

Early College Checklist and Steps to Enroll

Returning college students may skip to Step 4 below.

___ **1. Get a plan.** Work with your Sequoia Choice Advisor or Academic Coach for approval, identifying which classes you need or wish to take.

___ **2. Register with the college.** Complete the registration form for the campus you wish to attend at my.maricopa.edu. If you live outside the Phoenix area, register as a new student at the community college of your choice. Set up your student account. The college registrar's office can help with registration questions or problems. Register as a "concurrent enrollment" student (not "dual enrollment").

___ **3. Take placement tests.** *Accuplacer* tests are required placement tests, and include reading, sentence skill, and math. They can be taken at any of the ten Maricopa Community Colleges listed below, or a different college will have its own placements. You must take a *photo ID* and know your *Social Security number and MEID* when going to take the test. When completed, you must give a copy of your placement test scores to your advisor. The college's website will have more information on the placement tests, when signing up with the school. Check on the available times and requirements. You may also call the testing center.

Placement Exams - Maricopa Testing Center Phone Numbers

Chandler Gilbert Community College: 480-732-7159

Estrella Mountain Community College: 480-623-935-8860

Gateway Community College: 602-286-8160

Glendale Community College: 623-845-3058

Mesa Community College: 480-461-7480; Red Mtn. Campus: 480-654-7600

Paradise Valley Community College: 602-787-7050

Phoenix College: 602-285-7844

Rio Salado College: 480-517-8560

Scottsdale Community College: 480-423-6433

South Mountain Community College: 602-243-8188

___ **4. Submit agreement.** The student and a parent or guardian must read and sign the *Early College Credit Contract* and return it to their high school advisor. It *must* include student's online login information—the student's User ID (MEID) and working password. This login is created by the student at the website my.maricopa.edu, using the "Create an Account" link. Test it and make sure it works.

___ **5. Choose and register for classes.** Your advisor will help you follow a plan for your high school diploma and college courses. Then find specific college courses at your college. Courses in Maricopa County schools can be seen at my.maricopa.edu under *Find a Class*. Look for course sections that have spaces available still, and that have days and times that will work for you, and are approved by your advisor. These classes then need to be held at the college. This normally must be done in-person for students under 18. Rio Salado online classes can be registered online. You may need to give your high school advisor a form to sign, for "underage recommendation" from the high school. You may fax or scan this to your advisor.

Rio Salado Online: At riosalado.edu, follow the *Start At Rio* link and steps. Ask your advisor for the specific Rio Online steps to register. For video instructions, click here: [Rio Online Class Registration](#). Exact course numbers for Rio Salado Online courses are best found at the *Class Schedule* at <http://www.riosalado.edu>.

___ **6. Notify Advisor.** After your courses are registered with the college, notify your advisor and give him or her a copy of your *course schedule*. Your advisor may be able to retrieve your schedule online, by request.

___ **7. Get your books.** A copy of the third-party payer letter for the bookstore will be sent to your school e-mail account. Print this letter out and take it with you to your college bookstore and select your required texts. You must choose *used or rental copies* when available. General school supplies are not covered. If texts are not available, and you'd like to order a copy online, purchased used or rental copies online, and we will reimburse the amount from a submitted receipt. In case your teacher changes the books, *wait before opening any online codes or sealed books or lab kits*. *Keep your receipts*. You may need to return them if not needed, and billing may need adjusted.

___ **8. Begin your college course.** Attend your first day of class. Verify with your instructor that you have the correct books and all the information you need to be successful. The student is responsible for keeping up with all course activities and due dates, responsibly, throughout the semester. **Rio Salado Online courses: Use the RioLearn Log In**

___ **9. During the semester.** Communicate regularly with your high school advisor, keeping up with school e-mails, submitting weekly attendance properly, and following other requirements such as state testing. Be proactive and communicate with each college teacher. If emails aren't getting a response, work to call or meet with the teacher. If you are not careful, you may miss something important and not pass the course!

___ **10. End of the semester.** When final course grades are posted (accessible online, notify your high school advisor,) as soon as possible. This will ensure that your credits are recorded for high school as well. Near the end of the semester, return to Step 3 above, to arrange for your next classes! Check to make sure all attendance submissions are in to help ensure future approval for college.

Important General Information:

All eligibility requirements for continued college courses are listed on the ECC Contract. A new contract needs to be signed and submitted at the beginning of each new school semester.

College courses have registration deadlines—the course may fill up if everything isn't submitted early. For on-campus courses, enrollment should be done very early.

All courses must be approved by your high school advisor. Any changes to your courses need approval by your advisor as well. Courses cannot be changed after all paperwork has been submitted unless absolutely necessary. Resolve any issues or uncertainties before registering for your courses.

If reimbursements are due for unsuccessful courses or withdrawing from a class beyond the allotted time, the student will not be able to take more college courses until the amount is paid to Sequoia Choice, in full.

If student must withdraw from a course, he/she needs to do so within the first week of school, after consultation and approval by the advisor. An alternate class in that subject may be required with distance learning to keep up with school requirements and stay in good standing.

Your high school advisor can help you with any questions, so keep in touch!