

CMC CEPA Checklist

Returning Students

Name: _____

Registration Add/Drop Form

- student signature only

Concurrent Enrollment Form

- student, parent, counselors signature required

Academic Planner

- student signature, hs counselor's initials



REGISTRATION FORM

Use for Adding & Dropping Classes

General Information On Back

CMC - ASPEN
 fax: 970.925.6045
 phone: 970.925.7740

Credit Classes (CR) Non-Credit Classes (NC) Both CR/NC

Student Info 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	DATE OF BIRTH		

Ethnicity and Race: Are you Hispanic/Latino?
 Yes No

Race (Check one or more)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Gender:
 Male Female

Gender and Ethnicity: Information will be used for statistical analysis and grant attainment-providing this information is voluntary for non-credit courses only.

Credit Classes

ADD	DROP	SYNONYM #	COURSE CODE-SECTION	COURSE TITLE	CREDIT HRS	GRADE OPTION (check one)			TUITION	FEES
						LETTER GRADE	PASS / FAIL	AUDIT		

Non-Credit Classes

ADD	DROP	SYNONYM #	COURSE CODE	COURSE TITLE	TOTAL COST

Payment Method

PAYMENT OPTION: Check Cash Visa Discover Mastercard Other _____

CREDIT CARD #	SECURITY CODE (back of card)	EXP. DATE
NAME AS IT APPEARS ON CREDIT CARD		

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.

DON'T FORGET STUDENT'S SIGNATURE	DATE
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OFFICE USE ONLY

RECEIVED BY	DATE	PROCESSED BY (IF DIFFERENT)	DATE
SPECIAL AUTHORIZATION SIGNATURE	DATE	SPECIAL AUTHORIZATION 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. 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: _____

