



PRECOLLEGE 2024

## Ringling College of Art and Design PreCollege Application Process

**\*\*APPLICATIONS submitted from May 1st - June 2nd must remit payment in full upon acceptance\*\***

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

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

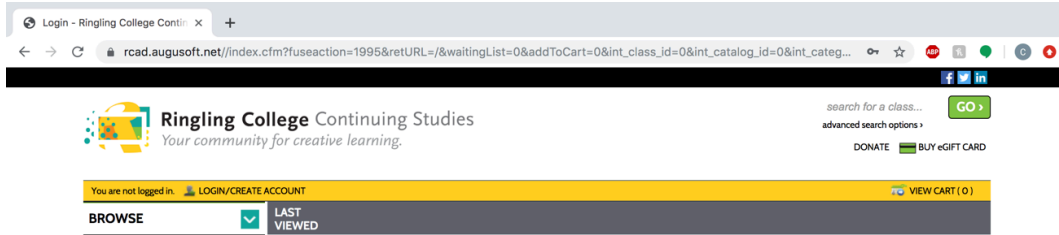
**CREATE A STUDENT PROFILE in the payment system, [rcad.augusoft.net](https://rcad.augusoft.net).**

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 includes a dropdown menu for 'Staff', a text input for 'cjones2@cringling.edu', a password field with '\*\*\*\*\*', and a 'Sign In' button. There are links for 'Forgot your username?' and 'Forgot your password?'.

### New Students

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

[Create New 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

[Submit](#) [Cancel](#)

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>



## Create New Student Profile

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\* denotes required information.

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* --select one--	Secondary Address Type --select one--
Country* U.S.A.	Country U.S.A.
Line 1 * Address*	Line 1 * Address
Line 2 * Address	Line 2 * Address
City*	City
State* Florida	State Florida
Zip*	Zip
Zip+4	Zip+4

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

\*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 Student Name (ID)	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.

### APPLICATION PROCESSING

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

- Complete PreCollege Application
- Receipt of the \$50 Application Fee

### ACCEPTANCE

Upon receipt of the complete package, your application will be reviewed and Immersions *reserved*. Notification of acceptance will be emailed to you. For Applications submitted after May 1st, The full balance is due upon acceptance.

- **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 PAYMENT IN FULL.
- **SAVE** [scs@ringling.edu](mailto:scs@ringling.edu) in your email contacts to receive payment receipts.  
Payments delayed payment

### 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.**"
- 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.

### Applying after **May 1, 2024**

**PAYMENT IN FULL and ALL ACCEPTED PRECOLLEGE STUDENT FORMS ARE DUE UPON ACCEPTANCE.** Delayed payments may forfeit the reserved seats offered.

*Don't know your [rcad.augusoft.net](https://rcad.augusoft.net) user ID or password: email [precollege@ringling.edu](mailto:precollege@ringling.edu).*