



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!

Step 3: Click “REGISTER” to begin the application.

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

First Name (*Required)

Last Name

Last Name(*Required)

Email

Email(*Required)

Create Password

Password(*Required)

Confirm Password

Confirm Password(*Required)

<<BACK TO LOGIN

REGISTER

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

First Name

First Name : You must enter a value.

Middle Name

Last Name

Last Name : You must enter a value.

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

Step 5: The next section is Academic Goals. High school students should choose “Take courses while attending High School” when



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.

asked, Why are you taking classes at CCC? Dual Enrollment students need 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.

