

How to Make an Appointment with an Academic Advisor through Cranium Cafe

1. Make a decision whether to see a specific advisor or anyone who is available.



Schedule an Appointment

Appointments are available starting in March. If you would like to schedule an appointment (either online or in person) click one of the blue "Schedule an Appointment" buttons **below** and you will receive an email confirmation from Cranium Cafe.

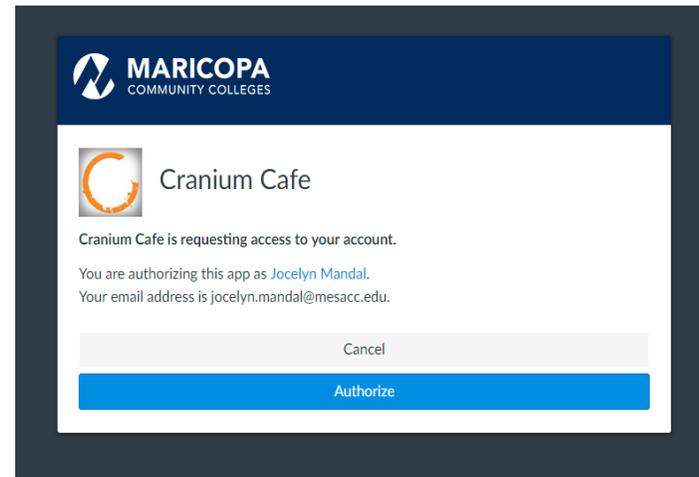
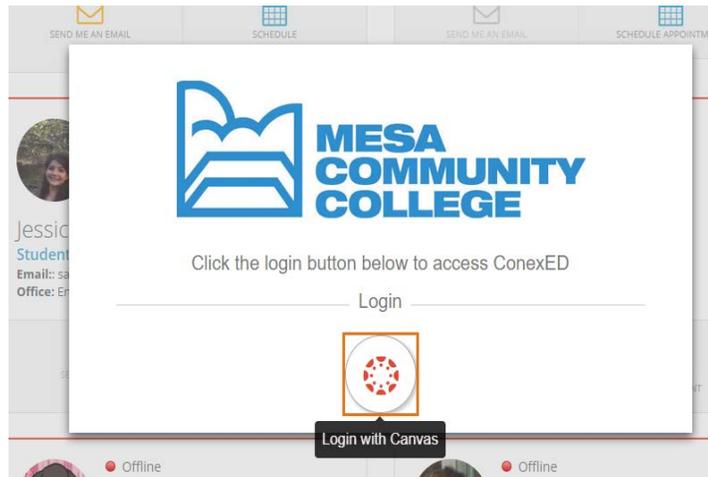
Schedule an Appointment with a Specific Advisor

Schedule an Appointment with Any Advisor

Schedule with a Specific Advisor

If you click 'Schedule an appointment with a Specific Advisor', the advisors café cards will be generated.

1. Choose the advisor you want to see.
2. Click schedule appointment.
3. You will be prompted to log in using your Maricopa Enterprise ID (MEID)



3. Select a Date Range and Reason for Meeting.

Schedule a Meeting with Academic Advising

SELECT A DATE RANGE

(Sun March 4th to Sat March 10th)

[< View Previous Week](#) [View Next Week >](#)

SELECT A REASON FOR MEETING

Consortium Agreement

(15 minute meeting)

Course Override

(15 minute meeting)

Graduation Check and Application

(30 minute meeting)

Graduation Plan/Checksheets- Help Choose Classes

(30 minute meeting)

Help Choosing Your Major/Career Path

(30 minute meeting)

Maximum Time Frame

(60 minute meeting)

Other

(30 minute meeting)

University Transfer Options

(30 minute meeting)

Unofficial Transcript Evaluation

(30 minute meeting)

4. Select a Meeting Location

SELECT A MEETING LOCATION

Enrollment Center

Telephone Meeting

Video Meeting

5. Select a Meeting Date. The highlighted number indicates the available slots.

SELECT A MEETING DATE

Mon, 03/05/2018

Tue, 03/06/2018

Wed, 03/07/2018

Thu, 03/08/2018

Fri, 03/09/2018

6. Available Time slots will populate and you can choose.

AVAILABLE TIME SLOTS

Mon, 03/05/2018

→ 1:30 PM - 2:00 PM

with Tara Woods

→ 2:00 PM - 2:30 PM

with Tara Woods

→ 2:30 PM - 3:00 PM

with Tara Woods

→ 3:30 PM - 4:00 PM

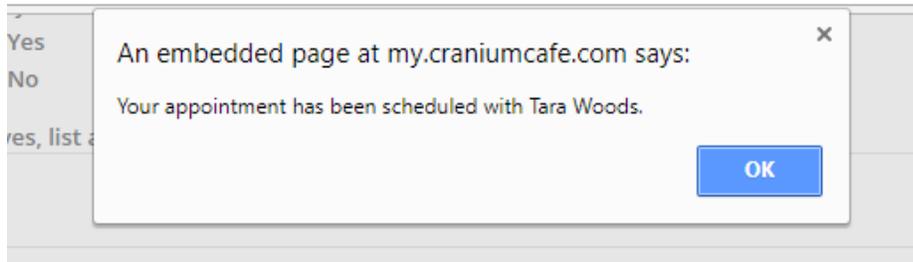
with Tara Woods

→ 4:00 PM - 4:30 PM

with Tara Woods

7. Complete the Academic Advising Information Form, attach a file when needed and click Schedule Appointment. Be detailed as much as possible so that we can better prepare for the meeting and assist you.

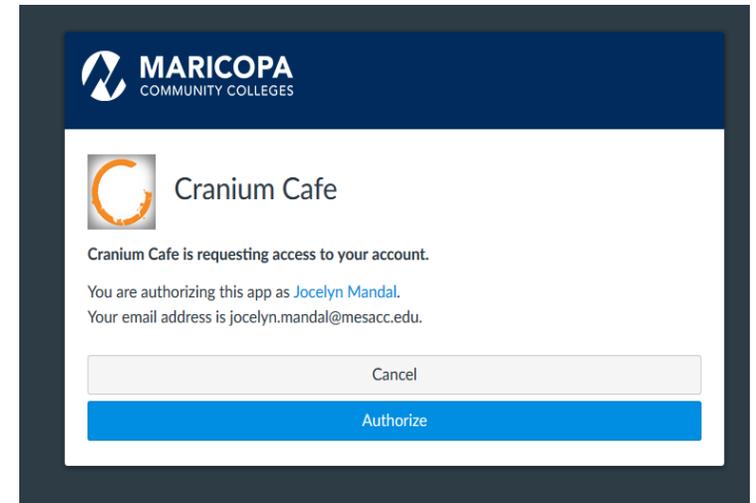
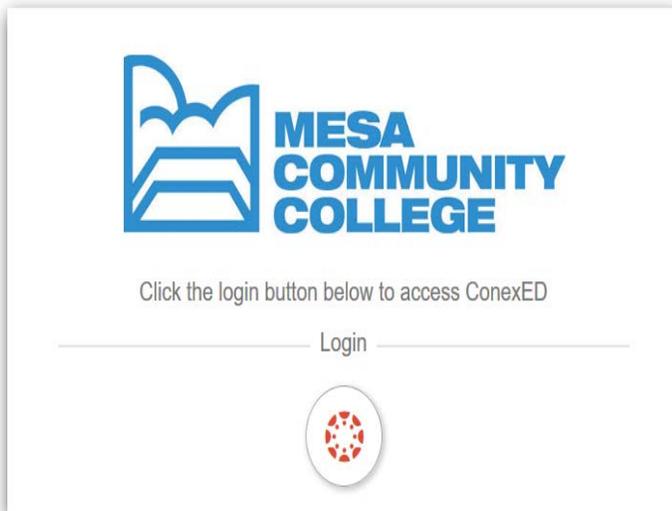
8. A notification will pop up once the appointment has been successfully scheduled.

A screenshot of a web form titled "Academic Advising Information Form". At the top, there is a header section with the following information: "Staff Member: Tara Woods", "When: Mon, 03/05/2018 1:30 PM - 2:00 PM", "Where: Academic Advising (Enrollment Center)", and "Why: Graduation Check and Application". Below the header, the form title "Academic Advising Information Form" is displayed. A message reads: "Please take some time to fill out this information so we can better serve you during your Academic Advising Appointment." The form contains several fields and questions:

- Name ***: A text input field.
- Student ID Number (Starts with a 3) ***: A text input field.
- Are you planning on eventually transferring to a University to pursue a Bachelor's Degree? ***: A radio button question with options: Yes, No, and Undecided.
- If Yes, Which University do you plan on attending?**: A text input field.
- Do you have credits from another college or University? ***: A radio button question with options: Yes and No.
- If yes, list all Universities and Colleges you have attended.**: A text input field.
- Program of Interest (Major or Career Choice) ***: A text input field.

Schedule an Appointment with any Advisor

If you click schedule an appointment with any advisor, you will be prompted to log in using your Maricopa Enterprise ID (MEID).



1. Select a Date Range and Reason for Meeting

SELECT A DATE RANGE

(Sun February 11th to Sat February 17th)

[< View Previous Week](#) [View Next Week >](#)

SELECT A REASON FOR MEETING

- Consortium Agreement
(15 minute meeting)
- Course Override
(15 minute meeting)
- Graduation Check and Application
(30 minute meeting)
- Graduation Plan/Checksheets- Help Choose Classes
(30 minute meeting)
- Help Choosing Your Major/Career Path
(30 minute meeting)
- Maximum Time Frame
(60 minute meeting)
- Other
(30 minute meeting)
- University Transfer Options
(30 minute meeting)
- Unofficial Transcript Evaluation
(30 minute meeting)

2. Select a Meeting Location

SELECT A MEETING LOCATION

- Enrollment Center
- Telephone Meeting
- Video Meeting

3. Select a Meeting Date. The highlighted number indicates the number of available slots

SELECT A MEETING DATE

- Mon, 02/12/2018 **5**
- Wed, 02/14/2018 **6**

4. Select the time with advisor of your choice.

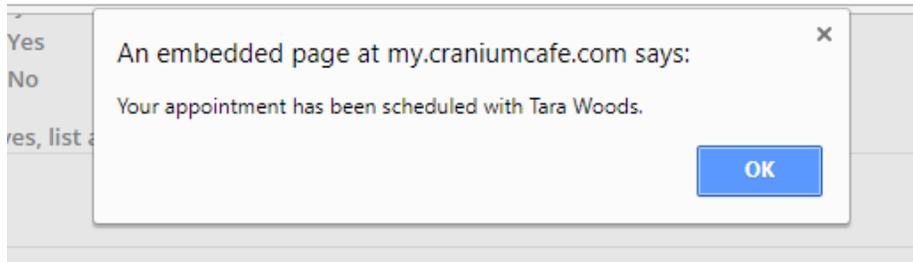
AVAILABLE TIME SLOTS

Mon, 02/12/2018

- [→ 1:00 PM - 1:30 PM](#)
with [Alicia Barnett](#)
- [→ 1:30 PM - 2:00 PM](#)
with [Alicia Barnett](#)
- [→ 2:00 PM - 2:30 PM](#)
with [Alicia Barnett](#)
- [→ 2:30 PM - 3:00 PM](#)
with [Alicia Barnett](#)
- [→ 4:00 PM - 4:30 PM](#)
with [Alicia Barnett](#)

5. Complete the Academic Advising Information Form, attach a file when needed and click Schedule Appointment. Be detailed as much as possible so that we can better prepare for the meeting and assist you.

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- Do you have credits from another college or University? ***: Radio button options for Yes and No.
- If yes, list all Universities and Colleges you have attended.**: A text input field.
- Program of Interest (Major or Career Choice) ***: A text input field.

You will also receive an email confirmation of your advising appointment.

Please be prompt on your scheduled appointment.

“Seventy percent
of success in
life is showing

up.”

Woody Allen