



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. Please make sure your email address is correct!

You are not required to re-apply if you were a student at Coconino Community College within the past 5 years.
Please contact the ITS Help Desk if you have forgotten your user name or password.

First Name

Last Name

Email

Create Password

Confirm Password

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.

First Name	<input style="width: 80%;" type="text"/> <small style="color: red;">First Name : You must enter a value.</small>
Middle Name	<input style="width: 80%;" type="text"/>
Last Name	<input style="width: 80%;" type="text"/> <small style="color: red;">Last Name : You must enter a value.</small>

The boxes on the left-hand side indicate application sections that have been completed.

College

HOME	CURRENT APPLICATION	MY APPLICATIONS
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Personal Information<input type="checkbox"/> Academic Goals<input type="checkbox"/> High School<input type="checkbox"/> Additional Information<input type="checkbox"/> Submit	<p style="font-weight: bold; font-size: 1.2em;">ACADEM</p> <p style="font-size: 0.8em;">Are you</p>	

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.

Why are you taking classes at CCC | Take courses while attending High School

CCC helps High School students earn college credit through Dual Enrollment, CAVIAT Central Program or Concurrent Enrollment.

What type of student will you be? Dual Enrollment Concurrent Enrollment CAVIAT

Dual Enrollment

A high school student who is taking a course at the high school for college credit (either academic or career/technical course). Courses are taught by a college-credentialed high school teacher at the student's high school. Students earn college credit at the same time as earning high school credit.

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.

