

Instructions for On-Line Enrollment Fall/Spring/Summer 2021-2022

Coronavirus (COVID-19):
Updated information to keep you informed
[From the Maricopa Community College District \(MCCD\) Click here for additional information](#)

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

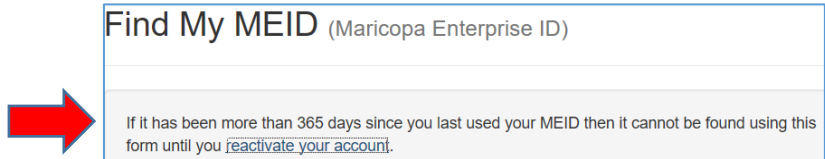

If you have been a New Frontiers member or taken classes at Mesa Community College (MCC), these instructions will assist in enrolling for New Frontiers for Lifelong Learning (NFL) for the Fall/Spring/Summer 2021-2022 semesters. You become an **MCC non-credit student**, paying \$60 “tuition.” Complete the process before January 15, 2021, 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 in reactivating 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 **M**aricopa **E**nterprise **I**dentification. 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 Fall 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.

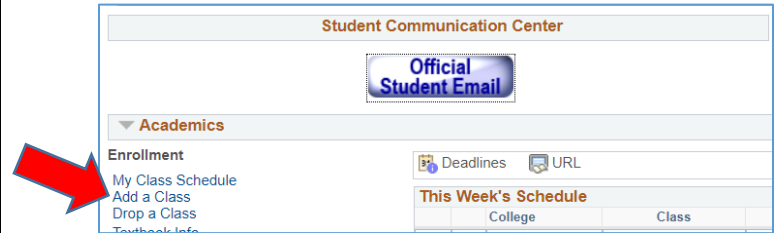


If you are able to sign-in, continue to **step 3** on the next column.

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.

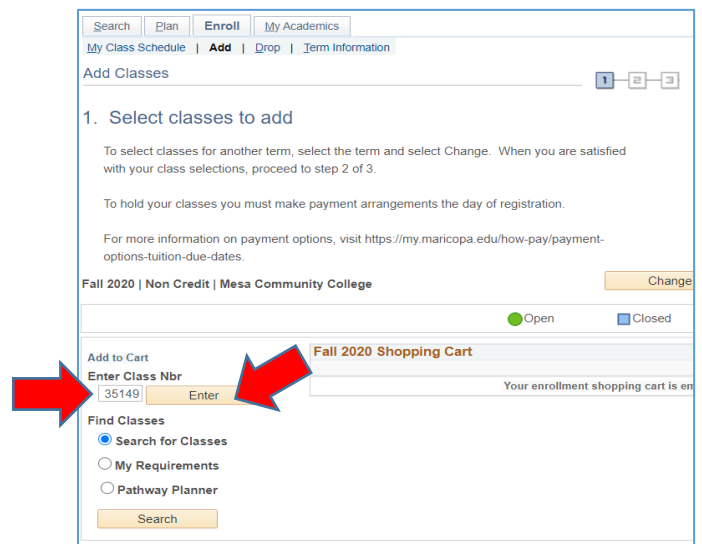
Note: If you do not recall either of these entries, please visit [Student Passwords & MEIDs](#) (click to follow). If you require additional assistance, please call their 24/7 Toll Free Support at **1-888-994-4433**.

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 **23397** in the field **Enter Class Nbr.**

Select **Enter** to continue.



5. About half way 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 **08/30/2021**. If after this date, use a later Monday Date. I do not recommend using an earlier default date.

Select **Next** to continue.

1. Select classes to add - Enrollment Preferences

Fall 2020 | Non Credit | Mesa Community College
SENIORS 100-10200 - New Frontiers Annual

Class Preferences

SENIORS 100-10200- 0001 Lecture ● Open Permission Nbr

Topic New Frontiers Annual
Session Open Entry/Open Exit
Career Non Credit

Grading No Grade Associated - Non Credit
Units 0.00

Enter the Monday (or Tuesday after holidays) you intend to start this class. Valid between 7/13/2020 and 7/2/2021
*Start Date 08/31/2020

Cancel Next

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
0001	Lecture	New Frontiers Annual		TBA	Staff	07/03/2020 - 07/02/2021

NOTES

New Frontiers Annual Membership - June 28, 2019 - June 27, 2020 - \$50

6. In this screen image, it confirms the class has successfully been added. Notice the green dot in the Fall 2021 Shopping Cart.

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

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.

✓ SENIORS 100-10200 has been added to your Shopping Cart.

Fall 2020 | Non Credit | Mesa Community College Change Term

● Open ■ Closed ▲ Wait List

Add to Cart
Enter Class Nbr Enter

Find Classes
 Search for Classes
 My Requirements
 Pathway Planner
Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SENIORS 100-10200-0001 (35149)		TBA	Staff		●

Proceed to Step 2 of 3

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

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.
Fall 2020 | Non Credit | Mesa Community College

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SENIORS 100-10200-0001 (35149)	New Frontiers Annual (Lecture)		TBA	Staff		●

Cancel Previous **Finish Enrolling**

8. On this screen image, select **Payment Options** to continue.

3. View results

View the following status report for enrollment confirmations and errors:

To hold your classes you must make payment arrangements the day of registration.

For more information on payment options, visit <https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates>.

Fall 2020 | Non Credit | Mesa Community College

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
SENIORS 100-10200	Success: This class has been added to your schedule.	✓

Payment Options My Class Schedule Add Another Class

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.

Campus	Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due	Active Total Due	View Payment Options
Mesa Community College	Fall 2020	60.00		60.00		Select
Total		60.00		60.00		

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

- Repeat steps 1 and 2, if necessary.
- On the Student Communication Center screen image, under Finances, select “My Payment Options/Manage My Payment Plan”

- 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.

Create Account

Contact Info
Welcome. Please take a few moments to create your account.

Name

Prefix
First Name*
Middle Name
Last Name*
Suffix

Address

Country*
Address Line 1*
Address Line 2
Add another address line
City*
State*
Zip*
Time Zone*

E-mail

E-mail 1*
E-mail 2
Add another e-mail address
E-mail

Phone Numbers

At least one phone number is required.

Daytime Phone
Evening Phone
Mobile Phone

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking "Next" below, you agree to such contact related to your account.

Next

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

Select **Submit** to continue.

Create Account

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your

4-Digit PIN*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

Submit
Back

12. Select **OK** to continue.

Review Items

The following item(s) require your attention before proceeding.

Special Notice Regarding Last Class End Date

Please be advised that any changes to your class schedule (that result in an earlier scheduled end date) after the initial set up of a payment plan will directly impact the amount and number of monthly payments of your payment plan.

➔
OK

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

Current Balance
\$60.00 [Transaction Details](#)

➔
Make a Payment

FALL 2020 Current Charges	AMOUNT DUE \$60.00
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Set up a Payment Plan

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

Select **Next – Payment Method** to continue.

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
<input checked="" type="checkbox"/> Student Accounts	Fall 2020	60.00	\$ 60.00

PAYMENT AMOUNT \$60.00

Cancel
Next - Payment Method
➔

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**.





Payment Method

Bank Account

Credit / Debit Card

Credit / Debit Card Details

All fields are required.

Card Number    

Account Holder Name

Expiration Date

Month Year

Billing Address

*Country

United States

*Address

Street address, PO box, Company name

This field is required

Apt., Suite, Bldg. (optional)

Add Another Line

*City

Arizona

*State

Arizona

This field is required

*Zip / Postal Code

This field is required

Save credit / debit card to My Profile for future use?

Cancel **Save & Continue**

16. Select **Pay \$40 Now** to continue.

Payment Method

VISA ending in 1308

or Add a New Account

[Netnet Returned Payment Fee Policy](#)

Total Amount

Institution Amount \$60.00

Total **\$60.00**

Cancel **Pay \$60.00 Now**

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).

Thank You

Your payment for \$60.00 has been authorized and submitted.

A transaction receipt was sent to all e-mail addresses on file.

Proceed to Home

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).