

Step 1: Enroll at PVCC at Black Mountain

Online at my.maricopa.edu

- Click on “First Time Users Start Here.” Follow instructions provided
- In your Student Center, click **MCCCD Admissions**
- Select **PVCC** as college of choice
- Select type of **Program** (degree and certificates or credit/non-credit)
- Select **Term**
- Continue with steps to complete admissions form

Record your **Student ID**, **Maricopa Enterprise ID (MEID)** and **(Password)**. We suggest you store these in your Phone under the Contact PVCC ID for quick reference.

In person at: PVCC Black Mountain 34250 N 60th Street (60th Street and Carefree Hwy) – 602-493-2600
Monday – Thursday 8:00-6:30p, Friday 8:00-2:00p

IMPORTANT - To qualify for in-state tuition and financial assistance, students must provide documentation as proof of lawful presence in the United States. Acceptable documents include a birth certificate, an Arizona drivers license or ID card issued after 1996, and official immigration papers.

Step 2: Placement Testing/Assessment

It's not an admissions test, but a way to assess what Reading, English, and Math courses are right for you as you begin college. A photo ID is required for all testing. Study guides are online at www.pvc.maricopa.edu/assessment/

At Black Mountain: Monday – Thursday 2:15-5:30p, Friday 10:00-1:00p (last test begins at 5:30 or 1:00)

At PV Union Hills: The Testing Center is located on the 2nd floor of KSC building, KSC-226, (602) 787-7050. Testing is done on a walk-in basis. Call for specific hours.

Step 3: Apply for Financial Aid and/or Scholarships

To apply for financial aid or scholarships, visit the Financial Aid website at www.pvc.maricopa.edu/finaid/ or the Financial Aid Office, Kranitz Student Center, KSC-101, 602-787-7100. Apply early and be aware of important deadlines.

Step 4: Select your Courses - Meet with an Academic Advisor and Register for Classes

Academic Advisors will assist you with planning for your future and choosing your classes. They will advise you concerning certificate and degree options, placement test interpretation and course descriptions.

Advisement is available as both drop in or appointment at Black Mountain.

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Advisement at PV Union Hills is located on the 1st floor of the KSC Building. Call 602-787-7060 for available dates and times.

Step 5: Pay Tuition and Fees

Students will no longer receive an invoice or payment reminder. Tuition due dates are available at my.maricopa.edu.

Pay Online at: my.maricopa.edu

- Click Login
- Enter your User ID (MEID)
- Enter your Password
- Click Sign in to go to your Student Center
- In your Student Center, under Finances, click Make a Payment. Select by Credit Card, echeck or Payment Plan.

Pay In Person at Black Mountain with Credit Card only. All forms of payment can be made at PV Union Hills Cashier's Office, Kranitz Student Center, 1st floor

Step 6: Before Class Begins

A. Log in to your Maricopa Community Colleges Email Account

Log in to your college email account using your MEID and password at: www.maricopa.edu/google or at www.paradisevalley.edu/blackmountain
All students will receive official communications about enrollment, financial aid, and other important deadlines.

B. Attend New Student Orientation

New Student Orientation is designed to help you: navigate the college system including all the things you need to be successful in college, meet other students as well as faculty and staff, participate in a campus tour, and more. You will register for an Orientation during your Academic Advising session.

C. Obtain your Photo ID Card

Get your free student photo I.D. card

Parking Permits are required if you attend PV Union Hills at the Public Safety office, Kranitz Student Center, 1st floor.

D. Enroll in a College Success Course

You'll learn strategies for achieving your goals in college and in life including: Preparation for college work, increasing motivation and confidence, decreasing procrastination and stress, note taking and time management. You will register for your College Success Course during your Advising session.

For Important Registration, Financial Aid, and Tuition Due Dates and Deadlines:

Visit www.paradisevalley.edu/dates.html