

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.

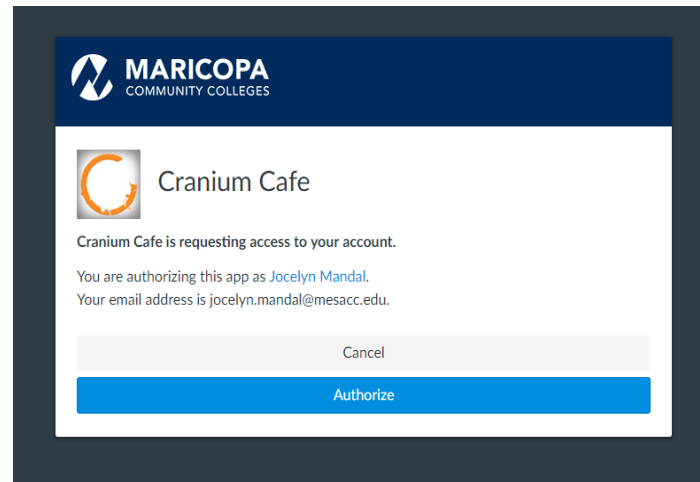
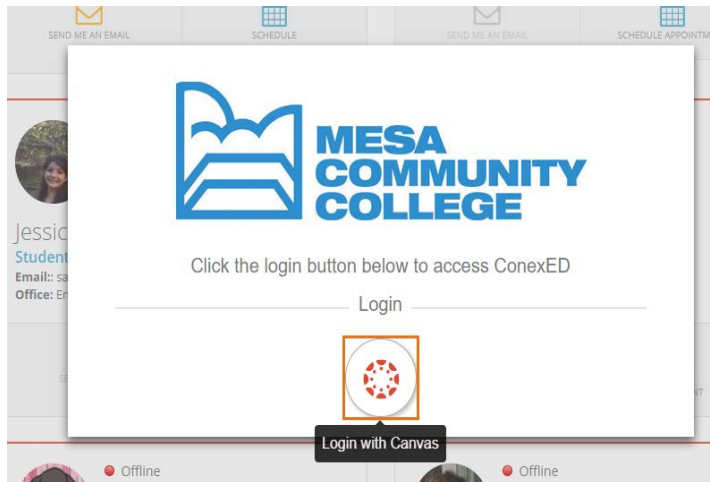
Schedule an Appointment with a Specific Advisor

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)

☐ Graduation Plan/Checksheets- Help Choose Classes

(30 minute meeting)

☐ Other

(30 minute meeting)

☐ Course Override

(15 minute meeting)

☐ Help Choosing Your Major/Career Path

(30 minute meeting)

☐ University Transfer Options

(30 minute meeting)

☐ Graduation Check and Application

(30 minute meeting)

☐ Maximum Time Frame

(60 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

→ 3:30 PM - 4:00 PM

with Tara Woods

→ 2:00 PM - 2:30 PM

with Tara Woods

→ 4:00 PM - 4:30 PM

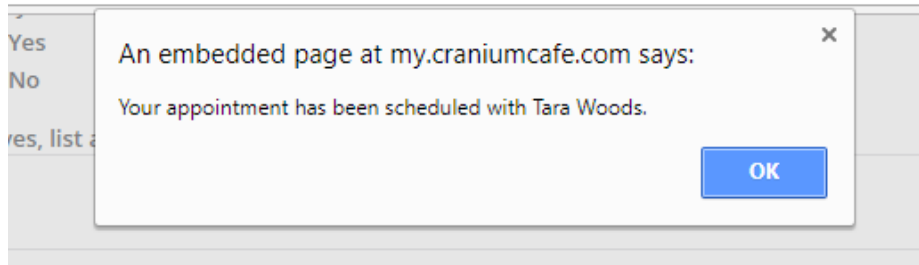
with Tara Woods

→ 2:30 PM - 3:00 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.



Staff Member: Tara Woods
When: Mon, 03/05/2018 1:30 PM - 2:00 PM
Where: Academic Advising (Enrollment Center)
Why: Graduation Check and Application

Academic Advising Information Form

Please take some time to fill out this information so we can better serve you during your Academic Advising Appointment.

Name *

Student ID Number (Starts with a 3) *

Are you planning on eventually transferring to a University to pursue a Bachelor's Degree? *

☐ Yes
☐ No
☐ Undecided

If Yes, Which University do you plan on attending?

Do you have credits from another college or University? *

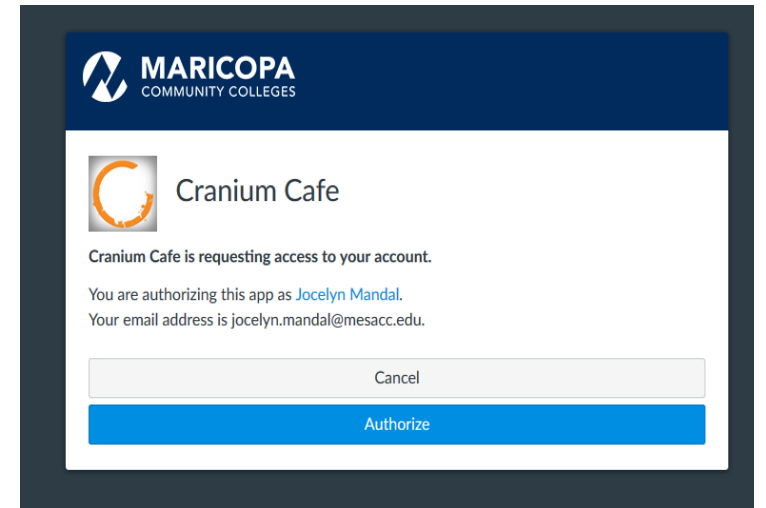
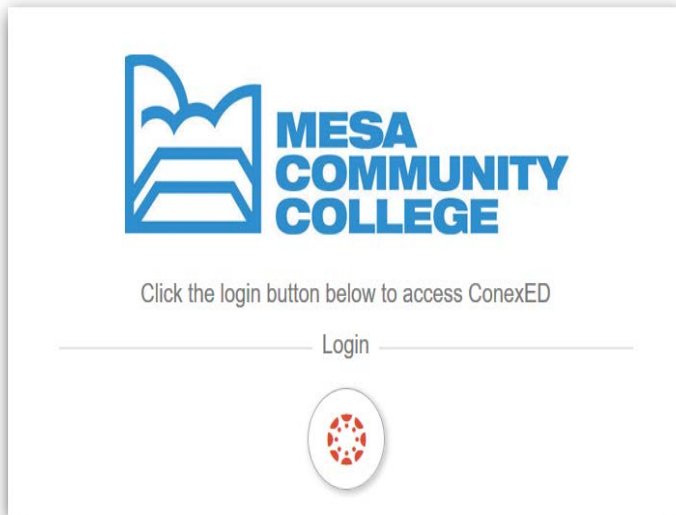
☐ Yes
☐ No

If yes, list all Universities and Colleges you have attended.

Program of Interest (Major or Career Choice) *

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)

☐ Graduation Plan/Checksheets- Help Choose Classes

(30 minute meeting)

☐ Other

(30 minute meeting)

☐ Course Override

(15 minute meeting)

☐ Help Choosing Your Major/Career Path

(30 minute meeting)

☐ University Transfer Options

(30 minute meeting)

☐ Graduation Check and Application

(30 minute meeting)

☐ Maximum Time Frame

(60 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](#)

→ 2:30 PM - 3:00 PM

with [Alicia Barnett](#)

→ 1:30 PM - 2:00 PM

with [Alicia Barnett](#)

→ 4:00 PM - 4:30 PM

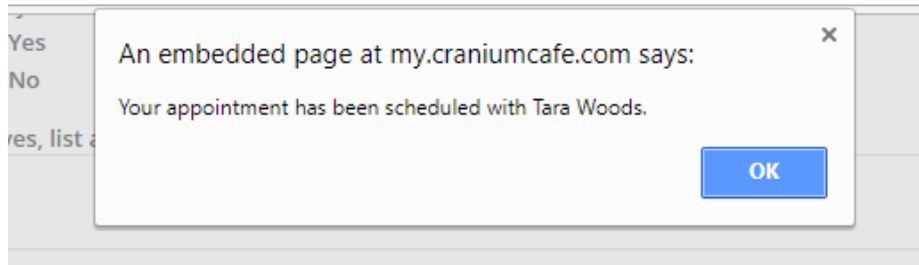
with [Alicia Barnett](#)

→ 2:00 PM - 2:30 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.

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



Staff Member: Tara Woods
When: Mon, 03/05/2018 1:30 PM - 2:00 PM
Where: Academic Advising (Enrollment Center)
Why: Graduation Check and Application

Academic Advising Information Form

Please take some time to fill out this information so we can better serve you during your Academic Advising Appointment.

Name *

Student ID Number (Starts with a 3) *

Are you planning on eventually transferring to a University to pursue a Bachelor's Degree? *

☐ Yes
☐ No
☐ Undecided

If Yes, Which University do you plan on attending?

Do you have credits from another college or University? *

☐ Yes
☐ No

If yes, list all Universities and Colleges you have attended.

Program of Interest (Major or Career Choice) *

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