



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 (.jpg, .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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The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national 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.



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 At least 2 years of HS No more than 10 years out of HS	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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