Instructions for On-Line Enrollment in New Frontiers for Fall 2019

If you have been a member or taken classes at Mesa Community College (MCC) these instructions will assist you to join New Frontiers for Lifelong Learning (NFLL) for the 2018/2019 year and pay your $80 membership dues. You become an MCC non-credit student, paying $80 “tuition”. Complete the process before September 1st to avoid last-minute problems.

You may also enroll on the Dobson Campus at the Enrollment Center, Building 39 on the east side of the campus or on the Red Mountain Campus at the Desert Willow Building, Community Partnerships (NFL) Office, Room DW136B on the 1st floor. Ask for Neva. They will direct you on what to do next. We strongly recommend this option. Do it by August 1 to avoid long lines.

Terminology Used by MCC’s On-line System

- **SIS** - stands for Student Information System, the computer system used by MCC to manage enrollment.

- **MEID** - your Maricopa Enterprise Identification. It is the ID used by SIS to identify you. It is on your MCC student ID card and begins with the first three letters of your first name.

- **ENROLLMENT** - means being admitted to a class or classes. In the SIS online system, your membership to NEW FRONTIERS is treated as a single non-credit class. Paying this “tuition” enrolls you in New Frontiers.

  **IMPORTANT**: This is different from signing up (registering) for NFLL classes. That occurs later, using a different system, once you have paid your membership fee.

What You Will Need to Enroll

- **Have your MEID number and MCC password ready**

  If you do not have your MEID or password, follow steps 1 and 2 below, then click on the “forgot MEID?” or “forgot password?” links and follow the instructions.

- You will also need a credit card if you wish to pay online.

**PLEASE BE AWARE MCC ENROLLMENT SCREENS CHANGES FROM TIME TO TIME. 99% OF THE INFORMATION IS CORRECT, YOU MIGHT HAVE TO POKE AROUND FOR THE DESIRED RESULTS.**
SIS INSTRUCTIONS

1. Go to https://my.maricopa.edu
2. You are greeted with a “splash screen” similar to this.

3. Scroll down and select “Student Center” icon.

4. Enter your “MEID” and “Password” in the boxes and Sign In.

5. On the “Student Communication Center” screen, check for “Holds” on the right hand side of the screen and the “To Do List” just below it. You’ll need to clear these up before you can enroll.
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6. If your “To Do List” box says “Authentication of Student ID”, you must submit a Government Issued Photo ID. *(See “Submitting a Photo ID for MCC Enrollment” for more detailed instructions.)*

You might be asked to update your personal information. Select the box and follow the prompts.

7. Once the “Holds” are cleared, you can proceed to enroll. You may not need to do all of the following steps (or you may need to do more). Just be patient and study the screens carefully.

8. Go up to the “Academics” section and under “Enrollment” select “Add a Class”

9. Select “Fall 2019 | Non Credit | Mesa Community College”. If it’s not correct, click “change term”, and select it. Click “Continue”
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10. In the ‘Enter Class Nbr’ textbox, type **26352** and select “enter” to continue (no search). By enrolling and paying for this “class” makes you a member of New Frontiers.

11. Confirm that you have selected ‘New Frontiers Annual Membership’. For the start date click the calendar icon, and select August 26, 2019.

**Note:** This does NOT reflect the start of NF classes; it is simply a date the system needs for it to work properly. If you enroll *after* August 26, 2019, enter the Monday (or the Tuesday after the holiday) the week you intend to start.
12. Confirm that you are enrolling in “New Frontiers Annual” below the “Next” button. If this is correct, select “Next”.

13. Your shopping cart confirms you are enrolled in “SENIORS 100-10200-0001 (26352)” and to the far right under “Status” should be a green dot. At the bottom right of the page, click “Proceed to Step 2 of 3” in the green box.

14. Review the “Confirm Classes” screen and click “Finish Enrolling”.
   **Note:** If there is a red dot under “Status” select “Previous” to where you entered the New Frontiers Annual class. It is also possible the start date is incorrect or class number is incorrect.
15. This is the payment option screen. If there is a green check mark under “Status” you have successfully enrolled in the New Frontiers “Seniors 100-10200” class. **You do not need to pay on-line. If you prefer, at this point, you may go into either Enrollment Centers to make your payment.** Otherwise, select “Payment Options” to continue.

16. Ignore the “Disable pop-up…” and “Select” to continue.

17. Select “Continue with the payment process.”

18. The Maricopa County Community College District (MCCCD) went to a new payment system and new screen shots are pending. Sorry for any inconvenience this might cause.
19. Review the prefilled fields of the Contact Info screen. Make any changes and at the very bottom of the screen, select “OK” to continue.
20. Complete an Online Account Profile. This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember. Be sure to record this information. All fields are required. Select “Submit” to continue.

21. Select “OK” to continue. This only applies to students enrolling in credit courses.

22. NFLL members make a on-time payment. Select “Make a Payment” to continue.
23. Under Notifications, de-select payment reminders. Select “Save” to continue.

24. Check the “Student Accounts” box and the “Enter Amount” field auto populates amount due. Select “Next – Payment Method” to continue.
25. Select “Credit/Debit Card” button. The next screen below automatically appears.
26. Enter the credit/debit card information. Complete any required fields. At the bottom of the screen, uncheck “Save credit/debit card …” if information not wanted for future transactions.

Select “Save & Continue.”
27. Your payment receipt may be emailed to more than one account. If the email distribution and payment amount are correct, select the “Pay $XX.XX Now.”

28. You have an option to print your receipt, otherwise select “Proceed to Home.”
29. Your payment has been processed. Select the orange button to Sign Out.

![Payment Confirmation]

30. Final screen. Close all browsers for security.

![Session Close]

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