

APPLYING FOR ADMISSIONS ONLINE

If you have never taken a course from Phoenix College you will need to apply for Admissions to be entered into our database. This is done through two steps:

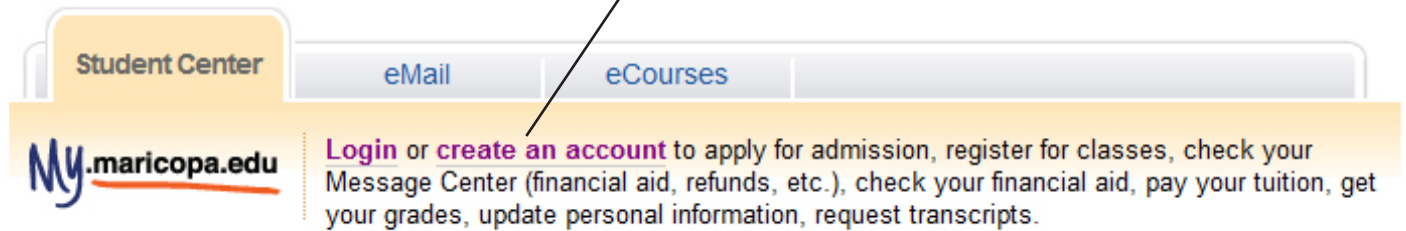
- 1) Set up your Student Account
- 2) Apply for Admissions

SET UP YOUR STUDENT ACCOUNT

Go to my.maricopa.edu

If you have never set up your student account

Click on create an account



This will start the MEID Account Wizard. Check the appropriate box.

MEID Account Wizard (MAW)

Portal

The MEID Account Wizard (MAW) assists in creating or verifying a Maricopa Enterprise ID (MEID). The MEID is necessary to access the Online Student Center, Student Information System and Blackboard.

Please check all that apply:

- I am a current or previous Maricopa Community College District student and need to setup my MEID account for the first time.
- I have a Confirmation ID ([what is this?](#)).
- I am a new student and have never attended any Maricopa Community College or Skill Centers.
- I am a current Blackboard user and need to verify my MEID for the Online Student Center.
- I am a current or former Maricopa Community College District Employee.

For students who have not taken a college course from any Maricopa College, any time

NOTE: The MEID Account Wizard will ask you to submit your Social Security Number (SSN). If you choose not to do so or if you have registered for courses in the past without submitting your SSN, you will not be able to use the MEID Account Wizard to set up your account. Instead, please call 602-286-8200 and ask for a Confirmation ID. You can then use your Confirmation ID to log in to your student account.

Follow the steps in the MEID Account Wizard, including Step 1: Identity Information, Step 2: Additional Information, and Step 3: Challenge Question/Answer setup. Step 2: Additional Information will allow you to set your password. Be sure to choose a password that is at least 7 characters, including at least one capital letter and one number.

At the end of the MEID Account Wizard you will see a screen stating "Maricopa Enterprise ID Created." You will need your Maricopa Enterprise ID (MEID) and password to log in to your student account. Record these for future use.

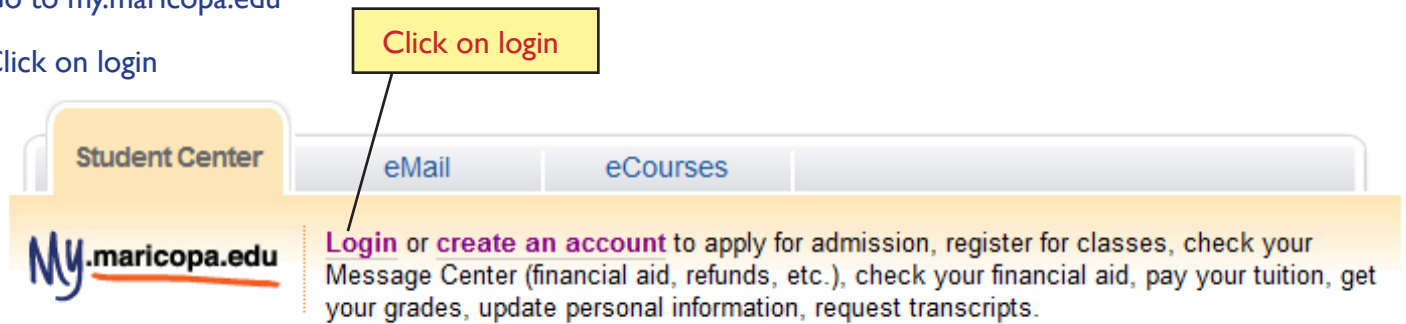
You will also see your 8-digit Student ID (also referred to as 8-digit College ID). This is the number by which you are identified throughout the Maricopa Community College District, and you will need it to register for classes. Record it for safekeeping.

APPLY FOR ADMISSIONS

You need to apply for Admissions to each community college you attend, but only once. Once you have been admitted to Phoenix College you do not need to be re-admitted to take classes from Phoenix College the following semester.

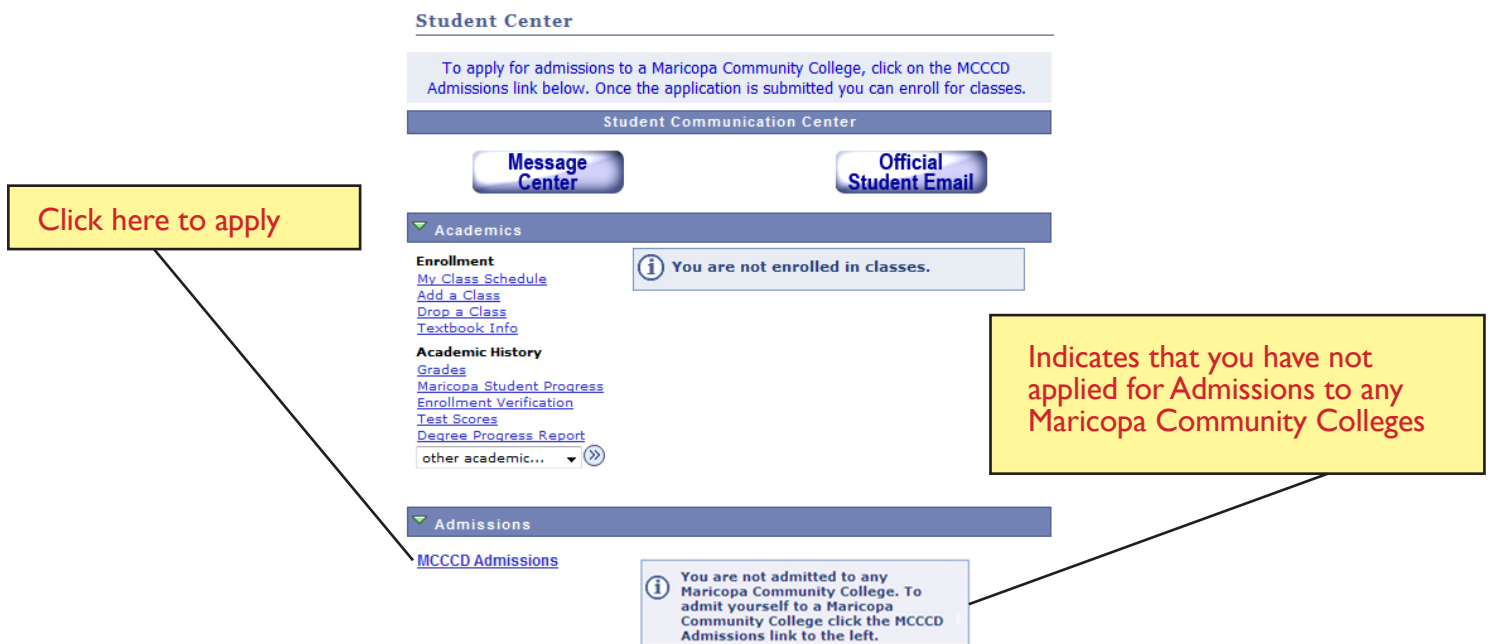
Go to my.maricopa.edu

Click on login



Use the MEID and password you obtained during the setup of your student account to log in.

You will see your Student Center. Click on MCCCDC Admissions.



From the drop-down menus, choose your college (Phoenix College), Type of Program (Degree and Cert Programs) and term (current semester), then click on Click here to begin new enrollment process.

Colleges Currently Admitted To	
College	Academic Program

Select the college you would like to attend

Select the Type of Program you are interested in

Select the Term you would like to attend

Read the information about citizenship documents, then click OK. Please note that in order to be eligible for in-state tuition you will need to send the college a document that shows your citizenship or legal residency in the United States.

Complete the Personal Demographics screen, then click Next.

The screenshot shows the following fields:

- Previous College: No college or university
- High School Status: Currently Enrolled in HS
- High School Country: USA United States
- High School State: AZ Arizona
- High School Name: Thunderbird High School
- Completion Date: 05/26/2011

Callouts:

- "The year you plan to graduate from high school" points to the Completion Date field.
- "Use to look up your high school" points to the search icon next to the High School Name field.

Complete the Military and Residency Information screen. Please note that complete information is required in the residency section. Along with your citizenship status, the information in this section will determine whether you are eligible for in-state tuition.

The screenshot shows the following fields:

- Will you reside in Arizona at the time of attendance? Yes (selected) No
- When did your present stay in Arizona begin? 09/16/1998
- In what Arizona county do you reside? Maricopa
- When did you move to Maricopa County? 09/16/1998
- What was your most recent state of residence prior to AZ?
- What Arizona county did you reside in prior to Maricopa?

Callout: "If you have always lived in Arizona, use your birth date" points to the date field for "When did your present stay in Arizona begin?"

Complete the Citizenship/Driver's License Information screen.

The screenshot shows the following fields:

- Citizenship Status
- Enter Your Driver's License Type

Callout: "Leave blank if you do not have a driver's license/ permit or State ID" points to the Driver's License Type field.

Complete the Educational Goals, Academic Plans screen.

The screenshot shows the following fields:

- Primary Reason for attending this college: Transfer to University/College
- Transfer to University/MCCCD College:
- College or university Area of Study:

Callout: "Most dual enrollment students will choose Transfer to MCCCCD or Transfer to University/College (If neither of these apply, choose Personal Interest/Self Improve)" points to the Primary Reason field.

Be sure to include an Academic Plan Code. If you are undecided about a college major, use 2000 for General Studies.

The screenshot shows the following fields:

- Your Catalog Requirements Term: Fall 2011 (Determines which Academic Plans you are eligible for)
- Academic Plan Code
- Plan Description
- PlanType
- Interest Code
- Interest Description

Callout: "Click to see the complete list" points to the search icon next to the Academic Plan Code field.

To Add Multiple Plans Please See An Advisor

Complete the Vehicle Emissions Agreement. Dual enrollment students choose “I Do Not Park On Campus.”

If you are under 18 you will receive a Warning message when you complete the Admissions process. Click OK. Dual enrollment students do not need to visit the college in person to enroll.

Student Center

To apply for admissions to a Maricopa Community College, click on the MCCC Admissions link below. Once the application is submitted you can enroll for classes.

Student Communication Center

Message Center

Official Student Email

Academics

Enrollment

[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)
[Textbook Info](#)

Academic History

[Grades](#)
[Maricopa Student Progress](#)
[Enrollment Verification](#)
[Test Scores](#)
[Degree Progress Report](#)

other academic... >>

i You are not enrolled in classes.

When you view your Student Center you should now see the evidence that you have been admitted to Phoenix College

Admissions

MCCC Admissions

Colleges Currently Admitted To	
College	Academic Program
Phoenix College	Degree and Cert Programs

NOTE: Dual enrollment students can use my.maricopa.edu to apply for Admissions, but they cannot register for classes online, for two reasons: 1) Most dual enrollment students are under 18 and need a parent's signature to register, and 2) Dual enrollment courses are closed to the general public and will not appear on online course lists. Dual enrollment students need to use hard copy registration forms – available at high schools or at www.pc.maricopa.edu/pcdt/dual.

Need More Help?

Call the Help Line at 1-888-994-4433,
24 hours a day, 7 days a week.

Call PC's Admissions Office at 602-285-7800
Monday through Friday, 8:00 AM to 5:00 PM,
or call Phoenix College Downtown
Dual Enrollment at 602-223-4000



PHOENIX COLLEGE

The Maricopa County Community College District is an EEO/AA institution.