



**Copper Mountain College
Continuing K-12 Concurrent Enrollment Checklist**



Student Name: _____

Step 1 Fill out the K-12 Concurrent Enrollment Application.

- Obtain the application from Admissions & Records or online at www.cmccd.edu. Meet with your school counselor and principal to fill out the application.

Step 2 Submit K-12 Concurrent Enrollment Application to Admissions & Records.

- A current copy of your school transcript will also need to be submitted with the application. Your application will be reviewed for approval by the Vice President of Student Services and Academic Affairs. *NOTE: The approval process can take time during peak registration so do this early! You will be unable to register for classes until you receive notification stating you were approved to attend classes!*

Step 3 Meet with CMC's Financial Aid.

- Pick up a "paper" Board of Governor's waiver form. This is a 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 4 Obtain your Account Username and PIN.

- Come to Admissions and Records with your photo ID to gain access to your "MyCMC" account.
My Username: _____ **My PIN:** _____

Step 5 Register for classes.

- Register for your approved classes either online by logging into your "MyCMC" account, OR in person by coming to Admissions & Records at the Main Campus or at the Base Programs Office.

Step 6 Pay for classes and obtain your parking permit.

- Go to the Cashier's Office, located in 100 Quad, Main Campus. 760-366-3791, ext. 5312.

Step 7 Get your Student ID Card/Semester sticker.

- ID hours vary by semester. Call Admissions & Records 760-366-3791, ext. 4232. Bring your photo ID, Student ID # and class schedule.

Step 8 Buy your textbooks and attend classes!

- A booklist is available at www.cmccd.edu under the Schedule of Classes.

Good Luck!!

