



# Student Registration Steps



\_\_\_\_ 1. **Create a plan to pay** for your tuition and fees. Consider Financial Aid, scholarships or a payment plan. Tuition is due 35 calendar days before the class start date or the same day you register if it is less than 35 days to the class start date. Detailed information on the next page and at <http://www.scottsdalecc.edu/admissions/financial-aid-scholarships>.

\_\_\_\_ 2. **Set up your MEID and Student ID Number at my.maricopa.edu.** The MEID is your username for online services and the student ID is used for in-person services. Go to [my.maricopa.edu](http://my.maricopa.edu) and select "New Student? Click Here." You can also visit the Welcome Center on campus to get started. Questions? Call the Helpdesk at 1-888-994-4433.

Write down your: MEID \_\_\_\_\_ Student ID# \_\_\_\_\_ (8-digits)

Remember to set up your password and keep it in a safe place.

\_\_\_\_ 3. **Take the Accuplacer placement test (WritePlacer, Reading Comprehension and Math) (about 2 ½ hours).** New students must take all three sections of the placement test before registering. Study guides, sample questions and testing hours are available on-line at <http://www.scottsdalecc.edu/testingcenter>. Photo ID and SCC Student ID number are required for all testing. Testing Center (SC-150), 480-423-6433.

\_\_\_\_ 4. **Get admitted to Scottsdale Community College.** Log in to your 'Student Center' at [my.maricopa.edu](http://my.maricopa.edu), then select "MCCCD Admissions" to complete admissions online, or you can complete a Student Information Form and submit it to Admissions and Records. A photo ID is required for in person transactions. Admissions and Records (SS-136), 480-423-6100.

\_\_\_\_ 5. **Activate your Maricopa email account.** Log in to your 'Student Center' at [my.maricopa.edu](http://my.maricopa.edu) and select 'Official Student Email'. Follow the steps indicated to activate your account. Your Maricopa email address will be yourMEID@maricopa.edu. This is the only email address the college uses for official correspondence. Be sure to also check your 'Message Center' in your Student Center.

\_\_\_\_ 6. **Verify Citizenship and Residency for tuition purposes.** To qualify for in-state tuition you must visit Admissions and Records to provide a document verifying your citizenship (required by AZ law) and to determine your residency in Arizona. Examples of the most common acceptable citizenship documents are a valid AZ driver's license/ID, passport, US birth certificate, or tribal ID card. Admissions and Records (SS-136), 480-423-6100.

\_\_\_\_ 7. **Get Advised - SOAR session (3 hours)**  
New college students must attend SOAR (Scottsdale Orientation, Advising and Registration) to get advised and register. See the reverse side for SOAR times and more information.  
Transfer students should meet with an academic advisor in the Academic and Career Advising Center and must bring unofficial transcripts of all college coursework completed. No appointment is needed to see an advisor. Academic and Career Advisement Center, Student Center Building room SC-130, 480-423-6539.

\_\_\_\_ 8. **Register for classes.** New students will register at SOAR with advisor assistance. Registration after a class starts will not be permitted. Students must be enrolled in a class and in attendance on the first day of class.

*Online:* Log in to your Student Center page at [my.maricopa.edu](http://my.maricopa.edu) and select "Add a Class"

*In Person:* Complete a registration form and submit it to Admissions and Records

*By Phone:* Call 480-423-6100

**\*Check your 'Student Center' Account Inquiry for payment due date and refund deadlines.\***



## SOAR for new students (3 hour session)

### Scottsdale Orientation, Advising and Registration

**SOAR is mandatory** for all students who are new to college and are seeking a degree or certificate, or taking general studies classes. All recent high school graduates must attend SOAR, even if you took college classes while in high school.

- You will get advised and register for classes at SOAR.
- Check in least 15 minutes before the start time.

#### Required items for SOAR:

- Printout of your English, reading and math placement test scores (no pending scores)
- Photo ID such as a Driver's License, State ID or Passport
- Your MEID and password to register for classes at SOAR

#### SOAR Schedule

##### March 17 – May 8 (There will be no SOAR session April 28)

- Monday – Thursday. Check in at 1:45pm. Session begins at 2:00pm.
  - Location: CM 469 (April 8 & May 1 sessions will be held in CM 447)

##### May 12 – July 2 (There will be no SOAR sessions May 26 & July 3)

- Monday – Thursday. Check in at 11:45am. Session begins at 12:00pm.
- Monday – Thursday. Check in at 1:45pm. Session begins at 2:00pm.
  - Location: CM 472

##### July 7 – August 21

- Monday – Thursday. Check in at 9:45am. Session begins at 10:00am.
- Monday – Thursday. Check in at 11:45am. Session begins at 12:00pm.
- Monday – Thursday. Check in at 1:45pm. Session begins at 2:00pm.
  - Location: CM 472

## Get ready for classes - follow these important tips!

**Apply for financial aid and scholarships.** Some aid is limited, so apply early. Apply online at <http://www.fafsa.ed.gov/>. For questions, contact the Financial Aid office (SS-141), 480-423-6549. It is very important that you log in to your 'Student Center' at [my.maricopa.edu](http://my.maricopa.edu) to view your Message Center and To Do List for important updates on the status of your financial aid, on a regular (daily) basis. For questions, contact the Financial Aid office (SS-141), 480-423-6549.

**Set up a payment plan for your tuition & fees.** Once you have registered for classes, payment plans are available and must be set up online at [my.maricopa.edu](http://my.maricopa.edu).

**Get your free SCC student photo ID.** Stop by the Center for Civic & Global Engagement with a copy of your class schedule and another photo ID. IDs are available starting one week before your classes start. (SC-185, next to the cafeteria), 480-423-6590.

**Purchase or rent books.** Book information is listed in your online class schedule. Purchase or rent early for the best selection of used books. Bookstore (SC-104), 480-423-6554, <http://www.scottsdale.bkstr.com>.

