



MARICOPA
COMMUNITY COLLEGES

Dual Enrollment Self Enrollment Steps

Student Homepage ▾

Log in and select the “**Manage Classes**” tile

Academic Progress



Click here for Degree Progress

Academic Records



Financial Account



Financial Aid



Manage Classes



Profile



Tasks



No current tasks

Quick Links

Apply for Financial Aid (FAFSA)
Canvas
National Student Loan Data

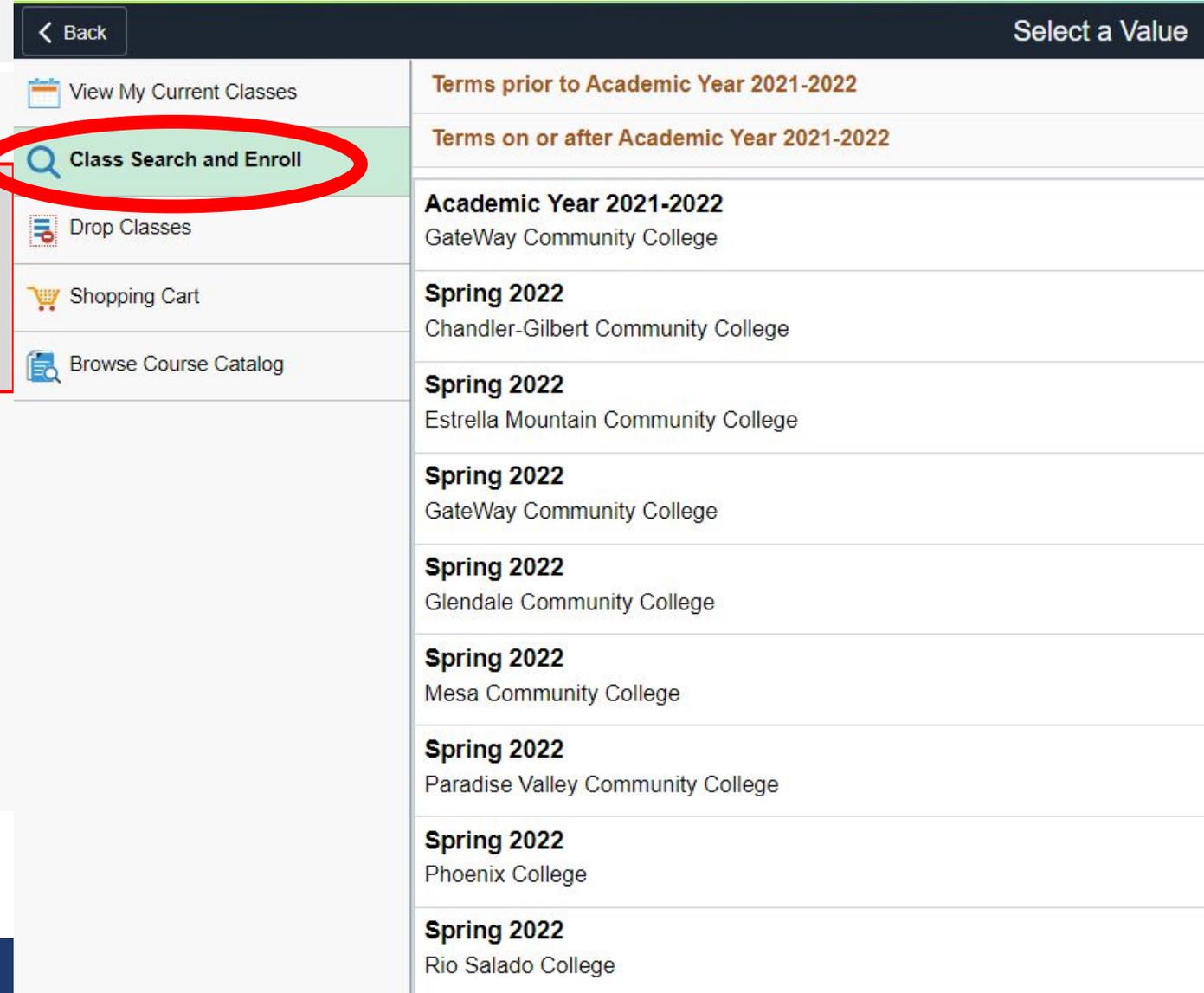
View Current Admissions



Step 2 select “Class Search and Enroll”

Once you select “**Class Search and Enroll**”

- Find the College you are applying to and the Semester
- Once you find your college and semester select it by clicking on it.



The screenshot shows a navigation menu with the following items:

- View My Current Classes
- Class Search and Enroll** (highlighted with a red circle)
- Drop Classes
- Shopping Cart
- Browse Course Catalog

On the right side of the page, there is a section titled "Select a Value" with the following content:

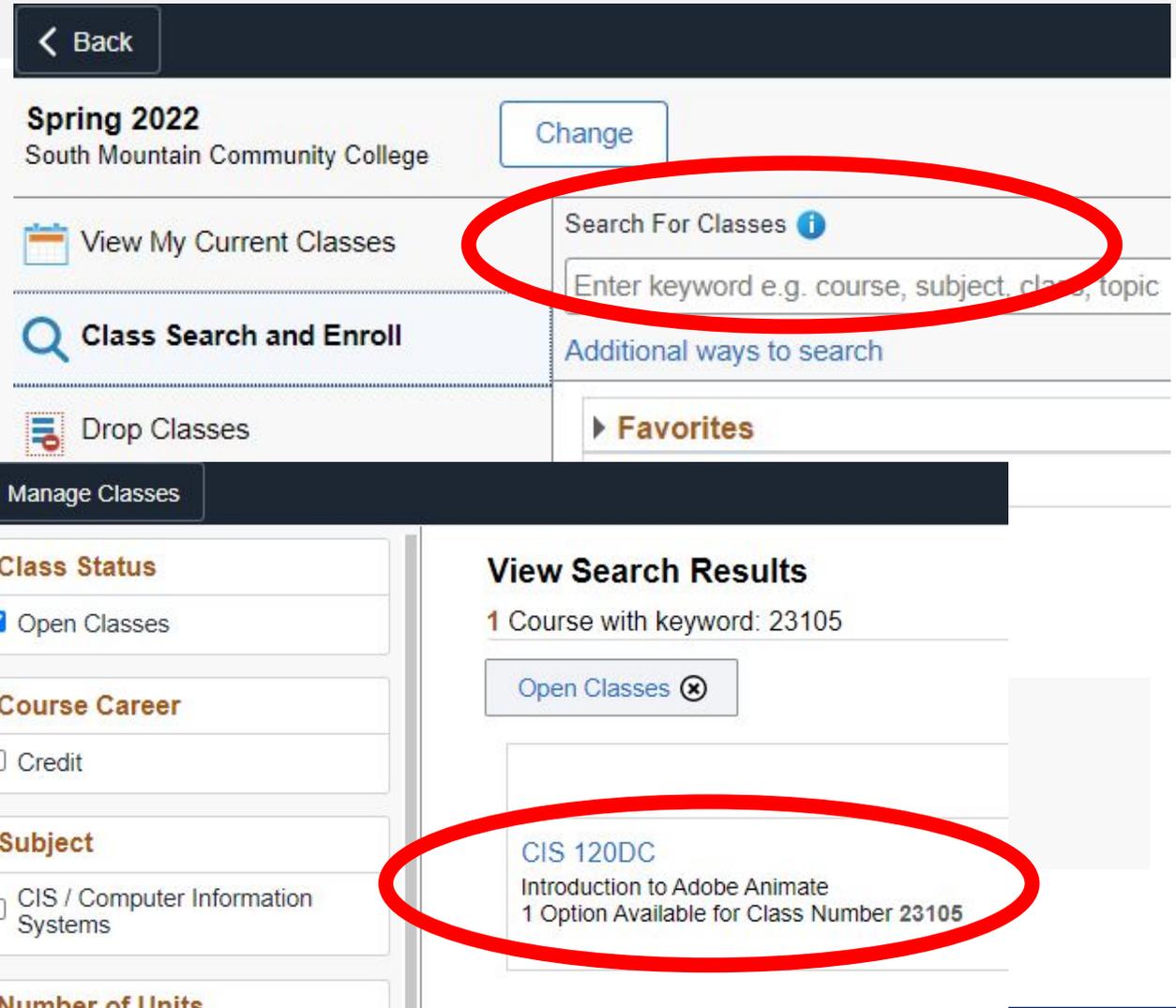
- Terms prior to Academic Year 2021-2022
- Terms on or after Academic Year 2021-2022
- Academic Year 2021-2022
 - GateWay Community College
 - Spring 2022
 - Chandler-Gilbert Community College
 - Spring 2022
 - Estrella Mountain Community College
 - Spring 2022
 - GateWay Community College
 - Spring 2022
 - Glendale Community College
 - Spring 2022
 - Mesa Community College
 - Spring 2022
 - Paradise Valley Community College
 - Spring 2022
 - Phoenix College
 - Spring 2022
 - Rio Salado College

Step 3 Have your Course Sheet with you

In the search bar you will put the class number (using the Course Sheet)

- If you need your Course Sheet please go to your colleges Dual website (we all have our course listings there!)
- To search you will type in the “**Course Number**” then press “enter” or click on the arrow on the right side.

Once you search for the class. You can select it by clicking on it.



Spring 2022
South Mountain Community College

Change

View My Current Classes

Search For Classes ⓘ

Enter keyword e.g. course, subject, class, topic

Additional ways to search

Class Search and Enroll

Drop Classes

Favorites

Manage Classes

Class Status

Open Classes

Course Career

Credit

Subject

CIS / Computer Information Systems

Number of Units

View Search Results

1 Course with keyword: 23105

Open Classes ✕

CIS 120DC
Introduction to Adobe Animate
1 Option Available for Class Number 23105

Step 4 Let's get enrolled!

CIS 120DC

Introduction to Adobe Animate

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option i

Selected Filters 1

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Dynamic Dated	Subject L+L / Class Nbr 23105	02/15/2022 - 05/27/2022	To be announced	DE Carl Hayden HS	Open Seats 30 of 30

Once you find your class select the class to see the pop up

Action

Submit

Course CIS 120DC Introduction to Adobe Animate (L+L)
Class Nbr 23105
When 2/15/2022 - 5/27/2022 (Spring 2022)
Where South Mountain Comm College
Mode In Person

Action

Submit

Course CIS 120DC Introduction to Adobe Animate (L+L)
Class Nbr 23105
When 2/15/2022 - 5/27/2022 (Spring 2022)
Where South Mountain Comm College
Mode In Person

- Use the drop down to select Enroll.
- Then select "Submit"

Room	Instructor
DE Carl Hayden HS - DE CHHS	To Be Announced

Meetings	Room	Instructor
1 To Be Announced	DE Carl Hayden HS - DE CHHS	To Be Announced



Step 5 You have now been Enrolled!

Once you see this messaging you have now been enrolled!

- Now you can sign up for a payment plan in your student center under “**Financials**”
- Or if you received the Maricopa Grant then there is nothing else needed.

Have a great semester! If you have any questions or need assistance please reach out to your Dual Enrollment Department.

Spring 2022

Credit

South Mountain Community College

 View My Current Classes

 **Class Search and Enroll**

 Drop Classes

 Shopping Cart

 Browse Course Catalog

 **CIS 120DC - Introduction to Adobe Animate**
This class has been added to your schedule.

 [Return to Class Search Results](#)

 [Return to Keyword Search Page](#)

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