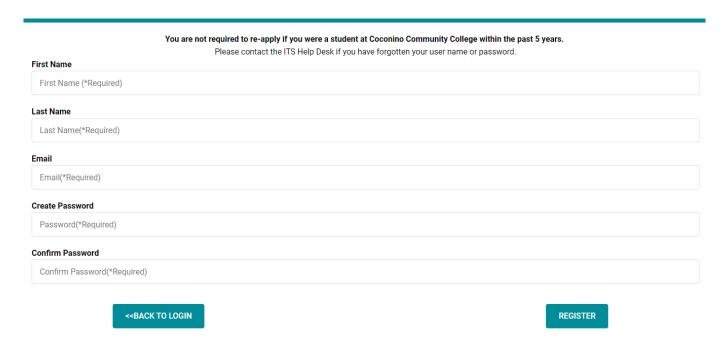


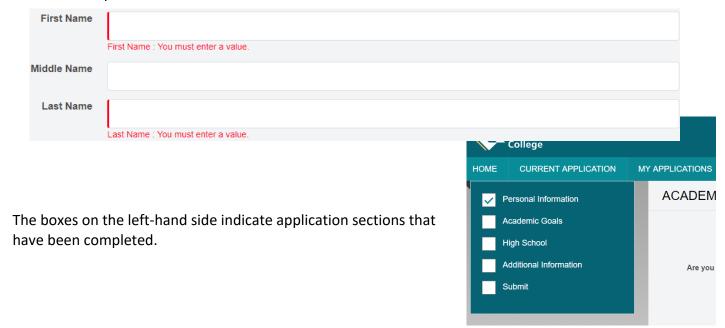
CCC Application Instructions for High School Students

- Step 1: Go to https://www.coconino.edu/apply-now and click "Apply Now"
- **Step 2:** Create a portal including first name, last name, email, and password. This portal will be used strictly for the initial application process. <u>Please make sure your email address is correct!</u>



Step 3: Click "REGISTER" to begin the application.

Step 4: Fill out the Personal Information section and then click "SAVE AND CONTINUE." The red line indicates a required field.



Step 5: The next section is Academic Goals. High school students should choose "Take courses while attending High School" when asked, Why are you taking classes at CCC? Dual Enrollment students needs to check the Dual Enrollment box.



- **Step 6:** Then select the term you are planning to begin Dual Enrollment courses and your choice of program of study when you reach college level. If you do not plan to attend CCC, you will still choose a program that aligns with your interests. If you do plan to attend CCC and need to change your interest later on, you will contact the Registration office.
- **Step 7:** Next is the High School section. Fill out your high school information including name of school, intended graduation date, current grade level, and unweighted GPA.
- **Step 8:** The Additional Information page asks about Disability Resources (if you have an IEP at your high school), if you have taken a placement test (ACT and SAT included), and for your parent/guardian contact information.

Parent Guardian First Name	John or Jane
Parent Guardian Last Name	Doe
Parent Guardian Phone	928-226-4320

Step 9: Last is the Submit page. Here you need to agree that you have entered correct information, and also indicate whether schools and colleges can share your student record information, for example, if you are first-generation and qualify for scholarships.

