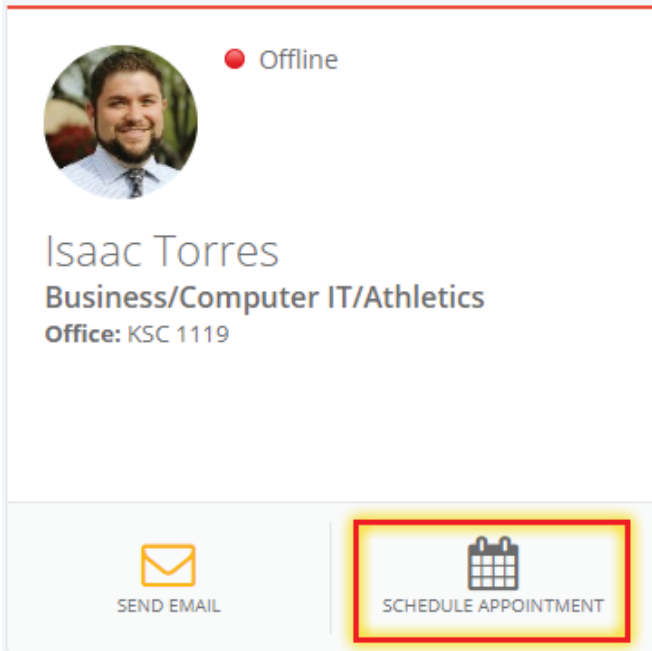


Setting Up an Appointment with Your Academic Advisor

Step One



A screenshot of an academic advisor's profile card. At the top left is a circular profile picture of a man with a beard and a blue shirt. To the right of the picture is a red dot and the word "Offline". Below the picture, the name "Isaac Torres" is displayed in a large font, followed by "Business/Computer IT/Athletics" and "Office: KSC 1119" in a smaller font. At the bottom of the card, there are two buttons: "SEND EMAIL" with an envelope icon and "SCHEDULE APPOINTMENT" with a calendar icon. The "SCHEDULE APPOINTMENT" button is highlighted with a red and yellow border.

Find your Academic Advisor and click or tap on "Schedule Appointment".

NOTE: Your advisor is based off of your major or Field of Interest (FOI). For more details on FOI, open the FOI link for a list of programs

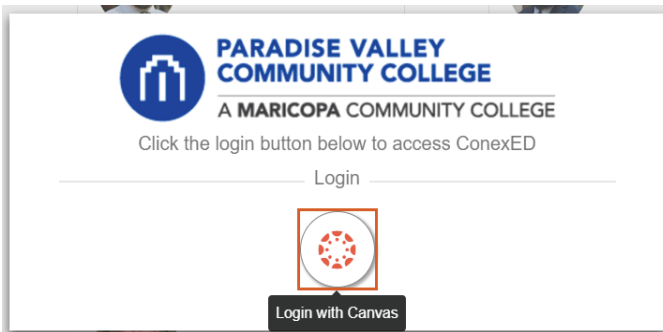
Step Two

Login into Canvas with your MEID and password.

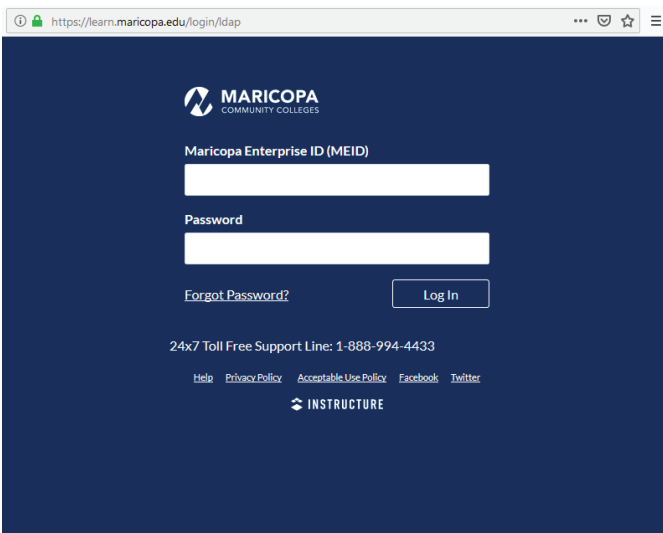
NOTE: This step will include an authorization portion to allow Canvas to connect to the appointment system

Select Canvas icon then login with MEID.

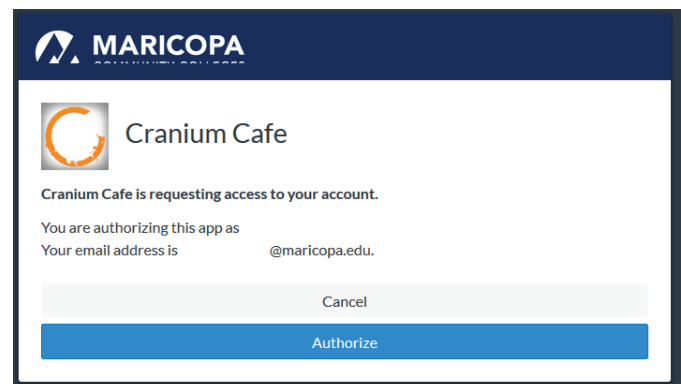
Then click "Authorize"



A screenshot of the Paradise Valley Community College login page. The page features the college's logo and name, "PARADISE VALLEY COMMUNITY COLLEGE A MARICOPA COMMUNITY COLLEGE". Below the logo, it says "Click the login button below to access ConexED". There is a "Login" field with a red outline. Below the field is a "Login with Canvas" button with a red and white icon.



A screenshot of the Maricopa Community Colleges login page. The page has a dark blue header with the "MARICOPA COMMUNITY COLLEGES" logo. Below the header, there are two input fields: "Maricopa Enterprise ID (MEID)" and "Password". There is a "Forgot Password?" link and a "Log In" button. At the bottom, there is a "24x7 Toll Free Support Line: 1-888-994-4433" and links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". The "INSTRUCTURE" logo is also visible at the bottom.



A screenshot of a mobile authorization dialog box. The dialog has a dark blue header with the "MARICOPA COMMUNITY COLLEGES" logo. Below the header, there is a "Cranium Cafe" logo and the text "Cranium Cafe is requesting access to your account." Below this, it says "You are authorizing this app as" and "Your email address is @maricopa.edu." At the bottom, there are two buttons: "Cancel" and "Authorize".

Setting Up an Appointment with Your Academic Advisor

Step Three

Schedule a Meeting with Advising

SELECT A MEETING DATE

<< Last Week Sunday Jul 28 Monday Jul 29 Tuesday Jul 30 Wednesday Jul 31 Thursday Aug 1 Friday Aug 2 Saturday Aug 3 Next Week >>

Under **SELECT A MEETING DATE**, click, or tap, the week you are looking for appointments

FILTER BY MODERATOR

All Moderators Alicia Barnett, MBA Brett McNeal Brian Wilson
 Eric Pawelski Isaac Torres Kimberlyn Carovillano

Under **FILTER BY MODERATOR**, check the box next your Advisor's name

SELECT A REASON FOR MEETING

Academic Plan (30 minute meeting) Changing Major (30 minute meeting) Consortium Agreement (15 minute meeting)

Under **SELECT A REASON FOR MEETING**, check the box next to your advisor's name. Multiple options can be selected.

SELECT A MEETING LOCATION

In-person (Union Hills) Telephone Meeting

Under **SELECT A MEETING LOCATION**, select In-person or Telephone appointment. Then select your desired day from **SELECT A MEETING DAY** and the time that works best for you under **AVAILABLE TIME SLOTS**.

SELECT A MEETING DATE

Monday, 07/29/2019 Tuesday, 07/30/2019 Wednesday, 07/31/2019
 Thursday, 08/01/2019

AVAILABLE TIME SLOTS

Tuesday, 07/30/2019

→ 8:00 AM to 8:45 AM with Kimberlyn Carovillano → 8:45 AM to 9:30 AM with Kimberlyn Carovillano → 9:00 AM to 9:45 AM with Brian Wilson

Setting Up an Appointment with Your Academic Advisor

Step Four

Complete the Advising Information Form

Be sure to fill out as much detail as possible!

To schedule, click or tap **Schedule Appointment**

SMS Reminders can be checked to send you text notifications in addition to email confirmations, SMS reminders is option.

The appointment will be scheduled, click **OK** once it has been completed.

Email confirmation goes immediately to your student email. This email also has a link to reschedule or cancel your appointment if needed.

The screenshot shows a web form titled "Advising Information Form". At the top, it displays appointment details: Staff Member: Kimberlyn Carovillano; When: Tuesday, 07/30/2019 8:00 AM to 8:45 AM; Where: Advising (In-person (Union Hills)); Why: Maricopa (RN) Nursing Program Application. Below this is a section for the student to provide information. It includes a note: "Please provide the information below so we can better serve you during your Advising Appointment. Note: New students are required to attend the Puma Power Up Session to receive advising for your first semester. Go to https://bit.ly/2IVdD13 to register for new student advising." The form has three input fields: "Student ID Number (starts with a 3) *", "MEID *", and "What major are you pursuing? *". Below these is a "Telephone number" field with a note "Enter your phone number in case we need to contact you" and a checkbox for "Send me SMS Reminders for this Meeting". There is an "Attach File" button and two buttons at the bottom: "Schedule Appointment" and "Cancel".



Appointment Scheduled

Hello Isaac Torres,

You just created a At In-person (Union Hills) meeting with Brian Wilson starting at Jul 31, 2019 9:20 AM and ending at 9:40 AM MST.

Student Services: Advising
Location: In-person (Union Hills)
Meeting topic: Meeting with Isaac Torres

Step Five

- Arrive on time
Late Policy: Arrivals 5+ minutes late may have to be rescheduled
- You **MUST** have your photo ID with you.
- Come prepared with any previous documents and checksheets, and unofficial transcripts from other colleges
- Advisors will make course recommendations, however students will build their own schedules and complete their own enrollment