REGISTRATION STEPS

STEP 1 ADMISSION
• Application for Admission (online or paper)
• Official high school transcript for student entering for 1st time or GED transcript with scores
• Official College transcript(s) from previous institution(s) attended
• ACT score is required

STEP 2 ADVISING & SCHEDULING
• Your advisor or counselor will help you complete your class schedule

STEP 3 SATISFY FINANCIAL OBLIGATION
• Students paying cash-Go to the Business Office
• Students using Federal Aid-Go to the Financial Aid Office
• Students approved for Federal Aid with Award Letter-Go to the Business Office

STEP 4 GET STUDENT ID
• Must have your ID made by the Library & Learning Resource Center

STEP 5 PURCHASE TEXTBOOKS
• Purchase textbooks at the bookstore

IMPORTANT WEB LINKS

COAHOMA COMMUNITY COLLEGE
www.coahomacc.edu

REGISTRATION
www.coahomacc.edu/admissions-financial-aid/admissions/registration

E-LEARNING & CANVAS
www.coahomacc.edu/programs-of-study/educational-outreach/elearning

FINANCIAL AID
www.coahomacc.edu/admissions-financial-aid/financial-aid

STUDENT LIFE
www.coahomacc.edu/student-life

COAHOMA COMMUNITY COLLEGE
On a mission...
3240 FRIARS POINT ROAD, CLARKSDALE, MISSISSIPPI 38614
WWW.COAHOMACC.EDU | 662.627.2571

Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #1200, Vivian M. Powley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu
## IMPORTANT NUMBERS

<table>
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<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>662-621-4696</td>
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<td>Financial Aid</td>
<td>662-621-4200</td>
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<td>Business Office</td>
<td>662-621-4107</td>
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<td>Bookstore</td>
<td>662-621-4172</td>
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<td>Academics</td>
<td>662-621-4678</td>
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<td>Career-Technical</td>
<td>662-621-4218</td>
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<td>Health Sciences</td>
<td>662-621-4210</td>
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<td>Housing Office</td>
<td>662-621-8485</td>
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<tr>
<td>Health Clinic</td>
<td>662-621-4297</td>
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<tr>
<td>Student Engagement</td>
<td>662-621-4155</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>662-621-4300</td>
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## DEPARTMENTAL ADVISING

### ACADEMIC MAJORS
- Students are assigned to advisors according to their chosen majors.
- Students who elect to major in General Education are assigned to their advisors according to the first letter of the student’s last name.
  
  Example: A-E Advisor 1 | F-J Advisor 2
- Students are provided a program template for their chosen major.
- Students are advised to meet with their assigned advisor at the end of each semester in an effort to evaluate courses completed and credits earned.
- Counselors render services (advisement, scheduling, etc.) when advisors are unavailable or as needed.

### HEALTH SCIENCES MAJORS
- Students must apply and be accepted to Coahoma Community College.
- Students must apply to the desired Health Sciences program and be accepted upon completion of program requirements.
- Students are assigned a Health Sciences Advisor.
- Students are registered into the accepted program based on the Program of Study.
- Student Navigator (Counselor) and Faculty will meet & advise students throughout the Program of Study.

### CAREER-TECHNICAL MAJORS
- Students apply and are accepted based on admission/division criteria (GED scores, ACT scores, TABE scores, etc.)
- Students meet with advisor(s), faculty and are registered based on chosen program of study.
- Counselors render services (advisement, scheduling, etc.) when advisors are unavailable or as needed.

## R.O.A.D TO SUCCESS

**REVITALIZING ORIENTATION AND ADVISING DEVELOPMENT**

## GUIDELINES FOR ADVISING

- Write down and memorize your student ID number and password.
- Schedule an appointment with your advisor at least twice a semester to review career and educational goals and develop a relationship.
- The orientation class is to be taken in the first semester to learn how to monitor your progress towards graduation.
- It is your primary responsibility for making your own academic and career decision and meeting your graduation requirements.
- The minimum number of semester hours to be classified as full-time is 15 hours during the fall and spring semesters.