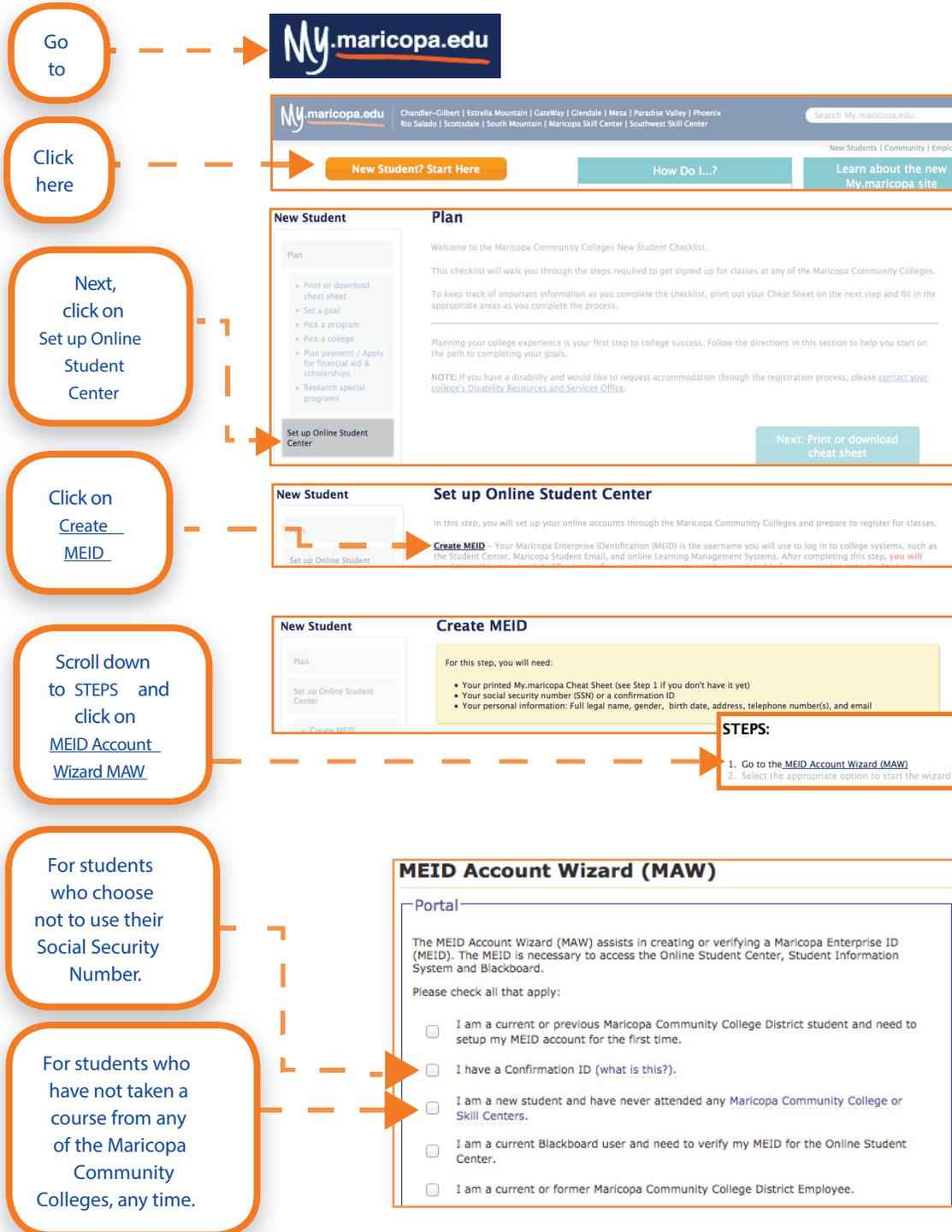


APPLYING FOR ADMISSIONS ONLINE

If this is your first time taking a course from Phoenix College, you will need to apply for admission to be entered into our database. This is done through the following process:

SET UP YOUR STUDENT ACCOUNT



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 login to your student account.

Follow the steps in the MEID Account Wizard: **Step 1)** Identity Information, **Step 2)** Additional Information for password creation and **Step 3)** Challenge Question/Answer setup.

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 login to your student account.

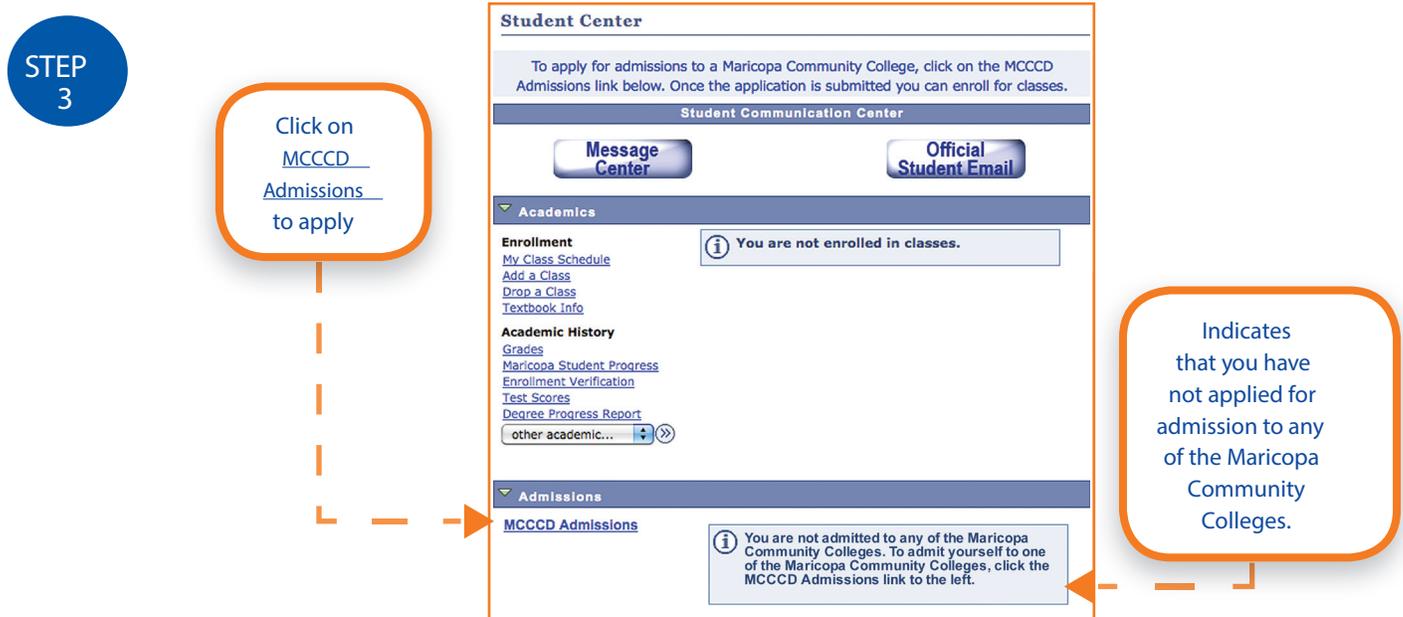
You will also see your 8-digit Student ID (also referred to as 8-digit College ID). This is the number by which you are identified throughout the Maricopa Community College District, and you will need it to register for classes. **Record it for safekeeping.**

Now that your MEID is created you'll need to apply for admission 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 GateWay the following semester.

APPLY FOR ADMISSION



Use the MEID and password you obtained during the setup of your student account to login. You will see your Student Center. Click on MCCCC Admissions.



STEP 4

From the drop-down menus, choose your college (Phoenix College), Type of Program (Degree and Certificate Programs) and term (current semester), then Click Next.

Active Programs		
College	Academic Program	Admitted
Select the College you would like to attend: Phoenix College		
Select the Program you would like to follow: Degree and Cert Programs		
Select the Term you would like to attend: Fall 2013		

STEP 5

Read the **Important Admissions Information**, then click OK. Please note that in order to be eligible for in-state tuition you will need to send Phoenix College documentation that shows your U.S. citizenship or legal residency.

STEP 6

Complete the **Personal Demographics** section.

Highest Level of Education Completed: [dropdown]

High School Status: High School Diploma [dropdown]

High School Country: United States [dropdown]

High School State: [dropdown]

High School Name: [text input]

Completion Date: [calendar icon]

Are you a first generation college student? Yes No

Your weekly employment hours while enrolled: [dropdown]

What was the first language you spoke as a child? [dropdown]

What languages were spoken in your home when you were growing up? (Enter up to three) [dropdown]

What language do you speak most often now? [dropdown]

Do you wish assistance with English fluency skills? Yes No

Use this to look up your high school.

This should be the year you plan to graduate from high school.

STEP 7

Complete the **Military** and **Residency Information** section. 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.

Will you reside in Arizona at the time of your attendance? Yes No

What date did you move to Arizona? 01/01/2013 [calendar icon]

Prior to AZ, in which state did you most recently reside? [dropdown]

In which Arizona county do you reside? Maricopa [dropdown]

What date did you move to Maricopa County? [calendar icon]

If you have always lived in Arizona, use your birth date.

STEP 8

Complete the **Educational Goals and Academic Plans** screen (page 3 of 3). Be sure to include an Academic Plan Code. If you are undecided about a college major, use **7111** for Dual or Concurrent Courses.

Are you seeking admission under the Western Undergraduate Exchange program? [dropdown]

Primary Reason for Attending: Current high school student taking courses (Dual or Concurrent) [dropdown]

How did you hear about this college? [dropdown]

All students must have an academic plan to enroll. Your academic plan may be a degree, certificate, or area of interest. Students are encouraged to consult with an academic advisor and the course catalog for detailed information about degree and certificate requirements. For more information, please visit [The MCCCDC Curriculum Website](#).

Your Catalog Requirements Term: (Determines which Academic Plans you are eligible for)

Academic Plan Code	Plan Description	PlanType	Interest Code	Interest Description
7111	Dual or Concurrent Courses	None		

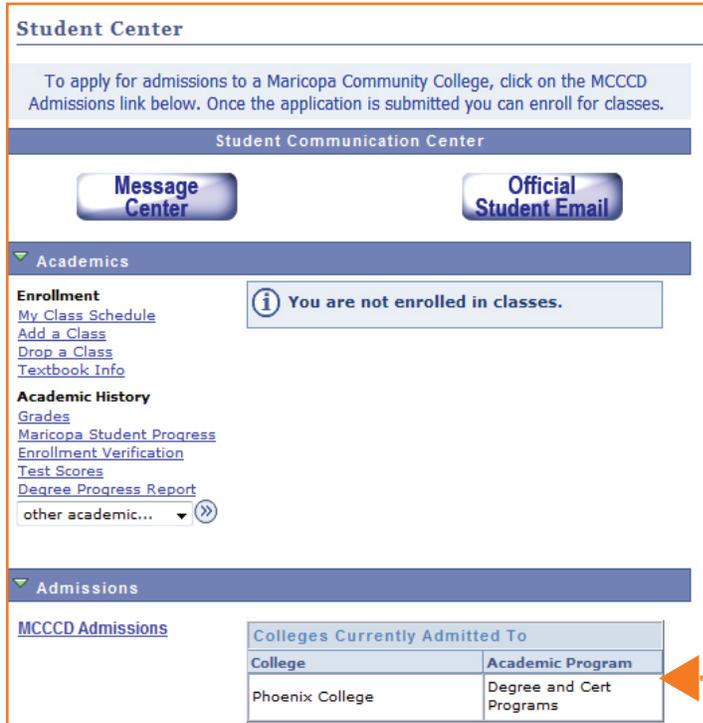
** TO ADD MULTIPLE PLANS PLEASE SEE AN ADVISOR

Most Dual Enrollment students will choose Current high school student taking courses (Dual or Concurrent).

STEP 9

Complete the **Vehicle Emissions Agreement**. Dual Enrollment students choose "I Do Not Park On Campus."

If you are under the age of 18 you will receive a warning message when you complete the admission process. Click OK. Dual enrollment students need to use hard copy forms to register for classes.



When you view your Student Center, you should now see evidence that you have been admitted to GateWay Community College.

NOTE: Dual Enrollment students can use my.maricopa.edu to apply for admission, 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.phoenixcollege.edu/pcdt/Dual – to register for classes.

NEED MORE HELP?

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

Call Phoenix College's Admissions, Registration & Records Office at (602) 285-7800, Monday - Friday, 8 a.m. to 5 p.m. or chat online at www.phoenixcollege.edu/live-chat.

Or call Phoenix College Downtown Dual Enrollment at (602) 223-4000.

For the latest information on programs, graduation rates and other important information, please visit our website at www.phoenixcollege.edu.

CONNECT WITH US

