

AWC Dual Enrollment Process

FIRST TIME DUAL ENROLLMENT STUDENT

1. A **first time dual enrollment student** will need to complete and submit the AWC online Admissions Application at <https://www.azwestern.edu/>. Upon successful completion, the student will receive an email from AWC with his/her AWC ID number. If additional information is needed, the student will receive an email regarding this also.
2. Completion of the Dual Enrollment Registration Form with signatures
3. Completion of the Release of Information to Arizona Western College with signatures (one can be completed for a parent, also)
4. Proof of PROP 300. Student must provide a copy of ONE of the following:
 - a) AZ driver's license
 - b) U.S. Passport
 - c) U.S. Birth Certificate AND high school transcript
 - d) Certificate of US Citizenship
 - e) Certificate of Naturalization

NOTE: Proposition 300 does not prevent anyone from enrolling at Arizona Western College.

Proposition 300 does require that students who are not citizens or legal residents pay out-of-state tuition.

CURRENT DUAL ENROLLMENT STUDENT

1. Provide current AWC ID number
2. Completion of the Dual Enrollment Registration Form with signatures
3. Completion of the Release of Information to Arizona Western College with signatures (one can be completed for a parent, also)
4. Proof of PROP 300. Student must provide a copy of ONE of the following:
 - a) AZ driver's license
 - b) U.S. Passport
 - c) U.S. Birth Certificate AND high school transcript
 - d) Certificate of US Citizenship
 - e) Certificate of Naturalization

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Fall 2018 CTE Migrant Dual Credit Procedure

[Please note this is a NEW process due to changes in the Migrant Grant requirements.]

Step 1: Go to the identified Fall 2018 Dual Credit classroom and process AWC Application/Registration paperwork as instructed by Irene.

Step 2: If a student indicates he/she is a Migrant student and would like the Migrant Education Program to pay the \$25/credit hour fee use these guidelines:

1. Document the student's name.
2. Inform the student they must go to the campus Migrant office and **submit a request** for the Migrant program to pay the course fee. The Migrant office will assist the student in completing the required request form and the District Migrant Office will determine eligibility. If approved, the student will be given a form stamped **MIGRANT** the day AWC is scheduled to collect the course fees. **NOTE:** The eligibility process can take 1-2 weeks. We know we are on a shortened timeline for the FALL semester courses. The District Migrant office will be actively communicating with AWC on students and their eligibility.
3. Send a report of the students who will be requesting Migrant fund support to Jessica Mickish's office. Please cc Maria Cruz and Nancy Martinez.

Step 3: If you have Migrant students who are participating in the YPIC Youth Career Connect Grant, funds for dual credit courses should be paid by YPIC and their grant **NOT** the Migrant grant.
