

This form is used to petition for late registration for a course. Before completing this form, please review the Late Registration Procedure and Instructions below.

Students who have not missed any course content do not need to complete this form, and may register using a registration form with an instructor signature.

Instructions:

1. Read the Late Registration Procedure below.
2. Discuss your circumstance with your academic advisor to determine the best course of action.
3. Complete the Late Registration form on page 2 if you meet the criteria below.
4. Print the form and sign.
5. Submit to your Campus front desk.

CMC's Late Registration Procedure is in place to allow students the best possible chance for academic success. National studies have shown that late registrants are 20-27% more likely to fail than on-time registrants.

In accordance with college-wide registration procedures, students must be registered by the end of the day of the official class start date. No late registration is available for short courses that meet less than 5 days. Late registration is discouraged and exceptions to the procedure may only be granted by the Assistant Dean of Instruction or their designee. When completing the Late Registration Petition, indicate the details of the reason for your request:

1. **Graduation:** Class is required in order for a student to graduate at the end of the semester.
2. **Financial Aid:** Credits are needed in order for a student to meet his or her financial aid or VA Agreement, scholarship requirements, third party billing or employer requirements, or any other financial obligation (i.e. class replaces a cancelled section, where cancellation of class dropped the student below required minimum credit load).
3. **Pre-requisite Requirement:** The class is a pre-requisite for another required course in the student's degree program and not completing the course this semester will negatively impact the student's degree completion timeline and/or financial aid eligibility.
4. **CMC Error:** Student was misplaced or misadvised into a course or section, or a change was made to a class subsequent to enrollment and the change precludes the student from participation.
5. **Instructor Request:** Student has been advised by an instructor to change levels in a multi-level discipline.

Approval is not automatic. Each student's circumstance will be evaluated.

Student Information

Last Name	First Name	MI	Student ID
Address: Street/PO BOX	City	State	ZIP Code
Email	Phone Number		

Course Information

Course Department Code and Number (e.g. BIO 110 SV01)

Course Title	Instructor Name
Synonym (e.g.73219)	Grading scheme
Start Date of Course	Course Meeting Days & Times

Select reason for request. (Details in Late Registration Procedure)

- Required to Graduate**
 Financial Aid
 CMC Error
 Instructor Request
 Pre-Req

Please explain details of reason below, and attach any supporting documents.

Student Signature _____ Date _____

OFFICE USE ONLY

Reviewed by ADI (print name)	Signature	Date
Approved with faculty consent	Not Approved	
Comments _____		
Processor _____	Date _____	Colleague _____ Etrieve _____

This form is processed by Registration Staff on Campus.

Office of the Registrar
 802 Grand Avenue, Glenwood Springs, CO 81601
 Phone: 970-945-8691 Fax: 970-947-8387
 registrar@coloradomtn.edu