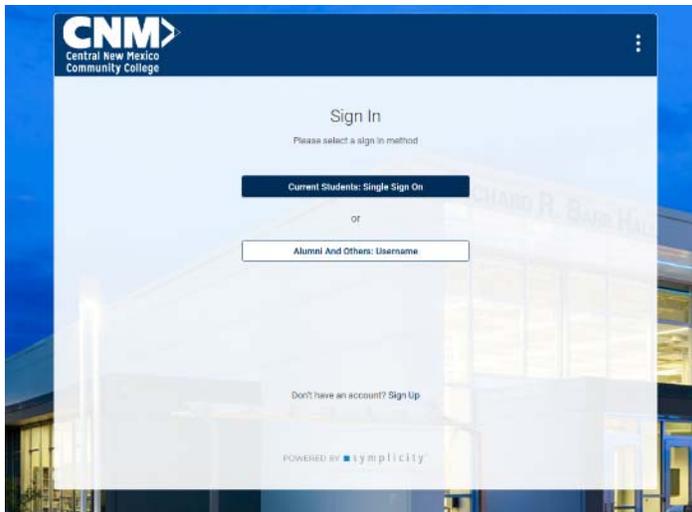
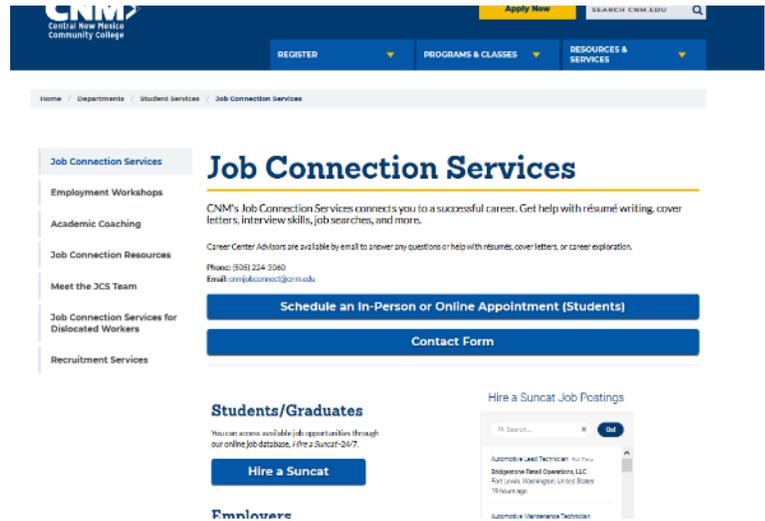


Making an appointment

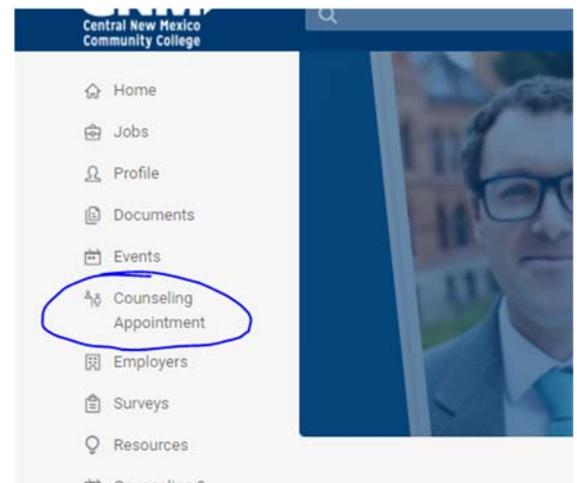
1. Go to the CNM Job Connection page on the CNM Website (<https://www.cnm.edu/connect2jobs>). Click on the Schedule an In-Person or Online Appointment button.

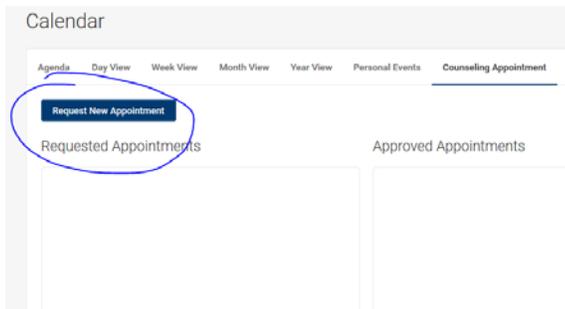


2. Login to Hire a Suncat. Current students click on Single Sign On and sign in as your normally would to any CNM system. Former students, click on Alumni and Other: Your CNM Email is your username (unless you've changed it to a personal email) and your CNM ID is your password (again, unless you've changed it.)

Problems signing in? Call 505-224-3060 for assistance.

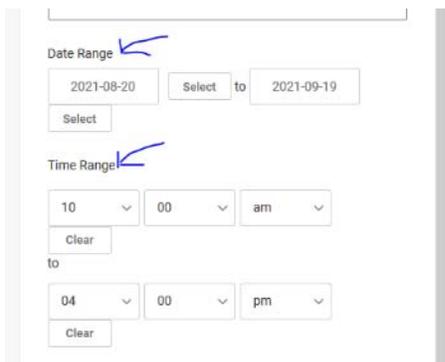
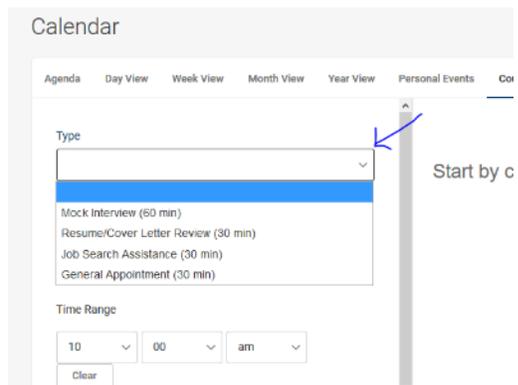
3. Click on Counseling Appointment in the left-hand side menu.





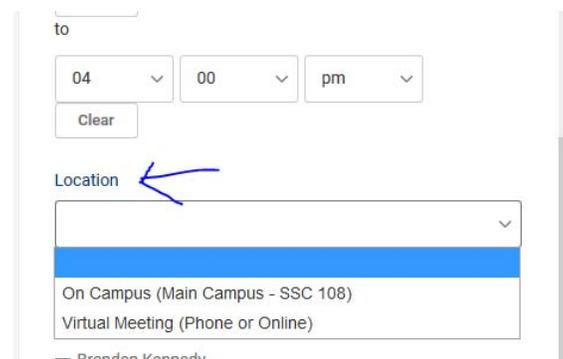
4. Click on the request new appointment.

5. Select an appointment type.



6. Select a date range. Appointments can be scheduled up to 14 days in advance. Then select a time range for the appointment. Currently appointments are available from 10 a.m. to 4 p.m.

7. Select a location for your appointment. Appointments can be in person at Main Campus or virtually. Virtual appointments can be done by phone or an online meeting.



Counselor(s)

Carlos Lozoya

Brenden Kennedy

Days of the Week

8. Select a career coach. You can select both coaches for best availability.

9. Select what day of the week is best for you.

Brenden Kennedy

Days of the Week

Mon

Tue

Wed

Thu

Fri

Brenden Kennedy

Days of the Week

Mon

Tue

Wed

Thu

Fri

10. Click on Check Availability.

11. You'll see a listing of available dates and times on the left. Click on an appointment time you'd like by clicking on the coach's name.

Time Range

10:00 am to 04:00 pm

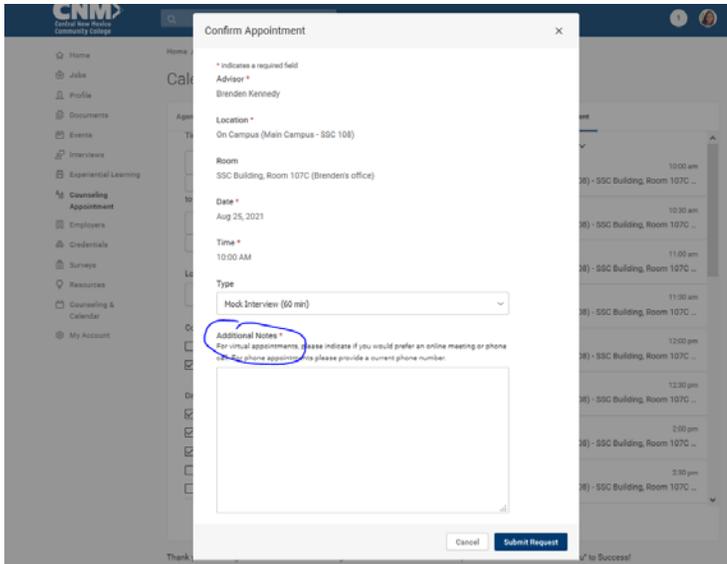
Location: On Campus (Main Campus - SSC 108)

Counselor(s): Brenden Kennedy

Days of the Week: Mon

Wednesday, Aug 25, 2021

Brenden Kennedy	10:00 am
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	
Brenden Kennedy	10:30 am
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	
Brenden Kennedy	11:00 am
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	
Brenden Kennedy	11:30 am
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	
Brenden Kennedy	12:00 pm
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	
Brenden Kennedy	12:30 pm
On Campus (Main Campus - SSC 108) - SSC Building, Room 107C (...)	

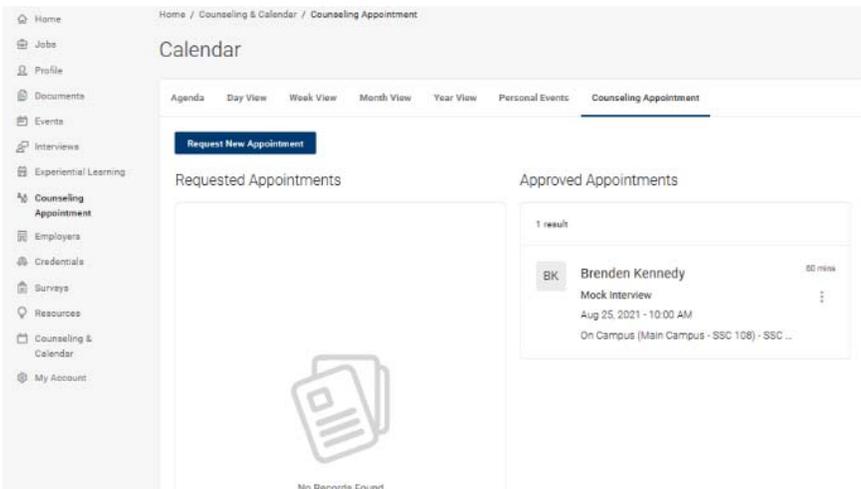


12. Confirm your appointment details. For virtual appointments, please include information on what kind of meeting you'd like (phone/online). Please include a current phone number or email address you can be reached at. You can also include any additional information you'd like your coach to have or any questions you would like to have addressed.

13. Click on Submit Request.

Additional Notes *
For virtual appointments, please indicate if you would prefer an online meeting or phone call. For phone appointments please provide a current phone number.

I would prefer to have an online meeting. My phone number is 505-555-2121. Email is SolSuncat@cnm.edu. I would like to update and improve my resume. I would like to talk about including my appearances at CNM into my work experience - should I include a pic? Also would like to add my new degree and training into my resume.



14. You will see your Approved or Pending appointment on the Calendar page of your Hire a Suncat account.