DUAL ENROLLMENT

RIO SALADO COLLEGE
A MARICOPA COMMUNITY COLLEGE

Get Started with Dual Enrollment—Your Step-by-Step Guide

Get ahead in your college journey with Dual Enrollment! Follow these steps to enroll in college and earn credits in your high school class that count toward your future education.

Before You Begin—What You'll Need **New Students Only*

To make the process smooth, have these documents ready and tasks completed:

1. Identification & Lawful Presence Documents

You'll need an accepted form of ID for authentication and verification. Some options include:

- ✓ High School ID + U.S. Birth Certificate
- ✓ Arizona Driver's License, Permit, or ID Card (unexpired, non-limited)
- ✓ U.S. Passport/Passport Card (unexpired and signed)
- ✓ Valid Permanent Resident Card

View the complete list of acceptable IDs (www.maricopa.edu/id).

2. Proof You Meet Admissions Requirement

- ✓ Self-report your unweighted 2.0+ high school GPA on the Dual Enrollment Class Form *(Sophomores, Juniors and Seniors)*

OR

- ✓ Take the EdReady College Reading placement test (recommended score: 75+) (maricopa.edready.org) *(Freshmen)*

Step 1: Create an Account & Get Admitted

If you're a **returning student**, proceed directly to **Step 4.**

1. Create an account.

   www.riosalado.edu/dualapp

2. Select **Rio Salado College** and the correct term (ex. Fall 2025).
3. After applying, you'll receive your **MEID (Maricopa Enterprise ID), Student ID number, and Maricopa email**—keep these handy to sign into various systems!

MEID (example: MAR1234567) _____

Password (example: mJ0ns!e981924) _____

Student ID number (example: 33333333) _____

Maricopa email (example: yourMEID@maricopa.edu) _____

Step 2: Set Up Duo Two-Factor Authentication

To keep your account secure, you must set up Duo two-factor authentication before accessing your Student Center and student email.

- ✓ Create DUO account using student phone number OR
- ✓ Download the Duo Mobile app (Apple or Google Play).
- ✓ Follow the setup instructions using your Maricopa student email.

www.maricopa.edu/student-center

Step 3: Complete Your Dual Enrollment Forms

Visit your **Student Center** (www.maricopa.edu/student-center), log in, and click My Student Forms to access these required forms.

Click the **High School Dual Enrollment tile** to access the following forms:

- **ID Authentication Form** – Upload your identification documents (only required for first-time Dual Enrollment students).
- **Under-18 & FERPA Release Form** – If you're under 18 and a first-time Dual Enrollment student, your parent or legal guardian must complete a portion of this form. (Be sure to include their email address to avoid delays.)
- **Dual Enrollment Class Form** – You must complete this form to register for classes. First-time students must complete this form. *Note: Returning students do not need to upload transcripts.*
  - ✓ Upload any supporting documentation *(transcripts for students enrolling in Math 187 and above or senior English.)*
  - ✓ Review the high school college course list to determine if classes have prerequisites www.riosalado.edu/courselist

New students: Proceed to Pay Tuition & Fees

You have completed all of your enrollment steps. Please allow 7- 10 business days for your registration to be processed. You can verify you are enrolled through the Student Center. Then proceed to payment.

Step 4: Returning Students only/Self-Serve

Log into Student Center and complete the following steps:

- ✓ Click on "Manage Classes" tile
- ✓ Click on "Class Search and Enroll"
- ✓ Select Rio Salado College and Term (ex. Fall 2025)
- ✓ Enter your 5-Digit Class number, then click the arrow to start registering.

Pay Tuition & Fees

Pay online, over the phone, or in person at **Rio Salado College** Student Business Services office.

- ✓ To pay online, log into your Student Center (www.maricopa.edu/student-center).
- ✓ Click the Financial Account Tile.
- ✓ Click Make a Payment and select View Payment Options.

Need help with tuition? You may qualify for the Maricopa Grant (www.maricopa.edu/student-center). Check with the college for deadlines! Grant is first-come first-serve, based on financial need. Priority deadline has passed.

www.riosalado.edu/dual

Contact the college's Student Business Services office for payment assistance (www.maricopa.edu/tuition).
Cashier's Office: 480-517-8330
IT Helpdesk: 480-517-8600
Admissions and Records: 480-517-8540
Dual Enrollment: 480-517-8080 or dual.enrollment@riosalado.edu

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