



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 MCCC 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 mymaricopa.edu
- Follow instructions provided

LOGIN

- Click Login on mymaricopa.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



- | 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 |

