How to Add a Class for Dual Enrollment

First, you will need to find the eligible Dual Enrollment classes offered at your high school.

1. Go to the Dual Enrollment webpage: maricopa.edu/dual
2. Scroll down to the Connect with Dual Enrollment and View Class Schedules section.
3. Click your college’s View Class Schedule link.
4. Each college’s website differs. If the schedule isn’t immediately visible onscreen, click the link for your high school district or high school to find the schedule.
5. Locate the Dual Enrollment classes offered at your high school that work for you.
6. Copy or write down the five-digit Class Number for each class you want to register for.

Now, log in to your Online Student Center at maricopa.edu/student-center using your MEID@maricopa.edu (example: BER3455706@maricopa.edu) and your password.

1. Click the Manage Classes tile.
2. Select Class Search and Enroll on the left-hand side.
3. Select the term you want to register for classes and the college where you are enrolled (example: Fall 2022 Mesa Community College).
4. Paste or type the five-digit Class Number for the class you want to add into the Search For Classes field. Then use the Enter key or click the arrow button to the right.
5. Verify the class is the one you want. Click the blue hyperlink to see details, for example, time and location, prerequisites, and more. If everything looks correct, click anywhere on the class row or the arrow on the far right.
6. The Class Selected box will appear. Click the Action drop-down menu. Choose either Enroll or Add to Shopping Cart (if class registration for the term has not begun yet), and click Submit.
7. Repeat the process to add additional classes.

To see your tuition and fees, click Student Center. Then click the Financial Account tile. Make payment arrangements by the due date to secure your classes.

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