# COLORADO MOUNTAIN COLLEGE

# REGISTRATION FORM for Adding and Dropping Classes
## *Formulario para Inscripción o Cancelación*

I am submitting this registration form for: (Check all that apply. See page 2 for instructions.)

Credit classes
*(Clases con Créditos)*

Non-credit classes
*(Clases sin Créditos)*

ESL *(Inglés como Segundo Lenguaje)*

Concurrent Enrollment
*(Inscripción Concurrente)*

## Student Information—please print or type.

**LAST NAME**
*Apellido Paterno, Apellido Materno*

**FIRST NAME**
*Primer Nombre*

**MIDDLE INITIAL**
*Inicial de 2o nombre*

**STUDENT ID OR SSN**
*Indentificación*

**STUDENT MAILING ADDRESS**
*Dirección Postall*

**CITY**
*Ciudad*

**STATE**
*Estado*

**ZIP**
*Código Postal*

**HOME TELEPHONE**
*Teléfono de Casa*

**WORK TELEPHONE & EXT.**
*Teléfono de Trabajo*

**MOBILE TELEPHONE**
*Teléfono Celular*

**E-MAIL ADDRESS**
*Correo Electrónico*

**DATE OF BIRTH MM/DD/YYYY**
*Fecha de Nacimiento*

**Ethnicity & Race**/Información étnica:

Are you Hispanic/Latino?

Yes          No

**Gender**/Sexo:

Male/Masculino

Female/Femenino

**Race**/Raza: (check one or more)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

*Information about gender and ethnicity will be used for statistical analysis and grant attainment. If you are only registering for non-credit classes, providing this information is voluntary.*

## Credit Classes

"A" or "D"                                                    Check one grade option.

| ADD/ DROP | SYN # | COURSE CODE- SECTION | COURSE TITLE | CREDIT HRS | LETTER GRADE | PASS/ FAIL | AUDIT | TUITION AMT | FEES |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

## Non-Credit Classes

| ADD/ DROP | SYN # | COURSE CODE | COURSE TITLE | TOTAL COST |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

Date:_____ Amount Paid: _____

Payment method:          Check          Cash          Credit Card          Other:_____

## *Note: Please read and sign page 2 before submitting this form.*

*Add/Drop Registration form*

This form is processed by Registration Staff on Campus.

## 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.

ASUNCIÓN DE RIESGO Y ABSOLUCIÓN: Colorado Mountain College (CMC) valora tu seguridad y bienestar y hace esfuerzos razonables para que su programa sea seguro. Sin embargo, CMC no puede eliminar todo riesgo o garantizar tu seguridad. Al firmar este formulario, reconoces que los cursos de CMC pueden involucrar riesgos incluyendo daño o pérdida a tu propiedad personal, lesión personal o muerte; y sabiendo estos riesgos te registras voluntariamente y estás de acuerdo 1) a tomar todas las precauciones de seguridad razonables 2) a asumir todos los riesgos de participar en cursos de CMC: y 3) a absolver, renunciar, indemnizar, mantener indemne a CMC de cualquier lesión, pérdida, reclamo o obligacion de cualquier tipo que surja de mi participacion en cursos de CMC, a menos que sea a causa de negligencia grave o mala conducta intencional de parte de CMC.


Student's signature: _____Date: _____

Staff Approval 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 online at apply.coloradomtn.edu. We strongly encourage you to see a college counselor or academic advisor for academic advising prior to registration.

### Registration Add:

Students are usually allowed to register for or add a class on or before the Class Start Date. Sites may require the authorization of the instructor after the first class session. Adding a class after the Class Start Date (although not usually approved) requires the authorization of the instructor and the site administration. Contact the Registration office for a Late Registration Petition.

### 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 online.

### 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. Unless otherwise specified in the course description and/or syllabus that there are non-refundable fees

### Drop Dates:

The official date used for authorizing a drop and/or refund, is the date on which the completed Registration/Add Drop Form is received by the site registration office. If a Registration/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's 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 records. Students dropping a class after the census date will receive a grade of "W" for the class on their academic transcript.