


Non-Credit Enrollment Tutorial




Select “Start Now” under the fourth option - “Non-Credit”

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa | Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain




New Students
Are you just starting college or new to Maricopa Community Colleges and looking to become a student?

[Join Us Now](#)




Returning Students
Do you have an account and need to complete an application, reapply, or apply to additional colleges?

[Log In](#)



High School Students
Are you a new **Dual Enrollment**, ACE, or Hoop Learning student and want to take classes?

[Get Started](#)



Non-credit
Are you looking to take non-credit courses for community or continuing education or personal enrichment?

[Start Now](#)

If you have a Maricopa Email/SID, select “Yes” and sign in with your MEID and password, then skip to slide 6. If not select “No” and proceed to slide 3.

If you hit “No” in the previous step and you do not have an MEID fill out the form.

Create Student Account

* Indicates required fields

***First Name:**
Jane

***Middle Name:** Sue No middle name


***Last Name:**
Doe

***Date of Birth:**
01/01/2001

Your Social Security Number (SSN) must be on file for tax, financial aid and veterans benefit processing. Your SSN will not be used to identify you as a student and will be kept confidential. For more information contact your campus [Admissions & Records Office](#).

Social Security Number (Optional):
_ - _ - _

***Personal Email:**
janedoe@gmail.com

***Confirm Personal Email:**
janedoe@gmail.com 

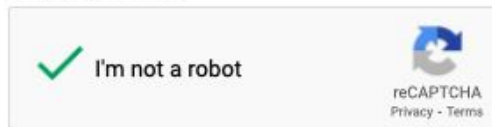
- Click the box to verify you are not a robot
- Click “Create Username

I give permission to the Maricopa Community Colleges to send text messages and automated calls or other methods of communication by submitting this form ?

- Yes
 No

NOTE: All students and employees are enrolled in the text message ALERT notification system. In order to receive Emergency Alerts concerning health and safety of people on campus/sites via text message, please be sure to provide your current cell phone number.

Security check



Clicking this button will check to see if you have an existing account at Maricopa. Please wait while we do this check.

CREATE USERNAME

Very Important Info Coming Up!

- A Username will be made for you
- Create a password that meets all criteria
- **WRITE THIS INFORMATION DOWN**

Please take note of your UserName below. If you need to EXIT your application, your Username and Password will allow you to log back in and complete.

Username: JAN2213104

*Create Password:

Your password:

- Must be at least 10 characters long
- Contain at least one lowercase and one uppercase letter
- Contain at least one number
- Contain one of these special characters: - _ ? \$ # () . , * + ^ - ` ! @ % & [] { } | ' ;

*Confirm Password:

*Account Recovery Question:

Select One

*Account Recovery Answer:

NEXT

Tell Us About Yourself

- Fill out all personal information
- If you are living in Arizona, or plan to, click “Yes”
- Check the box for Affidavit of Information
- All of your information is protected so don't worry!

* Indicates required fields

Personal Information (Why do we ask these questions?)

Prefix: Prefix ***First Name:** Jane ***Middle Name:** Sue ***Last Name:** Doe **Suffix:** Suffix

Preferred Name: Optional No middle name

***Country:** United States

***Address Line 1:** 1234 E Street Dr.

Address Line 2 (Optional): Optional

Address Line 3 (Optional): Optional

***Zip Code:** 85202 ***City:** MESA ***State/Province:** Arizona ***Address Type:** Home

Tell Us About Your Education

- Click on the bar that best describes your high school completion
- Click on the bar that best describes your highest level of education
- There is no right or wrong answer, so no worries!

What Subject Interests You?

- Select where/what college you want to attend to
- Select the subject that interests you
- Click **“Take a Class (Not Pursuing Degree/Certificate)”**

Select Primary College

* Indicates required fields
Your responses to these questions will help clarify your intent and assign a point of contact to assist with advising and enrollment processes.

***Primary College of Interest**

Mesa Community College

***Field of Interest**

Select a Field of Interest

***Select a primary reason for attending this college:**

Get an Associate Degree

Get a Certificate

Take a Class (not pursuing degree/certificate)

About Fields of Interest

Fields of Interest help you clarify which career path you are interested in pursuing and explore the degree and certificate options available in your chosen field. Every Field of Interest represents a community of students, faculty, and staff who will give you the information, assistance, and encouragement you need to find success. For assistance and questions, please call [480-498-8892](tel:480-498-8892).

Summer Hours:
Monday - Wednesday 8:00 am - 7:00 pm and Thursday 10:00 - 7:00 pm
Fall Hours:
Monday - Thursday 8:00 am - 7:00 pm and Friday 10:00 am - 5:00 pm

FIELDS OF INTEREST

CANCEL/SHOW MY COLLEGES AND PROGRAMS **ADD TO MY APPLICATION**

- Select “Non Credit”
- Select the semester when you would like to start (Fall 2022)

* Indicates required fields

Your responses to these questions will help clarify your intent and assign a point of contact to assist with advising and enrollment processes.

***Primary College of Interest**
Mesa Community College

***Field of Interest**
Computer and Information Technology

***Select a primary reason for attending this college:**

Get an Associate Degree

Get a Certificate

Take a Class (not pursuing degree/certificate)

***Select a plan most aligned with your career and educational goals**
Non Credit

***When do you plan to begin taking classes?**
Spring 2021

ABOUT FIELDS OF INTEREST

Fields of Interest help you clarify which career path you are interested in pursuing and explore the degree and certificate options available in your chosen field. Every Field of Interest represents a community of students, faculty, and staff who will give you the information, assistance, and encouragement you need to find success. For assistance and questions, please call 480-498-8892.

Summer Hours:
Monday - Wednesday 8:00 am - 7:00 pm and Thursday 10:00 - 7:00 pm
Fall Hours:
Monday - Thursday 8:00 am - 7:00 pm and Friday 10:00 am - 5:00 pm

FIELDS OF INTEREST

CANCEL/SHOW MY COLLEGES AND PROGRAMS **ADD TO MY APPLICATION**

You're Almost There!

- If you are done choosing your college or program, click “Yes”
- If you would like to add any other college or program ,click “No”

My Colleges and Plans

If your application shows "Admitted" you are already active at that required college. You can exit the application and go to my.maricopa.edu to login to your Student Center and enroll. For assistance contact the [Admissions, Records, and Registration office](#).

Term	College	Academic/Career Plan	Field Of Interest	Status	Action
Spring 2021	Mesa Community College	Non Credit	Not applicable	Plan to Admit	Delete

Are all of the colleges and programs for your application shown above?

Yes, I'm ready to finish my application

No, I want to add another college and program

BACK

SAVE & EXIT

NEXT

Time to Cross Some T's and Dot Some I's

- Click all the required boxes to continue
- Make sure you read all necessary disclosures, so you know exactly what you are agreeing to

Verify Your ID

- You have the option to skip this step, however it is suggested you complete this ASAP. If you do not complete this step, you will have to verify your ID in person before you can start classes
- To verify your ID, you can either submit a picture of a driver's license or ID card using your smart phone, or a scanned picture saved to your computer.
- The application can take up to 10 minutes, so don't worry if it seems like it is taking a long time to process.

Identity Verification

Verifying your identity is important to us and to you, which is why we ask you to provide a government-issued photo ID.

[Click here](#) to view a complete list of acceptable IDs for identification authentication, as well as lawful presence and testing.

MOBILE ID UPLOAD

Select if you want to upload a photo of your driver's license, learner's permit, or ID Card from a mobile device (a link will be sent to you via email)

DESKTOP UPLOAD

Select if you want to upload a photo of your driver's license, learner's permit, or ID Card saved on your desktop or laptop

SKIP AND SUBMIT

BACK

- Fill out your ID information
- If you are not using a driver's license, there is a list of acceptable forms of ID you can use.
- You can upload a picture from your phone or from your computer. The file must be either a jpeg, jpg, pdf, or png.

Identity Authentication and Declaration of Citizenship or Status

State law now requires that a person who is not a citizen or legal resident of the United States or who is without lawful presence is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. Although you have previously enrolled at this or another Maricopa Community College, it is important that you provide this information, even if you have been asked to provide similar information in the past.

Failure to provide the information requested below may result in your being now classified as out-of-state for tuition and fee purposes. The responsibility of providing the proper residency classification is placed upon the student. Any student who falsifies his/her residency may be subject to dismissal from the college and/or criminal action.

Only those with a lawful presence in the US may qualify for Maricopa County Community College District scholarships or federal financial aid. Any information you provide about your lawful presence when you apply for financial aid or scholarships may be subject to mandatory reporting to federal immigration authorities under Arizona law, A.R.S. §§1-501,1-502.

For additional information visit: www.maricopa.edu/residency. All of the information on this form is confidential and in compliance with the Family Education Rights and Privacy Act of 1974. The Act's provisions are explained in the General Catalog.

Student Information

College: *

Last Name: * First Name: * M.I.:

Student ID: *

Date of Birth: *

Citizenship Status: *

Arizona Department of Motor Vehicle License Number or AZ Photo ID Number * Issue Date: * Expiration Date:

I do not possess an Arizona Department of Motor Vehicle License or Identification Card

ID Upload Instructions

Image Requirements:

Please use a scanner or digital camera (such as a phone camera) to create a color file of your documentation. The Image should capture the whole document and be clearly legible.

Acceptable file formats are .jpeg, .jpg, .pdf, or .png.

Your form may be rejected if the image does not meet requirements. We have the right to refuse any document or ask for additional documentation.

IMPORTANT NOTE: Passports must be signed in order to be used for Lawful Presence.

File Upload:

Before attaching your file(s), review the Documentation Requirements above. Once you are ready to proceed, click 'Next' at the bottom of the page to continue.
Note: Form must be completed and submitted along with a color upload of your documentation

Please upload your documentation:

* no file selected

Files over 25 MB will not be accepted

Please upload any additional documentation:

* no file selected

Files over 25 MB will not be accepted

Non-Discrimination Statement

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 <http://www.maricopa.edu/non-discrimination>.

New Password

- Now it's time for a new password! Your Username will be the same, but your password will be updated for your protection
- You may choose something similar to your old password, however you cannot use the same password and you must follow all the criteria (special character, number, etc.)

Change Password

To protect your personal information, you are required to change your password now.

Password Requirements

All of these requirements must be met:

1. Must be at least **10 characters long**
2. Must be at shorter than **30 characters long**
3. Must contain character types from *three* of the following categories:
 - Uppercase (A, B, C, ...)
 - Lowercase (a, b, c, ...)
 - Numerals (0 through 9)
 - Special characters, including - _ ? \$ # () . , * + ^ ~ ` ! @ % & [] { } | ' ;
4. Must not contain your first/last name or MEID

***New Password**

***Confirm Password**

SET PASSWORD

Congratulations! You have Completed Your Application!

- You will be given your username or MEID, Student ID, and your Maricopa email
- IT IS ESSENTIAL YOU WRITE ALL OF THESE DOWN AND KEEP THEM IN A SAFE PLACE

Welcome to the Maricopa Community Colleges

Dear Jane,

Congratulations and welcome to the Maricopa Community Colleges. The selected colleges have received your admission application and are listed below.

Print or write down your student account information, you will need these to register and seek support at your institution.

MEID (User ID): You will use this to log on to all Maricopa Student tools	Student ID Number: You will use this when getting support from employees	Maricopa Email
JAN2213104	36824804	JAN2213104@maricopa.edu

College	Phone #
Mesa Community College	(480) 461-7600

NOTE: Thank you for submitting your application. If you have successfully completed your application and the ID process using the online tool between 6am and 5pm, you can expect to be able to enroll in classes within 15 to 30 minutes. If you submit your application after 5pm, your account will not be ready for registration until after 6am the next day. Please check your email account for more information.

Home Base

- Here you can verify your ID, if you have not done so
- You can also talk to an advisor, register for classes, pay tuition, apply for scholarships, etc.
- If you have any questions or need to talk to someone, make sure you have your MEID ready

Next Steps:

<h3>1. Verify your Identity</h3> <p>SUBMIT IDENTIFICATION <i>(Acceptable Forms)</i></p> <p>Verifying your identity is important to us and to you, which is why we ask you to provide a government-issued photo id. For more information please view Proof of Identity: ID Authentication.</p>	<h3>2. Determine Placement</h3> <p>PLACEMENT INFORMATION</p> <p>Our colleges utilize multiple options to determine college course placement for students:</p> <ul style="list-style-type: none">• High School Transcripts• GED Scores• ACT Scores• SAT Scores• ACCUPLACER• EdReady Placement Assessment
<h3>3. Seek Advisement</h3> <p>SEEK ADVISEMENT</p> <p>Meeting with an academic advisor is a critical part of the educational process.</p>	<h3>4. Register for Classes</h3> <p>STUDENT CENTER</p> <p>To register for classes, go to your Online Student Center and click Add a Class</p>
<h3>5. Pay Tuition and Fees</h3> <p>MYINFO</p> <p>Payment Options If you plan to cover a portion of your tuition and fees out of pocket, you may want to enroll in a payment plan.</p> <p>Apply for Scholarships Numerous scholarship opportunities await.</p> <p>Apply for Federal Student Aid Completing the online Free Application for Federal Student Aid (FAFSA).</p>	

Welcome to your class. We wish you success!

