



### **Academic Advising Appointment Information**

College is a season for students to thrive and make decisions on their own, to learn about resources, time management, and options for the real world. As advisors we do not make decisions for our students, we assist and provide information so that students can make informed decisions. We all want to prepare students for a lifetime of success. The Academic Advising office staff will work hard to prepare students for the real world.

#### **Appointment Schedule**

Monday-Thursday: 8:00 AM to 5:00 PM

Friday: 8:00 AM to 11:00 AM

- Appointments should be booked at least 24 hours in advance. Students can book up to two (2) weeks prior of their desired appointment date, as available.
- Students can request either virtual or in-person appointments [online](#), or by emailing [Academic.Advising@ctcd.edu](mailto:Academic.Advising@ctcd.edu).
- Appointments are scheduled for 30 minutes. Please come prepared with questions and /or concerns.
- If you are more than 5 minutes late to your advising appointment, you will need to reschedule your appointment.
- When you arrive to your appointment, sign in at Front Desk. Be prepared to show ID.

Students that call Academic Advising to cancel or reschedule an appointment at least 24 hours in advance do not receive any consequence for doing so. Students needing to cancel or reschedule an appointment should do so [online](#) (if this was method the appointment was made), by emailing [Academic.Advising@ctcd.edu](mailto:Academic.Advising@ctcd.edu), or calling 254-526-1226 or 1609 as far in advance as possible so that we can make our best effort to utilize that appointment time by offering it to another student.

Students who fail to give notice and do not attend their appointment OR arrive to check in more than 5 minutes after the scheduled appointment time will have their appointment recorded as a No-Show. Students with two No-Shows may forfeit the right to schedule appointments in the future.

## **FOR STUDENTS OF THE REAL WORLD®**