



1 GET ADMITTED

- Go to www.riosalado.edu/early-college/dual-enrollment
- Click "START HERE under Steps to Enroll"
- Click Student Admissions Application
- Click "First Time Dual Enrollment Apply Now"
- Choose "No" on the Starting a New Application Screen
- Answer the question on the Student Visa screen
- Fill out the online form to create your student account (MEID).

MEID (User ID): _____

Password: _____

TIP: You are not done! Please continue with the registration process to obtain your MCCCID number. If you stop here, your registration is incomplete. All incomplete applications are deleted after 48 hours.

Continue the application by completing the information on the following screens.

Personal Information

- Complete the fields with your personal information and click "Next."

High School Information

- Complete the fields about your high school and click "Next."

Choose College and Term

- Complete the fields about your community college and term choice be sure to select Rio Salado and click "Add to my application."

My College and Plans

- Verify the information is correct and click "Next."

Requirements and Disclosures

- Complete the fields for requirements and disclosures and click "Next."

Identity Verification

You will be required to upload an official form of identification to complete the registration process. The form of ID you choose to submit will determine how you submit it, either by (A) mobile upload or (B) desktop upload.

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 form of identification.

Creating your Maricopa ID Account

- After your ID upload is complete, you will see the "Welcome to the Maricopa Community Colleges" screen with your Student ID Number. Take note of it here:

Student ID: _____

Maricopa Email: _____

- Make sure to read any notes or alerts regarding your application (if shown) on the page.

2 SUBMIT FINANCIAL RESPONSIBILITY AND CONSENT E-FORM (for students under the age of 18)

If you are under 18, you AND your parent/guardian must complete the MCCCID online consent form at: www.riosalado.edu/under18.

Students without signed form cannot register.

Allow 2-3 days for the form to be processed and then proceed to Step 3.

3 DETERMINE PLACEMENT

Rio Salado uses two processes to determine college course placement for students: unweighted high school GPAs and/or placement tests. To meet Admissions requirements please refer to the list below.

- 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

Note: Some classes have additional pre-requisite or admissions requirements. View your high school's dual enrollment course list for more information at www.riosalado.edu/courselist

Steps continued on back.

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DUAL ENROLLMENT

Registration Steps

3 DETERMINE PLACEMENT *(continued)*

When Ready to Submit your Placement Documentation:

- Go to my.maricopa.edu/services/placement
- Scroll down to the "Online Option" and select "High School GPA, ACT, SAT, GED® Submission Form"
- Log into Maricopa eForms using your MEID and password
- Follow the instructions, upload your document and click "Next"
- Sign the electronic form

Allow 2-3 days to process information and proceed to Step 4.

4 REGISTER FOR CLASSES

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



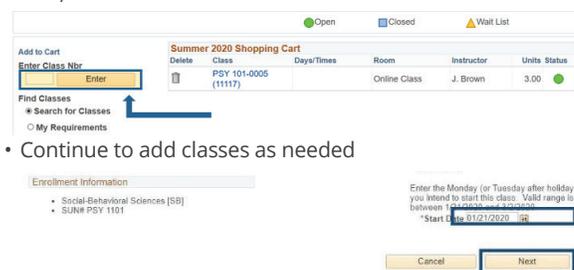
- Click **Add a Class** link under Academics Heading and Enrollment Sub-Heading



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



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



- Continue to add classes as needed

- Confirm your class schedule, then click the **Finish Enrolling** button.



5 PAY TUITION AND FEES

- Tuition cost is \$85 per credit* (subject to change) 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.
- 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 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.
- Pay tuition by phone** using a credit card at 480-517-8330. For hours of operation, see the Student Business Services website at www.riosalado.edu/students/student-business-services

HAVE QUESTIONS, ISSUES OR NEED ASSISTANCE?



www.riosalado.edu/dual



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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