

## Flier Information:

- Students will receive registration fliers from their teachers during the first few weeks of school. There is a new registration process this year.
- New students will complete steps 1-5 listed under **New Students**. Returning students will complete steps 1-3 listed under **Returning Students**.
- All students need to submit the Financial Responsibility Consent Form online. After it is submitted, it will take 3-5 days for Rio Salado to process. In the meantime, there will be a "HOLD" on your account. After the "hold", you will be able to add your course(s) and pay for the class(es) online through your Student Center at my.maricopa.edu.
- If your student has not successfully registered for their dual enrollment class(es), Rio Salado will be on campus August 30<sup>th</sup> and 31<sup>st</sup> all day in the library. Dual enrollment teachers will be sending students to the library to get assistance in registration and enrollment. The following classes are scheduled to meet on the dates listed below:

### **THURSDAY - AUGUST 30TH - BUSINESS, MATH, SCIENCE, SOCIAL STUDIES**

### **FRIDAY AUGUST 31st - ENGLISH, FINE ARTS, FOREIGN LANGUAGE**

- Maria Willis, Rio Salado Dual Enrollment Coordinator, will be available at DV on Tuesdays 9/4, 9/11, & 9/18 and Thursdays 9/6, 9/13 & 9/20 during both lunches to help our students complete registration
- Please see following information from RIO for most common problems encountered during online registration:

There can be a few reasons why they cannot enroll. The most common is that the student and parent(s) have not completed the [Financial Responsibility and Consent Form](#); this will block enrollment until the form is complete.

It is also possible that the prerequisite has not been satisfied or the prerequisite is one of the dual-only prerequisites that our student information system does not recognize. You would know that this is the case if the student entered the class information and received a red X with the following message:

For resolution of either of these issues, the students (**not the parents**) can call [480-517-8540](tel:480-517-8540) or [480-517-8080](tel:480-517-8080). Parents cannot call unless the student has designated his or her parent/guardian as someone who may have access to his or her college record on the [Financial Responsibility and Consent Form](#)

#### FERPA Information Release Authorization

I, the student, agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and other pertinent documents. I, the student, give permission to release Maricopa Community College student information to my parent/guardian to be named in Section 1 in accordance with Federal Law. This does not disturb the annual notifications with opt out provisions from occurring through standard notification practices.

FERPA Information Release Consent\*

#### Registration by Proxy Authorization

Students under the age of 18 who are unable to register on their own may have a parent/guardian register for them "by proxy." However, in order to comply with federal laws with the confidentiality of official student records (Family Education Rights and Privacy Act of 1974), a release must be granted to authorize Registration by Proxy. I consent to the parent/guardian to be named in the Section 1 to initiate enrollment actions on my behalf.

Registration by Proxy Consent\*

An updated [Financial Responsibility and Consent Form](#) is available for Fall 2018.

The new form includes FERPA and Proxy information. FERPA allows student information to be released to parents and guardians. Proxy allows parents or guardians to register students in dual enrollment courses.

To grant access to your parent or guardian, students click below and sign in with your MEID and password. Parent/Guardian signature is required to complete the form.