

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.

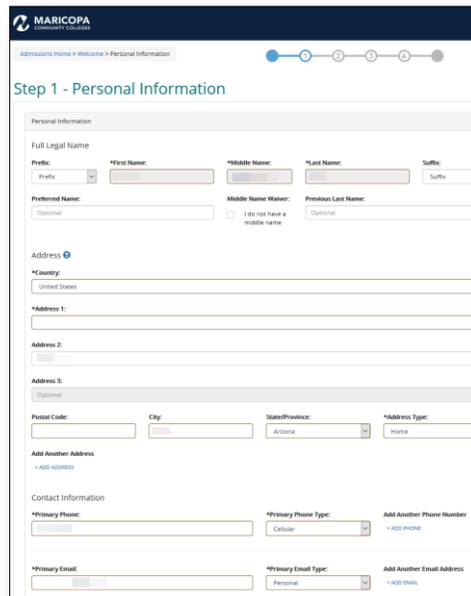
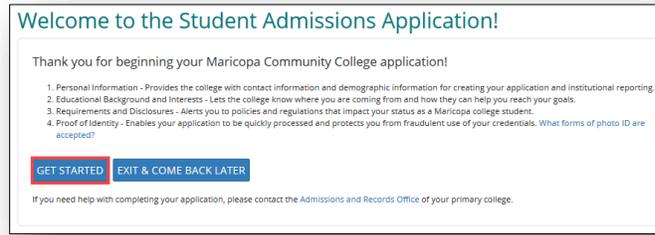
- ***Country**
- ***Address 1**
- **Address 2**
- **Address 3** (out of country)
- ***Postal Code**
- ***City** (auto-populate)
- ***State**
- ***Address Type**

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.

Address ⓘ

*Country: United States

*Address 1: 123 Broadway

Address 2: Optional

Address 3: Optional

Address ⓘ

*Country: Seychelles

*Address 1: 123 Broadway

Address 2: Optional

Address 3: Optional

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.

Emergency Contact Information

Add Emergency Contact:

I would like to add an emergency contact

Add Emergency Contact:

I would like to add an emergency contact

Contact Name: *Relationship to You: Select

*Contact Phone: 001-999-999-9999 Phone Extension:

*Country: United States

Contact Address 1: Optional

Contact Address 2: Optional

Contact Zip Code: Optional Contact City: Optional Contact State/Province: Select State

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**

The screenshot shows the 'Demographics' form with the following sections:

- Legal Sex:** Radio buttons for Male, Female, and Other.
- Gender Identity:** A dropdown menu currently set to 'Man'.
- Race/Ethnicity:**
 - *Are you Hispanic?: Radio buttons for Yes and No.
 - *Race: A dropdown menu currently set to 'White, not of Hispanic origin'.
 - Ethnic Category: A dropdown menu currently set to 'Select'.
 - Percentage: An empty text input field.
 - Total: 0
 - + Add Ethnicity: A link to add more ethnicities.
- Language Background:**
 - Is English your first language?: Radio buttons for Yes and No.
 - If no, what was your first language?: A dropdown menu currently set to 'Spanish'.
 - What is your current primary language?: A dropdown menu currently set to 'English'.
- Military:**
 - Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply:
 - I am a current member of the US Armed Forces: Radio buttons for Yes and No.
 - I am a former member of the US Armed Forces: Radio buttons for Yes and No.
 - I am a dependent of a member of the US Armed Forces: Radio buttons for Yes and No.

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

This close-up shows the 'Race/Ethnicity' section where the 'Are you Hispanic?' radio button for 'Yes' is selected. The '*Race' dropdown is set to 'Hispanic' and the 'Ethnic Category' dropdown is set to 'Select'.

This close-up shows the 'Race/Ethnicity' section where the 'Are you Hispanic?' radio button for 'No' is selected. The '*Race' dropdown is set to 'Hispanic' and the 'Ethnic Category' dropdown is set to 'Select'.

This close-up shows the 'Percentage' field, which is an empty text input box. Below it, the 'Total' is displayed as 0.

This is a pop-up message box with the text 'Ethnicity percentage cannot be greater than 100%' and an 'OK' button.

This close-up shows the 'Language Background' section where the 'Is English your first language?' radio button for 'Yes' is selected.

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

Military
Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply:

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
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

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.

Residency Information
Tuition and fees are based on your Residency status. Click here to learn if you qualify for in-state tuition.

*Will you reside in Arizona at the time of attendance?
 Yes
 No (Distance Learning should choose No)

*What Arizona County do you reside in or plan to reside in?
Select County of Residency

*What date did you move or are you planning to move to Arizona? (If you were born in Arizona and have lived here all your life, Use Date of Birth)
____/____/____

Residency Information
Tuition and fees are based on your Residency status. Click here to learn if you qualify for in-state tuition.

*Will you reside in Arizona at the time of attendance?
 Yes
 No (Distance Learning should choose No)

*What Arizona County do you reside in or plan to reside in?
Select County of Residency

- Apache
- Cochise
- Cocconino
- Gila
- Graham
- Greenlee
- La Paz
- Maricopa
- Mohave
- Navajo
- Pima
- Pinal
- Santa Cruz
- Senior Reduced Tuition
- Yavapai
- Yuma

*What date did you move or are you planning to move to Arizona? (If you were born in Arizona and have lived here all your life, Use Date of Birth) (Use Maricopa County Date)
____/____/____

*What date did you move or are you planning to move to Maricopa County? (If you were born in Maricopa County and have lived here all your life, Use Date of Birth)
____/____/____

*What date did you move or are you planning to move to Arizona? (If you were born in Maricopa County and have lived here all your life, Use Date of Birth)
06/10/2016

*What date did you move or are you planning to move to Arizona? (If you were born in Arizona and have lived here all your life, Use Date of Birth)
____/____/____

- 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.

The screenshot shows the 'Educational Plan' form. The 'Academic Career' is set to 'Credits', the 'Primary College of Interest' is 'Rio Salado College', and the start date is 'Fall 2016'. The dropdown menu for 'Are you seeking admissions under one of these special programs? (OPTIONAL)' is open, showing a list of options including 'Active Duty Military Dependent', 'Air Force Reserve', 'Army National Guard', and 'Western Undergraduate Exchange'.

The screenshot shows a yellow warning box with the text: "Are you sure? The Western Undergraduate Exchange (WUE) Program allows out of state students from qualified states the opportunity to receive reduced tuition rates. However, WUE status is permanent and the tuition costs are still higher than county resident rates. Do not elect the WUE program option unless you have discussed the impact of this decision with the Admissions and Records Office of the college you will be applying to. For more information, please download the WUE Application using the link on the right column of our Residency page." Below the warning box, the 'Are you seeking admissions under one of these special programs? (OPTIONAL)' dropdown is set to 'Western Undergraduate Exchange' and the 'Special Program State of Residence' dropdown is set to 'Select 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".

The screenshot shows the 'Academic Plan' form. The 'Select a primary reason for attending this college:' dropdown menu is open, showing a list of options including 'Earn a degree/certificate to enter or advance in the job market', 'Earn a degree/certificate for transfer to another college or university', 'Current high school student taking courses (dual or concurrent enrollment)', 'Current university student taking courses to meet university requirements', 'Take courses for job skills (do not intend to earn degree/certificate)', and 'Personal Interest'. The 'What degree/certificate (academic plan) do you intend to earn?' dropdown menu is set to 'Select an academic plan'.

- **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](#).

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.

Academic Plan

Select a primary reason for attending this college:

- Earn a degree/certificate to enter or advance in the job market
- Earn a degree/certificate for transfer to another college or university
- Current high school student taking courses (dual or concurrent enrollment)
- Current university student taking courses to meet university requirements
- Take courses to transfer (do not intend to earn a degree/certificate)
- Take courses for job skills (do not intend to earn degree/certificate)
- Personal Interest

What degree/certificate (academic plan) do you intend to earn?

Select an academic plan

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.

The screenshot shows the 'Previous Education' section of a form. The first field is a dropdown menu labeled '*Highest level of education completed' with the text 'Select Education Level' below it. This dropdown is highlighted with a red rectangular box. Below it is another dropdown menu labeled 'High School Status' with the text 'Select a Status' below it. At the bottom, there is a question: '*Have either of your parents/guardians completed a Bachelor's degree?' with three radio button options: 'Yes', 'No', and 'I prefer not to answer'.

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**

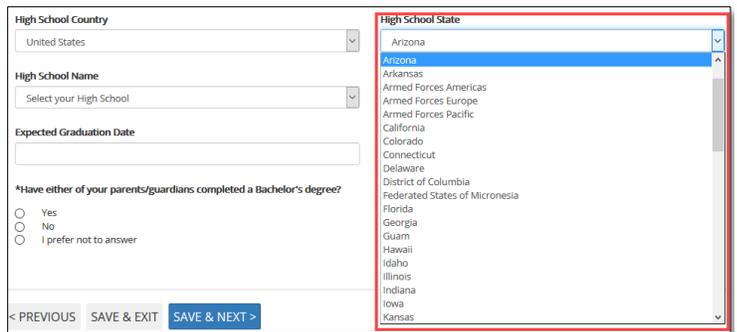
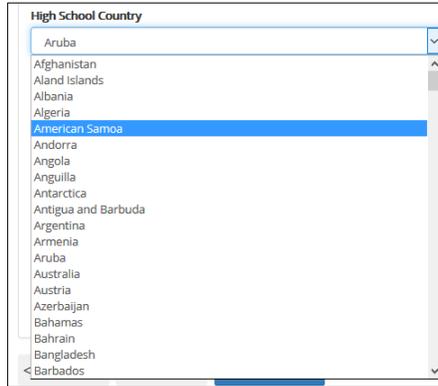
If **Currently Enrolled in HS** or **High School Diploma** is selected, continue to Step 12.

If **GED Certified** is selected, skip to [Step 13](#).

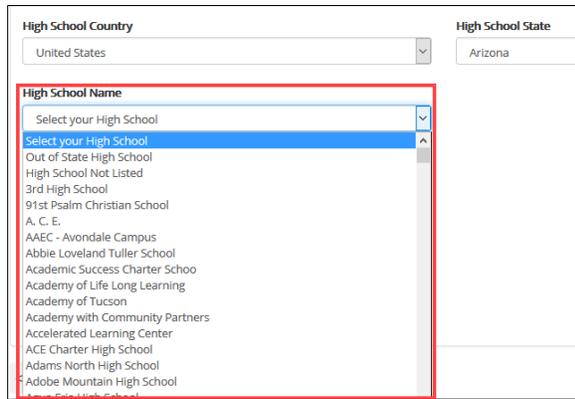
If **Home Schooled**, **No High School Diploma or GED**, or **Not Indicated** are selected, skip to [Step 14](#).

The screenshot shows the 'Previous Education' section of a form. The first field is a dropdown menu labeled '*Highest level of education completed' with the text 'Select Education Level' below it. Below it is another dropdown menu labeled 'High School Status' with the text 'Select a Status' below it. This second dropdown is highlighted with a red rectangular box. At the bottom, there is a question: '*Have either of your parents/guardians completed a Bachelor's degree?' with three radio button options: 'Yes', 'No', and 'I prefer not to answer'.

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.



High School Name
High School Not Listed

Enter the date of graduation for high school graduates or expected graduation date for high school students in the respective fields.

High School Name
Out of State High School

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**

High School Status
GED Certified

*Certification State
Alabama

*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**

Previous Education

*Highest level of education completed
Select Education Level

High School Status
Select a Status

*Have either of your parents/guardians completed a Bachelor's degree?
 Yes
 No
 I prefer not to answer

Step 15 Click **SAVE & NEXT**.

The **Step 3 – Requirements and Disclosures** page appears.

Step 3 - Requirements and Disclosures

Financial Responsibility

Maricopa County Community Colleges Financial Responsibility Agreement
Review the Maricopa Tuition and Fees Policy

Review the Maricopa Refund Policy

***Acknowledgement of the above**

By checking this box, I acknowledge that I have read the Maricopa Tuition and Fees Policy and the Maricopa Refund Policy. I understand that I am responsible for all tuition and fees related to my enrollment in the Maricopa Community Colleges.

Clery Disclosure

For crime statistics report under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, please visit the MCCC Public Safety Crime Awareness and Prevention website.
[Read the Report](#)

Verification of Lawful Presence

These questions are asked for the purpose of determining tuition. Pursuant to A.R.S. §§7-502, 15-1802, 15-1802.01, 15-1803, a person who is not lawfully present in the United States is not entitled to classification as an in-state/in-country student. All applicants for resident tuition and/or financial aid must submit documentation of the above status and any additional proof of residency to the admissions/enrollment services staff upon request. Applicants for resident tuition who fail to answer the questions below or to submit supporting documentation as requested are automatically assessed nonresident tuition. Any student who provides information used to establish residency for tuition purposes that is required to pay full tuition and may be subject to dismissal from the college and/or criminal action. Refer to www.maricopa.edu/residency or the college catalog for residency guidelines.

***What best describes your residency status?**

United States Citizen
 Legal Immigrant/Permanent Resident
 Lawful Permanent or Temporary Resident
 Foreign Born/Immigrant with Visa
 Lawful presence information documented
 None - I am not applying for in-state tuition

FERPA (Tell me more about FERPA)

***Do you give permission for the college to release directory information related to your enrollment as per the Family Education Rights and Privacy Act of 1974?**

Yes
 No

Vehicle Emissions Agreement (Tell me more about Emissions Control Compliance)

Arizona requires that any vehicle allowed to park in any college parking lot must comply with the annual vehicle emissions inspection program. At the time of course registration every student and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §9-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

***In accordance with Arizona Statutes 15-1444 and 15-1446, I hereby verify that my vehicle as required by ARS §9-542 has passed a vehicle emissions test. I also understand that false verification 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.**

I acknowledge the above statement
 I do not park on campus

Affidavit of Information

***Affidavit of Information**

By checking this box, I swear under penalty of perjury that the document(s) I will submit to determine lawful presence in the United States are true and the information I provide on the form is true and complete.

[← PREVIOUS](#) [SAVE & EXIT](#) [SAVE & NEXT →](#)

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

Financial Responsibility

Maricopa County Community Colleges Financial Responsibility Agreement
[Review the Maricopa Tuition and Fees Policy](#)

[Review the Maricopa Refund Policy](#)

***Acknowledgement of the above**

By checking this box, I acknowledge that I have read the Maricopa Tuition and Fees Policy and the Maricopa Refund Policy. I understand that I am responsible for all tuition and fees related to my enrollment in the Maricopa Community Colleges.

Step 17 Under **Clery Disclosure**, click **Read the Report** to read the crime statistics report for Maricopa Community Colleges.

Clery Disclosure

For crime statistics report under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, please visit the MCCC Public Safety Crime Awareness and Prevention website.
[Read the Report](#)

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 in to 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**.

FERPA (Tell me more about FERPA)

*Do you give permission for the college to release directory information related to your enrollment as per the Family Education Rights and Privacy Act of 1974?

Yes

No

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**.

Vehicle Emissions Agreement (Tell me more about Emissions Control Compliance)

Arizona requires that any vehicle allowed to park in any college parking lot must comply with the annual vehicle emissions inspection program. At the time of course registration every out-of-country and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

*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.

I acknowledge the above statement

I do not park on campus

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

Click **SAVE & NEXT**.

Affidavit of Information

*Affidavit of Information

By checking this box, I swear under penalty of perjury that the document(s) I will submit to determine lawful presence in the United States are true and the information I provide on the form is true and complete.

< PREVIOUS SAVE & EXIT **SAVE & NEXT** >

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.

How to Submit Your ID for Authentication

Maricopa Community Colleges require students to submit a valid form of identification. This allows us to confirm a student's identity and prevent identity theft.

Read through the list of [acceptable forms of identification](#). View the [complete list](#) of acceptable IDs for identification authentication, as well as lawful presence and testing.

Students have three options for submission of identification.

1. If you plan to use a valid United States issued driver's license, identification card or passport, you can submit online for real-time verification through our third-party vendor.
2. If you do not wish to have your id verified online, or if you plan to use any other type of identification, you can submit through MCCC's E-Form process. Click [stop](#) and follow the link on the confirmation page.
3. In-person* at any of our [Admissions, Records, and Registration offices](#).

*Please allow 3-5 business days for forms to be processed