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.

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

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.

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.