





**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.