



## Registration Appeal Process

Listed below is the process for requesting an exception to a published registration deadline.

Submit a written appeal letter that includes the following:

1. A detailed explanation outlining the **extenuating** circumstances that prevented you from completing your transaction by the published deadlines in the current Schedule of Classes.
2. Identify each course name, number and CRN (example MATH 120, 12345).
3. In your explanation, include justification of why an exception should be granted. Include your signature and student ID number.
4. Provide documentation supporting your **extenuating** circumstances (example: medical forms, military orders, travel documentation, death certificate, obituary, etc).

**Your written appeal and attached supporting documentation must be submitted no later than the end of the course session. Refer to the current schedule of classes for session dates.**

Appeals may be submitted to the Main campus Registration Center, Montoya campus Enrollment Services, Westside Enrollment Services, or South Valley campus Student Services. Please allow up to two weeks for processing.

Appeals will be processed based on the information and documentation you have submitted. However, additional research and/or committee review may be necessary. You will be notified of the decision via your CNM email account and a letter will be mailed to the address below. **All decisions are final.**

**I have read and understand the instructions given above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please print legibly**

Full legal name: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_