Admissions: Creating a New Student Application

OVERVIEW
Students can create a new student admission application using the new web application.

SCOPE
This document discusses creating a new Student Application on the Student Admission Application website.

Note: Current screen content and fields may vary from documentation. The documentation will be updated to reflect the changing state of the application.

OBJECTIVES
By the time you complete this procedure, you will be able to:
- Create an Admission Application for a New Student from the student side

SCENARIO
A new student needs to complete an Admissions Application.
**Step 1**

On the Welcome to the Student Admissions Application! page, click GET STARTED or CONTINUE SAVED APPLICATION.

The Step 1 – Personal Information page appears. The following fields will be updated from the login window:

- *First Name
- *Middle Name
- *Last Name
- Middle Name Waiver (if selected)
- Previous Last Name (if entered)
- Preferred Name (if entered)
- *Primary Phone
- *Primary Email
- *Date of Birth

The applicant will complete the remaining fields in the Personal Information section.

- *Country
- *Address 1
- Address 2
- Address 3 (out of country)
- *Postal Code
- *City (auto-populate)
- *State
- *Address Type

*Keep in mind:*

First Name, Middle Name, Last Name, and DOB fields are not editable after account creation because this could impact search match.

When an applicant enters a US address, the address is verified and the applicant sees the pop-up message if the address is found.

To update the address to match the verification, the applicants clicks Confirm. The applicant can continue
with the address they entered without confirming.

When United States is selected as Country, the Address 3 line will be grayed out.

When another country is selected, Address 3 is activated.

An applicant can add additional addresses, phone numbers and emails but can only use each type once.

**Step 2** In the *Emergency Contact Information* section, click the I would like to add an emergency contact checkbox, if you want to add emergency contact information and complete the fields.
Step 3  In the Demographics section, the applicant completes the required fields.

- *Legal Sex
- *Are you Hispanic?
- *Race

They can also complete the optional fields, if desired.

- Gender Identity
- Ethnic Category (if applicable)
- Percentage (related to Ethnicity)
- Language Background

Keep in mind:

A drop down menu will display under Ethnic Category if American Indian/Alaskan Native, or Asian are selected in the Race drop down. The Ethnic Category drop down menu options will correlate with the Race selected.

If an applicant selects Yes in the Are you Hispanic? Field, the Race drop down will auto-populate with Hispanic and cannot be edited. The applicant can continue to the Ethnic Category drop down.

Applicants can enter additional ethnicities by clicking Add Ethnicity in the Race/Ethnicity section and repeat the above steps.

If an applicant enters a value in the Percentage field, the total must be 100% or less.

The applicant will receive a pop-up message if the percentage is greater than 100%. They can close the pop-up and correct the percentage. Note: the pop-up box may vary based on the web browser the applicant is using.

If an applicant selects Yes that English is the first language, the subsequent
language dropdown menus do not appear in the **Language Background** section.

**Step 4**  In the **Military** section, choose either **Yes** or **No** for each of the following:

- I am a current member of the US Armed Forces
- I am a former member of the US Armed Forces
- I am a dependent of a member of the US Armed Forces

**Step 5**  In the **Residency Information** section, the applicant will complete the **Will you reside in Arizona at the time of attendance?** The response to this question determines which fields come next.

If the applicant selects **Yes**, they will see the **What Arizona County do you reside in or plan to reside in?** question.

- If the applicant selects a county (not Maricopa), the question remains **What date did you move or are you planning to move to Arizona?**.
- If the applicant selects Maricopa in the drop down menu, the question will update to **What date did you move or are you planning to move to Maricopa County?**
- If an applicant selects Maricopa from the County drop down and enters a date less than 365 days as their move date, they will be prompted to enter the date they moved to Arizona.

If the applicant selects **No**, they will select the state they will reside in as they go to school.
**Keep in mind:**

If an applicant plans on pursuing their degree online, they will select **No** even if they live in Maricopa County.

If a college was selected during account creation that does not offer distance learning in their state of residence, a message displays for the applicant alerting them of this.

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**Step 6**  
Click **SAVE & NEXT**.

The **Step 2 – Educational Background and Interests** page appears.

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**Step 7**  
In the **Educational Plan** section, the *Academic Career* and *Primary College of Interest* fields auto-populate from the Create Login screen.

The Educational Plan section will vary based on Academic Career.

Credit applicants

- The fields displayed for Credit applicants are *Academic Career*, *Primary College of Interest*, *When do you plan to begin taking classes?* and *Are you seeking admissions under one of these special programs?*. 
• Credit applicants select the expected start date or term in the “When do you plan to begin taking classes?” field.
• Next, they can select a special program from the Are you seeking admissions under one of these special programs? drop down, if applicable.

Clock hour and Non-credit applicants

• The fields displayed for Credit applicants are *Academic Career, *Primary College of Interest, and *When do you plan to begin taking classes?.

*Keep in mind:*

If a college was selected during account creation that does not offer distance learning in their state of residence, a message displays for the applicant alerting them of this.

The applicant can update the fields in the Academic Career and Primary College of Interest fields if they do not have to change the College based on their residency.

Clock hour applicants can only select Estrella Mountain or GateWay from the Primary College of Interest drop down.

For credit and non-credit applicants that selected I Don’t Know as their Primary College of Interest during account creation will receive a message that they must select a college if attempting to continue with I Don’t Know selected.

If Rio Salado is selected as the Primary College of Interest, credit applicants will see military programs options in the Are you seeking admissions under one of
these special programs? drop down menu.

If an applicant selects Western Undergraduate Exchange from the Are you seeking admissions under one of these special programs? drop down menu, they will see a message describing WUE program and are prompted to select a state.

Step 8

In the Academic Plan section, under Select a primary reason for attending this college, select one of the following responses:

- **Earn a degree/certificate to enter or advance in the job market:** you will be presented with a list of occupational degrees and certificates available and you must select one.
- **Earn a degree/certificate for transfer to another college or university:** will be presented with a list of transfer degrees and certificates and you must select one.
- **Current high school student taking courses (dual or concurrent enrollment):** the academic plan field populates with “Dual/Concurrent Enrollment”.
- **Current university student taking courses to meet university requirements:** the academic plan field populates with “University Requirements”.
- **Take courses to transfer (do not intend to earn a degree/certificate):** the academic plan field populates with “Non-Degree – Transfer”.
- **Take courses for job skills (do not intend to earn degree/certificate):** the academic plan field populates with “Non-Degree – Job Skills”.
- **Personal Interest:** the academic plan field populates with “Personal Interest”.

*Keep in mind*

For clock applicants, the Primary Reason field defaults to Earn a degree/certificate to enter or advance in the job market and cannot be changed.

For Distance Learners, the Primary Reason field only allows the applicant to select Earn a degree/certificate to enter or advance in the job market or Earn a degree/certificate for transfer to another college or university.

The Academic Plan section does not display for Non-Credit applicants. Skip to Step 10.

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**Step 9** Select an academic plan from the What degree/certificate (academic plan) do you intend to earn? drop down menu.

*Keep in mind*

For credit applicants: the What degree/certificate (academic plan) do you intend to earn? drop down can only be completed if Earn a degree/certificate to enter or advance in the job market or Earn a degree/certificate for transfer to another college or university was selected in the previous step.
For non-credit applicants: the **Academic Plan** section does not display Non-Credit applicants. Skip to **Step 10**.

### Step 10

In the **Previous Education** section, all applicants will complete the “**Highest level of education completed**” field by clicking the drop down and selecting their option.

**Keep in mind:**

Non-Credit applicants will not see the **High School Status** and **Have either of your parents/guardians completed a Bachelor’s degree** fields. Non-credit applicants can skip to **Step 15** after selecting the highest level of education.

### Step 11

Click the **High School Status** drop down menu and select one of the following:

- Currently Enrolled in HS
- GED Certified
- High School Diploma
- Home Schooled
- No High School Diploma or GED
- Not Indicated

If **Currently Enrolled in HS** or **High School Diploma** is selected, continue to Step 12.

If **GED Certified** is selected, skip to **Step 13**.

If **Home Schooled, No High School Diploma or GED**, or **Not Indicated** are selected, skip to **Step 14**.
Step 12  Click the **High School Country** drop down menu and select the country of the high school.

If **United States** is selected in the **High School Country** field, the **High School State** drop down appears. Select the State of the high school.

If Arizona is selected in the **High School State** field, the **High School Name** drop down will activate. Select the name of the high school from the drop down list.
Enter the date of graduation for high school graduates or expected graduation date for high school students in the respective fields.

Continue to Step 14.

*Keep in mind*

If another country is selected in the High School Country field, the High School Name field populates with High School Not Listed and cannot be edited.

If an out of state is selected in the High School State field, the High School Name field populates with Out of State High School and cannot be edited.

**Step 13** For GED Certification, complete the following fields.

- Certification State (drop down)
- Certification Date

**Step 14** Under “Have either of your parents/guardians completed a Bachelor’s degree,” select one of the following:

- Yes
- No
- I prefer not to answer
Step 15  Click SAVE & NEXT.

The Step 3 – Requirements and Disclosures page appears.

Step 16  In the *Financial Responsibility* section, click the checkbox to acknowledge that you’ve read the Maricopa Community Colleges Financial Responsibility Statement.

Step 17  Under Clery Disclosure, click Read the Report to read the crime statistics report for Maricopa Community Colleges.
Step 18  In the “Verification of Lawful Presence,” select one of the following for your residency status:

- United States Citizen
- Legal Immigrant/Permanent Resident
- Lawful Refugee or Asylee
- Foreign Nonimmigrant with Visa
- Lawful presence otherwise documented
- None - I am not applying for in-state tuition

**Keep in mind**

Verification of Lawful Presence does not display for Non-Credit applicants.

If Lawful Refugee or Asylee or Foreign Nonimmigrant with Visa is selected, additional fields are required.

- Lawful Refugee or Asylee: required to enter their Alien Registration number
- Foreign Nonimmigrant with Visa: required to enter home Country, Visa Type, and Alien Registration Number or I-94 Number

Applicants who have the visa types F1, F2, M1, or M2 should not have come into the web application. If the applicant bypassed the International Student question during login account creation and select these visa types in the Lawful Presence question, they will receive a popup message directing them to speak with an advisor.

If the applicant clicks **OK**, they are taken to a Welcome screen that informs them to visit the college’s website for a different admissions application.

If the applicant clicks **Cancel** to resume the application as a different visa type.
**Step 19** In the FERPA section, the statement reads: *Do you give permission for the college to release directory information relative to your enrollment as per the Family Education Rights and Privacy Act of 1974?*

Select Yes or No.

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**Step 20** In the Vehicle Emissions Agreement section, the statement reads: *In accordance with Arizona Statutes 15-1444 and 15-1449, I hereby certify that my vehicle as required by ARS §49-542 has passed a vehicle emissions test. I also understand that false certification of this affidavit constitutes a Class 2 misdemeanor in Arizona. If I fail to comply with the above, I understand that I am prohibited from parking on college property and my vehicle is subject to removal at my expense.*

Select I acknowledge the above statement or I do not park on campus.

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**Step 21** In the *Affidavit of Information* section, click the checkbox to indicate that the documentation submitted is true and complete.

Click SAVE & NEXT.

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**Step 22** The How to Submit Your ID for Authentication page displays.

Refer to the Online ID Verification for New Applicants process document for further instructions.