Copper Mountain College
New K-12 Concurrent Enrollment Checklist

If you have never attended CMC, here is a checklist
to help guide you through CMC's registration process.

Student Name:_____ **Student ID #:** _____

Step 1

- ❑ **Apply for Admissions Online at www.cmccd.edu (at home or in the Library). Look for "Apply Online!"** 24 hours after receiving and printing your confirmation page, contact Admissions & Records at **760-366-3791 ext. 4232** or the Base Programs Office at **760-830-6133** to obtain your Student ID #, schedule an Assessment Test and New Student Orientation. **Student ID #:** _____

Step 2

- ❑ **Schedule Assessment Test, New Student Orientation, Counseling Appointment:** There are several options for attending New Student Orientation and receiving Counseling. Please call Admissions & Records to ask which option is best for you and to schedule a convenient day and time. **Main Campus 760-366-3791 ext. 4232** or **Base Programs Office 760-830-6133.**

My Assessment Test:	**Date**_____	**Time**_____
My New Student Orientation:	**Date**_____	**Time**_____
My Counseling Appointment:	**Date**_____	**Time**_____

Review for the Accuplacer Assessment Test at the following websites: www.testprepreview.com or www.testpreppractice.net/ACCUPLACER/. Additional review in English, reading, or math skills, is also available at no charge in CMC's Student Success Center at 760-366-3791 ext. 4246 or 5982.

Step 3

- ❑ Meet with your Counselor/Principal to fill out the K-12 Concurrent Enrollment form **– each semester; State Requirement**

Step 4

- ❑ Obtain a current copy of your school transcript to submit with the application **– each semester; State Requirement**

Step 5 -- do this early! The approval process can take time during peak registration.

- ❑ Submit the completed application to the Vice President of Student Services for review and approval. You are unable to register for classes until you receive notification stating you are approved to attend classes **– each semester; State Requirement**

Step 6 -- do this early!

- ❑ Meet with CMC's Financial Aid staff to pick-up a "paper" Board of Governor's Waiver form **– yearly process**. If you qualify, your tuition fees are waived. You are still responsible for all other fees and book purchases. Be prepared to provide a signed copy of your parent's tax information from the previous year.

Step 7

- ❑ All of the above steps must be completed **BEFORE** you can register for classes **– each semester; State Requirement**

Steps 8 & 9

- ❑ Register for Classes
- ❑ Pay for classes in the Cashier's Office 100 Quad
- ❑ Buy Parking Sticker in Cashier's Office

Step 10

- ❑ Get your Student ID card. Bring: Schedule of Classes & Photo ID
- ❑ Get a new semester sticker for your Student ID card after you register for classes – **each subsequent semester**

Step 11

- ❑ Attend Classes! *Good Luck!*

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