

DUAL ENROLLMENT

RETURNING STUDENTS

HOW TO CONTINUE WITH DUAL ENROLLMENT

Your Step-by Step Guide

Returning Students: Continue Earning College Credit While in High School

Get ahead in your college journey with Dual Enrollment! Follow these steps to continue earning credits in your high school class that count toward your future education.



Before You Begin—What You'll Need

To make the process smooth, have any required documents ready and tasks completed:

Course Placement Documents (If Required)

Some courses require **one or more placement documents/assessments**, such as:

- ✓ Unofficial High School Transcript (11th & 12th grade only)
- ✓ SAT, ACT, or AP score reports
- ✓ EdReady or Accuplacer test results

Check the [Dual Enrollment Course Placement Chart](#) to see what your classes require.

Review the [list of college courses](#) offered at your high school and the class prerequisites.

Take note of the following: **High School, Term, Subject Area, Catalog Number, Class Number**
(Example: My High School, Spring 25, ENG, 101, 12345)

Step 1: Complete Your Dual Enrollment Form



Form takes 10-20 minutes to complete and cannot be saved, so plan accordingly!



Visit your [Student Center](#), log in using your Maricopa email and password to access these required forms by clicking the [Student Forms](#) tile. (Contact your college's Dual Enrollment office for assistance.)

Click the **High School Dual Enrollment** tile to access the following form:



Dual Enrollment Class Form – You must complete this form to register for classes. First-time and returning students must complete this form (available July 2025).

- ✓ Upload any supporting documentation or complete the required [EdReady placement](#) or Accuplacer test (if applicable).
- ✓ Review the [high school college course list](#) to determine if classes have **prerequisites**.



Check the Course Placement Chart to confirm what your classes require.

Some courses require placement documentation. Be sure to:

- ✓ Upload your Unofficial High School Transcript (for 11th & 12th graders).
- ✓ Submit SAT, ACT, or official AP score reports if applicable.
- ✓ Complete the EdReady or Accuplacer placement test if required.

After submitting this form, you will be registered for your courses as long as you have met the prerequisites.



PARADISE VALLEY
COMMUNITY COLLEGE

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Step 2: Pay Tuition & Fees

Pay online, over the phone, or in person at your college's Student Business Services office.

- ✓ To pay online, log into your [Student Center](#).
- ✓ Click the Financial Account Tile.
- ✓ Click Make a Payment and select View Payment Options.

Note: Your college may have different tuition rates based on your high school district. For more information, visit your college's Dual Enrollment website from the main [Dual Enrollment page](#).



Need help with tuition? You may qualify for the [Maricopa Grant](#). Check with your college for deadlines!



Contact your college's [Student Business Services office](#) for payment assistance.

Questions? Contact your [Dual Enrollment Office](#) • 602-285-7642—we're here to help!

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