

Ringling College
of Art + Design

PRECOLLEGE 2024

Ringling College of Art and Design PreCollege Application Process

Your application will require you to create accounts in two (2) systems:

STEP 1 of 3: Set-up New Student Profile

CREATE A STUDENT PROFILE in the payment system, rcad.augusoft.net.

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 [here](#) and add the PreCollege Application Fee to your cart... follow instructions below

Help with Augusoft:

1. Add the “**PreCollege Application Fee**” to Cart
2. 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.

The screenshot shows the Ringling College Continuing Studies website. At the top, there's a navigation bar with the college's logo and name. Below that, a yellow banner indicates the user is not logged in and provides links for login or account creation. The main content area is divided into two sections: 'Sign In' and 'New Students'. The 'Sign In' section has a form with fields for username (with a dropdown menu set to 'Staff') and password, along with links for forgotten usernames or passwords. The 'New Students' section has a 'Create New Profile' button and a link to learn more about membership benefits.

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). **DO NOT** create a household.

The screenshot shows the 'Profile Creation' page. It includes instructions about household profiles and a note that membership is not required. Under 'OLLI Membership Types', there are options for Gold (\$85) and Silver (\$25). Under 'Englewood Art Center Membership Types', there are options for Individual (\$60) and Household (\$80). A 'PLEASE NOTE' section explains the difference between household membership and a single user profile. At the bottom, there's a 'Purchase Membership?' dropdown menu set to 'No Thanks' and a 'Select Profile type' section with radio buttons for 'Student Profile (single user)' (which is selected) and 'Household Profile'. 'Submit' and 'Cancel' buttons are at the bottom.

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 precollege@ringling.edu

You are not logged in. [LOGIN/CREATE ACCOUNT](#)

[VIEW CART \(0 \)](#)

[BROWSE](#)

LAST VIEWED

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.

* denotes required information.

Step-1

Step-2

Username*

Username: minimum 6 characters

Password*

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&*)

Strength

□□□□

Re-enter password*

Password hint*

Identity Verification Question*

None specified

Identity Verification Answer*

E-mail*

Re-enter E-mail*

First name*

Middle Name

Last name*

Purchase Membership?

None Specified

Mail 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

[Privacy Policy](#)

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.
* denotes required information.

Step-1
Step-2

Primary Address

Primary Address Type*

--select one--

Country*

U.S.A.

Line 1 * Address*

Line 2 * Address

City*

State*

Florida

Zip*

Zip+4

Secondary Address

☐ Same as Primary Address

Secondary Address Type

--select one--

Country

U.S.A.

Line 1 * Address

Line 2 * Address

City

State

Florida

Zip

Zip+4

Phone*

None spc

999-999-9999

EXT

Additional phone

None spc

999-999-9999

EXT

Birthdate

mm/dd/yyyy

Appearance Release*

I have read and AGREE the APPEARANCE RELEASE Policy.
I have read and DO NOT AGREE the APPEARANCE RELEASE Policy.

Have you read and do you agree to our Policies and Procedures policy?

Not a Ringling Employee

Are you employed by Ringling College?

Not a Ringling Employee

How did you hear about us?*

Email / Newsletter
Event
Newspaper / Magazine
Radio




Click-Ctrl to select multiple options

Submit

Cancel

7. Click **Submit**.

8. In the top yellow toolbar, click **View Cart** to confirm you have added the PreCollege Application Fee to cart.

 VIEW CART (1)  CHECKOUT  HELP

clear your cart x

Shopping Cart

PreCollege On Campus Application Fee	\$50.00 X
Subtotal	\$50.00

Checkout »

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

You will then receive two emails (from scs@ringling.edu): a receipt and a confirmation.

SAVE scs@ringling.edu in your email contacts so your receipts are not diverted to spam or junk.

IMPORTANT: 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
Transaction ID

11/12/2020
xxxxxx



Registration ID Course/Class Number Student Name (ID)	Class Name/Item/Schedule	Amount
Registration ID: PC001	PreCollege On Campus Application Fee :: Class Skip Dates :Self-Paced View Schedule Details Class Registration	\$50.00
Transaction Amount		\$50.00

Communication Essentials

You **MUST** save

- precollege@ringling.edu
- scs@ringling.edu
- admissions@ringling.edu

in your email contacts to assure all email is delivered to you and not diverted to your spam folder.

Do not miss updates and important financial and registration information.

STEP 2: Complete the PreCollege Application

To Complete the PreCollege 2024 Application, click [here](#).

- The **PreCollege application fee** must be paid in rcad.augusoft.net in advance of beginning 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.
- **REVIEW the IMMERSION COURSE DESCRIPTIONS & VIDEOS** to fully understand your selections, before ranking your Immersion course selections on your application.

STEP 2a: Request your Teacher Recommender to complete the FORM

After filling out your section of the PreCollege Application, **you will be prompted to invite your Teacher or Counselor Recommender.**

- PreCollege Applications are not complete until the Recommendation has been submitted. You will be notified by **email** upon receipt of your recommendation.

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

Application closes May 1, 2024 or when the program is full.

APPLICATION PROCESSING

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

- Complete PreCollege Application
- Receipt of the \$50 Application Fee
- Receipt of the Teacher Recommendation FORM

ACCEPTANCE

Upon receipt of the complete package, your application will be reviewed and Immersions *reserved* (not enrolled yet). Please allow up to 3-weeks (excluding holidays) from the date the full application package is received.

- Notification of acceptance will be emailed to you.
 - **SAVE** precollege@ringling.edu and admissions@ringling.edu in your email contacts to prevent communications from going to spam.
 - Create your access to the Student Portal per the instructions.

SECURING YOUR IMMERSION ENROLLMENTS

- The Immersions RESERVED in your acceptance email are pending enrollment confirmation until receipt of the \$500 TUITION DEPOSIT DUE on or before the DATE specified in your acceptance email. SAVE scs@ringling.edu in your email contacts to receive payment receipts. Payments received past the specified DUE DATE may forfeit the reserved seats offered.

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

How do I make payments due on my account?

- To submit a payment, please visit <https://rcad.augusoft.net> and login using the username and password you set up when you paid your application fee.
- Click on "Go to my dashboard" on the homepage.
- From the top tabs, select "My Transactions."
- Under the tabs, you will see your full A/R Account Balance. Click "Pay Now."
 - A table of charges will appear.
- Select "Make a payment."
- Select "Tuition Deposit" \$500.
- Upon payment, a receipt will auto-generate to the STUDENT email from scs@ringling.edu.
- The immersion enrollments are now secure.

PAYMENT IN FULL and ALL ACCEPTED PRECOLLEGE STUDENT FORMS ARE DUE MAY 10, 2024.

Late payments may release your enrollment to waitlisted students.

Don't know your rcad.augusoft.net user ID or password: email precollege@ringling.edu.