



CONTINUING DUAL ENROLLMENT STUDENTS, FLIP THE PAGE TO STEP 4

NEW STUDENTS START HERE!

1 GET ADMITTED

- Go to www.riosalado.edu/dual
- Click [Get Started Enrolling in Dual Enrollment](#)
- Click [Student Admission Application](#)
- First Time Dual Enrollment [APPLY NOW](#)
- Fill out the online form to create your student account (MEID) [CREATE USERNAME](#)
(Write down your new Username below)
- Fill out "Personal Information"
- Fill out "High School Information"
- Choose College and Term
 - Rio Salado
 - Fall 2020 [ADD TO MY APPLICATION](#)
- My College and Plans–Review this information. Click [NEXT](#)
- Requirements and Disclosures–Please answer all questions. Click [NEXT](#)
- Identity Verification (This is necessary to become a student)

MOBILE ID UPLOAD	DESKTOP UPLOAD	SUBMIT APPLICATION
<small>Select if you want to upload a photo of your driver's license, learner's permit, or an ID card from a mobile device (a link will be sent to you via email)</small>	<small>Select if you want to upload a photo of your driver's license, learner's permit, or an ID card saved on your desktop or laptop</small>	<small>Select to submit your Admission Application. Continue with next steps outlined.</small>
- Follow prompts via email or phone to complete
- If you are unable to upload your identification during the admission application, you must submit your identification at www.riosalado.edu/upload-photo-id
 - Once complete fill out information below - **Note your MEID and Student ID:**

MEID (User ID): _____
 Student ID Number: _____
 Password: _____

2 SUBMIT FINANCIAL RESPONSIBILITY FORM (for students under the age of 18)

If you are under 18, you and parent/guardian must complete the MCCD online consent forms at: www.riosalado.edu/under18

- Students without signed forms cannot register

ALLOW 2-3 DAYS TO PROCESS INFORMATION AND THEN PROCEED TO STEP 3

3 DETERMINE PLACEMENT Fulfill Special Admissions Requirements

- Special admissions can be met based on student's year in high school. Below is a list of acceptable verification documentation. **ONLY ONE DOCUMENT IS REQUIRED**
- Check High School Course List for admissions requirements for individual classes at: www.riosalado.edu/programs/dual/Pages/Participating-Schools.aspx
 - Freshman
 - Reading Accuplacer test
 - For information on Accuplacer go to riosalado.edu/testing/placement/Pages/placementtest.aspx
 - Sophomore
 - AZ Merit ELA score of Proficient or higher
 - PSAT, SAT score of 720 or higher
 - Composite ACT score of 12 or higher
 - Reading Accuplacer test
 - Junior and Seniors
 - Unweighted, cumulative GPA of 2.6 or higher
 - AZ Merit ELA score of Proficient or higher
 - PSAT, SAT score of 720 or higher
 - Composite ACT score of 12 or higher
 - Reading Accuplacer test
- Some classes have additional pre-requisite requirements
- Submit Special Admissions documents at my.maricopa.edu/services/placement
 - Click [High School GPA, ACT, SAT, GED Submission Form](#) and upload your documents

ALLOW 2-3 DAYS TO PROCESS INFORMATION AND THEN PROCEED TO STEP 4



RETURNING STUDENTS START HERE!

4 REGISTER FOR CLASSES

- Log onto your student center at my.maricopa.edu with your MEID (username) and password



- Click the **Add a Class** link under the Academics heading and Enrollment sub-heading



- Select college and term you want to register for and click continue

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> Fall 2019	Credit	Rio Salado College
<input type="radio"/> Spring 2020	Credit	Rio Salado College

[CONTINUE](#)

- Enter your 5-digit section number (found on your **high school course list** www.riosalado.edu/programs/dual/Pages/Participating-Schools.aspx) in the Enter Class Nbr field, then click the Enter button

Add a class using one of the following:

Search for Class Search for Classes

----- OR -----

Enter Class Nbr

- Continue to add classes as needed
- Confirm your class schedule, then click the **Finish Enrolling** button

PROCEED TO STEP 5

5 PAY TUITION AND FEES

- Tuition cost is \$85 per credit* for Maricopa County residents plus a \$15 registration fee per semester. Payment is due upon registration. Students will be dropped from courses every Monday for non-payment.

*Tuition subject to change.

Payment options:

- Online:** Pay tuition online by signing onto Student Center (my.maricopa.edu) with MEID (username) and password
 - Click "**my payment options/manage my payment plan**" and follow the steps to pay in full or set up a payment plan
- Phone:** Call the Cashiers office to pay by phone using a credit card at 480-517-8330
- In-person:** Pay tuition in person using a credit card, check, cash, or money order at the Student Business Services Office at 2323 W. 14th Street, Tempe, AZ 85281- 2nd floor Cashier's Office
 - Go to www.riosalado.edu/cashier/ for Student Business Services hours of operation

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

DE_RegistrationSteps-Sp20_FL_1219