Instructions for On-Line Enrollment

Covid-19 has been challenging for all. If you received your MEID and setup your password, then you should be able to complete the last step of paying the enrollment fee of $60.

Please review the 16 screen shots for paying the enrollment fee. Some fields are blacked out to hide personal information. Only credit card payment can be made. Have a valid email address where a transactional receipt can be emailed.

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.

Depending upon your computer system, you probably have to disable your pop-up/ad blocker before viewing payment options.

Follows are four 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
- Foxfire

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. Don’t forget to re-enable your add-blocker when finished.
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.

   ![Student Center Icon](image)

   c. Enter your full **User ID** (which is your MEID) including the @maricopa.edu

   ![Login Screen](image)

   d. Enter your password.

   ![Password Screen](image)

   Follows are approximately 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.
2. On the Student Communication Center screen and under the heading Academics, select Add a Class.

3. About halfway down on this screen image, enter the class number **23397** in the field **Enter Class Nbr.**

Select **Enter** to continue.
4. 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.

5. This screen confirms the class has successfully been added. Notice the green dot in the Fall 2021 Shopping Cart.

Select Proceed to Step 2 of 3.
6. **Select Finish Enrolling**

   ![Image of Finish Enrolling section]

   - 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](https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates).

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7. **Select Payment Options**

   ![Image of Payment Options section]

   - 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](https://my.maricopa.edu/how-pay/payment-options-tuition-due-dates).

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   - Success: enrolled
   - Error: unable to add class

   - Class: SENIORS 100-10200
   - This class has been added to your schedule.

   ![Payment Options button]
8. Under Academics Fall 2021 Schedule confirms you enrolling in NFLL

Below the Account Summary, select My Payment Options/Manage My Payment Plan.

You will be redirected to a third party paying system.

9. Select you are ready to proceed with paying with a third party payment system.
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 **Make a Payment**

14. Select **Credit/Non Credit** (auto fills Payment Amount)

Select **Next – Payment Method**
15. Verify Payment Method

Select Pay $60.00 Now

Your payment will be processed. A receipt is emailed.
16. Your payment has been processed, receipt emailed. Select **Proceed to Home** to end the payment procedures.