Dual Enrollment Fall and Spring Registration Steps

**FIRST TIME DUAL ENROLLMENT STUDENTS THAT HAVE NEVER TAKEN A CLASS**
Go to: admissions.maricopa.edu and apply now first time early college

**RETURNING DUAL ENROLLMENT STUDENTS THAT HAVE TAKEN A CLASS AND PAID**
Go to: riosalado.edu/early-college/dual-enrollment

**RETURNING DUAL ENROLLMENT STUDENTS ADDING A COLLEGE**
Go to: admissions.maricopa.edu and click login

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### Registration Steps

**Fall and Spring**

1. **Get Admitted**
   - Create a student account
   - Select Rio Salado College
   - Submit proof of identification
   - When you finish your application, you will receive:
     - MEID (User ID)
     - Student ID Number
     - Maricopa email

2. **All-in-One Enrollment Requirements**
   - Go to: learnatrio.com/NewDEApp
   - Submit identification, select one of the following:
     - Arizona Driver’s License or
     - Arizona Learner’s Permit or
     - Arizona State Identification Card or
     - High school ID and Birth Certificate (last year’s ID is acceptable this year)
   - Current signed U.S. passport
   - Fill in GPA seniors only)
   - Upload PSAT, SAT, ACT and AzM2 Merit ELA scores if applicable
   - Complete Financial Responsibility and Consent Form

3. **Determine Placement**
   - Our colleges use multiple options to determine College placement for students, check course list for pre-requisites:
     - High school transcripts
     - ACT, SAT, or PSAT scores
     - Placement test if needed, visit maricopa.edu/testing

4. **Register for Classes**
   - Go to your Student Center at my.maricopa.edu. Log in using your MEID as your User ID and enter your Password.
   - Click the Add a Class option under Enrollment.
   - Enter your 5-digit section number (found at www.riosalado.edu/ courselist) in the Enter Class field, then click the Enter button.
   - Continue to add classes as needed.
   - Confirm your class schedule, then click the Finish Enrolling button.
   - You must register for fall and spring classes.

5. **Pay Tuition**
   - Payment is due for fall upon registration, or students will be dropped.
   - Pay tuition online by signing onto Student Center with MEID (username) and password. Click my payment options/manage my payment plan and follow the steps.
   - Pay tuition by phone using a credit card at 480-517-8330, www.riosalado.edu/students/student-business-services

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### Consent Form

If you are under 18 years of age, you and a parent/guardian must complete and sign the Parent/Guardian Responsibility and Consent Form for students under the age of 18. learnatrio.com/FinancialConsent

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### Have Questions, Issues or Need Assistance?

Visit: www.riosalado.edu/dual

Call: Dual Enrollment: 480-517-8080

Admissions and Records: 480-517-8540

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Please take note of your login (MEID), student ID number, and password for future use.

**MEID:**
You will use it to log onto all Maricopa student tools

**Student ID Number:**
For registration, testing, and academic support

The Maricopa County Community College District does not discriminate on the basis of race, color, national or ethnic origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: 480-731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit www.maricopa.edu/non-discrimination.

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**Maricopa Email:**
Activate your email at google.maricopa.edu. You are responsible for all communication in your Maricopa email. Please check often and keep your password in a secure place.
ADMITTED AFTER MARCH 15, 2021 - No password reset needed! Welcome to dual enrollment!

ADMITTED BEFORE MARCH 15, 2021 - Action Needed! Here are two options to reset your password:

1. I did **NOT** admit myself OR I'm not sure if my Social Security Number was used during the admission process. Contact Rio Salado's IT helpdesk (www.riosalado.edu help/technology-helpdesk) or call **480-517-8600** for assistance resetting your password.

2. I admitted myself using my Social Security Number (SSN). **Click here** (my.maricopa.edu/help/student-passwords meids) and select "Change Password" to reset/change your password.

Check out the new password requirements below:

- Your new password must be at least 12 characters.
- It may not contain commonly used words (you will be prompted if this is an issue during re-set).
- It must include characters from 3 of 4 categories (uppercase, lowercase, digits, and non-alphanumeric).
- The user's first, middle, or last name shall not appear in the password, and number substitutes (i.e., using a 3 instead of an E) are not allowed.
- It may not contain your MEID, sequential characters/digits (e.g. 123, abc, etc.) or repeating characters/digits (e.g., 111, aaa, etc.).
- Also, your previous 10 passwords may not be used.