

CMC CEPA Checklist

Name: _____

- Application for Admission

- Registration Add/Drop Form

- Concurrent Enrollment Form

- FERPA FORM
(Info Release Waiver)

- Academic Planner

Colorado Mountain College

Application for Admission Instructions

Thank you for choosing Colorado Mountain College (CMC). This application is for all students seeking a degree or certificate at CMC, and for those simply interested in taking credit classes with us. Students who have taken a credit class at CMC within the past year do not need to fill out this application, but can proceed directly to registration.

There is no application fee. Look for the definition that best describes your status below and follow the suggested steps to get started.

NEW STUDENT: "I have never attended college before"

1. Complete this "paper" application, or apply online at Apply.Coloradomtn.edu
2. Submit high school transcripts (only for students who have graduated within the last five years.)
3. Schedule an advising appointment with a College Counselor at a local CMC campus
4. Take the Accuplacer Placement Test
5. Arrange financing to pay for classes

TRANSFER STUDENT: "I am transferring from another college/university to CMC"

1. Complete this "paper" application, or apply online at Apply.Coloradomtn.edu
2. Have your previous institution(s) submit official college transcripts to CMC, Registrar, 802 Grand Ave., Glenwood Springs, CO. 81601.
3. Schedule advising appointment with a College Counselor at a CMC campus
4. Arrange financing to pay for classes

RETURNING CMC STUDENT: "I have not taken classes in over a year from CMC"

1. Complete this "paper" application, or apply online at Apply.Coloradomtn.edu
2. Schedule an advising appointment with your College Counselor
3. Arrange financing to pay for classes

INTERNATIONAL STUDENT ADMISSION (F1 Student Visa)

- Fill out the International Student Admission Application located at:
http://www.coloradomtn.edu/new_students/admissions/international_students/

BACHELOR DEGREE REQUIREMENTS:

Students must have accumulated 45 college level (100 and above) credit hours and have a 2.3 cumulative GPA to be eligible to register for 300-400 level bachelor courses. Students who do not meet these requirements will be advised to register for 100-200 level courses that are needed for bachelor's degree completion.

CAMPUSES & CONTACT INFORMATION

Aspen 970-925-7740	Dillon 970-468-5989	Leadville 719-486-2015
Breckenridge 970-453-6757	Edwards 970-569-2900	Rifle 970-625-1871
Buena Vista 719-395-8419	Glenwood Springs 970-945-7486	Steamboat Springs 970-870-4444
Carbondale 970-963-2172	Glenwood Springs - Spring Valley 970-945-7481	Online Learning 970-947-8341

Colorado Mountain College

Academic Program Codes for 2012-2013 Academic Year

BACHELOR OF ARTS (BA)

BA.SS Bachelor of Arts Sustainability Studies
 BND.BND Bachelor Non-degree seeking

BACHELOR OF SCIENCE (BS)

BS.BA Bachelor of Science Business Administration
 BND.BND Bachelor Non-degree seeking

ASSOCIATE OF ARTS (AA)

AA Associate of Arts
 AA.ANT AA Anthropology
 AA.B AA Statewide Business Articulation
 AA.ECE AA Statewide Early Childhood Education
 AA.ECO AA Statewide Economics Articulation
 AA.EE AA Statewide Elementary Teacher Education
 AA.EEM AA Elem. Ed. with Colorado Mesa University
 AA.ENV AA Environmental Studies
 AA.H AA Statewide History Articulation
 AA.M AA Statewide Math Articulation
 AA.OE AA Outdoor Education
 AA.PSY AA Statewide Psychology Articulation
 AA.S AA Statewide Spanish Articulation
 AA.T AA Theatre
 AA.VA AA Visual (Fine) Arts

ASSOCIATE OF SCIENCE (AS)

AS Associate of Science
 AS.B AS Biology
 AS.C AS Chemistry
 AS.ENG AS Statewide Engineering Articulation
 AS.E AS Environmental Science
 AS.P AS Physics
 AS.PSY AS Statewide Psychology Articulation

ASSOCIATE OF GENERAL STUDIES (AGS)

AGS Associate of General Studies (Generalist)
 AGS.ENG AGS CMC/CU Boulder Mech. Engineering
 AGS.CJ AGS Criminal Justice w/ Colorado Mesa Univ.
 AGS.ORK AGS Outdoor Recreation Leadership

CAREER & TECHNICAL (AAS OR COP)

AAS.A AAS Accounting
 COP.A COP Accounting
 COP.VT COP Animal Shelter Management
 COP.AST COP Automotive Service Technology
 COP.ASTE COP Auto Serv. Tech – Electrical Systems
 COP.ASTB COP Auto Serv. Tech – Brakes
 COP.ASTS COP Auto Serv. Tech – Suspension & Steer
 COP.ASTP COP Auto Serv. Tech – Engine Performance
 COP.ASTH COP Auto Serv. Tech – Heating & Air Cond.
 COP.CLETA COP Colo. Law Enforcement Training, Acad.
 AAS.CA AAS Culinary Arts
 COP.CUM COP Culinary Management
 COP.CUAGM COP Garde Manger
 COP.CUAAC COP Apprentice Cook
 AAS.CUASC AAS Sustainable Cuisine
 COP.CUASF COP Sustainable Food Systems
 COP.CUASC1 COP Sustainable Cuisine Ops I
 COP.CUASC2 COP Sustainable Cuisine Ops II
 AAS.ECE AAS Early Childhood Education
 COP.ECE COP Early Childhood Ed – Group Leader
 COP.ECED COP Early Childhood Ed – Director
 COP.EMSB COP EMT Basic
 COP.EMSI COP EMT Intermediate
 COP.EMSP COP EMT Paramedic
 AAS.EMSP AAS EMT– Paramedic
 COP.EMSW COP Wilderness Emergency Med Services
 AAS.ENT AAS Entrepreneurship

COP.ENT COP Entrepreneurship
 COP.ENTSB COP Small Business Finance
 COP.ENTEB COP E-Business & E-Commerce
 AAS.FST AAS Fire Science Technology
 COP.FA1 COP Fire Academy I
 COP.FA2 COP Fire Academy II
 COP.FSTCO COP Company Officer (Fire Department)
 COP.GIS COP Geographic Information Systems
 AAS.GD AAS Graphic Design
 COP.GD COP Graphic Technology
 COP.WD COP Web Technology
 AAS.IT AAS IT Specialist
 COP.A+ COP A+ Computer Technician
 COP.CNA COP CISCO, CCNA (Certified Network Associate)
 COP.MOS COP Microsoft Office Specialist
 COP.N+ COP Network+
 COP.IS COP Security +
 COP.SERV COP Server +
 COP.WSD COP Web Site Developer
 AAS.PTECH AAS Process Tech. (Integrated Energy)
 COP.PTECH COP Petroleum Tech. (Integrated Energy)
 COP.OHSPT COP Safety in Process Technology
 COP.IIC COP Industrial Instrumentation Control Technician (Integrated Energy)
 COP.PTOP COP Process Tech. Op. (Integrated Energy)
 COP.SPV COP Basic Solar Photovoltaic (Integrated Energy)
 COP.PVI COP Photovoltaic Installer (Integrated Energy)
 COP.STI COP Thermal Installer (Integrated Energy)
 AAS.MA AAS Medical Assistant
 COP.MA COP Medical Assistant
 AAS.NRM AAS Natural Resource Management
 COP.NRMFT COP Field Technician
 AAS.NM AAS New Media
 COP.DJ COP Digital Journalism
 COP.DMD COP Digital Marketing & Design
 COP.DMP COP Digital Media Production
 COP.NAT COP Nurse Aide
 AAS.N AAS Nursing
 COP.PN COP Practical Nursing (LPN)
 AAS.PAR AAS Paralegal
 COP.PAR COP Paralegal
 AAS.PP AAS Professional Photography
 COP.RE COP Real Estate
 AAS.RM AAS Resort Management
 COP.RMB COP Hospitality Operations
 COP.SM COP Spa Management
 AAS.RSTR AAS Restaurant Management
 COP.RSTR COP Restaurant Management
 COP.SAORT COP SAO – Ropeway Tech (Mechanical)
 COP.SAORTE COP SAO – Ropeway Tech (Electrical)
 AAS.SAO AAS Ski Area Operations
 COP.SP1 COP Level I Ski Patrol Operations
 COP.SP2 COP Level II Ski Patrol Operations
 COP.ST COP Slope and Trail Maintenance
 AAS.SSB AAS Ski and Snowboard Business
 COP.SSB COP Ski and Snowboard Business
 COP.SKB1 COP SKB Retail & Repair Shop Tech I
 COP.SKB2 COP SKB Retail & Repair Shop Tech II
 COP.SKBG COP Professional Ski & Snowboard Guide
 COP.MKT COP Ski & Snowboard Mkt. Media Mgr.
 AAS.VT AAS Veterinary Technology
 COP.W COP Basic Welding & Cutting
 COP.PW COP Pipe Welding
 COC.CA COC Creative Arts
 COC.FFG COC Fly Fishing Guide
 COC.OE COC Outdoor Education
 UND.UND Undeclared
 UND.OCC Undeclared - Occupational Upgrade

Application for Admission

PLEASE PRINT AND CHECK BOXES AS APPROPRIATE - COMPLETE ALL SECTIONS.

OFFICE USE ONLY

Colleague ID # _____
 Location _____
 Tuition Classification
 ID IS OS
 Staff Signature _____
 Date _____

Colorado Mountain College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the CMC Director of Human Resources.

PERSONAL INFORMATION

Please indicate the year and term you wish to enroll: Summer Fall Spring Year _____

Which CMC site/campus will you attend? _____

LAST NAME /FAMILY NAME		FIRST NAME		MIDDLE NAME	
SOCIAL SECURITY NUMBER	OR	TAX PAYER ID NUMBER	BIRTHDATE	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	

ADDRESS INFORMATION

STREET ADDRESS		CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS)		CITY	STATE	ZIP CODE
COUNTRY OF PERMANENT RESIDENCE:		STATE OF PERMANENT RESIDENCE:		

PHONE & EMAIL INFORMATION

HOME PHONE W/AREA CODE	(CHECK ONE) <input type="checkbox"/> WORK OR <input type="checkbox"/> CELL PHONE	EMAIL ADDRESS
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EMERGENCY CONTACT

NAME	PHONE NUMBER (HOME)	PHONE NUMBER (CELL)
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GENERAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED	CITY	STATE
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Type of Secondary Diploma:

- High School Diploma; Year Received: (_____)
- G.E.D.; Year Received: (_____)
- Currently enrolled in High School or Home Schooled. Expected Graduation Date (12/2012): (_____)
- Non-Graduate

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Please mark all that apply)

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian
- White

ACADEMIC PROGRAM INFORMATION

You must declare a program to receive financial aid.

ACADEMIC PROGRAM INFORMATION:

What program do you plan to study? Please select the program name and code from the list on the opposite page that best describes your plans at this time.

Enter name and code here: _____

Which best describes your current status?

- N New student, first college attended
- n Re-entering former CMC student

Transfer, attended another college:

- TC Will transfer credit into CMC
- TN Will not transfer credit into CMC

Do you plan to transfer to another institution?

- NOTRN No, I do not plan to transfer
- AFTR4 Yes, to a 4 year school after CMC graduation
- BFRE4 Yes, to a 4 year school before CMC graduation
- AFTR2 Yes, to a 2 year school after CMC graduation
- BFRE2 Yes, to a 2 yr school before CMC graduation

Please check your main educational goals:

- Learn skills to get better jobs
- Learn skills to advance in current job
- Increase personal income
- Improve skills in reading, writing, math
- Personal interest
- Maintain license
- Bachelor's degree
- Other

Which best describes the level of education you have completed? (Choose One)

- L Less than High School
- H High School Graduate/GED
- C Certificate
- A Associate
- B Bachelor's
- M Master's
- D Doctorate

Which best describes the level of education your parents or guardians have completed?

Please choose one education level from the codes below to fill in the information for your parents or guardian, as appropriate: (GED/High-High School | ASSOC-Associate Degree | BACH-Bachelor's Degree | MAST-Master's Degree | DOC-Doctorate Degree)

What is the highest level of education completed by your father? (Choose One) _____

What is the highest level of education completed by your male guardian? (Choose One) _____

What is the highest level of education completed by your mother? (Choose One) _____

What is the highest level of education completed by your female guardian? (Choose One) _____

Would you like information about support services available for students with disabilities? Yes No

Do you consider yourself economically disadvantaged? Yes No Do you consider yourself academically disadvantaged? Yes No

Is English your second language? Yes No If yes, what is your primary language? _____

Do you consider yourself a displaced homemaker? Yes No Do you consider yourself a single parent? Yes No

SELECTIVE SERVICE

Information on Selective Service registration status must be provided in order to comply with Colorado State Law. Individuals providing false information are subject to penalty of law. Most males age 18 - 25 are required to register with the Selective Service.

Are you required to register with the Selective Service? Yes No

If yes, are you registered? Yes No

VETERAN/MILITARY SERVICE - Active duty military, veterans, and/or spouse/dependents are eligible for a CMC tuition discount.

- None
- 1 Veteran/Dependent Eligible for VA Educational Benefits
- 2 Veteran/Dependent Not Eligible for VA Educational Benefits
- 3 Active Duty Reserve/Guard
- 4 Active Duty Military
- 5 Active Duty, Spouse or Dependent

CITIZENSHIP

Are you a U.S. Citizen? Yes No

If no, what is your country of citizenship?

Visa Type:

DATE AUTHORIZED STAY EXPIRES:
(attach a photocopy - front & back)

OR ALIEN REGISTRATION NUMBER:
(attach a photocopy - front & back)

Note: If under 23 years of age, you must supply copy of Parents Alien Registration or citizenship documents.

Check this box, if the following statement is correct.

I have no official classification with the Department of Immigration and Customs Enforcement

TUITION CLASSIFICATION (Has no effect on admission to the College)

Are you claiming tuition classification as a Colorado resident? Yes No

Current Age _____. If you are under the age of 23, information concerning your parent or court appointed guardian (attach photocopy of court orders) is required.

If you are claiming to be a Colorado Resident, completion of all questions in this section is required to determine eligibility for In-State or In-District Tuition. State of Colorado Title 23, Article 7, 101 to 107, C.R.S.1973, as amended, defines the information required.

	Student Information	OR	Parent/Guardian Information
Dates of continuous physical presence in Colorado (Month Day Year)	to Present		to Present
Dates of continuous physical presence in CMC District (Month Day Year)	to Present		to Present
List last 2 years Colorado income taxes have been filed			
Date current Colorado Driver's License or Colorado ID was issued (Month Year) & Number		#	#
If current Colorado Driver's License was issued less than two years ago, in which state was the previous license issued?			
List last 2 years of Colorado Motor Vehicle registration (Month Year)			
Date of Colorado Voter Registration (Month Year)			
Parent's Name if Parent Info Provided			
Dates of extended absences from Colorado during the last 2 years (Month Day Year) (gone for more than one month at a time)		to	to
Have you ever been married? Date of that marriage (Month Day Year) (Answer only if you are under 23 at the time of application)			
List the last 2 years of employment			
	EMPLOYER		EMPLOYER
	CITY STATE FROM TO		CITY STATE FROM TO
	EMPLOYER		EMPLOYER
	CITY STATE FROM TO		CITY STATE FROM TO

COLLEGE EDUCATION

If you have earned college credits at another institution that you plan to transfer to CMC, or use as a prerequisite for a CMC class, or to gain exemption from a required placement test, please request that your official transcripts be sent to CMC from each institution attended. If you have attended more than four institutions, attach another sheet with the additional information.

I have approximately _____ credits to transfer into CMC.

Other name(s) used at previous higher education institutions: _____

List of colleges attended or attending (do not include CMC):

COLLEGE NAME	CITY	STATE	DATE OF ATTENDANCE	DEGREE EARNED
COLLEGE NAME	CITY	STATE	DATE OF ATTENDANCE	DEGREE EARNED
COLLEGE NAME	CITY	STATE	DATE OF ATTENDANCE	DEGREE EARNED
COLLEGE NAME	CITY	STATE	DATE OF ATTENDANCE	DEGREE EARNED

SIGNATURE

I certify, under penalty of perjury, that the information presented on this form is true and complete. If asked by an authorized official, I agree to give proof of the information I have provided. If the student is under 18 years of age at the time the application is signed, the student's parent or court appointed guardian must sign this application.

SIGNATURE	DATE
PARENT/COURT APPOINTED GUARDIAN SIGNATURE	DATE

Don't forget to sign and date this form!



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.

Concurrent Enrollment Student and Parent Agreement Registration

Semester _____ Year _____

You have indicated that you are interested in enrolling in a college course while a high school student. The State of Colorado provides several options for high school students who meet high school standards to begin college early. The purpose of these options include promoting content standards, providing academic challenges, and providing access to academic courses that may not be available at a local high school to meet high school graduation requirements.

Persons under twenty-one years of age, enrolled in the 9th - 12th grade in a school district, who demonstrate academic preparedness, are eligible for concurrent enrollment programs. Students enrolled in 12th grade at a school district may enroll in basic skills courses, if approved by the school district. If a high school student fails 12th grade, they may not enroll in more than 9 credits concurrently during the repeat year. To enroll at a Community College a student must have completed the minimum course prerequisites and all required assessments.

Student's Name: _____ High School _____

Date of Birth _____ Student District SASID _____

School District _____

Student's Address _____ street) _____ (city)
 _____ (zip)

Phone Number: _____ Email: _____

Section A: to be completed by Student

Subject	Course Number	Title	Credit Hours
EXP-102	12345	Example: Full Course Title	3

Attention Student: Prior to adding, dropping or withdrawing from a class, you must see an advisor.

Attention Parent or Guardian: By signing this agreement, it is understood that if the student receives a grade of "C-," "D" or "F" or an "Incomplete" or withdraws in one or more of their classes after the designated drop period, the student and parent may be responsible to the sponsoring School District for payment for the respective class(es).

In compliance with the **Family Educational Rights and Privacy Act (FERPA) of 1974**, the Student gives permission to Colorado Mountain College to report absences, disciplinary issues, and the release of grades, transcripts, in progress grades, and class schedules to _____ for the courses enrolled under the Concurrent Enrollment program. The signatures below indicate to the College and acknowledge receipt of and abidance to the Statewide Agreement between _____ (school district) and Colorado Mountain College.

Student Signature and Date _____ Parent/guardian Signature and Date _____

Deliver this form to your high school counselor. Section B will indicate which options are available to you. This contract is student and college specific. A separate contract must be completed for each community college that the high school student plans to attend.

Section B: Student Eligibility: To be completed by High School counselor/principal. Check all that apply.

- This student is under 21 years of age.
- This student is eligible to participate and has the maturity to enroll in a college level course and complete the assignments for the course.
- The school district agrees to pay the tuition for _____ courses this term.
- This student is enrolled in 9th grade.
- This student is enrolled in 10th grade.
- This student is enrolled in 11th grade.
- This student is enrolled in 12th grade.
- This student is continuing 12th grade.
- This student is eligible to enroll in basic skill courses at the college.
- This student is an international student attending high school on an F1 Visa. **INELIGIBLE FOR CONCURRENT ENROLLMENT**
- This student is enrolled in grade 13, often referred to as a fifth year senior. (State funding available 2010-2011 year)

Signed: _____ Date: _____
Title _____

For districts that require central administration approval, School District Central Administration sign below.

Signed: _____ Date: _____

Section C: To be signed by student and student's parent/guardian

I understand that this agreement entitles me/my child to enroll in college courses if academically and socially ready. I understand the following:

1. I will meet the same course requirements as college students; the student is subject to the CMC Student Code of Conduct.
2. The course satisfies college graduation or basic skills requirements.
3. Transfer course credits will only transfer if I earn a C or better in the course.
4. The grade received in this course will appear on my official college transcript.
5. If I withdraw from the course after the drop/add date, I will receive a W or F on my college transcript.
6. I am not eligible for the privileges of a college student, i.e., may not participate in college activities or sports, not eligible for federal or state-funded financial aid, including institutional scholarships funded with general fund dollars.

In signing this agreement, I authorize Colorado Mountain College to release my transcript to my school district at the end of the course.

Student Signature and Date

Parent/guardian Signature and Date

Section D: Approved by CMC administrator

Name of college campus: _____

Comments: _____

Signed: _____ Title: _____

Date: _____



RELEASE OF INFORMATION WAIVER

Authorization Section

Colorado Mountain College will disclose information from the student's education records only with the written consent of the student.

I hereby authorize Colorado Mountain College to release any and all information from my education records including, but not limited to, my performance and academic progress related to all Colorado Mountain College classes.

This information may be released to the following (check all that apply):

- Parent/Guardian *(both parents will have access to the record unless the Registrar has been provided with evidence that there is a court order, State statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.)*

Parent/Guardian name(s)

- High School Administrators/Officials _____
 Coaches _____
 Other _____

If you are currently enrolled in high school: High School name _____
and Academic School Year _____.

Student's Printed Name

Student's ID or SSN

Student's Signature

Date

Valid only while continuously enrolled at Colorado Mountain College or until rescinded, in writing, by the student.

Rescind Section

I hereby RESCIND authorization to release my academic record information to any of the above.

Signature

Date

