



## **Instructions for Filling Out/Printing and Submitting this Form**

After downloading this form, you will be able to:

1) **type** in your information onscreen, and then print

OR

2) **print** a blank form to complete manually.

Unless you have the full version of Adobe Acrobat installed you will not be able to save your completed form, although you will be able to print it.

**If your form requires a signature, you must print, sign and mail a hard copy.**



***Note: filling out the form does not automatically submit it--you must print the form and fax , mail, or walk it to the appropriate campus or department location for processing.***



# Registration Add/Drop Form

Must be completed and signed by student

## HOW TO REGISTER OR DROP CLASSES (More information on back)

**Step 1:** Complete Student Information Section 1. (Name, Address, Phone, E-Mail, ID, Birthdate)

**Step 3:** If dropping a class or classes go to Section 3.

**Step 2:** Complete Course Registration Section 2. (Be sure to select grade option)

**Step 4:** Choose Payment Method and complete Section 4.

**Step 5:** Sign and Date form.

If you are a "new" student to CMC please complete the admission application. We strongly encourage you to see a student services counselor for academic advising.

## STUDENT INFORMATION - SECTION 1 (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			

## COURSE REGISTRATION - SECTION 2

REGISTRATION/ADD	SYNONYM #	COURSE CODE-SECTION	COURSE TITLE	CREDIT HRS	GRADE OPTION (check one)			TUITION	FEES
					LETTER GRADE	PASS/FAIL	AUDIT		
								<b>TOTAL AMOUNT</b>	

## COURSE DROP - SECTION 3

DROP	SYNONYM #	COURSE CODE-SECTION	COURSE TITLE	CREDIT HRS	COMMENTS

## PAYMENT METHOD - SECTION 4

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

CREDIT CARD #	SECURITY CODE	EXP. DATE
NAME AS IT APPEARS ON CREDIT CARD		

### OFFICE USE ONLY

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

**ASSUMPTION OF RISK AND RELEASE:** I understand that any Colorado Mountain College ("CMC") course may involve risks of injury, death, or damage to personal property. CMC takes reasonable efforts to make its programs safe, but I understand that CMC cannot guarantee safety. Knowing the risks, I voluntarily choose to register for courses at CMC. In consideration for being permitted to register at CMC: **(1)** I agree to follow all reasonable safety precautions; **(2)** I ASSUME ALL RISKS of my participation in CMC courses; and **(3)** I RELEASE, WAIVE, INDEMNIFY, DEFEND AND HOLD HARMLESS AND PROMISE NOT TO SUE CMC from, for and against any and all claims or liabilities of any kind whatsoever arising out of my participation in CMC courses, except for damages or injury caused by the gross negligence or willful misconduct of CMC.

## DON'T FORGET

STUDENT'S SIGNATURE	DATE
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## GENERAL INFORMATION

**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 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 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.