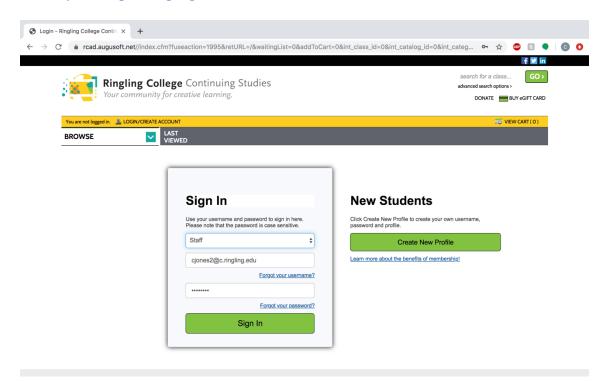
# STEP 1 of 3: Set-up New Student Profile

When prompted by the link below, the **STUDENT** will create an Augusoft account on rcad.augusoft.net. **Retain your login information** to access your account for future payments.

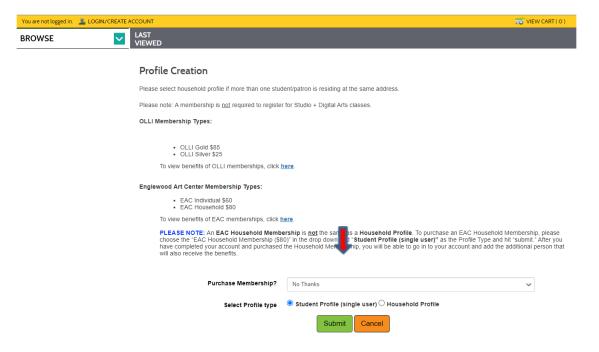
 To begin, click <u>here</u> and add the PreCollege Application Fee to your cart... follow instructions below

#### Help with Augusoft:

- 1. Add the "PreCollege Application Fee" to Cart
- Select CREATE NEW PROFILE under New Students or sign into your existing account.
   If you have an existing account, DO NOT create a new account; use the existing login information. If you forgot your ID or password email precollege@ringling.edu



- 3. Select **NO THANKS** in the Membership Drop-down menu. No membership is required.
- 4. Check 'Student Profile (single user)'. Do create a single account for the student (learner). <u>DO NOT create a household</u> account with parents, but
- 5. Click Submit.



# 6. Complete the CREATE NEW STUDENT PROFILE

- Students must use their legally given name for this profile.
- Take a photo of these completed screens to save for your records.
- KEEP this login and password information to make future payments.
- Your contact and mailing information must be up-to-date. If you have a change of address
  prior to PreCollege, please email <u>precollege@ringling.edu</u>

#### **Create New Student Profile**

Please complete your Learner Profile. Enrolled students should review our Policies and Procedures. You will be asked to confirm you have read and agree (or do not agree) to our Appearance Release Policy.

Step-1 Step-2 Username\* Username: minimum 6 characters Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@\$%^&\*) Password\* Strength Re-enter password\* Password hint\* Identity Verification Question\* None specified Identity Verification Answer\* E-mall\* Privacy Policy Re-enter E-mail\* First name\* Middle Name Last name\* Purchase Membership? None Specified Mall preference May we include you on our mailing lists? Yes ○ No Company None specified If your company is not available in the list, select
\*\* Add Company \*\* and you will be prompted to add
your company's information after submitting this form.

Continue>>

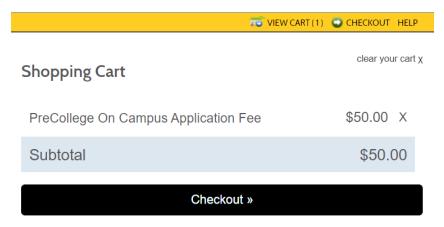
Cancel



**Create New Student Profile** Please complete your Learner Profile. Enrolled students should review our Policies and Procedures. You will be asked to confirm you have read and agree (or do not agree) to our Appearance Release Policy. Step-1 Step-2 Secondary Address Primary Address ☐ Same as Primary Address Primary Address Type\* --select one--~ ~ --select one--U.S.A. ~ Country U.S.A. Ine 1 > Address\* line 1 > Address line 2 > Address City\* Florida V State Florida V Δp\* Ap+4 4954 None spe 999-999-9999 EXT Additional phone 999-999-9999 None spe EXT Appearance Helesow\* I have read and AGREE the APPEARANCE RELEASE Policy. I have read an d DO NOT AGREE the APPEARANCE RELEASE Policy. Have you read and do you agree to our Policies and Procedures policy? Are you employed by Hingling College? Not a Ringling Employee RCAD Employee Status How did you hear about us'/"  $\Delta$ Event Newspaper / Magazine Radio 'Click-Ctrl' to select multiple options Submit Cancel

# 7. Click Submit.

**8.** In the top right-hand corner, click **View Cart** to confirm you have added the PreCollege Application Fee to cart.



9. Click **Checkout** and follow the prompts to process payment.

You will then receive two emails (from <a href="mailto:scs@ringling.edu">scs@ringling.edu</a>): a receipt and a confirmation.

**Record the Transaction ID** from the top of your receipt. *This is required to complete Step 2, The PreCollege Application*.

# Transaction Receipt Ringling College Continuing Studies

1001 S. Tamiami Trail, Sarasota, FL 34236 Phone: 941-309-5111 Email: scs@ringling.edu

| Transaction Date<br>Transaction ID                          | 11/12/2020<br>xxxxx   |         |
|---|---|---------|
| Registration ID<br>Course/Class Number<br>Student Name (ID) | Class Name/Item/Schedule  | Amount  |
| Registration ID:<br>PC001                                   | PreCollege On Campus Application Fee  Class Skip Dates :Self-Paced  View Schedule Details |         |
|   | Class Registration  | \$50.00 |
| Transaction Amount  |   | \$50.00 |

# STEP 2 of 3: Complete the PreCollege Application

To Complete the PreCollege 2023 Application. To fill out the Application Click: <a href="here">here</a>.

#### PLEASE NOTE

• The **PreCollege application fee** must be paid in advance of completing STEP 2 of the PreCollege Application. You are required to enter the Transaction ID number from STEP 1. Please have this ready when you begin.

# STEP 3 of 3: Request your Teacher Recommender to complete the FORM After filling out your section of the PreCollege Application, you will need to invite your Teacher or Counselor Recommender.

 Copy and paste this <u>Teacher Recommendation Form</u> link in an email, using this template requesting they complete the form on your behalf <u>within 10 days</u>. An emailed or mailed letter of recommendation will not be accepted. There is comment space on the form.

Hello [teacher name],

I am applying to the accredited Ringling PreCollege summer program! At your earliest convenience please complete the Recommendation Form at the link below within 10 days; my application will be reviewed following your submission. Teacher Recommendation Form

To learn more about the program visit at <a href="https://www.ringling.edu/precollege">www.ringling.edu/precollege</a>.

Thank you in advance, [student name] [student email]

• PreCollege Applications are not complete until the Recommendation has been submitted.

Early application is strongly advised to secure your seat in higher ranked Immersions

May 1, 2023: Last day to apply to PreCollege 2023

May 10, 2023: Payments-in-FULL + Accepted PreCollege Student Forms are DUE.

Questions: Review the PreCollege Student Handbook, and FAQs.

Email precollege@ringling.edu

# Communication Essentials

You MUST save precollege@ringling.edu and scs@ringling.edu in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

<u>Do not miss updates</u> and important financial and registration information.

#### **APPLICATION REVIEW**

Applications will be reviewed **only** upon receipt of all items required including:

- \$50 PreCollege Application Fee
- PreCollege STEP 2 Application Form
- Receipt of STEP 3, the Teacher Recommendation FORM

#### **ACCEPTANCE**

Upon receipt of the complete application package, your application will be reviewed. Notification of acceptance will be emailed to you, along with the invoice for all program fees. Payment of the \$500 TUITION DEPOSIT is due on the date specified. Upon receipt, the immersion reservations will be securely enrolled.

#### **IMMERSIONS TEMPORARY RESERVATIONS**

Immersions offered in your acceptance letter will be pending confirmation until payment of the \$500 TUITION DEPOSIT is received. (Scholarship/Grant applicants see below). *Payments received after the specified DUE DATE may forfeit immersion seats offered.* 

#### **CONFIRMED ENROLLMENT**

Upon receipt of the tuition deposit, your immersion enrollments are CONFIRMED.

#### **SCHOLARSHIPS & FINANCIAL GRANTS APPLICATION**

The student must have submitted the PreCollege 2023 Application prior to making an application for a need-based scholarship/financial grant.

Due to limited funding, full scholarships are uncommon. Therefore, upon acceptance and notification of *reserved immersions*, the \$500 TUITION DEPOSIT is due on the date noted in the acceptance email. Timely payment will secure the immersions offered. If the Tuition Deposit is not received by the due date, the reserved seats may be moved to wait-list status, forfeiting the temporary reservations. If payment is remitted at a later date, available immersions will be offered at that time.

Partial financial support may be offered, following committee review of:

- PreCollege Application and Teacher Recommendation
- Scholarship Grant Application
- Required financial documentation

Incomplete applications will not be reviewed.

#### The Scholarship Application closes March 3, 2023.

Funding offers are emailed on or before April 1, 2023. You must ACCEPT or DECLINE the offer.

PreCollege provides financial assistance through scholarships, grants, and matching funds in agreement with contributing organizations and College policies.

Need-based financial support opportunities are available through the application online at <a href="https://www.ringling.edu/precollege">www.ringling.edu/precollege</a>. In addition, please reach out to your local network, arts, and community foundations to inquire about financial support.

# Communication Essentials

You MUST save precollege@ringling.edu and scs@ringling.edu in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

<u>Do not miss updates and important financial and registration information.</u>