



How Do I...

SEARCH FOR CLASSES

1. Click **Search For Classes** button
2. Select an **Institution (college)**, **Term** (semester), and **Search Method**, (search for classes)
3. Click **Go**
4. Select at least **Two** search criteria
5. Click **Search** to view results or
6. If you are unable to find a course, contact the Advising Office at any college for additional help.

REGISTER FOR CLASSES

1. Click **Add a Class** under **Academics** tab
2. Select **Term** (semester), **Program** (credit/non-credit), and **College** from the drop down menu
3. Select **Search for Class** (follow directions above) or enter **Class Number**
4. Click **Select Class** button for open classes
5. Click **Next**
6. Click **Proceed to Step 2 of 3** or repeat steps to add additional classes
7. Click **Finish Enrolling** when done adding classes

REGISTER FOR CLASSES AT ANOTHER MARICOPA COMMUNITY COLLEGE

1. Click **MCCCD Admissions** under **Admissions** tab
2. After admitted, follow instructions above to **Register for Classes**

VIEW MY CLASS SCHEDULE

1. Click **My Class Schedule** under **Academics** tab
2. Select **Term** (semester) and **College**
3. Click **Section Number** in the schedule to see course details
4. Right click mouse to **Print**

DROP/WITHDRAW FROM CLASS

1. Click **Drop a Class** under **Academics** tab
2. Select **Term** (semester) and **College**
3. Check **Select Box** next to the class or classes you wish to drop
4. Click **Drop Selected Classes** box
5. Click **Finish Dropping** to finish

VIEW CHARGES TO MY ACCOUNT

1. Click **Charges Due** under **Finances** drop down tab

VIEW MY FINANCIAL AID

1. Click **View Financial Aid** under **Finances** tab

MAKE A PAYMENT

1. Click **Make a Payment**
2. Make the payment using credit card or select payment plan option
3. Print the payment confirmation

VIEW MY GRADES

1. Click **Grades** under **Academic** tab
2. Most recent grades will display
3. Select **Change** button to view grades from other **Terms** (semesters) or **Locations**, then click **Continue** button
4. Click **Printer Friendly Version** box
5. Right click mouse to **Print**

First Time Users Start Here...

SET UP MY ONLINE STUDENT ACCOUNT

- Click **First Time Users Start Here** on my.maricopa.edu
- Follow instructions provided

LOGIN

- Click **Login** on my.maricopa.edu
- Enter your **Maricopa Enterprise ID (MEID)**
- Enter **Password**
- Click **Sign in**
- Click **Student Center**

REQUEST OFFICIAL TRANSCRIPTS

1. Click **Official Transcript** from the drop down menu under **Academics** tab
2. Select **Institution**
3. Enter **Quantity** (number)
4. Enter **Recipient information**
5. Click **Edit Address**
6. Complete the address fields
7. Click **Submit**

UPDATE MY CONTACT AND ADDRESS INFORMATION

1. Click on **Contact Information Box** under **Personal Information** tab
2. Update information
3. Click **Save**
4. Click **Ok**

Getting Help...

- Click the **Help** link in the online Student Center
- Click **Help** tab on my.maricopa.edu for tutorials, search features and more.
- Call 1-888-994-4433, available 24 hours a day, 7 days a week



Fellow Students,

Your life is about to get easier with the new online Student Center!

Imagine searching for classes using wireless internet at your favorite wireless café or paying your tuition in your pajamas in front of your personal computer at home. No more paper invoices, and good bye to waiting in lines.

It's called the online Student Center. You can check it out at my.maricopa.edu. It's easy to use and you just need

access to the internet. If you have any questions there are lots of help features like tutorials that show you how to use the site or you can call a 24-hour hotline at 1-888-994-4433.

We have included some steps to follow in this brochure on how to use the online Student Center. Have fun and log-on to register, get your grades, and much, much more.

—Jonathan

Maricopa Community College Student

YOUR LIFE IS ABOUT TO GET EASIER

My.maricopa.edu

| Find Classes | Enroll in Classes | View Your Schedule |
| View Charges | Online Payment Options | Get Your Grades |
Request Transcripts | Update Contact Information |



Chandler-Gilbert	Estrella Mountain	
GateWay	Glendale	Mesa
Paradise Valley	Phoenix	
Rio Salado	Scottsdale	
South Mountain	Maricopa Skill Center	
Southwest Skill Center |



The Maricopa Community Colleges
2411 W. 14th Street
Tempe, Arizona 85281