



CONTINUING DUAL ENROLLMENT STUDENTS, FLIP THE PAGE TO STEP 3

NEW STUDENTS START HERE!

1 GET ADMITTED

- Go to: www.riosalado.edu/dual
- Click "Get Started Enrolling in Dual Enrollment"
- Click "Student Admissions Application"
- Click "Start New Application"

Fill out the online form to create your student account. Then continue by following the online prompts to complete these fields: Personal Information, Educational Background & Interests, Academic Career and College, Requirements and Disclosures and ID Authentication.

When you get to the third prompt (**Choose Academic Career and College**), use the following options to complete these fields:

- Credit
- Rio Salado College
- Fall 2019
- Current high school student taking courses (dual/concurrent students)

Submit your ID for Authentication

When you get to the fifth prompt, you will choose either option A or B below to complete this section.

How to Submit Your ID for Authentication

Maricopa Community Colleges requires students to submit a valid form of identification. This allows us to confirm a student's identity and prevent identity theft.

View the [complete list](#) of acceptable IDs for identification authentication, as well as lawful presence and testing. Use one of the below options to proceed.

- **Online Real-Time Verification** - Valid with a US issued drivers license or identification card.
 - **UPLOAD FROM MOBILE** - If you have a smart phone or mobile device to receive an email link and your ID verification code.
 - Note: You will need to access to the camera, the email account use to create your application, and a web browser.
 - **UPLOAD FROM DESKTOP** - If you do not have a smart phone or mobile device to receive an email with an ID verification code.
 - Note: Access to a camera or scanner on your computer, and photos of your drivers license/identification card in an image file (.jpeg, .gif, .png). Desktop upload is for Chrome, Safari, and Firefox only.
- **MCCCD's E-Form Process**
 - Choose **SUBMIT AS E-FORM OR IN-PERSON** and select the **VERIFY YOUR IDENTITY ONLINE** button on the confirmation page.
 - Allow 3-5 business days for forms to be processed.
- **In Person**
 - Choose **SUBMIT AS E-FORM OR IN-PERSON** and submit your ID at any of our Admissions, Records and Registration offices.

< PREVIOUS **UPLOAD FROM MOBILE** **UPLOAD FROM DESKTOP** **SUBMIT AS E-FORM OR IN-PERSON**

A. STUDENTS WITH A STATE-ISSUED ID (Driver's license, learner's permit or ID card)

- Select **UPLOAD FROM MOBILE**.
- On the confirmation page, scroll down to "Next Steps" and "Go to Student Center."
- Continue to Step 2 - Submit parent/guardian responsibility and consent form.

B. STUDENTS WITHOUT A STATE-ISSUED ID (Signed U.S. Passport **OR** High school ID **AND** birth certificate)

- Select **SUBMIT AS E-FORM OR IN-PERSON**.
- On the confirmation page, scroll down to "Next Steps" and select "Verify your Identity" or go to www.riosalado.edu/upload-photo-id to submit your forms of identification.
- **Continue to Step 2** - Submit Parent/Guardian Responsibility and Consent Form.

Note your MEID and Student ID

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

MEID (User ID): _____

Student ID Number: _____

Password: _____

2 SUBMIT PARENT/GUARDIAN RESPONSIBILITY and CONSENT FORM (for students under the age of 18)

If you are under 18, you and parent/guardian must complete the MCCCD online consent forms at: www.riosalado.edu/under18
Students without signed forms cannot register.

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RETURNING STUDENTS START HERE!

3 DETERMINE PLACEMENT

Rio Salado uses two processes to determine college course placement for students: unweighted high school GPAs and/or placement tests. To use high school GPA for placement (see chart in next column), students must have:

- Completed at least two years of high school coursework (i.e., Junior or Senior)
- Earned an unweighted, cumulative high school GPA of 2.6 or higher, based on a 4.0 scale

Students with 2.6–2.99 GPA are eligible to enroll in ENG101 and MAT142. Students with a GPA of 3.0 or higher are eligible to enroll in ENG101 and MAT15X or MAT187.

High School cumulative, unweighted GPA <small>At least 2 years of HS No more than 10 years out of HS</small>	English course or placement test needed	Math course or placement test needed
3.0 or above	ENG101	MAT 15X or 187
2.6 – 2.99		MAT 14X or 12X
Below 2.6	Take Writeplacer	Take ACCUPLACER

Students will need to take placement test if:

- They are currently a high school freshman/sophomore
- Their high school GPA is below 2.6, based on a 4.0 scale
- They wish to place in a higher level of English or Math
www.maricopa.edu/testing

Check your high school course list at www.riosalado.edu/dual for a complete list of course requirements.

4 REGISTER FOR CLASSES

Students can enroll in class(es) after all pre-enrollment requirements have been met and processed.

- Visit my.maricopa.edu and log in to the **STUDENT CENTER** using your MEID and password.
- Click on **Add a Class**. Then **Select Term**. Enter the 5-digit course number supplied by your teacher or listed on your school's course list at www.riosalado.edu/dual

5 PAY TUITION AND FEES

Tuition is \$85 (in-state) per credit plus a \$15 registration fee per semester. Payment is due upon registration. Students will be dropped from courses every Monday for non-payment.

Payment options:

- **Online:** click on "My payment options/manage my payment plan" in your **STUDENT CENTER**
- Pay in full or set up payment plan
- **Phone:** call the Cashier's Office at 480.517.8330
- **In-person:** Rio Salado College, 2323 W. 14th St., Tempe, AZ 85281 – 2nd floor Cashier's Office

HAVE QUESTIONS, ISSUES OR NEED ASSISTANCE?



Visit:
www.riosalado.edu/dual



Call:
Dual Enrollment: 480.517.8080
(Hours: 8 a.m. to 5 p.m.)
Admissions and Records: 480.517.8540
Reset Password: 1.888.994.4433

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