *Ok*

GET HELP

- Click the *Help* link in the online Student Center
- Click *Help* tab on *My.maricopa.edu* for tutorials, search features and more.
- Call 1.888.994.4433, available 24 hours a day, 7 days a week

Admissions and Records/Welcome Center (HC Bldg.) 602.285.7777
 Provides assistance with admissions (complete Student Information Form), registration, and obtaining student records.

Advisement Center/Transfer Center (HC Bldg.) 602.285.7110
 Provides assistance with planning academic goals, scheduling classes, university transfer, interpreting placement scores for appropriate course selection, evaluating transcripts (unofficial), and planning for graduation. NOTE THAT SOME AREAS REQUIRE SPECIAL ADVISING/ADMISSIONS.

Career Center (LC Bldg.) 602.285.7420
 Provides resources to help you make informed career decisions including: computerized career assessments/inventories, current labor market information, resume preparation, interviewing techniques, job search strategies, job listings, career fairs, and the Maricopa Career Network - PC's free online job listing service.

Cashiers Office (HC Bldg.) 602.285.7522

Counseling Center (LC Bldg.) 602.285.7392
 Appointments recommended for assistance with the following: career and educational decision making, assistance with personal problems, managing stress and test anxieties, unofficial graduation evaluations, career/interest testing, financial aid, and excessive credit evaluation.

Disability Resource Center (LC Bldg.) 602.285.7477
 Provides support services, accommodation, and equipment for students with disabilities and Vocational Rehabilitation clients.

Family Care & Head Start Center (Osborn Center FCC) 602.285.7291
 Offers child care for ages 2-5yrs, whose parents are enrolled in at least 3 units. A Head Start program is offered to eligible families.

Financial Aid & Scholarships (HC Bldg.) 602.285.7410

Honors Program (B Bldg., 2nd floor) 602.285.7305
 Provides assistance to students enrolling in honors courses. Scholarships are available to Presidential Scholars and other eligible students.

International Student Center (HC Bldg.) 602.285.7424
 Assistance with International admissions, I-20 applications, academic and English as a Second Language advisement, registration assistance, Citizenship/Immigration Services referrals, unofficial graduation evaluation, International Student Orientation.

Recruitment & Retention (HC Bldg.) 602.285.7415
 Offers campus tours by appointment and provides college and program information regarding admissions, assessment, and enrollment.

REACH/TRiO Program (LC Bldg.) 602.285.7741
 Special support for: financial assistance recipients, students whose parents did not receive a college degree, students that need academic support, and GED recipients.

Student Life & Leadership (SU Bldg.) 602.285.7231
 Provides student ID's and planners, bus/light rail subsidies/books, information on leadership development, student clubs, medical insurance, and housing.

Success Center (B Bldg., Rm 228) 602.285.7486
 Provides student services such as tutoring, resources, and programs to develop skills essential for successful learning.

Veterans Services (HC Bldg.) 602.285.7504
 Provides assistance with educational benefits and registration.

Campus Map and Legend

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| A | Liberal Arts Building | HC | Hannelly Center |
| AD | Administration Offices | | • Admissions & Records |
| AR | AR Building | | • Advisement |
| ART | Fine Arts Building | | • Cashiers Office |
| AU | Bulpitt Auditorium | | • Financial Aid |
| B | Business/English Building | | • International |
| C | Science Building | | • Recruitment |
| D | Computer Services Building | | • Veterans Services |
| DB | Dalby Building | L | Fannin Library |
| E | Noble Engineering Sciences Building | LC | LC Building |
| FCC | Family Care & Head Start Center | M | Music Building |
| G | Gymnasium, North & South | N | Nursing |
| H | H Building | O | Maintenance & Operations (OSE, OSW, OSS) |
| | Communication, Reading, American Sign Language and Education | OS | Osborn Site (OSE, OSW, OSS) |
| | | PCDT | Downtown Campus
640 N. 1st Ave. Phx |
| | | PS | Public Service Building (PSB) |
| | | R | Dental Programs Building |
| | | SU | Student Union |
| | | T | John Paul Theatre |

