



## 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

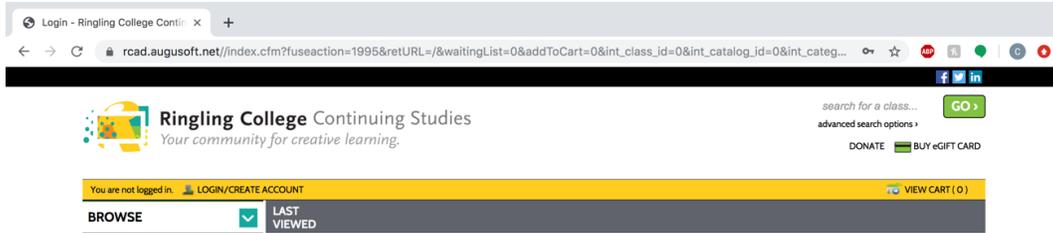
**CREATE A STUDENT PROFILE in the payment system, [rcad.augusoft.net](https://rcad.augusoft.net).**

When prompted by the link below, the **STUDENT** will create an Augusoft account on [rcad.augusoft.net](https://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](mailto:precollege@ringling.edu).

A 'Sign In' form with a title 'Sign In' and a subtitle 'Use your username and password to sign in here. Please note that the password is case sensitive.' It features a dropdown menu for 'Staff', a text input for the username 'cjones2@cringling.edu', a password input with masked characters, and two links: 'Forgot your username?' and 'Forgot your password?'. A green 'Sign In' button is at the bottom.

### New Students

Click Create New Profile to create your own username, password and profile.

[Learn more about the benefits of membership!](#)

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.



### Profile Creation

Please select household profile if more than one student/patron is residing at the same address.

Please note: A membership is not required to register for Studio + Digital Arts classes.

#### OLLI Membership Types:

- OLLI Gold \$85
- OLLI Silver \$25

To view benefits of OLLI memberships, click [here](#).

#### Englewood Art Center Membership Types:

- EAC Individual \$60
- EAC Household \$80

To view benefits of EAC memberships, click [here](#).

**PLEASE NOTE:** An **EAC Household Membership** is **not** the same as a **Household Profile**. To purchase an EAC Household Membership, please choose the "EAC Household Membership (\$80)" in the drop down and "**Student Profile (single user)**" as the Profile Type and hit "submit." After you have completed your account and purchased the Household Membership, you will be able to go in to your account and add the additional person that will also receive the benefits.

Purchase Membership?

Select Profile type  Student Profile (single user)  Household Profile

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](mailto:precollege@ringling.edu)

### 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

<b>Username*</b>	Username: minimum 6 characters <input type="text"/>	
<b>Password*</b>	Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&* ) <input type="password"/>	
	Strength □□□□	
<b>Re-enter password*</b>	<input type="password"/>	
<b>Password hint*</b>	<input type="text"/>	
<b>Identity Verification Question*</b>	None specified <span style="float: right;">▼</span>	
<b>Identity Verification Answer*</b>	<input type="text"/>	
<b>E-mail*</b>	<input type="text"/>	<a href="#">Privacy Policy</a>
<b>Re-enter E-mail*</b>	<input type="text"/>	
<b>First name*</b>	<input type="text"/>	
<b>Middle Name</b>	<input type="text"/>	
<b>Last name*</b>	<input type="text"/>	
<b>Purchase Membership?</b>	None Specified <span style="float: right;">▼</span>	
<b>Mall preference</b>	May we include you on our mailing lists? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Company</b>	None specified <span style="float: right;">▼</span> <small>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.</small>	
<input type="button" value="Continue &gt;&gt;"/> <input type="button" value="Cancel"/>		



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Step-1 Step-2

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<b>Primary Address</b>	<b>Secondary Address</b>
<input type="checkbox"/> Same as Primary Address	
Primary Address Type* <input type="text" value="--select one--"/>	Secondary Address Type <input type="text" value="--select one--"/>
Country* <input type="text" value="U.S.A."/>	Country <input type="text" value="U.S.A."/>
Line 1 * Address* <input type="text"/>	Line 1 * Address <input type="text"/>
Line 2 * Address <input type="text"/>	Line 2 * Address <input type="text"/>
City* <input type="text"/>	City <input type="text"/>
State* <input type="text" value="Florida"/>	State <input type="text" value="Florida"/>
Zip* <input type="text"/>	Zip <input type="text"/>
Zip*4 <input type="text"/>	Zip*4 <input type="text"/>

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Phone*	<input type="text" value="None spc"/>	<input type="text" value="999-999-9999"/>	<input type="text" value="EXT"/>
Additional phone	<input type="text" value="None spc"/>	<input type="text" value="999-999-9999"/>	<input type="text" value="EXT"/>
Birthdate	<input type="text" value="mm/dd/yyyy"/>		
Appearance Release*	<input type="text" value="I have read and AGREE the APPEARANCE RELEASE Policy. I have read and DO NOT AGREE the APPEARANCE RELEASE Policy."/>		
Are you employed by Ringling College?	<input type="text" value="Not a Ringling Employee"/>		
How did you hear about us?*	<input type="text" value="Email / Newsletter, Event, Newspaper / Magazine, Radio"/>		

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

RCAD Employee Status

\*Click-Ctrl\* to select multiple options

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

Shopping Cart clear your cart x

PreCollege On Campus Application Fee	\$50.00 X
<b>Subtotal</b>	<b>\$50.00</b>

**Checkout »**

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

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

**SAVE** [scs@ringling.edu](mailto: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](mailto:scs@ringling.edu)

Transaction Date	11/12/2020
Transaction ID	xxxxx

Registration ID	Course/Class Number	Class Name/Item/Schedule	Amount
Registration ID: PC001		PreCollege On Campus Application Fee :: Class Skip Dates :Self-Paced <a href="#">View Schedule Details</a> Class Registration	\$50.00
<b>Transaction Amount</b>			<b>\$50.00</b>

## Communication Essentials

You **MUST** save

- [precollege@ringling.edu](mailto:precollege@ringling.edu)
- [scs@ringling.edu](mailto:scs@ringling.edu)
- [admissions@ringling.edu](mailto: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](http://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](mailto:precollege@ringling.edu) and [admissions@ringling.edu](mailto: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](mailto: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](mailto: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](https://rcad.augusoft.net) user ID or password: email [precollege@ringling.edu](mailto:precollege@ringling.edu).