New or Returning Student Enrollment MESA Database
2023-24

To complete your registration to the MESA University Program (MUP), please be sure to use a computer and Google Chrome as the browser (preferred). **DO NOT ATTEMPT TO REGISTER ON A MOBILE DEVICE, as it is not supported.**

1. Go to: [mesa.force.com](http://mesa.force.com)
2. Click on the Green button labeled “New and Returning Student Registration”

```
New and Returning Student Registration
```

3. Enter the fields making sure that your name is **accurately spelled**, and DOB is entered **MM/DD/YYYY**

4. Select your Program - **College / University**

5. If you are found in the system (from a previous enrollment with MESA), it will return the following:

```
Registration for New and Returning Students

If you are a new or returning MESA student, you can quickly update your profile by filling out the form below.

Contact: Profile Update

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
</tbody>
</table>

Start typing the name of your school (best to start with typing the city name) and a drop down will fill

6. If not, it will prompt you to create a new student record.

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Registration for New and Returning Students

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Contact: Profile Update

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>There is no record of this student in our system. Would you like to create a new student record?</td>
<td>Yes</td>
</tr>
<tr>
<td>If you want to proceed to create a student record, you must enter:</td>
<td></td>
</tr>
</tbody>
</table>

Next
```

7. Enter your year that you are in college, and use the drop down to select your school (will be prepopulated with school name)

8. Enter the information requested in the next pages, **being sure to complete all required fields** marked with a red asterisk *. 

9. Once you have completed your registration, and submitted the form, inform your MESA director that you need to be approved by them in the system for your enrollment to be complete.