



Name: \_\_\_\_\_ MEID: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Maricopa Student Email: \_\_\_\_\_@maricopa.edu

If you are a returning student, please proceed to Step #3

## 1 GET ADMITTED

(For New students only)

Complete the online admissions application at [www.riosalado.edu/dualapp](http://www.riosalado.edu/dualapp)

- Select "Rio Salado College" as your Primary College
- Please **DO NOT** exit the application page when you finish -scroll down to complete next steps
- You will need an AZ Driver's License/Permit, signed valid US Passport, Permanent Resident Card **or** current high school Student ID with birth certificate to complete "All-In-One Enrollment Requirements."
- Click "Next Steps" and "Dual Next Steps" after you submit your application
- Upload any required documents or test scores to the application (takes 1-2 days to process)

### Once Admitted, set up DUO

\*This is a two-factor authentication process to access Maricopa student systems

[www.maricopa.edu/DUO](http://www.maricopa.edu/DUO)

## COMPLETE ENROLLMENT TASKS

The following steps are for students missing required identification and documentation.

- To complete the "All-In-One Enrollment Requirements Form" please follow this path:
  - [www.riosalado.edu/dual](http://www.riosalado.edu/dual)
  - Click on the "Enrollment & Registration" box
  - Click on "Step 1: Get Admitted & Complete Enrollment Tasks"
  - Scroll down and select the "All-In-One Enrollment Requirements Form"
  - Log in with your MEID@maricopa.edu and password
  - Fill in your information and upload necessary identification and documents

Check this box after you complete your admission application for Rio Salado College

Check this box after you have submitted identification & required documents in the online All-In-One Enrollment Form

## 2 DETERMINE PLACEMENT

If you are a **Freshman or Sophomore** who is NEW to dual enrollment:

- Take the College Reading EdReady placement test
- OR
- Take the College Algebra EdReady placement test and score an 80+ if you are taking a Math college course

If you are a **Junior or Senior** who is NEW to dual enrollment:

- Upload high school transcripts showing a 2.6+ regular (unweighted) GPA
- And/Or
- Take the College Algebra EdReady placement test and score an 80+ **if you are taking a Math college course**

EdReady Placement Test: [maricopa.edready.org](http://maricopa.edready.org)

\*No test key required

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

"Occupational" courses do not require placement information for enrollment. To register for class(es), you will need to call the Dual Enrollment team at 480-517-8080.

I have finished my EdReady "College Reading" or "College Algebra" placement test or submitted an ACT/SAT score

I have submitted my High School GPA instead of a placement test or other test score

(Junior/Senior only)

[www.learnatrio.com/PlacementMeasures](http://www.learnatrio.com/PlacementMeasures)



## 3 REGISTER FOR CLASSES

- Register online [www.maricopa.edu/students](http://www.maricopa.edu/students)
- Visit [riosalado.edu/courselist](http://riosalado.edu/courselist) to write down your Class Number (5 digits)
- Click on the "Student Center" icon and log in with your MEID/Password
- Watch for your **DUO** push notification to log in
- Click on the "Manage Classes" tile
- Click on "Class Search and Enroll"
- Select "Rio Salado College" and the term
- Enter your 5-digit Class Number, then click the small arrow to start registering for classes
- If you experience issues enrolling in your class, please contact our office: 480-517-8080.

Your 5-digit Class Numbers (Class #)

If you would like to meet with a success coach to help you maximize your dual credits and/or be on track to earn an associate degree, please email: [success.coach@riosalado.edu](mailto:success.coach@riosalado.edu) with your full name, date of birth, grade level and high school.

## 4 MAKE PAYMENT ARRANGEMENTS

- Pay online at [maricopa.edu/students](http://maricopa.edu/students)
- Click on the "Student Center" icon and log in with your MEID/Password
- Click on the "Financial Account" tile
- Click on "Make a Payment"
- Select "Rio Salado College" and the term
- You can also call the Cashier's office to pay by phone: 480-517-8330

**Be sure to check your Student Center for the current tuition balance and other statuses for making payment arrangements.**

**My Current Balance is:**

\$ \_\_\_\_\_

**Payment is due upon registration**

**I have paid my tuition or set-up a payment plan for Fall classes\***

**I have paid my tuition or set-up a payment plan for Spring classes\***

**\*If setting up a payment plan, you will need to set up a payment plan for BOTH Fall and Spring semesters**

Dual Enrollment: 480-517-8080 or [dual.enrollment@riosalado.edu](mailto:dual.enrollment@riosalado.edu)

Cashier's Office: 480-517-8330

IT Helpdesk (*reset password/login issues*): 480-517-8600

Admissions & Records: 480-517-8540