



GO FAR, CLOSE TO HOME.

Dual Enrollment Process

STEP 1 – APPLY FOR ADMISSION: Apply online at my.maricopa.edu or download the application from www.pc.maricopa.edu/pcdt/dual If you are taking dual enrollment courses from more than one college, submit an application to each college. In order to be eligible for in-state tuition, send each college a document that shows your citizenship or legal residency (driver's license, birth certificate, etc.). If you are a continuing student at a college, you do not need to resubmit an application or proof of citizenship.

STEP 2 – TEST: Take required placement test or submit alternate test scores to the college if needed. See testing requirements at www.pc.maricopa.edu/pcdt/dual

STEP 3 – REGISTER FOR CLASSES: See your high school's course offerings at www.pc.maricopa.edu/pcdt/dual Complete the enclosed registration form and submit it to Phoenix College. Include your test scores, and – if you have not already submitted it – a document that shows your citizenship or legal residency (driver's license, birth certificate, etc.). You are welcome to submit your registration materials at any of Phoenix's on-site registrations.

STEP 4 – PAY TUITION: Make your tuition payment to Phoenix College.

Important Dates

- ✓ **Friday, September 13, 2013** – Registrations due. For your convenience, Phoenix College conducts on-site registrations at several high schools. Check the registration schedule at www.pc.maricopa.edu/dual. Students who do not register during one of these dates need to mail, fax, or hand deliver their registration materials to Phoenix College by September 13, 2013. *Note: Students wishing to use an online payment plan must submit registration forms by September 13, 2013.*
- ✓ **Friday, August 30, 2013**– Tuition payments due.
- ✓ **September 13, 2013** – Last day to request a refund. Students who drop a class after September 13th will not receive a refund.

Dual Enrollment Coordinator

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Think you might qualify for **financial aid**?

Download a Tuition Assistance form at

www.pc.maricopa.edu/pcdt/dual

Priority deadline: August 13, 2013.