Instructions for On-Line Enrollment in New Frontiers for 2020/2021

Because of COVID-19, you are encouraged to pay on-line the reduced $60 enrollment fee for the 2020/2021 semesters. At this time both the Dobson-Southern and Red Mountain Campuses are closed.

If you have been a New Frontiers member or taken classes at Mesa Community College (MCC), these instructions will assist in enrolling for New Frontiers for Lifelong Learning (NFLL) for the 2020/2021 semesters (fall/spring/summer). You become an MCC non-credit student, paying $60 “tuition.” Complete the process before September 1st to avoid last-minute problems.

Your Maricopa Community College (MCC) Gmail account was created when you first enrolled as a New Frontiers member. Like most members, you probably use your personal email account for all New Frontiers communications and your MCC Gmail account has gone dormant.

If it has been more than 365 days since you last used your MEID, I suggest you follow the steps outlined in Step 1 below to reactivate your MEID account and password. Knowing your MEID and password will get you through the enrolling and payment processes.

1. Do you need to reactivate or find your MEID (Maricopa Enterprise ID)? Or reset your password? Or do not recall either? Then go to the Student Passwords & MEIDs page.
   a. If you do not recall your MEID, select Find MEID.
      i. Just below the Find My MEID is a small box.
         If it has been more than 365 days since you last used your MEID then it cannot be found using this form until you reactivate your account.
      ii. Select Reactivate Your Account. This is a secured page, make sure you see the locked padlock symbol to the left of the website address. Suggest you do this in the privacy of your home and not in a public place.
      iii. If you are successful inreactivating your account, you probably will have to repeat step 1a above.
   b. To reset your password, select Forgot Password? From the Student Passwords & MEIDs page.
i. Follow the prompts. Suggest you do this in the privacy of your home and not a public place.
c. If you are requiring further assistance, please call our 24/7 Toll Free Support at 1-888-994-4433.

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.

  After your enrollment has been verified by New Frontiers for Lifelong Learn (NFLL), you may register for the NFLL classes. This occurs later, using a different registration system.

**Special note for Step 9:** Depending upon your computer system, you probably have to disable your pop-up/ad blocker before viewing payment options.

Follows are three possible sources to temporary disable your pop-up blocker when paying through the Student Information System (SIS):

- Google Chrome Support
- Safari Support
- Microsoft Explorer Support

After disabling your pop-up/ad blocker, try refreshing the screen before proceeding. Do not forget to enable the pop-up/ad blocker when you are finished paying.
1. New Frontiers members are encouraged to renew their 2020/2021 membership by enrolling online.
   a. In your browser window, enter https://my.maricopa.edu (or click to follow). This works on Chrome, FireFox and Microsoft Windows.
   b. On the my.maricopa and the “Welcome Students” page, scroll down and select the Student Center icon.

2. The Student Information System (SIS) appears. Enter your User ID (which is your MEID) followed by your Password.

   If you are able to sign-in, continue to step 3 on the next column.

   Follows are 20 screen shots to assist you through the enrollment process to register as a New Frontiers member with the Maricopa Community College District.

   **Note:** If you do not recall either of these entries, please visit Student Passwords & MEIDs (click to follow). If you require additional assistance, please call their 24/7 Toll Free Support at 1-888-994-4433.

3. On the Student Communication Center screen image, under Academics, select Add a Class.

4. About half way down on this screen image, enter the class number 35149 in the field Enter Class Nbr.

   Select Enter to continue.
5. About halfway down on this screen image, enter a *Start Date* (noted by the smaller red arrow). In the *Start Day* field, enter a Monday start date of **08/31/2020**. If after this date, use a later Monday Date. Labor Day falls on Monday, September 7, enter **09/08/2020** (this is the only exception). Do not recommend using and earlier default date.

Select **Next** to continue.

6. In this screen image, it confirms the class has successfully been added. Notice the green dot in the Fall 2020 Shopping Cart.

Select **Proceed to Step 2 of 3**.

7. In this screen image, select **Finish Enrolling**.

8. On this screen image, select **Payment Options** to continue.
9. In this screen image, choose **Select** to continue.

**Disable your pop-up/ad blocker in your browser if unable to proceed, then retry. See page 1 above for additional information.**

If you are able to resolve the pop-up/ad blocker within the 24 hrs period,

a. Repeat steps 1 and 2, if necessary.

b. On the Student Communication Center screen image, under Finances, select “My Payment Options/Manage My Payment Plan”

c. This will return you to the start of step 9 above and hopefully to allow you to continue.

10. You will create an account for your credit card. Complete all the fields with an * (asterisk).

Select **Next** to continue.
11. Fill in all the required fields. Be sure to record this information for future use.

Select **Submit** to continue.

12. Select **OK** to continue.

13. Select the **Make a Payment** to continue.

14. Check the **Student Accounts box** (next to red arrow).

Select **Next – Payment Method** to continue.
15. Select your method of Payment Method. Here the **Credit/Debit Card** was selected. Complete all the fields. You have an option to save this information for future enrollment.

Select **Save & Continue**.

16. Select **Pay $60 Now** to continue.

17. Your payment has been successfully processed. Select **Proceed to Home**. You may also print your receipt. The print button is in located in the right top of the screen (not shown here).

18. You are returned to the payment home screen showing the current balance is $0.00 (screen not show here).

19. To logout, select the white arrow in the orange field (screen not shown here).

20. You are prompted to close your browser window for security (screen not shown here).