



# REGISTRATION FORM

Use for Adding & Dropping Classes

General Information On Back

Credit Classes (CR)    
  Non-Credit Classes (NC)    
  Both CR/NC

## Student Info Please Print

STUDENT NAME LAST	FIRST	MI	STUDENT ID# OR SSN
STUDENT MAILING ADDRESS STREET/BOX	CITY	STATE	ZIP
PHONE LOCAL TELEPHONE	WORK TELEPHONE & EXT.	CELL PHONE	
E-MAIL ADDRESS	DATE OF BIRTH		

**Ethnicity and Race:** Are you Hispanic/Latino?  Yes  No  
**Race (Check one or more):**  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
**Gender:**  Male  Female

Gender and Ethnicity: Information will be used for statistical analysis and grant attainment-providing this information is voluntary for non-credit courses only.

## Credit Classes

ADD	DROP	SYNONYM #	COURSE CODE-SECTION	COURSE TITLE	CREDIT HRS	GRADE OPTION (check one)			TUITION	FEES
						LETTER GRADE	PASS / FAIL	AUDIT		

## Non-Credit Classes

ADD	DROP	SYNONYM #	COURSE CODE	COURSE TITLE	TOTAL COST

## Payment Method

PAYMENT OPTION:  Check  Cash  Visa  Discover  Mastercard  Other \_\_\_\_\_

CREDIT CARD #	SECURITY CODE (back of card)	EXP. DATE
NAME AS IT APPEARS ON CREDIT CARD		

**ASSUMPTION OF RISK AND RELEASE:** Colorado Mountain College (CMC) values your safety and well-being and takes reasonable efforts to make its program safe. However, CMC cannot eliminate all risks or guarantee your safety. By signing this form, you acknowledge that CMC courses may involve risk including damage or loss to personal property, personal injury, or death; and knowing these risks you are voluntarily registering for classes and agree **1)** to follow all reasonable safety precautions; **2)** to ASSUME ALL RISKS of participating in CMC courses; and **3)** to RELEASE, WAIVE, INDEMNIFY, DEFEND, and HOLD HARMLESS CMC for any injuries, losses, claims or liabilities of any kind arising out of my participation in CMC courses, unless caused by gross negligence or willful misconduct on the part of CMC.

<b>DON'T FORGET</b>	STUDENT'S SIGNATURE	DATE
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### OFFICE USE ONLY

RECEIVED BY	DATE	PROCESSED BY (IF DIFFERENT)	DATE
SPECIAL AUTHORIZATION SIGNATURE	DATE	SPECIAL AUTHORIZATION SIGNATURE	DATE



**GENERAL INFORMATION** *This form must be completed and signed by the student . If you are a “new” student to CMC taking credit classes, please complete the admission application. We strongly encourage you to see a college counselor for academic advising prior to registration.*

**Registration|Add:** Students are usually allowed to reg/add a class on or before the Class Census Date. Sites may require the authorization of the instructor after the first class session. Adding a class after the Class Census Date (although not usually approved) requires the authorization of the instructor and the site administration.

**Grade Option:** Students may register for most credit courses choosing any of the grade options of letter grade, pass/fail or audit. The letter grade is not available for any course .5 credit or less; these are only pass/fail or audit. Please choose a grade option when registering or a course(s). Students may change their grade option up to the refund date for the course by completing a grade option change form at the registration desk or on the WEB.

**Drop:** Students may drop a class on or before the Class Withdrawal Date. Drops are not permitted after the Class Withdrawal Date.

**Refund:** A 100% tuition and fee refund is authorized if the class is dropped on or before the Class/Fee Refund Date.

**Drop Dates:** The official date used for authorizing a drop, and/or refund, is the date which the completed Reg/Add Drop Form is received by the site registration office. If a Reg/Add/Drop Form is not available to the student, a written notice containing the required information may be substituted. Again, the date this substitute document is received by the site registration office determines the student’s eligibility to drop and/or receive a refund.

**Grade:** Students dropping a credit class on or before the Class Census Date will have all record of the class removed from their academic record. Students dropping a class after the census date will receive a grade of “W” for the class on their academic transcript.