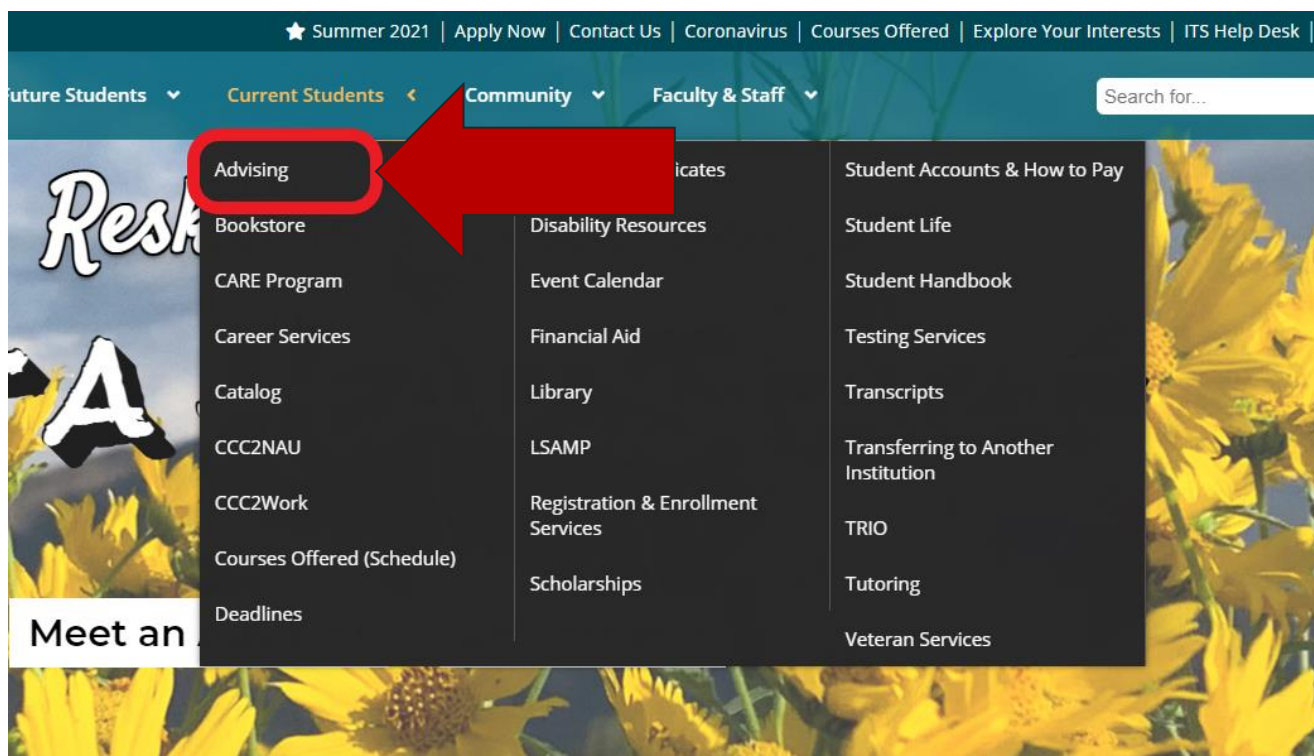
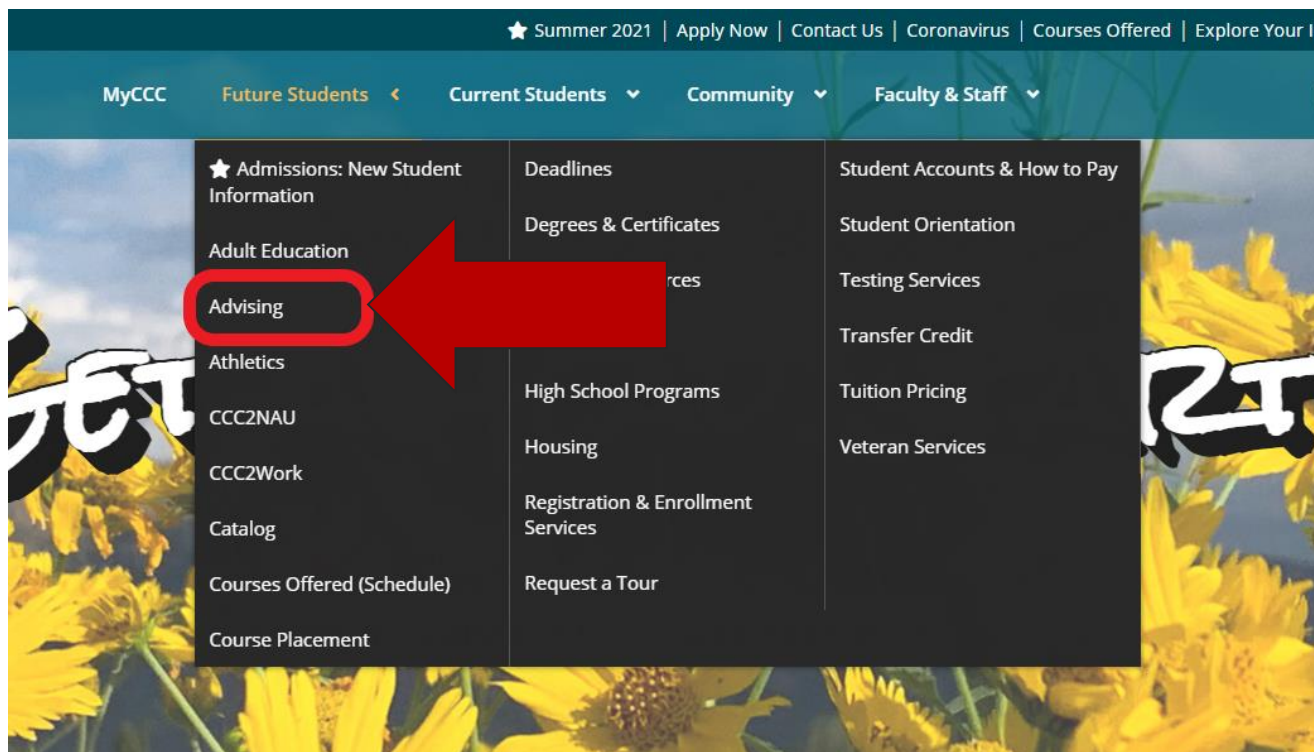


Scheduling an Advising Appointment

Academic Advising – Getting Started

Academic Advisors at CCC are here to support and assist with your academic progress. At this time, advising services are provided remotely via Zoom or through email correspondence with your academic advisor.

- Go to www.coconino.edu
- From the **Future Students** or **Current Students** drop-down menu, select **Advising**



All prospective students are expected to have the following completed before their initial appointment:

- CCC online Admission Application
- Documentation of state of residence and U.S. citizenship status to Registration and Enrollment Services. Your residency status determines the cost of tuition.
- Securely upload Official/Unofficial transcripts from previous institutions you have attended.
- Securely upload all necessary documents as requested by your advisor.
- Log in to the myCCC Student Portal and student email

Choosing an Advising Option

On the Academic Advising webpage, select an advising option that meets your preference or needs.

MyCCC Future Students Current Students Community Faculty & Staff

Academic Advising

Print

Academic Advisors at CCC are here to support your academic progress and stand ready to meet with you by Zoom and via email. In compliance to meet safety measures by minimizing exposure and maintaining the safety of our students and employees, it is recommended to meet with a CCC advisor in a private Zoom meeting. In this appointment, advisors will assist you with class registration that matches your intended pathway to meet degree requirements and long-term career goals. We are looking forward to meeting you!

[How to Schedule an Advising Appointment](#)

Select an Advising Header below to Schedule an Appointment:

CCC Advising <p>Online Drop-in Advising is available on Tuesdays and Wednesdays from 8:00 am to 5:00 pm. View the New Student Checklist and complete the online Admissions Application prior to scheduling a Zoom appointment. You may also schedule a Career, Veterans, or (ASU, U of A, or GCU) Transfer advising appointment with a general CCC advisor.</p>	CCC2NAU Advising <p>Familiarize the CCC2NAU program checklist and complete the online program application on the CCC2NAU page prior to scheduling a Zoom appointment with an academic advisor.</p>	TRIO-SSS Advising <p>Visit the TRIO page to view program eligibility and complete an online application and Income Verification Form to receive student support services.</p>
Disability Resources <p>Visit the Disability Resources page to view more information, eligibility criteria, and to formally request accommodations every semester.</p>	Financial Aid Consultation <p>Receive assistance and guidance to complete and submit the Free Application for Federal Student Aid (FAFSA) to open opportunities to receive grants, scholarships, and/or student loans. Visit the Financial Aid page for general information.</p>	Advising Questions <p>Prospective Students are required to schedule an initial advising appointment. For general advising questions submit an Advising Contact Form. Prior to filling out a contact form, please review the Advising FAQs. Response time may vary depending on amount of inquiries submitted.</p>

- **CCC Advising:** Receive general CCC advising for major/career exploration, degree planning, course selection and schedule building. Additional advising services includes Career Services, Veterans Assistance, and Transfer (ASU, U of A, or GCU) advising.

- **CCC2NAU Advising:** Students who are in the CCC2NAU program must schedule with a CCC2NAU advisor for general questions, assistance with academic planning, course enrollment, and more.
- **TRIO-Student Support Services Advising:** TRIO-SSS program participants may schedule with their assigned TRIO-SSS advisor to receive one-to-one assistance and access to student services and programs.
- **Disability Resources:** Students that identify as an individual with a disability and are accepted into the program may schedule with a Disability Resource advisor to receive student services and accommodations to ensure student success.
- **Financial Aid Consultation:** For any students who need assistance with completing their FAFSA applications

Select First Available or Schedule Advising

After selecting an advising option, you will have the option to:

1. **Schedule with First Available** – This option is a Round Robin event, upon confirmation you will be scheduled with the first available advisor at the time and day you select.
2. **Schedule Advising** – This option is located below each advisor’s photo, upon confirmation you will be scheduled with that specific advisor at the time and day you select.

The screenshot displays the 'CCC Advisors' page with a navigation bar at the top containing 'MyCCC', 'Future Students', 'Current Students', 'Community', and 'Faculty & Staff'. A search bar is located in the top right corner. The main content area is divided into two sections: 'Schedule with First Available' (highlighted in teal) and 'Online Drop-in Advising - Monday & Tuesdays' (highlighted in pink). Below these sections is a grid of advisor profiles. Each profile includes a photo, name, title, and contact information. A red arrow labeled '1' points to the 'Schedule with First Available' button. A second red arrow labeled '2' points to the 'Schedule Advising' button under the profile of Sonja Jones. The profiles shown are:

Schedule with First Available		Online Drop-in Advising - Monday & Tuesdays	
Schedule Advising	Schedule Advising	Schedule Advising	Schedule Advising
Academic & Career Advisor 928-226-4392 Assigned Advisor for last names N-Z and Veterans	Academic, Career, & Transfer Advisor for ASU, GCU, and U of A Bridge 928-226-4392 Transferring to Another Institution Assigned Advisor for last names A-F	Academic & Career Advisor 928-226-4393 Assigned Advisor for last names G-M	PT Academic Advisor 928-226-4182
Noah Hayes-McKeiman	Brian Francis	David Prieb	
Schedule DR Intake	Schedule Advising	Schedule CCC2Work Appointment	
Disability Resources Specialist Sr. 928-226-4377	Program Manager Sr. 928-226-4337	CTE Specialist Sr. 928-526-7664	

Scheduling Your Appointment

Depending on which advising services you need, each advising program offers different types of appointments for New and Continuing students. For example, general CCC Advising offers Initial, Returning/Continuing, Transferring into CCC, Transfer Advising, and Career Advising appointments.

Follow the steps-by-step instructions below to successfully confirm an advising appointment.

Step 1: Choose an appointment type that you wish to schedule. As an example, we will select **New Student – Initial Zoom Appointment**.



Sonjia Jones

I am excited you're scheduling with me. Let's team up to create a successful semester here at CCC. I advise for all our of majors/certificates, including career advising. Lastly, I am the transfer advisor for ASU and U of A .

- New Student - Initial Zoom Appointment**
A 1-hour Zoom appointment for students with no previous college experience that have applied to CCC and need to plan out and/or enroll in classes. CCC has tempora...
- Returning/Continuing Student - Zoom Appointment**
Appointment is for a student who has completed at least one semester of college, has taken classes at another college, or is currently attending with a CCC. This appointment is for students who are currently an academic advisor (current...
- Transferring into CCC - Zoom Appointment**
A 1-hour Zoom appointment is for students transferring credit into CCC to complete a degree or certificate. (*Not for CCC2NAU students). Due to the COVID-19 pande...
- ASU, GCU, U of A Transfer Advising**
This 1 hour Zoom appointment is for CCC students interested in transfer advising to ASU, GCU, or U of A. (*Not for CCC2NAU students). Due to the COVID-19 pandemi...
- Career Advising - Zoom Appointment**
Coconino Community College Career Services provides students with assistance in career/major exploration, resume building, interviewing skills, job search strategie...

Once you have selected an appointment type, you will be directed to a calendar with the days that are highlighted in blue which indicates when the advisor has times available for appointments.

Step 2: Select a day to view times that are available to schedule an appointment.

Coconino Community College

Sonjia Jones

New Student - Initial Zoom Appointment

1 hr

Web conferencing details provided upon confirmation.

A 1-hour Zoom appointment for students with no previous college experience that have applied to CCC and need to plan out and/or enroll in classes.

CCC has temporarily suspended placement requirements. For additional guidance on self-placement measures take the [Self-Assessment Placement Test](#). For more information, visit the [Course Placement](#) webpage.

Select a Date & Time

June 2021

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				22	23	24
27	28	29	30			

Arizona Time (1:06pm)

Troubleshoot

Step 3: Times available will appear to the right of the calendar. Select a time that is best for you and click **Confirm**.

The screenshot displays a scheduling interface for a Zoom appointment. On the left, the user profile for Sonjia Jones is shown, along with the appointment title "New Student - Initial Zoom Appointment" and a duration of 1 hour. The main area features a calendar for June 2021 with the date June 22 selected. To the right of the calendar, a list of available times is shown, with "10:00am" highlighted. A red arrow points from this time slot to a "Confirm" button at the top of the interface. The interface also includes a "Troubleshoot" button and a "Powered by Calendly" logo.

10:00am **Confirm**

← Coconino Community College

Sonjia Jones

New Student - Initial Zoom Appointment

🕒 1 hr

🗣️ Web conferencing details provided upon confirmation.

A 1-hour Zoom appointment for students with no previous college experience that have applied to CCC and need to plan out and/or enroll in classes.

CCC has temporarily suspended placement requirements. For additional guidance on self-placement measures take the [Self-Assessment Placement Test](#). For more information, visit the [Course Placement](#) webpage.

June 2021

SUN MON TUE WED THU FRI SAT

1 2

6 7 8 9 10 11

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

Arizona Time (1:57pm) ▾

🔧 Troubleshoot

Powered by Calendly

times you're available

10:00am

10:30am

11:00am

11:30am

12:00pm

12:30pm

1:00pm

1:30pm

2:00pm

Step 4: Once you have confirmed a day and time, you will be prompted to enter details such as your contact information, student information, and appointment details. Please ensure the correct spelling for your email address. Otherwise, you will not receive any email correspondence regarding your appointment.

Sonjia Jones
New Student - Initial Zoom Appointment

🕒 1 hr
🗣️ Web conferencing details provided upon confirmation.
📅 10:00am - 11:00am, Tuesday, June 22, 2021
🌐 Arizona Time

Enter Details

First Name * Last Name *

Email *

Phone Number

CCC @ID or Comet ID (Example: @00123456 or AB23C) *

Have you completed your application for CCC?
<https://www.coconino.edu/apply-now> *

YES
 NO

What is your Intended major? *

Please include a brief detail of the type of services you would like to accomplish from this advising appointment: *

Advisors can assist you more accurately with placement questions with unofficial transcripts or test scores. This can streamline your placement. Please submit them before your appointment through our secure upload website at coconino.edu/upload. *

I hereby understand if all required documents for my Zoom Advising appointment are not submitted 24 hours prior to my meeting, my appointment will be cancelled or rescheduled until all necessary documents have been received.

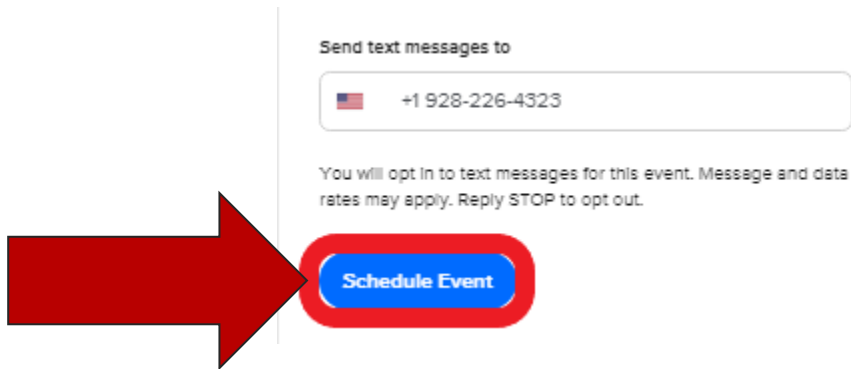
Send text messages to

You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out.

Schedule Event

Powered by Calendly

Step 5: Once you have filled your appointment details, you will be given the option to enter your phone number to receive a text reminder for your appointment. After completing all sections, click **Schedule Event** to confirm.



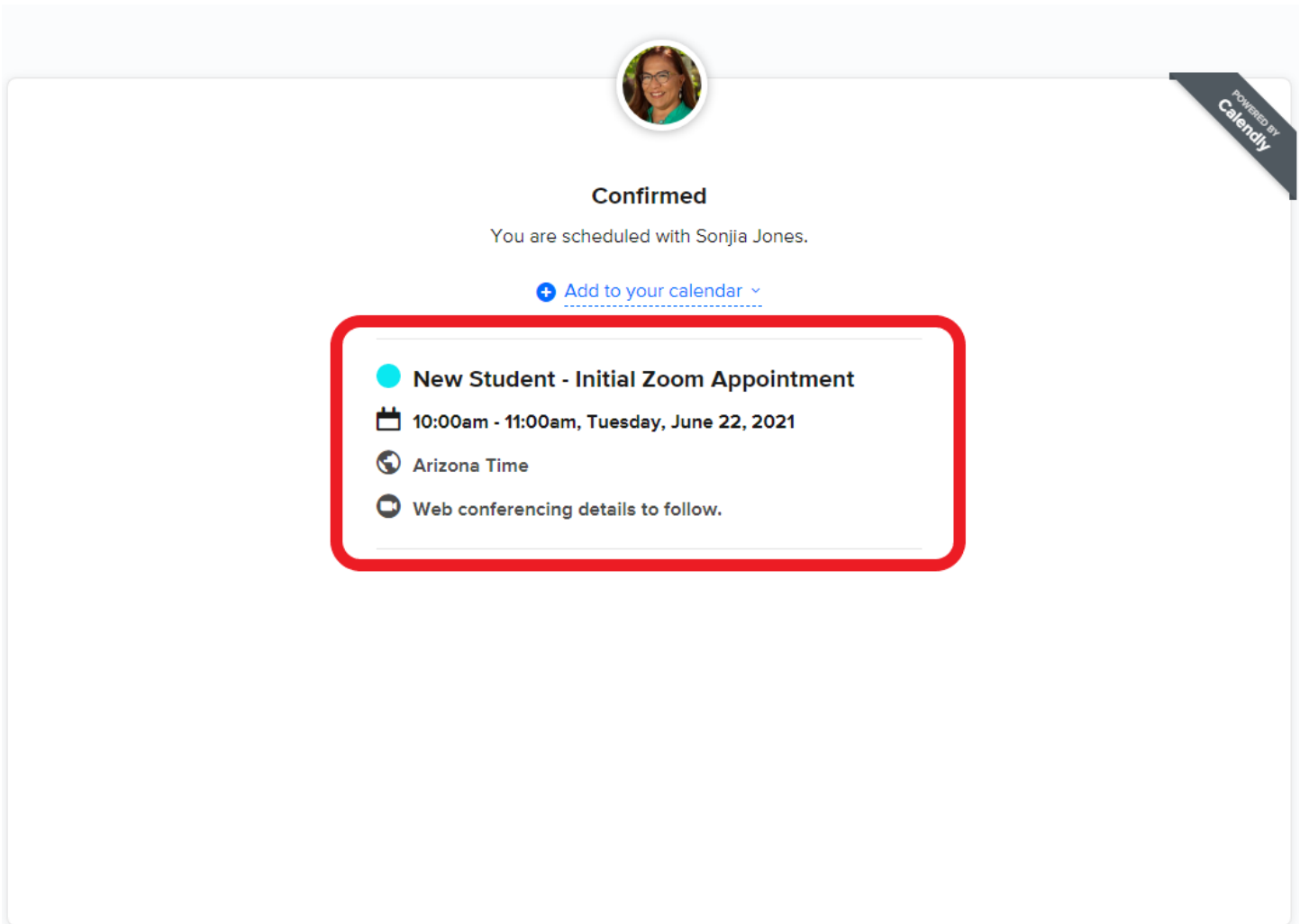
Send text messages to

+1 928-226-4323

You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out.

Schedule Event

Step 6: Lastly, before exiting you will see a confirmation notice with the details of your scheduled appointment. Shortly after you shall receive a confirmation email to the email address you provided upon confirming. This email will include your web conferencing details and important information to prepare you for advisement.



Confirmed

You are scheduled with Sonjia Jones.

[+ Add to your calendar](#)

New Student - Initial Zoom Appointment

10:00am - 11:00am, Tuesday, June 22, 2021

Arizona Time

Web conferencing details to follow.

POWERED BY Calendly

In addition to the confirmation email, you will also receive a reminder email at least 24 hours prior to your appointment. Following your appointment, you will also receive a follow-up email that includes a Student Satisfaction Survey.